

Desk and Derrick Club of the Westbank

**GENERAL RESPONSIBILITIES
OF OFFICERS AND BOARD
MEMBERS**

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GENERAL RESPONSIBILITIES OF OFFICERS AND BOARD MEMBERS

1. Assume all responsibilities in connection with the position to which you have been elected.
2. Set an example for the conduct of the Club, upholding its purpose at all times while conducting any ADDC, Region, and Club business and when in contact with the public.
3. Attend all meetings of the Board of Directors and General Membership.
4. Report any absence to the President or Secretary.
5. Encourage members to attend a board meeting.
 - a. Notify President or Recording Secretary if a member wishes to attend a board meeting.
6. Attend all Club functions, when possible.
7. Recommend changes in the club's Bylaws, Standing Rules, General and Detailed Responsibilities of the Officers and Board of Directors, and General and Detailed Responsibilities of Committee Chairmen.
8. Formulate new policies for the Club when necessary to improve efficiency of Club operations.
9. Provide approval or rejection on the following items:
 - a. Applications for new and renewing members
 - b. Any single un-budgeted expenditure(s) for an amount less than 3% of the annual budget
 - c. Advances of funds
 - d. Appointments of Committee Chairmen and the Parliamentarian
 - e. The proposed annual budget before presentation to membership for their approval
 - f. All club activities such as field trips, seminars, monthly speakers, club sales items, etc.
10. Serve as a Board contact of any committee(s) assigned by the President.
 - a. Attend any meetings of said committee(s), reporting results to the Board of Directors at its regular meetings.
 - b. Each month, except any month in which the meeting has been suspended, report the progress of or issues related to the assigned committee(s) to the President and the Board of Directors.
 - c. Serve as a liaison between the committee(s) and the Board of Directors, coordinating the work of the committee(s).
11. Attend the annual Region Meeting, ADDC Convention, and associated activities when possible.
12. Turn over all relevant files to your successor as soon as practical but no later than 30 days after the end of term of office.

PRESIDENT

1. Coordinate and direct all business of the Club and serve as Chairman of the Board of Directors.
2. Serve as the presiding officer at all meetings of the Board of Directors and the General Membership.
3. Call any special meetings of the Board and/or membership as deemed necessary.
4. Serve as Ex-officio member of all committees except Election and Nomination.
5. Delegate duties to the Vice President as may be most helpful in assisting you in your job and in accordance with the responsibilities of that office.
6. After election to office, select all Committee Chairmen and a Parliamentarian, if deemed necessary.
 - a. Present selection to the Board of Directors for approval at the January Board meeting of the following year
 - b. Appoint Board members as Board contacts on these committees.
7. Distribute correspondence (or copies thereof) to the Secretary, committee chairmen, and members as appropriate.
8. Write the "President's Letter" monthly to be published in the Bulletin, submitted to the Bulletin editor by the stated deadline.
9. Sign all checks jointly with the Treasurer and/or Vice President.
10. Represent the Club at ADDC Convention, Region Meeting, field trips, seminars, workshops, and any ADDC and Region-related functions, keeping membership informed on these activities.
11. Act as liaison between the Club and the Association keeping membership fully informed of all Association and Region matters.
12. Ensure the Club's compliance with rules and regulations adopted by the Association.
13. Prepare and present a summary report at the General Membership Meeting after the Annual Region meeting.
14. Select and announce the meeting dates and locations for the Board of Directors and General Membership meetings.
15. Provide all Officers and Board Members with an agenda of business to be discussed at all meetings of the Board of Directors and General Membership.
16. Ensure that the past year's Treasurer files appropriate tax forms by designated deadlines.
17. Present proposed amendments to the Association Bylaws and Standing Rules to General Membership prior to Convention for their review and discussion.
18. In the beginning of the year, furnish a written, detailed proposed budget for the year to the Treasurer by the specified deadline.
 - a. At the end of the year, provide a written report of the year's financial activity to the Treasurer.

19. Extend an invitation to a member of ADDC to install incoming Officers and Board members.
20. Ensure that the Club Treasurer renews the Club's Surety Bond, Safety Deposit Box, Post Office box, and Certificates of Deposit at the proper times.
21. Notify the Region Director of newly elected Officers and Board members and the club's Membership Meeting dates and locations. Advise the Region Director of any changes during the year.
22. Send/coordinate sending flowers or donations in the name of the Club in the event of death of a member. Submit the invoice to the treasurer for proper processing of payment.
23. Appoint an Election Committee and Nominating Committee Chairman, if needed.
24. Announce any legislative or employment information when available.
25. Obtain Board and Membership approval to attend the Annual Region Meeting and ADDC Convention uninstructed or informed on voting matters.

VICE PRESIDENT

1. Serve as assistant to the President and work closely with the President, performing the duties of the presidency during any absence or inability of the President to perform said duties.
2. Succeed to the office of President should a vacancy occur.
3. Accept such duties as are delegated by the President, including chairmanship of any specified committees.
4. Sign checks jointly with the Treasurer and/or President.
5. Receive and distribute all information on Annual Region Meeting and ADDC Convention.
6. Encourage attendance at said meetings, keeping all who are committed to attend up-to-date on all information.
7. Serve as Program Chairman, performing all duties of the committee.
8. Serve as Community Relations Officer, performing all duties assigned.
9. Prepare annual budget for Delegate and Alternate Delegate expenses for Annual Region Meeting and ADDC Convention, using the following guidelines:

The Westbank Club shall pay the following expenses for the official delegate provided the expenses are not paid by his/her employer and provided that funds are available.

ANNUAL REGION MEETING FOR DELEGATE ONLY

Notes:

- Receipts are required for everything except tips and are to be submitted to the Treasurer within 45 days of function.
 - Expenses are covered starting the night before officially required at Annual Region Meeting and ending at noon on Sunday at conclusion of the Meeting.
 - Any exceptions to these guidelines must be presented to the Board for approval or rejection prior to scheduled event(s).
1. Registration.
 2. Round trip transportation to attend Annual Region Meeting.
 - a. If within driving distance, the standard vehicle rate for mileage as approved by the IRS, not to exceed the cost of airfare.
 - b. If not within driving distance, the cost of airfare.
 - c. Taxi – from airport to hotel and back
 3. Tips for hotel, taxi, etc.
 4. Meals – comparable to IRS per diem:
 - a. Maximum \$60/day, including incidentals
 - b. Thursday Night and Friday Night Function fees will be paid in lieu of dinner.
 5. President's Meeting Luncheon.
 6. Room – Cost of HALF of Hotel room.

EXPENSES NOT ALLOWABLE

1. Rental Car.
2. Airport Parking.

ADDC CONVENTION MEETING FOR DELEGATE AND ALTERNATE DELEGATE

Notes:

- Receipts are required for everything except tips and are to be submitted to the Treasurer within 45 days of function.
- Expenses are covered starting on the night before officially required at Convention and ending at noon on Sunday at conclusion of Convention.
- Any exceptions to these guidelines must be presented to the Board for approval or rejection prior to scheduled event(s).

1. Registration.
2. Round trip transportation to attend Convention.
 - a. If within driving distance, the club shall pay the standard vehicle rate of mileage as approved by the IRS, not to exceed the cost of airfare.
 - b. If not within driving distance, cost of airfare.
 - c. Taxi -from airport to hotel and back.
3. Tips for hotel, taxi, etc.
4. Meals – comparable to IRS per diem:
 - a. Maximum \$60/day, including incidentals
 - b. Thursday Night and Friday Night Function fees will be paid in lieu of dinner.
5. Delegate and Alternate Delegate Special Meetings and Luncheon if required.
6. Room – Cost of HALF of Hotel room.

EXPENSES NOT ALLOWABLE

1. Rental Car.
2. Airport Parking.

SECRETARY

1. Record minutes of the club meetings and distribute minutes to members by email; provide copies of minutes at the General Membership meetings for the members that do not have access to a computer and the Internet.
2. At least one week prior to each Board meeting, notify the Board of Directors of the date, time, and place of the meeting and furnish each Board member with a copy of the minutes of the last Board meeting.
3. Notify all committee chairmen of any joint meetings with the Board of Directors as may be called by the President at least one week prior to said meeting.
4. Furnish the President with the minutes of the Board and General Membership meetings as soon as possible following the meetings.
5. Maintain records of attendance of Officers and Board of Directors at Board and General Membership meetings.
6. Maintain records of approved minutes of the Board of Directors and General Membership meetings.

TREASURER

1. Maintain the permanent financial records of the Club and handle all of its funds, keeping an open set of books.
2. Secure proper signature cards as required for all accounts at the beginning of the year, no later than January 15th.
3. Sign all checks jointly with the President and/or Vice President.
4. Complete the "Transmittal List For ADDC Membership Dues."
 - a. Forward the form along with appropriate dues and assessments to the Association Distribution Office and Region Treasurer in a timely manner.
5. Present a report (Treasurer Exhibit A) detailing all receipts and disbursements within the prior month at each monthly Board and Membership meeting.
6. Furnish a written mid-year financial statement and report of actual expenditures to the Board and General Membership
 - a. Report must be submitted no later than August.
7. Furnish a written year-end financial statement and report of actual expenditures to the Board and Membership at the January meetings following year of service
 - a. Report must be submitted no later than February.
8. Prepare a written proposed budget of all committees and applicable officers for presentation to and approval by the Board of Directors at the regularly scheduled February meeting
 - a. Report must be submitted no later than March.
9. Prepare a written completed annual budget report for presentation to the Board of Directors and Membership at the end of term of office in January of following year.
 - a. Report must be submitted no later than February, or whenever directed by a majority vote of the Board of Directors.
10. Distribute Income/Disbursement Form (Exhibit B) to applicable Officers and Committee chairmen to be used for check/cash receipt and check requests.
 - a. Ensure form is updated and available for all members to access on the club's Website.
11. Use Income/Disbursement Form (Treasurer Exhibit B) to record all Club financial transactions.
12. Balance the Club checking account against the Bank Statement monthly.
13. Deposit all incoming funds within 14 days of receipt.
 - a. If unable to do this, request assistance from President or Vice President.
14. Post earned interest on all accounts on monthly reports.
15. Complete all appropriate tax forms for year of term served by the specified deadlines.
16. Renew the Club Surety Bond, Safety Deposit Box, Post Office Box, and Certificate(s) of Deposit at the proper times.

IMMEDIATE PAST PRESIDENT

1. Attend and participate in all meetings of the Board of Directors and General Membership if possible.
2. Serve in an advisory capacity to the current President and perform such other duties as the current President may request.
3. In the event that the President has to resign or is unable to complete her/his term, install the Vice President as the Club's new President.

DIRECTOR

1. Send appropriate correspondence in the event of sickness or death.
2. Serve to record minutes in the absence of the Secretary.
3. Serve other duties as assigned by the President.

PARLIAMENTARIAN

1. Attend all Board of Directors and General Membership meetings ensuring that parliamentary procedures, as outlined in *ROBERT'S RULES OF ORDER NEWLY REVISED* and the Club Bylaws and Standing Rules, are followed in the conduct of all business.
2. Advise the presiding officer on points of parliamentary law when requested.
 - a. Even though an opinion may be rendered, the final decision is made by the presiding officer.

The Parliamentarian cannot act on a committee where sides will be taken and is not a voting member of the Board of Directors. However, the Parliamentarian is allowed to vote at a General Membership meeting as is the right of any member, but with the understanding that the role of Parliamentarian has automatically been relinquished at the time of the vote.