

RESERVATIONS:

1. Shall report reservations to the point of contact for the given event;
2. Shall be responsible for luncheon sign-in and collection of money;
3. Shall be responsible with the Treasurer for collection of monies due from no show reservations;
4. Shall make name tags for members upon an RSVP to an event;
5. Shall ensure monies are counted and given to the Treasurer or designee before leaving the event;
6. Shall confirm receipt of RSVP with the Luncheon Cancellation Policy;
7. Shall work with other chairs (1 & 2 VP, Membership) to coordinate invitations for events;
8. Shall coordinate with Membership to introduce new members and guests at Luncheons.

All committee chairpersons shall attend Governing Board meetings, General Membership Meetings, and NCSC functions. All committee chairpersons shall be a voting member of the Governing Board (in the event a position is co-chaired, they shall only have one vote). All committee chairpersons shall assume any duties deemed necessary by the President. All committee chairpersons shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting. All committee chairpersons, with the Presidents approval can appoint co-chair(s) to assist with duties as needed. The committee chair holder will have only one vote at board meetings. All committee chairs shall maintain and update Board Notebooks to include:

1. Shall have a complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP;
2. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
3. Notebooks and all job related material are to be given to successors at the joint Governing Board meeting in May;
4. Shall maintain NCSC e-mails that are provided for each Committee;
5. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
6. Shall not go into a binding contract for the North Country Spouses' Club.