

**SCHEDULE A - JOB DESCRIPTIONS OF BNC EXECUTIVE POSITIONS**  
**REVISED March, 2019**

**PRESIDENT:** The President shall preside at all Member Meetings and Executive Board Meetings of the Club; is responsible for the promotion of the Club; and has the authority to adjust the responsibilities of each Officer as needed. The President shall liaise with the Vice President to obtain the meeting venue for the Member Meetings and to choose the menu. The President will greet new members and guests, show them to the a table, and make introductions at monthly Member Meetings. The President also has signing authority for cheques. When issues arise, the President can assist with a solution and discuss it with the Executive if necessary. The President shall also receive communications with the National Newcomers' Association of Canada and report to the Executive when required. Upon retiring, the president will present the Gold BNC Pin and the brass "Call to Order" bell to the incoming president.

**VICE PRESIDENT:** The Vice President shall be responsible for arranging speakers, entertainers and special programs, as well as arranging for door prizes for the Member Meetings. The Vice President shall also liaise with the President when obtaining the meeting venue for the Member Meetings and choosing the menu. The Vice President shall liaise with the Meeting Registrar to confirm the number of members attending each event, the descriptions of the venue and menu along with other pertinent information for the invitation. He/She shall provide the Newsletter Editor with descriptions for the event. The Vice President shall arrange for the appropriate equipment and specific furniture requirements for the speakers, as well as for the Meeting Registrar and Membership Registrar at the Member Meetings. These requirements should also be confirmed with the Food & Beverages Manager at the venue. The Vice President shall assume the duties of the President when necessary and shall have signing authority for cheques.

**Interest Group Coordinator:** The Interest Groups Coordinator shall be responsible for co-ordinating the Interest Groups and being the liaison with the Interest Group Convenors and Newsletter Editor. He/She shall maintain and update regularly a Display Board with the descriptions of all of the Interest Groups, along with the contact information for the convenors of each group. The Interest Group Coordinator shall ensure that guests and new members are made welcome at the monthly meetings.

**Secretary:** The Secretary shall keep an accurate record of all Member Meetings and Executive Meetings. The secretary shall be responsible for emailing the minutes of the Member Meetings and Executive Meetings to all members of the Executive, in a timely manner. He/She shall be responsible for distributing promotional materials about the Brockville Newcomers Club, as well as collecting promotional materials regarding local places of interest for newcomers to be displayed at Member Meetings.

**Treasurer:** The Treasurer shall be responsible for receiving and depositing all dues and monies from monthly Member Meetings and Special Events, paying bills authorized by the Club Executive Board, keeping a written record of same, and for giving a financial report of the same to the Executive Board. The Treasurer will maintain & update the "Asset Binder" along with the receipts & warranty documents for new asset purchases. Insurance documents will also be kept by the Treasurer. He/She has signing authority along with the President and Vice President and shall be responsible to arrange for a meeting at the Bank when there are changes to any of the three members who have signing authority, and when our GIC has to be renewed on a yearly basis. All cheques require two signatures.

[Treasurer needs to be updated to include Budget responsibilities, deliverables and deadlines.](#)

**Membership Registrar:** The Membership Registrar shall be the initial contact person for new members. He/She shall be responsible for collecting mail from the BNC Mailbox; ensuring that all membership dues are paid in full; for keeping a record of all members and their status; and for compiling and distributing the address and telephone list. The Membership Registrar will share ongoing changes to the membership list with Executive Committee Members. Once a year the Registrar will send the membership list, excluding member emails, to all members.

**Meeting Registrar:** The Meeting Registrar shall liaise with the Vice President and be responsible for ensuring that all members are notified of Member Meetings and Special Events, via email, or phone for those without email. The Meeting Registrar shall confirm with the Food & Beverages Manager at the venue, how many members will be attending, and listing food allergies and alternative food options, where applicable. The Meeting Registrar shall keep Name Tags updated, distribute and collect name tags at meetings and make new name tags for newly joined members or guests. The Meeting Registrar shall prepare “special dietary needs tags” which members must display at their place setting where food is served.

**Newsletter Editor:** The Newsletter Editor shall be responsible for compiling the information provided by the Executive members and the various Interest Group Convenors. He/She shall distribute the monthly newsletter to members (by either email, or Canada Post where email is unavailable) and shall establish timely submission and publication deadlines for the newsletter each month. The Newsletter Editor, with Executive approval, shall send the BNC Newsletter to the National Newcomers Association of Canada.

**Special Events Coordinator:** The Special Events Coordinator shall liaise with the President when planning the two Special Events each year, to which all members are invited. The Coordinator shall obtain the venue, menu, entertainment, etc. and bring forth the plans to the Executive for approval and budget considerations. A committee may be created by the coordinator to help with the event.

**Social Member Representative:** The Social Representative shall be a current member, preferably with previous historical experience, on the Executive Board, and shall be available to contribute advice and suggestions to the executive. The Social Member Representative represents the interests of the “Social Members” by bringing forth their interests and requests. Social members only will be eligible to be elected as Social Member Representative. The Social Member Representative will also be eligible to take on an Officer position, if no Active member is available. The Social Member Representative will be eligible to vote at Executive meetings.

**Past President:** The Past President attends meetings, the year after leaving the position of President. He/She shall assist with archival information, and general support and guidance where required. The Past President attends as an advisor and has no vote.