

OFF THE BEATIN' PATH GIFT SHOP REPRESENTATIVE:

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 ensure the policies of the OTBPG are within the consent of the NCSC Board;
14. Shall establish, with the approval of the President, an OTBPG Advisory Council comprised of the President, Senior Advisor appointed by the Honorary President, Treasurer and Gift Shop Manager;
15. Shall, with the OTBPG Advisory Council, annually update the OTBPG SOP and all vendor contracts, in accordance with ARTICLE V of the By-Laws. The current SOP shall be kept as an addendum to the NCSC By-Laws, which must be validated by the Constitution Review Committee for final approval by the Board;
16. Shall ensure that the OTBPG follows all constitutional guidelines of the NCSC;
17. Shall prepare the annual OTBPG budget in consultation with the OTBPG Council. The budget must be presented to the NCSC Board for approval by the September NCSC board meeting;
18. Shall present the OTBPG financial statements to the NCSC Board on a monthly basis;
19. Shall, in the event of vacancy of salaried positions, and with the President and OTBPG Advisory Council, review and select qualified applicants for the position;
20. Shall report to the President;
21. Shall maintain a record of inventory of items for sale at all times;
22. May coordinate and promote the sale of items from OTBPG to be sold at General Membership Meeting and NCSC functions.