

TOWN - Austin Board Member Responsibilities

Each Board position serves for two years.

Following positions are elected in odd-numbered years and begin to serve the following January.

President
President-Elect
Treasurer
Newsletter Editor
Outings Coordinator

Following positions are elected in even-numbered years and begin to serve the following January.

Membership Chairperson
Publicity Chairperson
Secretary
Webmaster

PRESIDENT:

- Chairs monthly TOWN meeting - writes agenda; hosts meeting; one week prior to the meeting sends reminder to membership.
- Chairs monthly TOWN Board Meeting - creates and distributes agenda to officers; sends reminder about the meeting one week prior; ensures Secretary (or other Board member) documents meeting minutes
- Coordinates and hosts the annual Holiday Party in January.
- Coordinates and hosts the annual Celebrate TOWN outing in the fall.
- Coordinates and hosts the annual Thank You for Outing Leaders in January.
- If EXPO scheduled, coordinates and hosts the TOWN booth at the TX Parks & Wildlife Expo in October; recruit volunteers to pass out flyers and gear to decorate the booth. Coordinates booth setup the day before EXPO.
- Responds to information requests about TOWN.
- Works with other TOWN chapters across Texas whenever possible.
- Reads website regularly and provides feedback on presentation and content.

- Maintains signing authority to write checks and to charge club expenses to credit card.
- Acts as a greeter at the monthly meetings.
- Lead outings whenever possible.
- Attend monthly Board meetings and provide updates.

PRESIDENT-ELECT:

- Coordinates speakers:
 - Recruit speakers.
 - Provide speaker with location, time, and meeting details.
 - Contact speaker the 1st of each month to verify still plans to speak.
 - Obtain background information and forward to webmaster.
 - Determine if speaker will need supplies such as projector.
 - Provides board member who is to introduce the speaker with speaker background prior to meeting
- Acts as a greeter at the monthly meetings.
- Reads website regularly and provides feedback on presentation and content.
- Lead outings whenever possible.
- Attend monthly board meetings and report updates.
- Maintains signing authority to write checks and to charge club expenses to credit card.
- Substitutes for President in her absence.
- If President resigns, then President Elect becomes President.

TREASURER:

- Responsible for IRS paperwork. File tax report whenever necessary.
- Deposit membership fees regularly.
- Write checks and pay bills such as post office box rental and website fees. Has primary club credit card and can charge club expenses, with prior approval only.
- Balances checkbook and keeps track of expenses on a spreadsheet. Presents year to date summary at least quarterly at the Board Meetings.
- Attend and report checkbook balance at each scheduled Board Meeting.

- Complete paperwork as needed.
- Act as a greeter at the monthly meetings.
- Lead outings whenever possible.
- As needed purchase gift cards (\$25) to use as gift for monthly speaker.
- Attend each scheduled Board Meeting and report updates.

NEWSLETTER EDITOR:

- Prepare the newsletter and email website link to our Yahoo group participants.
- Bring 5 copies of the newsletter to distribute to visitors and new members at the monthly meeting.
- Coordinate getting pictures for newsletter and share those pictures with webmaster.
- Act as a greeter at the monthly meetings.
- Lead outings whenever possible.
- Attend each scheduled Board Meeting and report updates.
- Create thank-you cards to be used for monthly speakers.

OUTINGS COORDINATOR:

- Members send outing details to Outings Coordinator. Coordinator will verify details are correct. Then forward email to Yahoo group members and to webmaster.
- Collects outing information and forward in email to Webmaster.
- Verify all outings leaders are members of the club.
- Attend each scheduled Board meeting and report updates.
- Maintains security of digital frame and adds photos as necessary.
- Acts as a greeter at the monthly meetings.
- Lead outings whenever possible.
- Attend scheduled Board meeting and report updates.

WEBMASTER:

- Maintain the website in a timely fashion.
- Maintain website operation.
- Collects pictures from outings to post in website.
- Forward yearly Homestead statement to treasurer for payment.
- Act as a greeter at the monthly meetings.
- Lead outings whenever possible.
- Attend each scheduled Board Meeting and report updates.

MEMBERSHIP CHAIRPERSON:

- Maintains the membership database.
- Deliver sufficient membership applications to all monthly TOWN meetings.
- Updates the membership database whenever necessary and maintains membership database securely.
- Goes by post office at least once a month before monthly meeting to pick up membership fees and mail. Has primary post office key. Mark each membership with method of payment and then give moneys to treasurer at the monthly meeting. Enters all new members in database.
- Responsible for emailing membership database to all new members with welcome letter.
- Mail out newsletter/calendar to any paid member without internet access, per request.
- Attend each scheduled Board meeting and report updates.
- Acts as a greeter at the monthly meetings.
- Lead outings whenever possible.

SECRETARY:

- Keep the minutes at each TOWN Officer meeting. Send a copy of those minutes to each officer shortly after each meeting to keep us all on track.
- Provides and collects the sign-in sheet after each monthly TOWN meeting and sends visitors a welcome letter.

- Collect and maintain outing Sign-in Waivers.
- Sends thank you e-mail (or card) to each guest speaker from our monthly meeting.
- Attend each scheduled Board meeting and report updates.
- Assist as a greeter at the monthly TOWN meetings.
- Lead outings whenever possible.

PUBLICITY CHAIRPERSON:

- Arrives early at every TOWN monthly meeting and sets up the room: tables, chairs, forms, flyers and display board. Put out sign-in sheet, nametags and pens. Make sure we have plenty of flyers, membership applications, how to lead an outings form, liability waivers, and outings checklist. Make sure room has everything we and the guest speaker needs: privacy, quiet, good lighting, proper a/c or heat, water.
- Assist as greeter at the monthly meetings and make sure everyone gets a name badge. Introduce guests to at least 3 people, if at all possible.
- Send out monthly notice to all area publications, newspapers, magazines, radio, tv, other outdoor clubs, events, and websites to promote our monthly TOWN meeting to the public. Never promote an event because of safety precautions, only the meetings.
- Checks all area publications to make sure the info is printed correctly. Immediately call and correct any errors.
- Distribute flyers through sporting goods stores and other female friendly locations and events throughout Austin.
- Gets new flyer designed whenever there is a change. Make sure flyer and membership application match on variety of outdoor recreational activities.
- Attend each scheduled Board month and report updates.
- Lead outings whenever possible.
- Assist as greeter at monthly meeting.
- Maintain supplies: paper plates, cups, napkins, utensils, supplies left over from parties (tablecloths, foil, etc.) and deliver supplies to monthly meeting.