

SEATTLE GUJARATI CULTURAL SOCIETY

OFFICERS & BOARD MEMBERS RESPONSIBILITIES

PRESIDENT

He/she must be knowledgeable and resourceful.

In addition to leading the board, his primary responsibility is to plan all events with minute details in order to achieve success. If any Board Member or Officer fail to perform his/her duties for any reason, he will cover those duties with other members. He is responsible to answer and satisfy the community.

In addition, he is responsible for,

- Deciding meeting agenda and leading discussion toward the expected results maintaining amicable environment.
- Detail planning of the events and sharing the responsibilities with others. Planning will include every major and minor item from equipment to a small nail and safety kit. All events for the whole year are to be identified and decided during November board meeting, in order to search and make reservation of the facilities a year or six months in advance.
- Sharing the corporation legal paper work, including federal, state, county and the city with the secretary.
- Maintaining insurance policy for the safety of the organization.
- Staying in touch with the community to achieve support, increase participation in the events and strengthen the community bond.
- Sharing responsibility with editor to prepare or receive articles for the Newsletter. If articles are not available from other sources, he will take a lead to provide majority of content to the editor.

In spite being a focal point for the activities and responsibilities, president should bear in mind that he/she alone can not bring success without the board members active participation and sincere support. Success depends on the team work.

SECRETARY

- Responsible for taking meeting notes, preparing minutes of meeting and distributing to all board members at least one week prior to the next meeting.
- Assure that the prior minutes of meeting are approved by the board prior to discussing any issue.
- In case of voting on any issue, he/she will count the votes and makes the proper record with names.

- He/she will collect the mails from the mail box, review them and pass on to the responsible party for their action.
- He/she will make reservation of the meeting place and time and accordingly inform the board members at least a week in advance.

THOUGH IT WAS NOT COVERED BY THE CONSTITUTION AND BY-LAWS, IT IS A GOOD IDEA TO HAVE A JOINT SECRETARY.

VICE PRESIDENT

- He/she will perform all duties and responsibilities of president in his absence.
- He/she will share responsibilities and support the president.

TREASURER AND JOINT TREASURER

Most of his/her responsibilities are critical; therefore he/she can not delay his/her work. Responsibilities are,

- Keep account record up to date and present important items in the board meeting.
- Issue checks and maintain records of invoices, receipts and canceled checks. Check should not be issued without receipt or invoice. For small items, a hand written receipt is acceptable.
- Collect donation and maintain record of names, donation amount, check number, date of check, address of donors, phone number. Deposit checks in the bank account and send a receipt of donation to a donor with a few words of appreciation. Check with donor of his/her employer's matching gift program. Boeing, Microsoft have matching gift program and our organization is an approved recipient of matching gift. Send matching gift form with the return postage stamps and requesting him/her to return duly filled form as early as possible. If form is not received in a week, make sure to call donor to remind him.
- Receive member fees, recording name, address, phone number, type of membership (single/family) and date. Inform Director of Newsletter of membership record on a monthly basis and also verify the membership list with the membership record. Send or issue receipt as soon as possible.
- Collect entrance donations and keep separate record of sponsor fees. Try to keep head count as and when possible. Entrance passes, if issued should be collected for later verification of total head count and account.

DIRECTOR OF NEWSLETTER AND HIS TEAM

We have Director and Editor of Newsletter. It is a time consuming task every two months and takes about ten to twelve hours of total time.

Director of News letter along with president and other board members will prepare the rough draft of the content. In addition, he may receive articles from the community members. This rough draft will be presented to the editor for editing. The final version of the content, than will be formatted in the Newsletter along with special message. If time permits, president may review the Newsletter before sending for printing. Generally 250 copies are made at the Professional Copy Center at their Northgate office at special rates.

Director also updates membership list after receiving updating information from the treasurer and president. Then, he will prepare and print address labels for mailing.

Printing, Labeling and Mailing, including Postage responsibilities can be assigned to commercial outfit such as Kinkos.

ALL BOARD MEMBERS AND DIRECTORS OF SPECIAL ACTIVITIES

Officers are assigned with the specific responsibilities which are not oriented toward success of events. However, all board members including officers are involved in success oriented activities. Each event requires brain storming, discussing, planning, identifying responsibilities and team work. We all share this important task. Still success depends on the participants, so, no matter, how hard we work, our success is measured by the participants. Therefore we all should develop or employ personal contact within our community as and when we get the opportunity (dinner, function, marriage, birth day party etc.). Please bear in mind that all board members are equal and each of us is very important.