

## CAPE FEAR MOTHERS OF TWINS CLUB

# BOARD RESPONSIBILITIES

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*Duties of Officers/Chairpersons Not otherwise Listed In the Constitution and By-Laws Of Cape Fear  
Mothers of Twins Club*

**8/1/2013**

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## **PRESIDENT**

1. Organize and work with fellow board members and committee chairpersons a tentative calendar of events, deadline reminders, etc. that can be approved by the club and distributed in the August newsletter.
2. Create agendas for Board and monthly meetings; manage flow of meetings.
3. Prepare an article for the monthly Newsletter.
4. Maintain an accurate record of all expenses incurred by this office, and submit a budget request to the Treasurer at Book Exchange.
5. The out-going President shall act as Installing Officer for the new slate at the Installation Banquet. (If the newly elected President wins another term, this duty will fall to the same person during the following year's installation).
6. The President is responsible for providing a gift for the Member of the Year, to be expensed to the Installation Banquet budget.
7. After installing a new President, the immediate Past President assumes the duties and responsibilities of the Advisor and the Nominating Chair. She will hold these positions until a new President is elected.

## **FIRST VICE PRESIDENT/PROGRAMS, STATE AND NATIONAL REP**

1. The First VP is the President's understudy, stepping in when the President is unavailable. She must, therefore, work closely with the President and be familiar with all aspects of club business and affairs—including the Constitution and Procedures as set forth by the membership.
2. The First VP is a member of both the Executive and General Boards. She should try to be present at all Board meetings, and be attentive to all discussions of club business.
3. At the first meeting of the General Board, in the beginning of the new year, a tentative calendar of meetings and programs will be voted on and approved by the Board. The First VP shall prepare a calendar with the dates of each month's meeting and the planned program that will be voted on and approved by the Board. Also included should be the dates for any special events planned for the year. A copy of this calendar should be given to each club member. Extra copies should be made and kept on hand for any new members who might join after the beginning of the year.
4. Each month, the First VP prepares a Newsletter article consisting of the monthly meeting agenda-time place, program/speaker.
5. The First VP is responsible for engaging all guest speakers, panel members, etc. She will introduce them at all meetings, and following their presentations, will thank them on behalf of the membership, with a small gift of our appreciation.
6. A Thank You note and small gift should be given to each guest speaker after the completion of his/her presentation, the same week that the speaker was with us at our meeting. The cost incurred for this correspondence will be billed to the First VP's budget.
7. During the month of April, the first VP should seek a contract for a meeting place (NHRMC) for the upcoming year. If a full year's contract is not available, she should, at a minimum, try to cover the first six months of the club year. If a six month contract is agreed upon, she should seek an extension sixty days before the contract is up. This will give her time to seek a new meeting place if the existing contract cannot be renewed.
8. The First VP is responsible for obtaining the President's Thank You gift at the end of each term. The expense for these gifts is billed to Installation Banquet.
9. The First VP shall maintain an accurate record of all expenses incurred by this office, and submit a budget request to the Treasurer at Book Exchange. A record of donated expenses should also be kept. A copy of expenses and budget requests for two preceding years should be kept in her Procedure Manual.
10. The First VP is responsible for keeping accurate records of all programs, guest speakers and panel members, including names, addresses, telephone numbers, and dates they were with us. These records are to be passed on to her successor at the end of her term, and will serve as a part of the club's history.

11. Shall act as National Affairs Chairman/National Representative and State Affairs Chairman/State Representative, and as outlined in the Constitution. As part of her duties, in addition to reporting to the membership about any research results, she will also make copies of survey reports from National and turn these over to the Librarian to be included in the Research Notebook.
12. In addition to maintaining her own CFMOTC Procedure Manual, the National/State Representative also maintains the member Handbook distributed to us by National and the Member Club Handbook distributed to us by NC MOM's It is her responsibility to file correspondence, forms, etc., as they come in, and to keep these books current at all times.

## **SECOND VICE PRESIDENT - COPE/OUTREACH**

1. In the event the President and First VP are unable to serve, the Second VP must stand in. She should therefore be active and informed about all aspects of the club and its business.
2. The Cope Outreach Chair must resist any and all urges to gossip, and retain the trust and respect of our Cape Fear MOTC families. She should also have permission before printing any information about illnesses, surgeries, etc. Some members may not want to share this information with the entire membership.
3. She will be a contact for reporting births, deaths, illnesses, important milestones, etc. She will make a report of these through her monthly newsletter article.
4. Attendance at meetings, both monthly and Board is very important. The Cope Outreach Chair is the link between the Board and the membership. She is a main source of information needed by both groups.
5. Maintain an accurate record of all expenses incurred by this office, and submit a budget request to the Treasurer at Book Exchange.
6. Shall coordinate assistance to members in need or emergency.
7. Shall take requests for need and communicate with her committee how to help fill those needs, maintaining the utmost confidentiality and privacy.
8. If a family is in financial trouble, and you know food and staples are needed, you can call for a "drive". The member's identity should always be kept in strict confidence--Cope Outreach, the President, and the Treasurer should make decisions of this nature--especially if any emergency funds are going to be used.
9. She will spearhead food drives for club families in need--either struggling financially, or struggling due to illness or bereavement.

### **Remembrance Policies**

#### **1. Flowers**

- a. Flowers are sent when a member is in the hospital.
- b. Flowers are sent when a member loses an immediate family member. (A charitable donation is an acceptable option)
- c. Prospective members who have attended at least one meeting (or if on bed rest, have had close contact with the club through Cope Outreach or membership) shall be sent flowers upon the birth of their multiples. (Out of town prospective members should receive a card.)

## **2. Cards/Gifts**

- a. A card may be sent when a member or spouse is in the hospital.
- b. If a member's child is hospitalized, a card and a small gift, (teddy bear, balloons, book, etc.) may be sent, or delivered to the home when the child is released from the hospital. (This does not cover out-patient treatments)
- c. A card should be sent when a member loses someone other than an immediate family member, (grandparent, uncle, sister, etc.). This gesture should depend on your knowledge of how close the member was to the deceased person.
- d. In the event the club should receive a graduation or wedding invitation from the child of a member, it would be in order to send a congratulatory card.

## **3. Meals/Food Drives**

This category falls to the discretion of the Officer in charge.

- a. A new mother just home from the hospital with no help should receive at least one meal. If this new mom has been a prospective member for some time, and has attended meetings, it should be easy to assess need.
- b. In times of sickness or death, a meal/meals should be taken. You should consider whether the member is receiving this same kind of help from another source so that food does not go to waste. Other assistance might also be appreciated. Running errands, helping with thank you notes, or just keeping someone company are acceptable options.

## SECRETARY

1. It is the duty of the Secretary to accurately record all business at monthly meetings, Board meetings, and any special meetings held during the year. Motions made at Board meetings shall be recorded and include the names of the persons who so moved. Minutes of the Board meetings shall include a list of those present. Copies shall be made of all minutes for the club President. All Board members shall receive copies of minutes taken at Board meetings. Copies of the monthly meeting minutes shall be included in the newsletter.
2. The Secretary shall attend to all correspondence of the club, unless delegated to another office or chair. She will keep copies of all correspondence she sends, and make copies of same for the President's notebook
3. The Secretary shall serve as Teller, along with the Nominating Committee members, during elections. If there are no nominations from the floor, she shall cast the elective ballot for the club, as outlined in the Constitution. In the event she is a candidate in the election, and a written ballot is being cast, the President shall appoint a non-candidate replacement for the Secretary to act as Teller in assisting the Nominating Committee in counting the ballots.
4. In the event the Secretary is unable to take minutes due to a planned absence, she should notify the President so that an alternate may be designated.
5. The Secretary shall keep a running list of all motions and votes pertaining to changes in the By-Laws. This record should become a permanent part of the club's history.
6. Maintain an accurate record of all expenses incurred by this office and submit a budget request to the Treasurer at Book Exchange.
7. In addition to maintaining her own Procedure Manual, the Secretary also holds the minutes of every meeting that has been held since the club began in September 1980. These records are an important part of the history of this club, and the only true written record. These records should be kept in a safe place.

## TREASURER

1. Shall fulfill the duties of her office as outlined in the Constitution.
2. Shall submit a quarterly statement to the Newsletter Editor for inclusion in the next issue.
3. Shall inform the Board and/or the membership of any profits made resulting from fundraising and Consignment Sales.
4. Shall prepare a proposed budget for the General Board from requests turned in at Book Exchange. This proposed budget will be reviewed and revised by the Board at the July Board meeting. The proposed budget (revised) shall be emailed to the membership after the July meeting, published in the July newsletter, and then voted on at the regular monthly meeting in August.
5. Shall pay bills in a timely manner.
6. Shall reconcile bank statements monthly, and order checks and deposit slips when necessary. Shall notify the Board immediately of any serious errors in the monthly statement.
7. Shall be responsible for verifying ticket envelopes from the Consignment Sales, calculating the club's percentage and the participant's profit, and shall issue a check to each participant. To recognize the work included, the Treasurer receives 100% of her sales during her tenure.
8. Shall keep accurate records of expenditures and income for each office/committee. Shall immediately notify the President if she feels the mandatory \$1200 rollover is in jeopardy.
9. Maintain an accurate record of all expenses incurred by her office. A record of donated expenses should also be kept. A copy of expenses and budget requests for 2 preceding years should be kept in the Procedure manual.
10. The Treasurer shall be in charge of maintaining and collecting mail from the club's permanent mailing address, (P.O. Box 4572 Wilmington, NC 28406)—located at Azalea Station on Oleander Drive. Rent for this box shall be included in the Secretary's budget for each year. The Secretary shall be in possession of the second P.O. box key, in order to collect bills. (In the event the Treasurer is unable to collect the mail, an alternate person may be chosen to fulfill this duty, with the approval of the Executive Board.)
11. Shall prepare an End-of-the-Year Financial Statement, once all checks for the fiscal year have been written. A copy shall be given to the President. This should ideally be done prior to Book Exchange, but can be delayed until the audit, if more time is needed.



## MEMBERSHIP

1. Shall fulfill her duties as outlined in the Constitution.
2. Maintain a record of all members.
  - a. A Membership Information Sheet should be filled out by each member when she joins the club. The date the member joined should be in the upper right hand corner.
  - b. Any changes in the information should be made as soon as possible, (e.g. change of address, birth of additional children, etc.).
  - c. A record of Offices or chairs held should be added to the member's file as she serves the club. (This information may be requested from the Nominating Committee or from the State Organization, if she ever applies for a State position.)
3. Maintain a record of all prospective members; list their names, addresses, telephone numbers, due dates, and all other pertinent information. Prospective members with special needs should be referred to the Cope Outreach Officer.
4. Dues are due and payable as of August 1st of any given year. Dues for returning members are the same each year, according to the amount set forth by the membership. New member's dues are prorated by half on January 1<sup>st</sup>. (If the new member wishes to be included as a National and State member, dues are not prorated—prorated dues cover local membership only.) Membership Officer shall be certain new members paying full dues are included on State and National update lists.
5. This Officer shall work with the Treasurer to send our membership list and dues, and any mid- year updates to National and State in an accurate and timely manner, in accordance with national and State deadlines.
6. A monthly newsletter article should be submitted to the Editor. The names and addresses of any new members, and the mention of any visitors to the meeting should be included, also.
7. Name tags should be made for all members. These tags are to include colored ribbons/stickers depicting the sex of the member's children. (A supply of temporary (stick on) tags should be kept on hand for visitors and prospective members.) Name tags are to be brought to all monthly meetings and also the Consignment Sales to verify member's right to shop.
8. New member packets should be given to any new joining members. Information should include copies of the club bylaws, consignment sale guidelines, and any other information she feels should be distributed.
9. A Welcoming Ceremony is led by this Officer each February. This ceremony officially welcomes all members who have joined for the first time within the past twelve month period. (Instructions for this ceremony should be kept in the Procedure Manual for future reference. A candle lighting ceremony is usually held, but building codes may require this portion of the ceremony to be left out.)
10. Maintain an accurate record of all expenses incurred by this office, and submit a budget request to the Treasurer at Book Exchange.

## STANDING COMMITTEE CHAIRPERSONS

CFMOTC appoints chairpersons for the following standing committees:

- (1) By-Laws
- (2) Web Manager
- (3) Historian/Librarian
- (4) Social
- (5) Marketing
- (6) Consignment Sales
- (7) Newsletter

## CHAIRPERSON RESPONSIBILITIES

- 1) By-Laws
  - i. Every three years, more frequently if needed, the bylaws should be reviewed to determine if any changes or corrections are needed.
  - ii. The President may appoint either a board member or a general club member as chairperson of the bylaw committee.
  - iii. The bylaw chairperson works with a committee of volunteers to propose bylaw revisions, which are then put to a vote by the general membership.
- 2) Web Manager
  - i. The web manager is responsible for managing and maintaining the public and members-only websites. This includes renewing domain registration and web hosting contracts.
- 3) Historian/Librarian
  - i. The library of materials available for checkout by the general members is stored in the club storage unit. The index for the library should be published on the members-only website and updated as needed by the librarian. Damaged or out-of-date materials should be placed for sale or disposed of at her discretion.
  - ii. The scrapbooks and club camera are kept by the historian. All effort should be made to have pictures made at different club functions throughout the year. Scrapbooks should be updated and displayed at various functions.
- 4) Social
  - i. The Social committee is responsible for planning all Girls' Nights Out, family functions and holiday parties, in essence all social functions, for the club. These events should be placed on the club calendar, announced in the newsletter and at meetings, and any other member-only notification method used.
  - ii. The Social committee also oversees playgroup coordination. They create new groups as needed and advise which playgroup best fits members' needs.
- 5) Marketing
  - i. Formerly the Public Relations and Ways and Means chair.
  - ii. Responsible for all advertisement for the club including flyers, business cards, radio spots, newspaper listings, online media, etc.

- iii. Responsible for coordinating any club fundraising events, excluding the Consignment Sales.
  - iv. Assists with Consignment Sale advertisements.
  - v. Works with Membership chair on new member packets content.
- 6) Consignment Sales
- i. This Chair is in charge of a committee of 4-5 volunteer members. The committee is approved by the Chair and the Board.
  - ii. The Chair keeps 100% of her Sales proceeds while she is Chair of the Sales.
  - iii. The committee members keep 95% of their Sales proceeds while they serve on the committee.
  - iv. Responsible for coordinating both the Fall and Spring sales, maintaining sale information online and maintaining communications with all sellers including nonmember sellers. This includes the [cfmotc@yahoo.com](mailto:cfmotc@yahoo.com) email account.
  - v. Responsible for updating and maintaining sale guidelines.
- 7) Newsletter
- i. Responsible for updating and maintaining the newsletter email list in MailChimp account.
  - ii. Responsible for formatting and creating the monthly local newsletter.
  - iii. Newsletter should be distributed to the general membership by the 5<sup>th</sup> of every month.

A procedure manual shall be maintained for each standing committee, outlining specific duties and responsibilities for each position. Manuals should be purged of unnecessary materials over three years old. Manuals should be completely updated each year prior to the June book exchange, regardless of whether or not you are passing the manual on to a new officer.