

PROPERTY MANAGER

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 be the custodian of Club Property;
14. Shall maintain a correct inventory and price list items for rentals;
15. Shall conduct a yearly inventory of Club Property;
16. Shall ensure monies are counted and given to the Treasurer within 7 days of property rentals.