



# Glendora Seniors Computer Club Officer/Chairperson Responsibilities



## *Purpose*

The purpose of this document is to identify the “specific” duties and activities performed by the GSCC Officers and “long-term” Chairpersons. It is a flow-down document from the Club’s By-laws to help provide detail information on the activities Officers and Chairs perform in the conduct of Club business. Therefore, this document is not controlled by the Club Membership, and changes do not require a vote by the general membership. Change control authority of this document solely resides with the Club’s Board.

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December 7, 2005

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Albert G. Brejcha  
President

December 7, 2005

### President

The President is charged with the duty of managing the Club, and seeks advice from the executive board and chairpersons.

Specifically, the President:

- Chairs the monthly Board Meetings and assures agenda time compliance.
- Prepares the Board Meeting agenda and emails it to all the officers and chairpersons one week prior to the Board Meetings.
- Presides over, and conducts the bi-monthly General Membership Meetings.
- Prepares the agenda for the General Membership Meetings and assures time compliance.
- Assigns action items to appropriate people and tracks them until closed.
- Appoints long-term and ad-hoc Chairpersons, as required.
- Attends and represents the GSCC at the annual Southwest Users Group Conference held in San Diego.
- Oversees and approves Club expenditures which can be delegated (e.g., to the treasurer).
- Signs Club checks or delegates the Treasurer to do so.
- Ensures Officers and Chairs conduct themselves within the definitions of the Club's By-Laws and specific job responsibilities, including ad-hoc assignments.
- Approves meeting minutes of the Board and General meetings.
- Prepares a monthly President's Message for the Club Newsletter and sends it to the Newsletter Editor by the last Friday of each month.
- Sends "Welcome" e-mail messages to new members.

### Vice President

The Vice President acts as the president in the absence of the President and chairs the Nomination Committee.

Specifically, the Vice President:

- Presides at Board and General Meetings if the President is absent.
- Appoints the Nominating Committee in accordance with Section 2 of the Club's by-laws.
- Chairs, and schedules the meetings of, the Nominating Committee.
- Maintains the Club's by-laws by proposing changes, as required.
- Presents by-law changes to general membership for voting.

### Past President

The Past President primarily advises the President.

Specifically, the Past President:

- Advises the President on all Club matters.
- Acts as the “Corporate Memory” on previous years’ matters.
- Advises all Board Members and Chairs as necessary.

### Treasurer

The Treasurer is responsible for managing the finances of the club and supports the president on all financial matters.

Specifically, the Treasurer:

- Receives money for membership dues, class fees, auctions, 50/50 raffles, and other financial resources.
- Calls non-renewing members to inquire if they want to renew their membership. If so, ask them to send in their checks.
- Issues reimbursement checks for expenses incurred for Club supported activities. Check request forms with receipts must be submitted before reimbursement checks are issued.
- Balances the Club's checkbook.
- Makes deposits in the Club's account at Bank of America in Glendora.
- Organizes and assures name change procedures at Bank of America at the beginning of the calendar year or when required due to Officer changes. The current year President and Treasurer shall only be named on the account.
- Create and save monthly Treasurer's report using Excel or whatever method the current Treasurer feels appropriate. Send (via email) a copy to the Board Members only (President, Vice President, Secretary, Technical Consultant, and Past President) four days prior to the monthly Board meeting.
- Prepares a year's end financial report.
- Receives name badges from the membership chair, signs them which indicates member's dues are current. Puts them in badge holders and makes them available by putting them in the club's badge boxes.
- Assigns an individual to be responsible for the 50/50 raffle at every General meeting.
- Assigns an individual to be responsible for the President's drawing at the last general meeting of the month.

### Secretary

The Secretary is responsible for recording all meeting minutes and correspondence of the Club.

Specifically, the Secretary:

- Prepares and maintains a list of new GSCC Officers and Committees and Chairpersons.
- Records and maintains minutes from Board Meetings and General Meetings.
- Sends a copy of the minutes of the Board and General Meetings to the Club President for approval, and once approved, to the Newsletter Editor.
- Files copies of approved minutes in the Club's library book and Secretary's folder.
- Obtains, from the Program Chairperson, copies of any presenter's handouts (one for the Secretary's file, one for the Club's library book).
- If needed, sends "thank you" letters to presenters, cards, etc., on behalf of GSCC.
- Informs the La Fetra Administrative Secretary on how many people are in attendance at each meeting – obtains number from the Membership Chair or attendance sheet.
- Goes to La Fetra Office and obtains Club mail on the first, second, and fourth Wednesday of every month and distributes as appropriate.
- Obtains a complete Membership Roster from the Membership Chairperson.
- Obtains a list of the current year calendar days on which the La Fetra Center is closed.
- Prepares a list of names and phone numbers of persons at the La Fetra Center.
- Files a copy of any new GSCC by-laws in the Club's library book.

### Technical Consultant

The Technical Consultant is responsible for advising the President and Executive Board on the Club's technical needs.

Specifically, the Technical Consultant:

- Advises the Club and members on computer technical issues.
- Recommends building or upgrading Club computers to stay current with up-to-date technology.
- Builds or buys computer equipment as directed by the Club.
- Repairs, and or replaces, computer hardware when needed.
- Maintains all club computers; install software, antivirus and spyware protection, and backup as necessary.
- Sets up GSCC secure wireless network.
- Coordinate with the Set-Up Chair in setting up equipment for meetings: computer, projector, sound system, internet connection, etc.
- Consults with Program Chair and guest speakers to assure all necessary equipment and connections are ready for presentations.
- Answers questions written, or from the floor, during Q & A sessions at Club meetings.
- Assists Education Chairperson by maintaining classroom computers, installing software, backup consulting, as necessary, setup of classroom.
- Designs and maintains GSCC web page.
- Maintains the [www.gsclub.org](http://www.gsclub.org) domain name; keeps a working relationship with the Club's web host 24-7 webs.
- Co-hosts "Computer Guys: ...2<sup>nd</sup> Thursday of the month.
- Helps GSCC members and others with computer programs.

### Newsletter Editor

The Newsletter Editor is responsible for preparing the Club's monthly newsletter and emailing it to the Web Master (Technical Consultant Officer) for online publication before the first General Meeting of every month.

Specifically, the Newsletter Editor:

- Uses MS Publisher for the Newsletter. (NOTE: Any program can be used to write the Newsletter (MS Word, WordPerfect – check with Web Master).
- Is in control of the format, page design, and length of the paper (there must be close coordination with the Web Master who publishes the Newsletter to our [www.gsclub.org](http://www.gsclub.org) website).
- Ensures the @ symbol is not used because of security – use (at) when writing articles, listing emails of officers, etc.
- Ensures, because of security, that personal phone numbers and addresses are not used in articles.
- Obtains 33 copies of the Newsletter each month and performs the following:
  - Gives one copy to the President.
  - Gives two copies to the Secretary.
  - At the first general meeting of the month, gives 10 copies of the recent Newsletter to the Membership Chair which to give only to guests and new members.
  - Gives 20 copies of Newsletter to the Program Chair (APCUG Representative) for distribution at APCUG meetings.
- Participates in Board Meetings.



### Programs

The Program Chair is responsible for establishing and coordinating the Club's Programs.

Specifically, the Program Chair:

- Plans and schedules all programs for the year.
- Introduces the Program and presenter at the General Meeting.
- Establishes relationships with presenters and vendors.
  - Sends contact email to presenters and vendors.
  - Sends confirmation email to presenters and vendors.
  - Sends reminder email to presenters and vendors.
  - Sends, or has Secretary send, thank you email to presenters and vendors.
  - Help the vendor/presenter keep to the scheduled time.
  - Have a back-up plan if the vendor/presenter fails to show up.
- Attends the quarterly Southern California Regional User Group (SCRUGS) meetings held in La Canada which is a primary source of vendors/presenters for Programs.
- Represents the Club to APCUG (Association of Personal Computer User Groups).
- Coordinates with the Club's Microsoft Mindshare Chairman for annual program.
- Coordinates with the Club's Association of Personal Computer User Groups (APCUG) chairman.
- Meets the vendor/presenter and helps them set up.
- Prepares a calendar of the programs and emails to the Board members four days prior to the monthly Board Meeting so that it can be included for discussion and in the Newsletter.
- Deals with offers of products for review from established relationships as well as unsolicited offers which arrive in member's email.
- Participates in Board Meetings

### Education

The Education Chairman is responsible for providing leadership and management of the Club's Educational Program.

Specifically, the Education Chair:

- Determines training and development interests and needs of the Club.
- Establishes an annual training Program.
- Develops course curricula and outlines
- Coordinates with the Technical Consultant on providing adequate training equipment.
- Develops and maintains course schedules.
- Recruits and trains class leaders and assistants.
- Establishes and coordinates mentoring, as required.
- Co-hosts "Computer Guys" – 2<sup>nd</sup> Thursday of the month.
- Provides help on computer programs.
- Answers questions, written, and from the floor, during Q and A sessions at Club meetings.
- Participates in Board Meetings.

### Membership

The Membership Chair is responsible for maintaining the Club's membership records and assures members are in good standing.

Specifically, the Chair:

- Updates the membership list after the annual membership renewal dues deadline (January 31), and transfers the people who have not renewed their membership to an "inactive list" until the person becomes a member in good standing by paying their dues.
- Keeps membership list current as new members join.
- Assures membership application forms are current and sufficient copies are always available for new and renewing members (2006 copy attached).
- Gives membership application to visitors interested in joining the Club and if they sign up, enter date and method of payment.
- Assists treasurer in receiving membership dues and, together, coordinate names and number of new and renewing members.
- Prepares name badges for members who are in good standing (paid dues), and submit to the Treasurer for signature and handling.
- Emails the membership list to the Board Members only, i.e., president, vice president, secretary, treasurer, technical consultant, and past president four days prior to a Board meeting only if it has changed since the prior month.
  - **IMPORTANT** – Only the Board Members and Membership Chair shall have access to the membership list since the list contains addresses and phone numbers. However, "long-term" chairs defined in this Job Responsibilities Document may have access to it if requested and approved by the President.
- Emails names only of new members to Newsletter Editor for inclusion in Newsletter.
- Stores membership lists on a CD, or floppy, with the GSCC files using MS Excel.
- Assures sign-in attendance sheets are current.
- Arrives 15 minutes before the 1:00 p.m. General Meeting to put out sign-in attendance sheets.
- Calls an alternate, if unable to attend the General Meeting, to bring in and set-up attendance sheets and act as Membership Chair.
- Participates in Board Meetings. (2006 Membership Application next page)



**Glendora Seniors Computer Club  
Membership Application 2006**



www.gsclub.org

**Membership  
Benefits**

NEW

RENEWAL

UPDATE INFORMA-

Monthly Meetings:  
2nd & 4th Wednesdays of the Month

Board Meeting:  
1st Wednesday of the Month

One-on-One Computer Help - Hardware & Software  
2nd Thursday of the Month

Tech News

Virus Alerts w/ Fixes

50/50 Drawing

Christmas Luncheon

Socialization

Software Demos

Professional Speakers

Auctions

Free Stuff

**All for Only \$12 per year!**

Date:
Full Name:
Mailing Address:
City, State, Zip
Phone with Area Code
Email Address:

*What Operating System(s) Are You Using:*

- |  |                                       |                                  |
|--|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Windows 95    | <input type="checkbox"/> Windows ME   | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Windows 98 or | <input type="checkbox"/> Windows 2000 | <input type="checkbox"/> Othe    |

*Level of Computer Skills (Please Circle):*

Novice                      Average                      Expert

How did you hear about us? \_\_\_\_\_

Pay your \$12 dues at any meeting -- or -- Mail to:

Glendora Seniors Computer Club  
La Fetra Regional Senior Citizens Center  
333 East Foothill Blvd.  
Glendora, CA 91741

Office Use Only:

Date Paid:  
Check No. \_\_\_\_\_ Cash: \_\_\_\_\_  
Member No. \_\_\_\_\_ M\_\_\_\_  
F\_\_\_\_  
Card Given By:

### Set-Up

The Set-Up Chair is responsible for assuring equipment and facilities are properly set-up for Club meetings and functions.

Specifically, the Set-Up Chair:

- Obtains support personnel, as required, to perform assigned set-up duties.
- Makes specific set-up assignments to support personnel.
- Assures all equipment is set-up and working properly.
- Coordinates with the La Fetra Center Administration on the needs for facilities and equipment, e.g., space and, table and chair set-ups.
- Participates in Board Meetings.

### Asset Management

The Asset Management Chair is responsible for obtaining and receiving items for the Club.

Specifically, the Chair:

- Maintains a database of the Club's assets.
- Receives assets on behalf of the Club for disposition.
- Solicits items for auction.
- Accepts items for auction which may be donated by vendors, club members, or others.
- Determines if items are acceptable for auction. If unacceptable for auction, instructs donator to:
  - Place items on "freebie" table.
  - Remove and take back item after meeting if item is not taken.
- Announces at meetings that free items are on the "freebie" table, and what those items are.
- Conducts auctions when items are available.
- Does not accept items considered as hazardous materials.
- Participates in Board Meetings.