

Desk and Derrick Club of the Westbank

**GENERAL AND DETAILED
RESPONSIBILITIES OF ALL
COMMITTEE CHAIRMEN**

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GENERAL RESPONSIBILITIES OF ALL COMMITTEE CHAIRMEN

1. Assume responsibility for conducting the affairs of the assigned committee. As required, prepare information for submittal to the Board of Directors for approval on all functions.
2. Select committee member(s) and a co-chairman (as necessary) to properly conduct the affairs of the committee.
 - a. If committee meetings are necessary, call such meeting, notifying all committee members, the board contact (who serves in an advisory capacity), and the President of the date, time and place of said meeting.
3. Advise membership of committee activities by most expedient means, using email or announcement at a general membership meeting.
4. Attend Board meeting(s) as requested.
 - a. If necessary, request time on the agenda and submit a written report to the board contact, giving both of them at least 24 hour notice.
5. Collect and/or disburse any monies in the name of Desk & Derrick, assuring all checks are made payable to “DESK AND DERRICK CLUB OF THE WESTBANK”, and supporting all expenditures with proper documentation (i.e. receipts and invoices).
6. As required, provide a copy of the committee’s report made to the Board of Directors or General Membership Meeting to the President, Vice President, and Secretary.
7. In the beginning of the year, furnish a written, detailed proposed budget for the year to the Treasurer by the specified deadline.
 - b. At the end of year, provide a written report of the year’s financial activity to the Treasurer.

DETAILED RESPONSIBILITIES OF THE COMMITTEE CHAIRMEN

AIMEE AWARDS

1. For current year, review, categorize, and select all material for appropriateness as contest entries for AIMEE, in accordance with most recent ADDC Contest guidelines.
2. Prepare the selected entries for submittal to the ADDC Contest Chairman by the designated deadline.

BULLETIN/WEB

1. Gather information and compose monthly bulletin; content should include industry news, Club activities, and current Region and Association news, including monthly newsletters from ADDC Board and Committees.
2. Distribute bulletin to club members, ADDC President, Region Director, and ADO Manager in a timely manner, including posting bulletin to Club's website.
3. Ensure information on the Club's website and social media sites is correct and up to date.
4. Be familiar with the ADDC Contest guidelines for Bulletin entries.
 - a. Provide copies of bulletins to the AIMEE Awards Committee as requested.

BYLAWS/HANDBOOK

1. Update changes in the Club's Charter, Bylaws, Standing Rules and Duties and Responsibilities
 - a. Prepare and present any proposed amendments to the Board of Directors and membership in accordance with guidelines in the Club Bylaws
 - b. Ensure any change is in conformance with ADDC Bylaws
 - c. Ensure any change to ADDC Bylaws and Standing Rules are reflected in the relevant club documents
 - d. Maintain Club's Bylaws form (Forms – Bylaws1), ensuring it is up to date and posted on the website
2. Maintain the Charter on a current basis according to state law.
3. Provide copies of Club Bylaws to ADDC Bylaws Committee as designated.
4. Prepare and distribute revised Bylaws, when applicable, to membership by email and ensure they are posted on the Club's website.
5. Submit any proposed amendments to the Association Bylaws recommended by the club to the ADDC Rules Committee in accordance with ADDC guidelines.

ELECTION

In the event of an election:

1. Prepare an alphabetical list of eligible voters.
2. Provide ballots, tally sheets, and teller's report.
3. At the voting meeting, distribute ballots, assuring that each member initials the voter list, acknowledging receipt of the ballot.

FIELD TRIP

1. Contact company officials relative to sponsoring a field trip and submit the proposal to the Board of Directors for approval or rejection.
2. Once approved, coordinate plans with officials and provide all details to membership at the general membership meeting or by email.
 - a. Handle reservations, necessary transportation arrangements, flyers/invitations, and collection of monies.
 - b. Prepare a framed certificate of appreciation for the speaker(s) and arrange for a \$25.00 donation to be made to the Westbank Scholarship Fund in honor of the speaker(s) or his/her company, if funds are available.
3. Be familiar with the ADDC Contest guidelines for Industry Field Trip entries
 - a. Provide copies of field trip materials to AIMEE Awards Committee as requested.

FINANCE

1. Organize all fund-raising activities, presenting complete information to the Board of Directors for approval and then to membership.
 - a. Organize and guide any subcommittees that may be required to complete the project.
2. Work with the Board of Directors, and most particularly with the Treasurer, to ensure compliance with all IRS regulations.
3. Conduct a 50/50 fundraiser at the general membership meeting.
4. Apply any funds received from sale items to the original budget.

GENERAL ARRANGEMENTS

1. Request and accept dinner meeting reservations from members, setting deadline deemed appropriate to making timely reservations with the meeting venue.
2. Receive from the Program/Monthly Decorating and Membership/Orientation the number of reservations needed for the speaker and/or guests.
3. Verify the invitation and approval of guests, prior to accepting reservations.
4. Arrive at the meeting place by 5:30 p.m., setting up badges prior to the meeting.
5. Provide a friendly welcome to members and guests on all occasions.
 - a. Provide new member badges and guest tags.
 - b. Be familiar with the names of new members and guests to present at each meeting.
 - c. Introduce guests and new members at the General Membership meeting.
6. Provide up-to-date name badges for all members.
 - a. Provide Officers and Board Members special identification badges for year-round recognition.
7. Collect badges after the meeting.
8. After collection of all monies, balance money with total meals ordered.
9. Obtain an advance from the Treasurer at the beginning of the year for change purposes, and return the advance money to the Treasurer at the end of year
10. Submit monies to the Treasurer, along with the invoice for the meeting place for payment.
11. Coordinate menu and meeting room logistics with venue representative, including notifying venue representative of total meeting attendees.

12. Report at the General Membership meeting the number of members and guests who are in attendance.
13. Request payment from members if a member makes reservations and does not attend the meeting or cancel the reservation prior to the stated deadline.
14. Notify Membership of any vacancy on the Board of Directors or in any office for special elections only.
15. Remind members of club functions, including any special activities which may quickly arise, as requested by the President.

MEMBERSHIP/ORIENTATION

1. Distribute renewal applications and collect renewal applications and annual dues from renewing members.
2. Provide applications for membership to eligible prospective members.
3. Submit application for new membership to the Board of Directors for approval or rejection.
4. Furnish an alphabetical list (membership roster) of renewals and new members to all members.
 - a. Provide updates to roster as needed based on member information change (such as home or office address, phone number, or member status) or new member information.
5. Provide all collected dues to the Treasurer in a timely manner.
6. Advise the Board of Directors and Membership of any formal resignations or membership terminations.
7. Submit names of guests and prospective members to the Board of Directors for approval or rejection, verifying that these guests meet qualifications for future membership, in accordance with Article IV of Club Bylaws.
8. Forward names of approved guests to the General Arrangements Committee.
9. Create an orientation program to inform new members and remind existing members of the purpose, history, past achievements, and principal functions of ADDC on the local, region, and association levels.

NOMINATION

1. Contact members regarding their consideration of serving the Club in various positions for the coming year.
2. Request a resume (Forms - Resume) from each candidate stating their qualifications, including educational background, employment history, and any D & D achievements.
3. Email resumes to membership and supply copy to bulletin editor at least 10 days prior to an election meeting.
4. Inform nominees, prior to an election meeting, that all nominees shall make a brief presentation at an election meeting.
5. Introduce all nominees to membership at an election meeting.

PROGRAM / IAN

PROGRAM

1. The term for this committee only will run from February to February.
2. Secure speakers for the general membership meeting.
 - a. Submit names, company affiliations, and topics (if known) to the Board of Directors for approval or rejection.
 - b. Once approved, issue a written or e-mailed invitation/confirmation to the prospective speaker(s) and one (1) guest of his/her choice.
3. Advise General Arrangements chairman of required reservations.
4. Arrange for members to give an invocation and formally introduce the speaker at each meeting.
 - a. Arrange for decorations at meetings, if possible.
5. Secure any needed equipment at meeting venue, coordinating with General Arrangements Committee.
6. Prepare a certificate of appreciation for the speaker(s) and arrange for a \$25.00 donation to be made to the Westbank Scholarship Fund in honor of the speaker(s), if funds are available.
7. Provide information on speakers and a short outline of the topics to the Bulletin Chairman prior to bulletin deadline.
8. Write and mail/e-mail a “Thank You” letter to guest speakers.
9. Prepare and submit the Program Report to the Region Program Representative in accordance with ADDC guidelines.
10. Be familiar with the ADDC Contest guidelines for Program entries
 - a. Submit all presentation materials to the AIMEE Awards Committee as requested in a timely manner.

IAN

1. Plan an annual special activity and/or program representative of the energy industry to be held in a month selected and approved by the Board of Directors.
2. Submit information regarding the activity to the Board of Directors for approval or rejection.
3. Coordinate a guest list with the Field trip and Program committees of field trip sponsors, guest speakers (including Desk and Derrick club members), and any special people who have shown great support to the club.
4. Submit the guest list to the Board of Directors for approval or rejection.

Note: Any Westbank Club member attending at least 9 meetings from May to April of the following year is eligible for their meal at IAN to be paid by the Westbank Club if funds are available.

SCHOLARSHIP

The Scholarship Committee shall consist of a minimum of five members of the Desk and Derrick Club of the Westbank.

The Committee shall:

1. Review and maintain guidelines (Forms – Scholarship Guidelines) and application (Forms – Scholarship Application) for awards.
2. Submit any changes to the current Board for review and approval/change/rejection.
3. Review scholarship applications for the purpose of selecting the qualified applicants.
 - a. Each committee member shall use the scoring/criteria sheet (Forms – Scoring and Criteria), for awarding scholarships.
 - b. B. Selections of candidates by the committee shall be determined by a quorum of the Committee (email and phone votes are allowed).
 - c. Submit a list of recommended recipients to the Board of Directors
 1. Recommendations are based on scoring and the committee vote on all the submitted applications.
 - d. Final decision for awards is made by the Board.
 - e. Scholarships will be awarded in increments of no less than \$1,000.00 each, provided funds are available.
 - f. Any leftover funds will roll over to the next year.
4. Organize and conduct fund raisers, and present complete information to the Board of Directors for approval and then to Membership.
5. Arrange for publicity to increase community awareness of scholarship fund; reinforce that we are an educational club that supports education for its members and the community at large.
6. Handle communications for the committee.

SOCIAL

1. Plan and coordinate social activities.
2. Obtain estimated costs.
3. Provide information to the Board of Directors for approval or rejection.
4. Present particulars of activities to membership.
5. Collect all monies for reservations, and give all monies to the Treasurer in a timely manner.