TOWN AUSTIN Board Member Responsibilities

President:

- Chair monthly TOWN Board meeting: request agenda items from Board members; create and send agenda to officers a week prior to the meeting.
- Chair monthly TOWN meeting: write agenda. A week prior to the meeting send email reminder to membership detailing agenda as well as virtual meeting option with online link. Host meeting.
- Coordinate and host:
    1. Annual January Holiday Party at McKinney Falls State Park
    2. Annual Fall Celebrate TOWN Outing
    3. Annual Spring complimentary "Thank You" outing held for previous year's outing leaders.
- Hold an annual Board member planning meeting.
- Work with Technology Coordinator to respond to information requests about TOWN.
- Work with other TOWN chapters across Texas whenever possible.
- Maintain signing authority with bank, along with Treasurer, to write checks and to charge club expenses to credit card ONLY with prior approval for expenses over $50.
- Has access to Google Docs password as backup to Technology Coordinator.
- Twice each year an email is sent (after the quarterly Member Roster is distributed) to all members asking for a response from those members turning 80 years old that year, along with their birthdate. (Of course this is optional.) A specially created Golden TOWNie card will be mailed or delivered in-person. There is a place for the member's and the President's name with the date the member is being honored.

President-Elect:

- Recruit speakers for monthly membership meetings:
    a. Obtain background information and forward to Technology Coordinator and Outings Coordinator for posting to Meetup and TOWN website.
    b. Contact speaker the first of the month to confirm as well as determine if speaker will need supplies such as projector.
    c. Introduce the speaker providing speaker background information.
    d. Presents speaker with a Thank You card and Gift Card after their presentation.
    e. Survey attendees for feedback on speaker.
- Reads website regularly and provides feedback on presentation and content.
- Send monthly meeting reminder on Tuesday, the morning of the meeting.
- Substitute for President in her absence.

Treasurer:

- Present a budget each November for the upcoming year to be approved by Board.
- Reimburse Board members for club expenses as needed.
- Deposit membership fees and other income in TOWN bank account regularly.
- Pay club expenses such as website fees with TOWN bank account. Possess club credit card to charge club expenses ONLY with prior approval. (President also possesses a credit card and maintains signing authority.)
- Record and verify paid online dues and reconcile with bank account.
- Balance checking account and keep track of expenses on a spreadsheet. Present year to date summary at least quarterly at the Board meetings.
- Attend and report checking account balance at each scheduled Board Meeting.
- As needed purchase ($50) gift cards for monthly meeting speakers.
- Act as repository for TOWN historical documents to be kept for 5 years.
- Manage petty cash account.
- Responsible for keeping organization compliant with State and Federal requirements.
- By May of each year, file form 990-N with the IRS using their free online website at irs.gov to report annual income.
- Ensure all pertinent info is kept up to date (mailing address, board members, passwords, contact info, etc.) to maintain the Business Organization filing through the Secretary of State and Texas Comptroller's Office. Currently, no Non-profit Periodic Report is needed, and the offices will contact TOWN when any action is required on our part.
- Ensure all pertinent info is kept up to date (mailing address, board members, passwords, contact info, etc.) to maintain IRS 501 c(7) social club filing status as exempt from paying state franchise tax.

Outings Chair:

- Members send outing details to Outings Coordinator. Coordinator makes suggestions to Outings Leader regarding additional details that will make post more informative. Coordinator builds post and asks Outings Leader to review. Once confirmed, Coordinator posts the outing on Meetup, then announces the new post to those Members on Meetup that have chosen to get those announcements.
- Verify all outing leaders are members of the club.
- Updates outing information on Meetup as necessary.
- At the monthly meeting, reports the upcoming outings and encourages outing leaders to report on outing.
- Maintain event supplies (paper plates, cups, napkins, tablecloths, etc.) and deliver to events/meetings as is necessary.

Technology Coordinator:

- Maintain the functionality of all organizational technology assets. This includes hardware assets such as computer, cable, camera, etc. And software assets such as organizational emails, passwords, Google Doc, website, FB, Meetup, PayPal, etc. This includes updating Membership sign up and monthly meeting information on whatever technology platform TOWN uses.
- Provide a list of all technology assets that the organization owns
- Provide support for the implementation of any new technology within the organization.
- Provide tech support to other Board members so they can use technology as easily and efficiently as possible. Currently, this includes monitoring FB group and page as well as info.town.austin@gmail.com account.
- Look for and evaluate any new technology to make the organization more efficient.
- Sunset any old technology that no longer serves the organization.
- Coordinate with the monthly meeting guest speaker to make sure all the technology is there for a successful presentation.
- Set up the Zoom equipment if the monthly meeting is hybrid.
- Aid the Secretary to make sure that the Monthly meeting attendance sheet is complete and makes sure that whatever valuable information from the attendance sheet gets to the interested parties. Currently, this includes the meeting venue.

Membership Coordinator:

- Maintains the membership database, securely updating as needed.
- Maintains TOWN Austin Google Groups and Meetup membership.
- Creates and emails a current roster to all members quarterly.
- Uses personal physical address to receive USPS membership checks (from members who want to send checks rather than pay via Meetup).

Secretary:

- Takes minutes at each TOWN Board meeting. Send a copy of those minutes to each officer shortly after each meeting. Minutes to be approved at next Board meeting.
- Provide and collect the sign-in sheet after each monthly TOWN meeting to be maintained for 2 years.
- Write monthly newsletter to be sent via email to membership.
- Collect and maintain outing Sign-In Waivers to be maintained for 2 years.
- At TOWN monthly meeting: Set up display board. Have copies of: Membership Application, General Guidelines for Planning a TOWN Outing and the outings Sign-In Waiver. Maintains master copies of same.

- Greeter at monthly meetings; make sure everyone signs in and gets a name tag. New guests should be introduced to other TOWN members.
- Posts on social media accounts, i.e. Facebook, etc.

It is the responsibility of all Board members to:

- Attend/provide input at scheduled Board meetings and monthly membership meetings.
- Assist as a greeter at the monthly TOWN meetings.
- Promote the Goal and Mission of TOWN.
- Develop and maintain Standard Operating Procedures for their respective Board position to pass on to incoming Board member.
- Mentor/meet with incoming Board member for their respective position.
- Lead outings whenever possible.
- Each Board member should ensure they have a backup person in case of absence or illness.
- A pocket folder with current copies of the following should be given to incoming board members:
    - TOWN Bylaws
    - General Guidelines for Planning a TOWN Outing
    - Liability Waiver
    - Supply list for pertinent position
    - Fellow Board members' contact information
    - Board Member Responsibilities and any pertinent information from outgoing Board Member.
    - Google docs access information
    - Board email address.
    - TOWN Roster

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