

President

Primary responsibilities include overall direction of the Club, programs, content, business meetings, all meeting activities and events. Additionally, the President has responsibility for all external communication regarding the Club and activities.

Internal Duties:

1. Responsible for the Club membership and coordinating with the Membership Director to insure the Club's sustainability. Works with the Membership Director to establish membership guidelines.
2. Responsible for overseeing the Club programs and direction of the Club. Coordinates with the Entertainment Director to provide various events at the Club meetings.
3. Approves scheduled entertainment presented by the Entertainment Director, reviews and signs off on all contracts.
3. Oversees the Club's financial records and signs checks as needed. Signature will be on file with the bank. Acts as the Club's liaison with the auditor to set audit dates and review results.
4. Responsible for all meeting activities and events – admissions, communications to members, and event coordination.

External Duties:

1. Conducts the business segment of the monthly Club meetings, informing membership of upcoming events, news items, and policy changes/announcements.
2. Acts as Club liaison with the The Villages Recreation Department & Colony Cottage to establish monthly meetings. Works with meeting Entertainment Director and Vice Presidents and The Villages Recreation Center to establish room set up, food handling requirements, lighting and general venue needs.
3. Acts as media liaison developing newspaper articles regarding the Club and speaks to all media as the contact person for the Club.
4. Establishes signature on file with bank and will sign checks as needed in the absence of the treasurer.
5. Responsible for all external communications regarding the Club & its activities.

Vice President

Coordinates admission to events and coordinates with chairpersons for all Club events. The Vice President is responsible for event setups, supplies, food, catering, etc. on the days of Club meetings.

Duties Include:

1. Serves as a back up to the President as needed.
2. Coordinates the admission of members to monthly meetings, insuring that the member presents appropriate ticket and identification tag.
3. Coordinates with chairpersons for events which are not monthly meetings, i.e. Steelers games, pirate buses, golf, etc. Acquires approvals for the events from the President.
4. Responsible for notifying the executive committee /membership about the death of a member and the funeral arrangements.
5. Assumes additional responsibilities as assigned by the President.
6. Responsible for coordinating and arranging the food, snacks, supplies (coffee, water, tea, cream, sugar, etc), catering and setup for the Monthly Meeting events.
7. Ensures supplies, food, snacks etc fall within budget for each event unless approved by President for additional funds.
- 8) Receives the gross margin budget from the Entertainment Director and updates the budget to include the supplies and food. Submits the final budget to the President for final approval.
- 9) Ensure that all entertainment and caterers comply with the recreation center regulations. For example, all caterers must be on the Villages approval list and stage set up cannot begin before 5 pm unless approved by The Villages Recreation Center and Club President.

Treasurer

Safeguards the Club assets. Maintains the Clubs financial records, financial forecasts and ensures there is proper controls in place including documentation of collections and disbursement of funds.

Duties Include:

1. Safeguards Club assets.
2. Maintains accurate and timely records of all income and expenses. Prepares a monthly report reflecting encumbered amounts as well. Prepares Pro Forma statements, actual versus Budget, and a cash flow report.
3. Upon request, the treasurer will provide a written or verbal report to the membership.
4. Coordinates with the auditor to insure records are accurate and defensible.
5. Responsible for coordinating with President to write checks for monthly meeting expenses or other Club activity expenses.
- 6 Ensures adequate financial controls are in place.
- 7.Responsible for Clubs deposits and the balancing of Club's checking account.
8. Responsible for establishing and monitoring the Club's bank account.
9. Coordinates the Club insurance plan.

Membership Director/Ticket Sales/ *Communications* Director

Responsible for maintaining accurate membership records, adhering to the Club's membership policy and issuing communications to members as approved by the Club President.

Duties Include:

1. Maintains all membership records and publishes membership listings only as directed by the President to those persons who need to verify membership standings i.e. Ticket sales coordinator.
2. Protects personal information and maintains proper safeguards of the membership information.
3. Orders badges and yearly renewal tags as needed.
4. Authors all emails regarding membership and alerts President to any conflicts due to membership policy application. Sends out other official emails once approved by the President. Maintains the confidentiality of the email listing. Only the Membership Director and President will be permitted to have possession of the complete membership and email listing.
5. Maintains the membership policy and disseminates to the Club membership. Works with the President to establish the membership policy.
- 6) Responsible for selling all tickets for events and verifying membership before selling the tickets. Maintains detail lists of sales and ensures funds are balanced along with the necessary supporting details.

Submits all funds and batch reports to the Treasurer for bank account deposits. Provides a report to the President and Treasurer.

7. Compiles a financial report of dues collection and prepares a report to the President and Treasurer for verification. Maintains detailed log of funds collected and deposits and/or submits funds to Treasurer.

8. Oversees the website and works with the Website Coordinator to ensure The Three Rivers Club website is presented in a professional and effective manner for its members.

9. Along with the President, responsible for the membership communication.

Entertainment Director

Responsible for developing entertainment programs, negotiating entertainment contracts and submitting plans for the Club's meeting entertainment to the Club President for approval.

Duties Include:

1. Develops a schedule of entertainment for the Club monthly meetings from September through May. This schedule is developed from ideas submitted by the membership, media ads for entertainers, and various other sources.

2. Contacts entertainers and negotiates fees and dates for performances with the President's approval.

Submits an email to all entertainers outlining the terms of their appearance or receives a written contract from the entertainer. Submits

all contracts and entertainment details to the President for signature approval.

3. Research new trends in entertainment to keep meetings fresh and unique as much as possible. Ensures there is a nice blend of passive and active entertainment contracted for the meeting programs.

4. Authors emails to membership as needed and submits to President for approval and are then forwarded to the Membership Director for distribution.

5. Compiles a financial budget for upcoming events, provides Gross Margin profit loss statements for events. Submits gross budget to the Vice President in charge of entertainment supplies and food for each event for final completion.

Secretary

Responsible for recording the minutes of the Club business and is also a member of the Club setup team which is responsible for event setups, supplies, food, catering, etc. on the days of Club meetings.

Duties Include:

1. Maintain an accurate record of Board meetings.
2. Present minutes of the President in a summary fashion. Each discussion of the meeting must be in writing.

3. Prepares a draft of written media announcements to give to President as requested.
4. Participate with the Vice Presidents in arranging for food, snacks, supplies (coffee, water, tea, cream, sugar, etc) and setup for the Monthly Meeting events.

NON OFFICER POSITIONS

Auditor (Adjunct) – Non-Officer

Duties Include:

1. Performs a general audit of the Club's financial records and reports results in writing to the President.
2. Acts as advisor to Treasurer for questions or policy clarification.
3. This position will be an adjunct position, appointed yearly, and will not be part of the Board. This will insure independent reporting.

4. The President will select an Auditor each year to audit the financials and present an independent audit report. The Audit report will be presented to President and submitted to Board for approval each year.

50/50 Raffle Sales - Coordinators – Non Officer

1. Responsible for 50/50 sales at events.
2. Maintains Control of Tickets and cash collected.
3. Ensure drawings are unbiased.
4. Tabulate cash receipts and submit proper documentation to Club Treasurer.

Website Coordinator – Non Officer

- 1) Responsible for updating the Three Rivers information on the Club Website.
- 2) Maintain updates on events
- 3) Keep current Club news
- 4) Provide information pertinent to the Club

Club Photographer

Responsible for taking photos during Club events and transferring these photos to the Website Coordinator to be included in the Clubs photo gallery.