

Schedule 2 – Job Descriptions

Calgary Newcomers' Club Bylaws

Executive Officers & Standing Committee Chairs

All Executive Officers and Standing Committee Chairs are unpaid, volunteer positions, held by members-in-good-standing of the Calgary Newcomers' Club.

All Executive Officers and Standing Committee Chairs shall be willing to assist at one Hospitality Event per year, if required.

All Executive Officers shall be willing to welcome new members at the Monthly Meetings.

Executive Officers

President

Role: Provides overall leadership and direction for the Calgary Newcomers' Club.

Reports to: Executive Board and the membership-at-large

Responsibilities:

- Presides over & prepares agendas for the Monthly & Executive Meetings;
- Prepares the Club's annual calendar;
- Reviews the Club's Bylaws and Standing Rules annually, in conjunction with the Executive Board;
- Is an ex officio member of all committees;
- Chairs the Nominating Committee;
- Submits a monthly report and/or remarks to the Club Newsletter;
- Acts as the liaison for Calgary NuGrads (via their president);
- Acts as the liaison for the National Newcomers' Council of Canada;
- Represents the Club at all outside functions and media events;
- Updates the archives at the Glenbow Museum;
- Proof reads the Newsletter prior to distribution, or designates another Executive member;
- Assists at Hospitality Events, if required;
- One of five possible signing officers;
- Voting member of the Executive Board.

Past President

Role: Acts as an advisor to the Executive Board.

Reports to: President and Executive Board

Responsibilities:

- Acts as an advisor to the Executive Board;
- In the rare instance that the Club does not have any candidates for the positions of President, First VP or Assistant VP at the May Annual General Meeting the Past President may preside temporarily in the vacant position. All temporary rights and privileges revert back to that Position once filled;
- Non-voting member of the Executive Board.

First Vice President

Role: Organizes the Monthly Meetings for the membership.

Reports to: President and Executive Board

Responsibilities:

- Plans the Monthly Meetings:
 - Finds a venue;
 - Organizes the catering, as required;
 - Organizes the activity or speaker, as required;
 - Provides details of upcoming meetings to the Newsletter Editor;
 - Coordinates with Reservations and confirms numbers attending with caterer;
 - Coordinates the prizes with the Door Prize Chairperson;
 - Purchases a Speaker Thank You Gift, as required;
- Assumes the President's role/duties in her absence;
- Researches and purchases a gift on behalf of the members, for the Outgoing President and presents it at the May AGM;
- Assists at one Hospitality Event, if required;
- One of five possible signing officers;
- Attends Monthly & Executive Meetings;
- When possible, greets new members at the Monthly Meetings;
- Voting member of the Executive Board.

Assistant First Vice President

Role: Assists the First VP with her responsibilities.

Reports to: First Vice-President

Responsibilities:

- Assists the First VP with organizing Monthly Meetings and her other responsibilities;
- Arranges for Charity Donations collections at Monthly Meetings and delivers cash to Treasurer;
- Brings "WHERE" magazines to the Monthly Meetings;
- May attend the Executive Meetings;
- Assumes the First VP Role in her absence;
- Assists at one Hospitality Event, if required;
- Attends Monthly Meetings and greets new members at the Monthly Meetings;
- Non Voting member of the Executive Board, except in the absence of the First VP.

Second Vice President

Role: Oversees the Interest Groups, their activities and their Conveners.

Reports to: President and Executive Board

Responsibilities:

- Hosts an Informational Meeting for the Conveners in late summer (to prepare for September Monthly Meeting) providing them with Job Description and Non-Member Participation Agreement;
- Ensures all Interest Groups operate in compliance with the Club's Bylaws;
- Arbitrates (with the assistance of the President, if necessary) over any disputes or problems within the Interest Groups, keeping the Executive Board aware of problems and their outcomes;
- Member of the Executive Nominating Committee;
- Assists at one Hospitality Event, if required;
- One of five possible signing officers;
- Attends Monthly & Executive Meetings;
- When required, greets new members at the Monthly Meetings;
- Voting Member of the Executive Board.

Secretary

Role: Records and maintains the Club's Minutes and correspondence.

Reports to: President and Executive Board

Responsibilities:

- Records & presents the monthly Executive minutes to the Executive Board;
- Records & presents the Monthly Meeting minutes to the general membership at the Monthly Meetings;
- Submits Monthly Meeting minutes for inclusion in the following month's Newsletter;
- Prepares, distributes and updates the Executive Contact List to the Executive Officers & Standing Committee Chairs;
- Picks up the mail from the Club's mailbox on a regular basis and forwards it as appropriate;
- Sends out Club acknowledgements, as directed by the President (births, deaths, illness, etc.);
- Carries out all Executive correspondence, including the annual filing with Corporate Registry of Alberta and reporting of any Club Bylaw changes;
- Assists at one Hospitality Event, if required;
- One of five possible signing officers;
- Attends Monthly & Executive Meetings;
- When possible, greets new members at Monthly Meetings;
- Voting Member of the Executive Board.

Treasurer

Role: Performs all financial activities for the Club.

Reports to: President and Executive Board

Responsibilities:

- Keeps an account of the receipts and disbursements;
- Issues cheques on behalf of the Club with appropriate documentation and signatures from 2 of 3 Executive signing officers;
- Reports monthly and annually to the Executive Board and the general membership, the current bank balance, expenses & revenues to date;
- Submits for Financial Review (after the fiscal year end) all books of account belonging to the organization;
- Prepares the Annual Budget with the aid of the Executive Board & submits it to the membership for approval;
- Assists at one Hospitality Event, if required;
- One of five possible signing officers;
- Attends Monthly and Executive Meetings;
- When possible, greets new members at Monthly Meetings;
- Voting Member of the Executive Board.

Director of Publicity

Role: Publicizes the Calgary Newcomers' Club with the purpose of increasing membership.

Reports to: President and Executive Board

Responsibilities:

- Publicizes the Club through various media outlets & formats (TV, newspapers, website);
- Responsible for updating Club information in the various media formats;
- Arranges with suppliers for production of flyers, business cards, community newsletters, etc.;
- Advises the Webmaster with respect to maintaining and updating the website;
- Provides Club information and updates to Alberta 311;
- Responds to media requests for information;
- Is the main contact person for Welcome Wagon, insuring they have adequate flyers to publicize the Club;
- Explores & presents new publicity opportunities to the Executive Board;
- Assists at one Hospitality Event, if required;
- When possible, greets new members at the Monthly Meeting;
- Voting Member of the Executive Board.

Publicity Assistant

Role: Assists the Director of Publicity.

Reports to: Director of Publicity

Responsibilities:

- Assists the Director of Publicity in her responsibilities;
- Assumes the Director of Publicity's role in her absence;
- Attends Monthly Meetings;
- Assists at one Hospitality Event, if required;
- May attend the Executive Meetings;
- When possible, greets new members at the Monthly Meetings;
- Non-voting member of the Executive Board, except in the absence of the Director of Publicity.

Director of Membership

Role: Represents the Membership Committee (including New Membership Chair, New Membership Assistant, Renewal Membership Chair, Hospitality Hostesses and Phone/Email Team) on the Executive Board.

Reports to: President and Executive Board

Responsibilities:

- Must be one of the Membership Chairpersons (duties of this position can be shared among the three Membership Chairpersons);
- Acts as the liaison for the Membership Committee keeping them informed of meeting outcomes;
- Attends Monthly & Executive Meetings;
- When possible, greets new members at the Monthly Meeting;
- Voting Member of the Executive Board.

Standing Committee Chairs

New Membership Chair

Role: Co-ordinates the Phone Team & schedules Hospitality Events for Prospective &/or New Members.

Reports to: Director of Membership

Responsibilities:

- Coordinates Phone/Email Team schedule, based on their individual availability;
- Schedules and presides over Hospitality Events, assisted by other Executive Board Members if necessary;
- Keeps accurate records of prospective members for follow-up purposes;
- Determines the eligibility of each applicant, referring questions to the President;
- Forwards any applications and dues received to New Membership Assistant;
- Performs duties of New Membership Assistant, in her absence;
- Attends Monthly Meetings;
- May attend Executive Meetings;
- Welcomes new and prospective members at the Monthly Meeting, with other Executive Board Members;
- Non-voting member of the Executive Board, unless serving as Director of Membership.

New Membership Assistant

Role: Processes applications and welcomes new members into the Club.

Reports to: Director of Membership

Responsibilities:

- Determines the eligibility of each applicant, referring questions to the President;
- Accepts new applications for membership;
- Collects appropriate dues from new members, issues a receipt for cash and forwards all monies to the Treasurer;
- Distributes current Newsletter, Bylaws, Standing Rules, Handbook & Membership Roster to new members either directly, by email or by mail;
- Ensures new member information is sent to Renewal Membership Chair for the Roster;
- Ensures new member information is sent to the Newsletter Editor, Newsletter Assembly Chair and to the President, for their follow-up;
- Prepares and issues name badges for new members for pick up at their first Monthly Meeting, also attaches to each new member's name badge a 'New Member' red ribbon (Please recycle these red ribbons by having them returned at the end of the meeting);
- May issue name badge to renewing member, if requested;
- Presides over Hospitality Events with New Membership Chair and/or Executive Board Members;
- Performs duties of New Membership Chair in her absence;
- Welcomes new members and prospective members at the Monthly Meeting, along with other Executive Board Members;
- May attend Executive Meetings;
- Non-voting member of the Executive Board unless serving as Director of Membership.

Renewal Membership Chair

Role: Receives membership renewals (forms & dues) and maintains the Club Roster.

Reports to: Director of Membership

Responsibilities:

- Receives and processes membership renewals;
- Determines eligibility to renew by keeping accurate records of past membership forms;
- Assists President by determining “Graduates” list by January;
- Forwards dues to the Treasurer;
- Compiles, updates & maintains the current Club Roster;
- Forwards the Roster to the Newsletter Assembly Chair for distribution;
- Forwards email/name/address/phone number changes to the Newsletter Editor;
- Attends Monthly Meetings & when possible, greets new members;
- Assists at one Hospitality Event, if required;
- May attend Executive Meetings;
- Attends monthly Executive Meetings, when serving as Director of Membership;
- Non-voting member of the Executive Board unless serving as Director of Membership.

Phone/Email Team

Role: Responds to prospective members’ inquiries for the Calgary Newcomers’ Club.

Reports to: New Membership Chair

Responsibilities:

- Receives & responds to phone calls *and/or emails* from prospective members;
- *Accesses the Club’s Website and replies to or re-directs email requests for information;*
- Keeps an accurate record of prospective members for follow-up purposes;
- Determines eligibility of prospective members;
- Forwards membership application to eligible prospective members;
- Forwards all prospective member information to the New Membership Chair;
- Keeps the New Membership Chair informed of her availability;
- Familiar with all aspects of the Club & its operations;
- Assists at one Hospitality Event, if required;
- Attends Monthly Meetings & when possible, greets new members;
- Non-voting member of the Executive Board.

Hospitality Hostesses, North or South

Role: Hosts Hospitality Events in her home in conjunction with the New Membership Chairperson.

Reports to: New Membership Chair

Responsibilities:

- Coordinates with the New Membership Chair to invite new & prospective members to Hospitality Events;
- Familiar with all aspects of the Club & its operations;
- Attends Monthly Meetings;
- Non-voting member of the Executive Board.

Reservations Chair

Role: Receives and organizes member and guest reservations for the Monthly Meetings.

Reports to: First Vice-President

Responsibilities:

- Receives reservations by mail, phone or email for the Monthly Meetings and keeps First Vice President informed of attendance;
- Receives money for the Monthly Meetings (1 week prior) and forwards to the Treasurer;
- Assigns seating at Monthly Meetings, when required;
- Attends Monthly Meeting and greets members at the door to confirm their attendance, payment and seating assignment;
- Arranges rides to/from meeting for new or prospective members, if requested;
- Assists at one Hospitality Event, if required;
- May attend Executive Meetings;
- Non-voting member of the Executive Board.

Reservations Assistant(s)

Role: Assists the Reservations Chair with her duties.

Reports to: Reservations Chair

Responsibilities:

- Assists the Reservations Chairperson, as requested;
- Serves as the Reservations Chairperson, in her absence;
- Brings temporary name tags (stick-ons) for use by guests, or members without name tags;
- Attends Monthly Meeting and greets members to confirm their attendance, payment and seating;
- Assists at one Hospitality Event, if required;
- May attend Executive Meetings;
- Non-voting member of the Executive Board;

Prizes Chair

Role: Acquires donations or purchases door prizes for the Monthly Meetings.

Reports to: First Vice-President

Responsibilities:

- Consults with first VP for ideas on door prize themes;
- Purchases, within budget parameters, or accepts donated door prizes;
- Gift wraps door prizes for presentation;
- Delivers the door prizes to the First Vice President or her assistant for the Monthly Meeting;
- Helps with the distribution of the door prizes as required;
- Assists at one Hospitality Event, if required;
- Attends Monthly Meetings and when possible, greets new members;
- Non-voting member of the Executive Board.

Newsletter Editor

Role: Compiles and edits the Newsletter.

Reports to: President

Responsibilities:

- Receives input from various Executive Members and Conveners for inclusion in the monthly Newsletter;
- Compiles & produces the Newsletter;
- Prior to distribution, ensures the Newsletter is proof read by the President, or her designate;
- Submits the Newsletter to the Newsletter Assembly Chairperson for distribution;
- Assists at one Hospitality Event, if required;
- May attend Executive Meetings;
- Attends Monthly Meetings and when possible, greets new members;
- Non-voting member of the Executive Board.

Newsletter Assembly Chair

Role: Prints and distributes the Newsletter.

Reports to: President and Newsletter Editor

Responsibilities:

- Distributes the Newsletter by postal mail or email as requested by members;
- Distributes additional information to the members, as directed by the President;
- Assists at one Hospitality Event, if required;
- Attends Monthly Meetings and when possible, greets new members;
- Non-voting member of the Executive Board.

Webmaster

Role: Maintains & updates the Calgary Newcomers' Club Website.

Reports to: Director of Publicity

Responsibilities:

- Maintains & updates the website, under the direction of the Director of Publicity;
- Maintains and updates documentation regarding access to the Website;
- Reports changes and upcoming cost projections to the Director of Publicity.

The website and its' contents are the exclusive property of the Calgary Newcomers' Club.

Interest Group Conveners

Role: Organizes the activities of and acts as hostess for an Interest Group.

Reports to: 2nd Vice President

Responsibilities:

- Familiar with the Club Bylaws & Standing Rules;
- May serve as a Convener as long as she is a member-in-good-standing of the Club;
- Shall not receive remuneration for her services as a Convener;
- May appoint a Co-convenor, as necessary, notifying the Second Vice President;
- If the Interest Group is joint with Calgary NuGrads, there must be a Calgary NuGrads Co-convenor, who then assumes responsibility for NuGrads attendees;
- Checks the membership list of her group regularly to see that all the group attendees are eligible as paid members of the Calgary Newcomers' Club, reporting any discrepancies to the Second Vice President;
- Is responsible for giving information regarding her group to the Newsletter Editor by the deadline;
- Assures Non-Member Participation Agreements are completed when necessary (Indoor/Outdoor Physical Activity by any non-member attendee, or graduating member after May 31st) and holds them until the end of the year;
- Turns in all completed Non-Member Participation Agreements to Second Vice President at end of the year;
- Notifies the Club Secretary of any member events (birth, death, major illness, promotion) so a card can be mailed to the member on behalf of the Club;
- Seeks the assistance of the Second Vice President as necessary to resolve disputes;
- Assures that all Calgary Newcomers' Club members and prospective members have the first rights to participate, followed by Calgary NuGrads, then if additional space is available it is open to guests of members;
- Shall not make major changes to the structure or function of the Interest Group without consent by the majority of the Interest Group members and the Second Vice President;
- Keeps all group members informed of scheduled events for the Interest Group;
- Shall act as a hostess, welcoming all members equally;
- Shall welcome all prospective members to attend her group activity once prior to them joining;
- Attends Monthly Meetings;
- Not a member of the Executive Board.