

Schedule A Descriptions of Executive Positions

President. The president shall preside at all general and Executive Board meetings of the Club, is responsible for promotion of the Club i.e. flyers, press releases and radio publicity, and has the authority to adjust the responsibilities of each elected Officer as needed. The President also has signing authority for cheques.

Vice President. The Vice President shall be responsible for arranging speakers, entertainers or special programs, as well as purchasing door prizes for the general meetings. He/she will liaise with the Meeting Registrar to ensure that the speakers' equipment requirements are met. The Vice President will assume the duties of the President when necessary, and has signing authority.

Interest Group Co-ordinator. The Interest Group Coordinator shall be responsible for coordinating the interest groups and being the liaison with the interest group conveners, and will ensure that guests and newest members are made welcome at the meetings.

Secretary. The Secretary shall keep an accurate record of all general meetings and Executive Board meetings, and be responsible for all Club Correspondence and sending out cards on the Club's behalf for births, illness, or bereavement in the immediate family of members,

Treasurer. The Treasurer shall be responsible for receiving and depositing all dues and luncheon monies, paying all bills authorized by the Club or Executive Board, keeping a written record of same, giving a report of same to the Executive Board,

and giving a report/update at each general meeting. The Treasurer also has signing authority for cheques. All cheques require two signatures.

Membership Chairperson. The Membership Chairperson shall be the initial contact person for new members, and shall be responsible for Collecting and ensuring that all membership dues are paid in full, keeping a record of all members and their status, and compiling and distributing the membership address and telephone list.

Meeting Registrar. The Meeting Registrar shall be responsible for obtaining the meeting place for the general meetings and choosing the menu, and with a Committee shall be responsible for ensuring that all members are notified of general meetings, confirming how many will be attending, distributing members' nametags at the general meeting, and preparing new name tags for newly joined members or guests.

Newsletter Chairperson. The Newsletter Chairperson shall be responsible for Compiling the information provided by the Executive and the various Interest Group Conveners and distributing the monthly newsletter to members (both by e-mail and Canada Post), and establishing the deadline for same.

Special Events/Hospitality Chairperson. The Special Events/Hospitality Chairperson, with a committee, will organize special events and greet all new members (or guests) at the monthly general meetings. The chairperson or a committee member will also show newcomer/guest to a table and make introductions as necessary. The Chairperson will make initial telephone e-mail Contact to Welcome the newcomer to Brockville.

Chairperson will Contact new members within 2-3 months of their joining BNC to follow-up and encourage them to become involved.