

Position: President

Responsibilities

- Preside over all meetings of the club and its Executive Board
- Set date, time and place for the monthly general meetings
- Set date, time and place for monthly Executive Board meetings
- Together with the Executive Board, set the agenda for the monthly meetings and Executive Board meetings
- Ensure the Executive Board is functioning following the Bylaws of the Club
- Recruit club members for leadership positions
- Ensure the Executive Board is functioning cooperatively to achieve the goals of the Club
- Communicate with the membership throughout the year concerning items of interest and importance
- Communicate with DPCCC to ensure the Club receives the support and resources it deserves
- Be an ambassador to the cities where we operate to enhance the Club's presence in the communities
- Be available to Club members to listen to their concerns and be a problem solver
- Be supportive by finding good leaders and letting them do their work
- Act as Club's contact with elected officials in city, county, state and federal positions

QUALIFICATIONS

MCDC Member in good standing

Date: 11-7-20

Position: Vice President

Responsibilities

- Leads meetings in the absence of the president
- Assists the President
- Sets up Speakers for General Membership
- Reports DPCCC actions and issues to the General Membership
- Reports Community actions and issues to the General Membership
- Provides information for newsletters and e/mailings
- Provides information on upcoming events to the secretary for inclusion in meeting notices, newsletters or electronic distribution lists.
- Takes on special assignments, programs, activities, committees as asked by the President and Executive Board

As a member of the Club's Board of Directors:

- Understands the by-laws and responsibility of the Board
- Functions in the same manner as any other voting Director
- As liaison, a Vice President should be aware of plans and actions and convey pertinent information among the Committees, the President and the Board

Additional items for the future:

- Act as a counselor for a group of Committees:
 - Understands the Club organization structure and the responsibilities and procedures for each of the Committees.
 - Ensures the Committees are staffed, have the necessary materials, are aware of pertinent information and function in the proper manner.
 - Makes sure Committee Chairs are well prepared for Committee meetings.
 - Provides behind-the-scenes guidance to the Committees.
 - Assists Chairs with written reports for the Board.
 - Meets with the Committees; when necessary, gives needed assistance.
 - Notes ability of Committee members; recommends talented ones for future responsibilities.
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QUALIFICATIONS

MCDC Member in good standing

Date:11-15-20

Position: Secretary

Responsibilities

- Attends all Executive Board meetings (first Sunday of month) and all-members meetings (third Sunday of month)
- Send Agenda to all members 10 days before monthly meeting and give web master agenda to post.
- Send minutes to general membership meetings via email to all club members and give to web master to post on the Club's website within fourteen (14) days after each meeting.
- Takes attendance at Zoom meetings
- Maintain all membership records
- Prepare internal and external correspondence
- Elections:
 - Prepare Election "Intent to Run" form
 - Prepare Election Ballot
 - Collect "Intent to Run" papers from candidates for club office
 - Prepare a ballot for all contested offices
 - E-mail all Members in Good Standing, the declared candidates 12 days prior to the election.
 - Send absentee ballots to all Members in Good Standing who request them.
 - Collect absentee ballots no later than one (1) hour prior to the scheduled start of the election meeting.

QUALIFICATIONS

MCDC Member in good standing, knowledge of MS Word and Excel

Date: 12-3-20

Position: Treasurer

Responsibilities

- Attends all Executive Board meetings (first Sunday of month) and all-members meetings (third Sunday of month)
- Maintains a permanent record in electronic spreadsheet in Dropbox to track MCDC income, expenses, receipts, and check disbursements
- Prepares monthly Treasurer's Financial Statement in electronic spreadsheet for all Executive Board meetings, detailing income and expenses since the last meeting
- Presents monthly Treasurer's Financial Statement in electronic spreadsheet for all Executive Board meetings, detailing income and expenses since the last meeting
- Pays all MCDC bills by check as authorized by the Executive Board
- Receives funds from memberships, donations, MCDC clothing, etc. collected by other MCDC volunteers and issues receipts
- Receives funds from Square and Venmo and reconciles with bank statement
- Uses MCDC ATM bank card for electronic deposits only, not for expenses
- Deposits money and checks immediately in a MCDC bank account, retaining deposit slips
- Receives itemized bills, sales receipts, and invoices for payment by check
- Processes and receives all electronic deposits and reconciles with bank statement
- Maintains MCDC check book to show current balance
- Orders new checks when necessary and informs Executive Board in advance
- Prepares monthly Treasurer's Financial Statement in electronic spreadsheet for all-members meetings, detailing income and expenses since the last meeting
- Presents monthly Treasurer's Financial Statement in electronic spreadsheet for all-members meeting, detailing income and expenses since the last meeting
- Downloads monthly bank statement online and saves in Dropbox
- Reconciles monthly bank statement promptly

QUALIFICATIONS

MCDC Member in good standing, knowledge of Excel or similar spreadsheet, knowledge with finances

Date: October 10, 2020