

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 maintain NCSC emails that are provided for this role;
6. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
7. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
8. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
9. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
10. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
11. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
12. Shall maintain NCSC e-mails that are provided for each Committee;
13. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
14. Shall not go into a binding contract for the North Country Spouses' Club;
15. Shall coordinate with the 1VP/2VP the planning of Membership Drive to be held in August and a half price membership event in January;
16. Shall collect membership applications, dues and maintain a current membership roster on file;
17. Shall review NCSC membership form at the beginning of NCSC year (June) and report any changes to the Executive Board;
18. Shall provide an updated roster to the Executive Board, Reservations Chair, Social Chair, and Volunteer Coordinator Chair;
19. Shall provide updated membership numbers at monthly NCSC meeting;
20. Shall order NCSC pins to new members;
21. Shall recommend the membership fees to the Governing Board for a vote by the July board meeting for approval;
22. Shall design and distribute membership forms with updated information with board approval;
23. Shall work closely with 1st VP, 2nd VP, and Social Chair.