

Humboldt Woodworking Society
Duties of Officers and Division of Labor
Accepted by the Board of Directors, December 10, 2009

The first paragraph in each section is from the bylaws. The numbered list that follows is the language accepted by the Board of Directors December 10, 2009 to be used as “Guidelines for Officers”:

- a. **The President** shall be the principal officer of the Society and shall preside at all meetings of the Society and meetings of the Board of Directors. The President shall be responsible for seeing that the lines of direction given by the Society and the Board of Directors are carried into effect and for reporting to the Society on the conduct and management of the affairs of the Society. The President shall be an ex-officio member of all committees established by the Society and Board of Directors and shall perform such other duties as are usual to this office.
 1. Develops a calendar for the annual cycle of activities of the Society, presents it for discussion and approval to the BOD no later than each January for the year ahead.
 2. Develops and distributes agenda for all Board of Directors Meetings
 3. Develops and distributes agenda for all general membership business meetings
 4. Responsible for developing and maintaining CR scholarship fund
 5. Holds the mailbox key and picks up and distributes the mail.

- b. **The Vice-President** shall perform the duties of the President in the event of the President's absence or permanent vacancy and shall assist the President in such duties as the President shall assign.
 1. Responsible for the property of the Society (booth, gavel, coffee pot...)
 2. Organizes social events – Annual BBQ and Holiday Social
 3. Organizes and recruits volunteers for WoodFair and others as needed
 4. Provides photographs and reports on regular, social, and special events for newsletter

- c. **The Secretary** shall be responsible for issuing notices of all meetings of the Society and shall see that minutes of such meetings are recorded. The Secretary shall be responsible for the publication of the Society Newsletter. The Secretary shall be responsible for recording minutes of the meetings of the Board of Directors, and shall perform such other duties as are usual to this office.
 1. Publishes and distributes monthly newsletter
 2. Keeps minutes for board approval of all BOD and regular membership business meetings
 3. Publicity for monthly meetings and social events
 4. Thank you letters for presenters
 5. Generates and sends invitations for social functions and email reminders for

- regular monthly and social events
6. Maintains a record of correspondence and important documents.
- d. **The Treasurer** shall be responsible for the receipt and custody of all moneys of the Society and for the disbursement thereof as authorized by the Society; for seeing that accurate records are kept of moneys received and paid out; for executing contracts or other instruments authorized by the Society, and for preparing and issuing financial statements and reports. The Treasurer shall perform other duties that are usual to this office.
1. Develops annual budget for board approval no later than January of each fiscal year, develops budget categories and maintains separate funds for: (1) General Membership; (2) WoodFair; (3) Holiday Gift Gallery; (4) April Show at Old Town Art Gallery; (5) CR Scholarship Fund
 2. Provides monthly financial reports of assets and current year receipts and expenditures, compared to budget
 3. Develops proposal for fiscal policy for approval by the BOD
 4. Sends out the annual membership dues assessment in January of each year, collects all dues, and provides the contact information for each new member to the BOD immediately.
- e. **The Program Coordinator** shall be responsible for scheduling all regular monthly activities of the Society. The Program Coordinator shall be an ex-officio member of all special event committees appointed by the President or the Society and shall perform other duties as are usual to this office.
1. Recruiting presenters for regular monthly meetings
 2. Organizing refreshments for regular monthly meetings, including business meetings (January)
 3. For each regular monthly meeting producing finished electronic copy for newsletter no later than the 10th of the month, including: Date, Time, Location including directions, Presenter's Name and brief bio, Description of the Program, and contact information.
- f. **The Events Coordinator** shall be responsible for coordinating WoodFair and other special events the Society shall deem appropriate to furthering the goals as set out in Article I.
1. Organizes and directs WoodFair
 2. Organizes and directs Holiday Gift Gallery
 3. Organizes and directs April Show at Old Town Art Gallery
- g. **The Webmaster** shall be responsible for updating and maintaining the Society website, shall implement technologies related to online activities of the Society, and shall perform such other duties as are usual to this office.

1. Maintaining an electronic archive of:
 - a. Newsletters
 - b. Bylaws and amendments
 - c. Articles of Organization
 - d. Any documents pertaining to our 501 (c) (3) status as a non-profit
 - e. Policy documents
 2. Developing and maintaining online activities
 3. Establishing and maintaining a website for WoodFair with content to be supplied by Events Coordinator
- h. **The Membership Coordinator** shall be responsible for recruiting new members, maintaining the membership list and distributing it to the Board of Directors, and shall perform other duties as are usual to this office.
1. Organizes the recruitment of new members
 2. Maintains the active membership list in coordination with the Treasurer
 3. Distributes membership list quarterly to BOD electronically (Excel) and in hard copy
 4. Provides address labels as needed (to Treasurer annually for dues)
 5. Generates and distributes Membership Cards (Name tags) annually with quarterly update for new members
 6. Develops and maintains a phone tree