

DIXIE SOCIAL CLUB

Job Descriptions for:
Support Positions, Board Assistants and Helpers

SUPPORT POSITIONS

The bylaws allow the board to appoint members to serve in various functions, to support the mission of the club. Support groups/positions may be added/dropped by a majority vote of the board. Once appointed, an individual may serve in the position indefinitely subject to retention by new boards. A majority vote of the board is needed to remove an incumbent and to appoint new individuals. The president is responsible for providing guidance and direction to incumbents either directly or through other board members.

Helping Hands Volunteer - Sends cards to members on behalf of the club, during times of hardship or bereavement.

Newsletter Editor - Develops and issues the club's monthly newsletter. Receives information for the newsletter from board members, SIG leaders and other club members. Receives photographs and maintains the club's photograph archive. Creates themes for the newsletter and writes articles or edits articles, consistent with the club's mission. Coordinates with proofreaders. Transmits the proof-read newsletter to membership via email. May create special flyers promoting club events/activities. Emails special notices or newsletter corrections to members as needed/requested. Maintains the club's membership database, entering and updating member information as received. Sends a backup copy of the database to a designated board member, each month. Provides information to the website administrator, such as the monthly calendar of events and photographs. Maintains and updates the club's archive drive associated with the responsibilities of this position, in accordance with the adopted records retention policy. Maintains good communications with the designated board liaison to obtain direction/assistance as needed.

Website Administrator - Maintains the club's website. Receives requests from board members and other authorized club members, to update or add information to the site. Notifies the club's president or board liaison if non-routine or unusual requests are received, prior to making any changes. Maintains good communications with the designated board liaison to obtain direction/assistance as needed.

BOARD ASSISTANTS

The bylaws permit board members to appoint assistants as needed to help perform the duties of their respective positions. Assistants serve during the term of the appointing board member and may be removed/replaced at any time. Board members are to inform all other board members of any assistants, prior to making any assignments. All appointments must be reported at the next board meeting; the name of the assistant, his or her general duties and the level of proxy voting authority are to be included in the minutes. If unable to attend a meeting, a board member may ask an appointed assistant to represent him/her at the meeting. Proxy voting through an approved assistant is

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allowed for specific agenda items, with prior notice to the board's chair. If an assistant is given *general proxy* voting rights, that assistant may represent the board member and vote on all board matters in the absence of the board member.

Board Assistant - Once appointed, assists the board member in the performance of various duties as defined by the board member. Is assigned specific responsibilities that must be carried out following guidelines provided by the board member and consistent with the goals, objectives and bylaws of the club. May be asked to represent the board member at board meetings, which may include proxy voting for the board member. Maintains good communications with the appointing board member to report issues/concerns that may arise and to obtain guidance in the performance of duties.

HELPERS

Helpers are not appointed.

Helpers - Helpers are members who volunteer to perform occasional duties for the board or for a board member. Examples of such duties are setting up and tearing down tables/chairs for club activities, picking up and delivering items to event locations, cleaning up after events, preparing flyers/brochures, soliciting donations for door prizes, making table decorations, and attending external meetings/functions to promote the club. The delegating board member is responsible for clearly communicating expectations to the volunteer and for informing other board members of the helper's activities, as necessary and appropriate.