

## MEMBERSHIP

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval;
5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall coordinate with the 1VP/2VP the planning of Membership Drive to be held in August and a half price membership event in January;
14. Shall collect membership applications, dues and maintain a current membership roster on file;
15. Shall provide reservations chairperson with new member list within 24 hours of sign up to ensure new member receives invitation for the next luncheon;
16. Shall review NCSC membership form at the beginning of NCSC year (June) and report any changes to the publicity chair;
17. Shall provide an updated roster to the president and reservations chair as needed;
18. Shall provide updated membership numbers at monthly NCSC meeting;
19. Shall order NCSC pins to new members;
20. Shall recommend the membership fees to the Governing Board for a vote by the July board meeting for approval;
21. Shall design and distribute membership forms with updated information with board approval;
22. Shall coordinate with Reservations to introduce new members and guests at luncheons.