

## RESERVATIONS

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 report reservations to the point of contact for the given event;
14. Shall be responsible for luncheon sign-in and collection of money;
15. Shall be responsible with the Treasurer for collection of monies due from no show reservations;
16. Shall make name tags for members upon an RSVP to an event. Shall be responsible for creating and ordering permanent name tags for members who purchase them. Shall collect permanent name tags and bring them to subsequent NCSC functions when requested by members;
17. Shall ensure monies are counted and given to the Treasurer or designee before leaving the event;
18. Shall confirm receipt of RSVP with the Luncheon Cancellation Policy;
19. Shall work with other chairs (1 & 2 VP, Membership) to coordinate invitations and RSVPs for events;
20. Shall coordinate with Membership to introduce new members and guests at Luncheons.