

**REDDING NEWCOMERS & FRIENDS  
APPOINTED BOARD DESCRIPTIONS**

**TABLE OF CONTENTS**

<b>ACTIVITIES COORDINATOR.....</b>	<b>..... Page 2</b>
<b>AUDIT COMMITTEE .....</b>	<b>..... Pages 3-5</b>
<b>BUDGET COMMITTEE .....</b>	<b>..... Pages 6-7</b>
<b>COFFEE BARISTAS .....</b>	<b>..... Page 8</b>
<b>COMMUNITY ACTIVITIES COORDINATOR..</b>	<b>..... Page 9</b>
<b>MYSTERY PRIZE CHAIRPERSONS .....</b>	<b>..... Page 10</b>
<b>NOMINATING COMMITTEE .....</b>	<b>..... Page 11</b>
<b>ONE CAN AT A TIME (FOOD DRIVE) CHAIRPERSON</b>	<b>..... Page 12</b>
<b>RECEPTIONIST .....</b>	<b>..... Page 13</b>
<b>SCHOLARSHIP COORDINATOR .</b>	<b>..... Pages14-15</b>
<b>SPEAKER OF THE HOUSE .....</b>	<b>..... Page 16</b>
<b>STORYTELLER .....</b>	<b>..... Page 17</b>
<b>SUNSHINE CHAIRPERSON .....</b>	<b>..... Page 18</b>
<b>WEBMISTRESS .....</b>	<b>..... Pages19-20</b>
<b>WEBMISTRESS ASSISTANT .....</b>	<b>..... Pages21-22</b>
<b>WELCOME MAT EDITOR .....</b>	<b>..... Pages23-25</b>
<b>WELCOME MAT PROOFREADER</b>	<b>..... Page 26</b>

## **THE REDDING NEWCOMERS AND FRIENDS CLUB ACTIVITIES COORDINATOR**

The position of Activities Coordinator is a one-year term appointment by the President. When applicable, the coordinator will assist with the formation of a new activity or group upon the request of a member suggestion. All new groups require approval of the Extended Board.

### Leadership Duties:

- Promote formation of new group activities.
- Evaluate and present new activity suggestions to the Extended Board.
  - Select a new name for the activity.
  - Select a calendar date and time.
  - Prepare guidelines as necessary.
  - Provide *Welcome Mat* editor details of the new activity.
- Offer assistance and guidance to existing activities.
- Contact new members to welcome them and see if you can be of any assistance.
- Acquaint members with various activities.
- Attend Board meetings and the monthly Coffee.

*Revised May 2023*

## **REDDING NEWCOMERS AND FRIENDS CLUB AUDIT COMMITTEE**

The Redding Newcomers and Friends Board has approved this audit policy, dated, and approved in the minutes March 19, 2013.

An audit determines the accuracy of the books, detects inconsistencies, or errors, provides recommendations for corrective action, protects the financial officers, verifies that funds were sent through channels as appropriate, and assures the membership that the association's resources were managed in a businesslike manner within the regulations established for their use.

An In-house Audit Committee was formed by vote of the Redding Newcomers and Friends Joint Board January 17, 2012, to perform these services.

### **AUDIT COMMITTEE MEMBERS—GUIDELINES:**

- Committee shall consist of three (3) members of the Club appointed by the President each year who are not elected Executive Board members. Committee members should be impartial and not related by blood or marriage, nor reside in the same household as the President, Treasurer, or Financial Secretary. Committee members are never the ones authorized to sign the club's checks.
- Committee members can decide who the chairperson of the committee shall be each year.
- Committee members will be asked to commit to the position for at least one year with the option of serving for two (2) years.
- Committee should consist of at least one (1) member who has served the prior year. This will ensure that there is always one (1) member with experience who can give guidance to the incoming Audit Committee Members. Past Treasurers may serve on the committee.
- Committee members may rotate the audit process among themselves, but two (2) committee members must be present to perform any audit.
- At the Board's discretion, an outside professional auditor may be engaged, if needed.

### **AUDITOR DUTIES:**

- Audit the books and financial records of the club each quarter.
- Prepare and present quarterly written reports to the Executive Board at board meetings.
- Make sure a fiscal year-end audit is done when financial records are being transferred to the new Treasurer. The outgoing Audit Committee is responsible for conducting the audit at the close of the term.

### **PREPARATION FOR AN AUDIT:**

Collect all relevant financial books, records, and reports from the Treasurer including:

- A copy of the last audit report.
- Checkbook register.
- Voided checks.
- Original bank statements, including check copies and deposit receipts.
- Receipts of the bills paid.
- Monthly treasurer's reports.
- Treasurer's ledgers.
- Committee reports from chairmen (Special Event forms submitted by chairperson).

#### AUDIT PROCEDURE:

- The Treasurer may be present during the audit to answer questions.
- Start audit with records posted after the last audit.
- Check off items as they are reviewed.
- Do not make corrections. Make notes as to how to correct.
- Make sure the math is correct in all instances.
- Check to see if the amount shown on the first bank statement corresponds to the starting balance recorded in the checkbook register, ledger and Treasurer report and the ending balance of the last audit.
- Check to see that the ending balance of the last bank statement, checkbook register, ledger and Treasurer report agree.
- Ensure that checks and authorizations are signed by approved officers. The board has approved exceptions for one signature only needed on checks: Memorial donations, *Welcome Mat* printing and other printing needed for the club such as rosters, rules and regulations, and badge orders all pertinent to the well-being of the club.
- Reconcile each deposit with bank statement and checkbook entries.
- Ensure money was deposited promptly.
- Ensure collection process is in place for returned/bounced checks that include reimbursement of applicable bank charges. A returned check is treated as reverse income and reimbursed bank charges are treated as reverse expenses.
- Reconcile checkbook register to the ledger. Check each month's ledger entries for errors and crosscheck against checks issued and receipts posted. Cross-reference check book register with checks issued.
- Verify that all income and expenditures are allocated into the same categories that constitute the budget.
- Verify that membership dues have been recorded separately from other club receipts.
- Check event reports to verify receipts and expenditures.

AUDIT REPORT:

- An audit report is to be presented to the Executive Board.
  - Prior to submitting an audit report, findings should be addressed to the Treasurer and the Financial Secretary. The treasurer should be allowed to rectify any omissions or answer questions presented to her.
  - After any errors have been corrected and all are satisfied that the financial accounts are correct and approved, draw a double line across the ending balance of the bank issued statements and state "Examined by (name) on (date) through month of \_\_\_\_\_".
  - Prepare copies of written report, including recommendations, for President, Financial Secretary, and Treasurer.
  - Each participating committee member must sign the report.
  - A final audit report must accompany the transfer of books to a new Treasurer.
  - The following form shall be used and read as stated.
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**THE AUDIT COMMITTEE HAS EXAMINED THE RECORDS OF THE  
TREASURER FOR THE MONTHS OF \_\_\_\_\_ AND FIND  
(CHECK ONE):**

\_\_\_\_\_ **THEM TO BE CORRECT**

\_\_\_\_\_ **THEM TO BE SUBSTANTIALLY CORRECT WITH THE  
FOLLOWING RECOMMENDATIONS:**

\_\_\_\_\_ **THEM TO BE INCORRECT**

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

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*Revised May 2023*

## **REDDING NEWCOMERS AND FRIENDS BUDGET COMMITTEE**

An in-house Budget Committee for the Redding Newcomers and Friends Club meets on an annual basis. The President will appoint a Budget Committee Chair who will serve for 1 year on the appointed board.

The Budget Committee is appointed by Budget Committee Chair with the approval of the President. Typically, it is made up of the Treasurer, past-Treasurer, President, latest past-President and perhaps one or two others with a good understanding of Club operations and expenses. QuickBooks and Excel reports are used to show expenses from last year to help with estimating the upcoming year.

### **PROCESS AND FORMAT**

The Budget shall be formatted by income and expenses. It is suggested that the prior year's format (or one similar) be used to provide continuity and ease of comparison.

All expenses and income shall be listed by category and similar ones may be lumped together if further delineation is not required. It is not mandatory that the categories match exactly those used in QuickBooks but all entries should be easily trackable.

Each entry should show columns for 1) suggested new Budget 2) actual figures from last year and 3) Budget from prior year. There should also be space allocated for notes to explain any non-intuitive issues.

The Budget Committee Chair provides the initial first pass of suggested figures for the new Budget and also completes the column of actual expenses for the last year, based on the audited prior year's books.

Every effort should be made to "balance" the Budget so that the proposed income is not less than proposed expenses. Total Income and Total Expenses should be equal (or be close to it). Subsidies from Savings can be discussed at the Budget meeting, but the savings account should not fall below the required \$5,000.

### **MEETINGS**

The initial Budget meeting should come during the summer after the close of the last fiscal year. It is one of the Budget Committee Chair's top priorities for the new year. The first meeting is to discuss the proposed budgetary figures and come to an agreement on the pro-forma Budget based on upcoming events, new proposed expenditures or expected shortfalls. It may be necessary to revise the initially proposed Budget a time or two and resubmit it for further discussion. This can usually be done by email to avoid excess meetings.

Once an agreement has been reached by the Budget Committee, copies of the proposed Budget are submitted to the Executive Board for discussion and approval. Upon approval by the Executive Board, a mass email of the Budget is sent to the Extended Board so that they can review the Budget prior to the September Board meeting. (By bringing an Executive approved Budget to the Board, final ratification by the Board is usually an easier one.)

When the Budget has received Board approval in September, an announcement is made before the General Meeting in September that a budget is in place and approved for the new fiscal year.

## **SPECIAL NOTES**

**A copy of the approved Budget (so noted and dated in the heading) shall become part of the Treasurer records for that year. The Budget should be kept readily available to reference for Event Budgets and to verify that receipts/invoices submitted to the Treasurer are for budgeted items. Expenses that are not part of the Budget will need special Board approval.**

**The Activities Chairperson should be made aware of the budget amounts for the various activities for the year so that they have a good understanding of how to oversee and approve event expenses. The budgeted amounts of activities should be part of their post event reports to the Treasurer. All reports should show if the event was within the budget or not.**

**It is helpful to have a separate section in the Budget that outlines any advances that are on the books from prior years. These are included on the Prior Fiscal Year's Balance Sheet.**

**The Budget Committee Purple Book is for the convenience of the committee chair and may include lists and sensitive information.**

July 17, 2024

## **THE REDDING NEWCOMERS & FRIENDS CLUB** **COFFEE BARISTAS**

The Coffee Barista is a volunteer position for the purpose of making beverages for the General Meetings at the Elks.

Duties of the Barista:

- Show up at 9:30 to set up the coffee, tea, and ice water. Find a table that is not in use and move it in front of the coffee prep area.
- Extension cords are in the middle drawer and the warmer is in the cupboard. Start the regular coffee immediately using 2 scoops of coffee per carafe. Press brew and then set up rest of table.
- If there are no carafes in the area, go over to the bar and borrow what you need. Return when you are finished.
- Make the decaf after the regular coffee is done.
- Set up creamer, sugar, stirrers and coffee cups and napkins on the table.
- Set up ice water dispenser (stored in the kitchen) and water cups.
- For those who want warm tea, you need to put a pot of warm water on top of the coffee maker.
- Turn on the top warmer to keep it warm. There is a warm water lever on the coffee maker.
- The ice machine is just inside the nearest kitchen door. The scoop is on top of the machine and should be returned there when finished. The sink is for our use as well.
- At the end of the meeting, wash out carafes and pack everything back as it was.

The Coffee Barista is responsible for purchasing and storing all supplies at her home. You should buy: hot and cold cups, small napkins, coffee filters, stirrers, coffee, decaf coffee, tea bags, sugar packets, sweet-n-low packets, and powdered creamer. You can buy at Costco, online, or the Chef's Store on Hartnell (wherever you can find the best deal). Give the bills to the treasurer for reimbursement.

### **SPECIAL NOTES:**

This group may also have a co-chairperson.

*Revised May 2023*

## **THE REDDING NEWCOMERS & FRIENDS CLUB COMMUNITY ACTIVITIES COORDINATOR**

The position of Community Activities Coordinator is a one-year term appointment by the President for the purpose of monitoring the contents displayed on the community table. This table is designated for those members wanting to inform the membership of special events or opportunities. Many of these activities must have prior approval of the Extended Board.

The community table will be made available at all General meetings except Christmas Charities, Fashion Show, and Summer Celebration. Contents of the community table must be governed in accordance with the Club Rules and Regulations, Art. VIII Policies, 1 c, e.

Duties Include:

- Collect announcements of community activities that would be of interest to the membership.
- The *Enjoy* Magazine is always very popular.
- Monitor flyers to eliminate any inappropriate advertising.
- Individual members may need Board approval before including flyers that may promote their “interests or causes”.
- Set up a display table at the General Meetings.
- Attend Board meetings.

*Revised May 2023*

**THE REDDING NEWCOMERS & FRIENDS CLUB**  
**MYSTERY PRIZE CHAIRPERSONS**

The position of Mystery Prize Chairperson is a one-year term appointment by the President for the purpose of purchasing mystery prizes. An opportunity drawing held at the conclusion of the General meeting awards prizes.

Mystery Prize funds carry over month-to-month and do not enter the Club treasury. Chairpersons may keep cash through the Club dark months allowing for shopping during the summer break. Purchase items throughout the year; duplicate purchases can be used later.

Leadership Duties:

- Arrange for the sale of opportunity tickets at the monthly General meeting.
  - Ticket price is \$1.00.
  - One ticket per member.
- Prize value should approximate \$10.00-15.00 each or otherwise a "good bargain".
- Drawing is self-funding; money collected is used for goods purchased for the following month.
- Monies collected each month should be recorded on the Mystery Prize Expenditure form.
- Monthly Expenditure form and receipts should be given to the Financial Secretary at the General Meeting.
- One free ticket is given to each NEW member attending their FIRST General Meeting. Coordinate with the first Vice-President in this matter.-The number of free tickets will be reported on the monthly Expenditure form.
- Attend monthly Board Meetings (suggested) and General Meetings.

*SPECIAL NOTES:*

1. This activity does have a co-chairperson.

*Revised June 2023*

**THE NEWCOMERS & FRIENDS CLUB**  
**NOMINATING COMMITTEE CHAIRPERSON**  
**AND COMMITTEE**

The Nominating Committee Chairperson is a position appointed by the President for the purpose of encouraging active members to volunteer in the service of the Club thus filling any Club office as may be open for election during the forthcoming year.

Also by appointment of the President will be four individuals to assist the chairperson. At least one appointed individual must have served on the Extended Board. The Committee shall include:

1. Chairperson: having a minimum membership of four years.
2. One member with a minimum membership of three years.
3. One member with a minimum membership of two years.
4. One member with a minimum membership of one year.
5. One member with a minimum of one year or less.

Committee members, functioning as the Nominating Committee, will support the election process by seeking and proposing candidates for the various offices as may be vacant. Start early, post job descriptions, and encourage present officers to talk about their job duties. All officer position duties are posted on the website under Members Area and then Documents. It is at the committee's discretion as to whether they find more than one person per office; however, they will not refuse any member the privilege of running. The Committee will function every year for the period of February through May. The Nominating Committee will maintain a sign-in sheet at each committee meeting.

Duties include:

- Obtain list of offices being vacated from the President.
- Prepare to ask for volunteers at the February General Meeting.
  - Use of a sign up sheet recommended; coordinate with the President.
  - Provide a separate sign up sheet for appointed board members and activity chairpersons to be used as a tool by the President. Present to President for her information.
  - Post a notice on the Website.
- Presentation of candidates' names for approval by Extended Board at its April meeting.
- **Publish a list of candidates seeking election in the May *Welcome Mat*.**
- Preparation of a paper ballot to be distributed to each member attending the May General Meeting if there are more than one person running for an office. Collect, count, and announce the balloting outcome by the conclusion of the May General Meeting.
- Inform the President of the winning candidates so official motions can be made and recorded in the minutes for our bank records.
- **Publish name and office of the winning candidates in the July issue of the *Welcome Mat*.**

*Revised May 2023*

**THE REDDING NEWCOMERS AND FRIENDS CLUB**  
**ONE CAN AT A TIME (FOOD DRIVE) CHAIRPERSON**

The position of Food Drive Chairperson is a one-year term appointment by the President for the purpose of collecting donated food at the General Meetings and distributing it in the community where there is a need.

Duties Include:

- Arrive at the General Meetings early and park your vehicle where it is safe and accessible for the members to hand you non-perishable food.
- Deliver the food to different service organizations that may have a need. Let them know in advance that you will be arriving.
- Make announcements about where the food was distributed and the amount.
- May send mass emails before a General Meeting reminding the ladies to bring food and where it will be going that month.

*May 2023*

## **THE REDDING NEWCOMERS AND FRIENDS CLUB** **RECEPTIONIST**

The Receptionist is appointed by the president for a one-year term. The purpose is to record names of individuals entering the meeting place on the day of each General Meeting or scheduled Newcomers events at the Redding Elks Club. This will establish a permanent record of members and guests in attendance.

### **DUTIES:**

- Prepare Sign in Sheets, pens, and blank name tags.
- Greet members and guests (Keep an eye out for new members).
- Leave Sign in Sheets open until after break time.
- Total all sheets for total attendance.
- Give the completed Sign in sheets to the Treasurer for payment to the Elks Lodge.
- Board Members arrive early and need to be reminded to sign in.

### ***SPECIAL NOTES:***

This position does have a co-chairperson.

***Revised May 2023***

# Redding Newcomers & Friends Club

## Scholarship Coordinator

The scholarship coordinator is a board-appointed position & lasts for one year. In recent years, our procedures have changed to respect the legal issues surrounding offering scholarships based on age & gender. Therefore, we have accepted Shasta Community College (SCC) Foundation Office's offer to advertise, receive & screen applications, review applications, & interview & choose recipients on our behalf. The college has a committee of professionals who screen applications & candidates for all scholarships from all sources.

The Scholarship Coordinator's purpose is to:

- Work closely with the board
- Report to the full board regarding decisions & recommendations
- Be the active liaison with SCC Foundation Office
- Organize the spring quilt raffle if there is one
- Research other scholarship opportunities if they arise & report to the board

POSSIBLE QUALIFICATIONS COULD INCLUDE:

- Required time commitment
- Good communications skills
- Open-minded & articulate
- Be familiar with the club in general to answer any questions that may come up with SCC

DUTIES AS COORDINATOR

Attend board meetings (mandatory); attend general meetings

Set up a table each general meeting; collect donations for the scholarship fund with the use of the ceramic apple; answer any questions; complete the accounting form & turn in all donations to the treasurer each meeting

Request one of the receptionists take the apple home & return it at the next general meeting because she is usually one of the first to arrive

When feasible, organize a quilt raffle for the May general meeting; start advertising & selling tickets at the February general meeting; announce that a personal check is also accepted

Arrange for a quilt rack & raffle tickets & announce the sale of raffle at the February, March, & May general meetings; the historical price of raffle tickets has been \$1

Complete the accounting form for sale of raffle tickets for the treasurer at each meeting

Based on the available scholarship funds per the Newcomers treasurer, advise SCC of the number of \$500 scholarships we may offer that year

Personally invite the recipient(s) to the May general meeting to introduce her to the club members; take her to lunch

*Revised June 2023*

**THE REDDING NEWCOMERS & FRIENDS CLUB**  
**SPEAKER OF THE HOUSE**

The position of Speaker of the House is a one-year term appointment by the President for the purpose of setting up the sound system at the Elks. The Speaker is also required to hand deliver the wireless microphone to members wishing to speak at the General Meeting. **Our main system, microphone stand, and power cord is stored at Romona Bowling's house. The portable microphone is stored at the home of Sharon Roberts.**

Duties Include:

- Know where the system is located.
- Carry extra 9 volts and Double A batteries to every general meeting in case you need to change.
- Obtain the Elk's portable microphone and/or both microphones from the office or cabinet and set up for the President.
- Make sure both are working correctly.
- Deliver the wireless microphone to any member wishing to speak at the General Meeting so they can be heard throughout the facility.
- Turn the system off, take the batteries out of the microphones and return the portable one to the cabinet where the system is located.
- Place the main microphone and batteries in the box and return to the office.
- Make the portable system available for all Club activities that may require a sound system.

*Revised April 2023*

**THE REDDING NEWCOMERS AND FRIENDS CLUB**  
**STORYTELLER**

The position of Storyteller is a one-year term appointment by the President whose purpose is to conclude the monthly General Meeting and Extended Board Meeting with a humorous anecdote. The Storyteller will entertain the assembly with good humor, wholesome stories without reference to political or religious subject matter.

*Revised JUNE 2023*

## **THE REDDING NEWCOMERS & FRIENDS CLUB**

### *SUNSHINE CHAIRPERSON*

The position of the Sunshine Chairperson is a one-year term appointment by the President. The purpose of the Sunshine Report is to maintain contact with a member, or spouse, who may be ill or the family of a member who has passed away.

#### Responsibilities Include:

- Receive “sunshine” calls and take appropriate action as soon as possible
- Record transactions for the year
- Purchase and mail an appropriate greeting card
- Sometimes more than one card may be necessary
- Follow up on those with lingering illnesses with a brief, friendly phone call
- Report health related issues at the Board and General Meetings
- Notify membership of the members having health related issues via the *Welcome Mat*. **Provide the editor with details by the Thursday prior to the Extended Board meeting**
- Inform the membership of special needs of a member or her family
- Request Treasurer move funds from general account to our scholarship fund.
  - Memorial donation is \$25.00.
- Submit receipts to the Treasurer for products and supplies associated with the Sunshine Report
- Attend Board and General meetings where you will give your monthly report

*Revised May 2023*

## **THE REDDING NEWCOMERS & FRIENDS CLUB**

### **WEBMISTRESS**

The position of Webmistress is a one-year term appointment by the President whose purpose is to maintain the Newcomers Website. The Webmistress may choose to have one or two Assistants to help her. The Webmistress and Assistant(s) may divide duties, as they deem necessary.

#### **Leadership Duties Online:**

- Update Home Page monthly with General Meeting information.
- Input Special Events and current information as needed.
- Keep Officers and Chairpersons page current.
- Keep Activities up to date.
- Add, change, or delete members' information as needed.
- Load Roster into Downloadable Documents monthly so members can print a new copy if they wish.
- Upload current Rules and Regulations if changes are made.
- Upload all Job Descriptions.
- Send mass emails as requested.

#### **Leadership Duties Offline:**

- Provide new members with a password and directions to access website.
- Maintain a Roster making additions, corrections, and deletions as necessary and save on a disc.
- **Notify Membership Chairperson, *Welcome Mat* Editor, and Webmistress Assistant of any member changes that you receive; that is, name, address, or email information.**
- Maintain a list of members and passwords.
- Maintain a list of members receiving *Welcome Mat* online.
- Use the Roster to generate a facsimile of the labels needed to mail the *Welcome Mat*. This copy would **exclude** the members who receive their *Welcome Mat* online.
- Give *Welcome Mat* Editor the facsimile of labels and the list of members receiving *Welcome Mat* online at the Board Meeting. This is taken to the printer to have the labels printed.
- Compare Roster with Membership Chairperson Roster in **August** before the yearly Roster is distributed at the September General Meeting.
- Notify Treasurer when it is time to pay our annual bill.
- Attend Board meeting and the General meeting.

Our website is at: [ClubWebsource.com](http://ClubWebsource.com).  
Official name: [reddingnewcomers.com](http://reddingnewcomers.com)

*SPECIAL NOTES:*

1. The Leadership Book is for the convenience of the Webmistress and may include lists and the like; however, prior to a change of leadership for the Webmistress, please tidy the folder contents.

***May 2023***

ADDITIONAL INFORMATION FOR WEBMISTRESS AND ASSISTANT(S)

1. The first week of June, the Membership Chairperson will inform Webmistress, Assistant Webmistress, and Editor of the members that have officially dropped. The Webmistress will delete from her roster, the Assistant Webmistress will delete from the website, and the Editor does nothing with this information.
2. The first week of June, the Membership Chairperson will inform Webmistress, Assistant Webmistress, and Editor of the members that have not paid their dues. These ladies will be given one last notice to pay or will be dropped from our records by August 1. The Editor will put a notice in the July *Welcome Mat* to inform them.
3. July 15, the Membership Chairperson will inform us of any changes in payment of dues. The Webmistress will delete the ladies from her roster who have not paid and the Assistant Webmistress will delete from the website. This automatically removes their access to the confidential section and they will no longer receive mass emails and labels will not be printed.

Presently, the label list is made using Word Mail Merge. The roster is downloaded to the website in Excel and as a pdf file.

Update the President's picture and motto as needed.

Update new board members and delete others as needed.

**THE REDDING NEWCOMERS & FRIENDS CLUB**  
**WEBMISTRESS ASSISTANT**

The position of Webmistress Assistant is a one-year term appointment by the President whose purpose is to help maintain the Newcomers Website. The Webmistress may choose to have one or two Assistants to help her. The Webmistress and Assistant(s) may divide duties, as they deem necessary.

**Leadership Duties Online:**

- Add, change, or delete information as needed.
- Update the mass email program Mail Chimp every time there is an update of members information.
- Maintain loCalendar in the public section of the website.
- Add event pictures to the website.
- Assist Webmistress as needed or when she is out of town.

**Leadership Duties Offline:**

- **Notify Webmistress, *Welcome Mat* Editor, and Membership Chairperson of any member changes that you receive; that is, name, address, or email information.**
- Obtain Rosters from Membership Chairperson and Webmistress in **August**. Compare the two before the yearly Roster is printed and distributed at the September General Meeting.
- Obtain information about Activities and Special Events and write descriptions as needed for the Website.
- Take pictures if necessary.
- Assist Webmistress as needed.
- Attend Board meeting and the General meeting.

Our website is at: [Club Websource.com](http://ClubWebsource.com).  
Official name: [reddingnewcomers.com](http://reddingnewcomers.com)

*SPECIAL NOTES:*

1. The Leadership Book is for the convenience of the Webmistress Assistant and may include lists and the like; however, prior to a change of leadership for the Webmistress Assistant, please tidy the folder contents.

February 2023

#### ADDITIONAL INFORMATION FOR WEBMISTRESS AND ASSISTANT(S)

1. The first week of June, the Membership Chairperson will inform Webmistress, Assistant Webmistress, and Editor of the members that have officially dropped. The Webmistress will delete from her roster, the Assistant Webmistress will delete from the Mail Chimp, and the Editor does nothing with this information.
2. The first week of June, the Membership Chairperson will inform Webmistress, Assistant Webmistress, and Editor of the members that have not paid their dues. These ladies will be given one last notice to pay or will be dropped from our records by August 1. The Editor will put a notice in the July *Welcome Mat* to inform them.
3. July 15, the Membership Chairperson will inform us of any changes in payment of dues. The Webmistress will delete the ladies from her roster who have not paid, and the Assistant Webmistress will delete from Mail Chimp. This automatically removes their access to the confidential section, and they will no longer receive mass emails and labels will not be printed.

Presently, the label list is made using Word Mail Merge. The roster is downloaded to the website in Excel and as a pdf file.

Update the President's picture and motto as needed.

Update new board members and delete others for the upcoming year.

# Redding Newcomers & Friends Club

## *Welcome Mat* Editor

The editor is a board-appointed position and serves for as long as desired. Her purpose is to collect information from officers and activity chairs/co-chairs each month for the upcoming monthly newsletter and design and produce a professional newsletter.

### POSSIBLE QUALIFICATIONS COULD INCLUDE:

Commitment to work 12-15 hours per month

Knowledge and use of personal computer

Typing (word processing)

Use Microsoft Office software, Publisher or In Design and Adobe Acrobat

Creativity

Create artistic ideas in layout and design

Good judgment

Thoroughness and attention to detail

In-depth knowledge of English grammar and spelling

Knowledge of media production and communication

Excellent verbal communication skills

Excellent written communication skills

Ability to work well with others

Flexibility and open to change

### POSITION RESPONSIBILITIES

Working closely with the Activities Coordinator, keep the yearly Calendar, Activities Guide, and Officers and Chairs/Co-Chairs lists up-to-date

Attend board meetings (mandatory) and general meetings (optional) for information and photographs

Update any and all content as accurately as possible

Solicit articles and photographs

Edit all text submitted for publication for consistency and accuracy

Write articles for the newsletter as appropriate

Working closely with the Newcomers webmistresses to distribute the newsletter to our membership

Creating an full-color electronic pdf copy and a black and white electronic pdf document to send to the printer

Currently NorCal Presort and Printing, 835 Industrial Street Redding 96002  
(brian@ncp-p.com)

They also do a bulk mailing at a reduced cost

#### SPECIAL NOTE

This position may also have a co-editor. The duties could be divided as follows:

Part One: The calendar and activities pages.

Part Two: The rest of the updated design and content.

#### LIST OF THE NEWSLETTER RECURRING DEPARTMENTS/SECTIONS

Cover Photo

President's Message

Monthly Charity Collections

Smiles

New Members

Roster Updates

Calendar

Activities Descriptions

Sunshine Report

Birthdays

Use of the Website

Current Events/Happenings

Club Activity Photographs

#### DESCRIPTION OF THE PROCESS

1. On the Sunday before the due date, send a mass email to all the board members and chairs/co-chairs reminding them the due date for submissions, the Thursday before the board meeting. Always immediately hit Reply and type "Thanks" or some such so the sender knows her message has been received. Save them to a monthly email folder as they come in.

2. Create a folder for the current month.

3. Open the previous month's draft. Delete all content that does not continue. Leave all content that will continue, such as masthead, president's photo, list of officers, and the like.

4. Rename the document to the upcoming issue (i.e., *May draft*) and save to your monthly folder.

5. Create a Word document with notes on the upcoming issue, including all the information sent by member/chairs/ officers. Copy/paste information sent in emails because the software won't copy/paste easily into Publisher. It produces messed up individual table columns and cells. Once all your content is in the Word document, you can format it all at once.

6. Find images to use, such as a cover image, Sunshine photo or clipart, birthday clipart, whatever you feel you need. Save these to the folder.

7. Locate the latest issue of the Activity Guide.

8. In the new draft, update the calendar days. Hit Save! The first may not fall on the same day as the previous month.

9. Using the Activity Guide for cross-checking the calendar, make sure all the activities are on the correct day and at the correct time.\* Be sure to include any other special events, such as St Patrick's Day Dinner or Summer Celebration as they come up.

10. Using the content you've collected, put into the Word document, and formatted, update the Activities page(s), checking off each item as it is completed. Hit Save!

11. Some content goes in the same spot each month, so put that content in, with images if desired.
12. Like a jigsaw puzzle, place the rest of the content into the newsletter, adding images if desired. If you have empty space and no more submitted content, come up with something clever or interesting to include. Hit Save!
13. Check for any activity information not received and notify the chair/co-chair and request submission. If there continues to be no response, in the description just state "Contact the chair at her phone number for more information."
14. When you feel it's a final draft, and you have carefully proofread a hard copy, and on the Monday morning before the board meeting, Export the Publisher file to a pdf and then send it to all the board members and chairs/co-chairs for review. Ask them to look carefully to make sure their own piece is correct. Request a response by Wednesday morning.
15. Print out one copy to take to the board meeting on that Tuesday. Ask everyone to comment/make notes on that one copy.
16. On Wednesday, make any corrections or additions. Send a final draft to the proofreader.
17. Make any corrections or additions as necessary. When you have completed any changes, and you have proofread a hardcopy one last time, send a full-color copy in pdf form to the webmistresses for posting on the club website.
18. Save a copy of the draft, renaming it BnW (i.e., MayWelcomeMatBnW.pub). Send to the printer, with a cc to the webmistresses, alerting them to send the mailing list to the printer.

## Experience Notes

- Do not put anything important on Page 6

\*If an activity chair or co-chair changes the time or day of her activity, please notify her that she needs permission from the board to make any changes. You can look at the Activity Guide and calendar to see if there is a conflict or not and pass along that information. Most of the time, there is no conflict and the board approves the change.

**THE REDDING NEWCOMERS & FRIENDS CLUB**  
**WELCOME MAT PROOFREADER**

The position of *Welcome Mat* Proofreader is a one-year term appointment by the President whose purpose is to verify the accuracy and clarity of the monthly newsletter that will include a calendar of events, details of scheduled activities and information pertinent to the membership.

Leadership Duties:

- Calendar page: **check activities listings for accuracy of date and time.** Use of abbreviations should be understandable.
- Activities pages: **confirm activity listed matches its link to the Calendar page; verify details for the various functions (as given to the Editor).**
- Special Events: extra scrutiny is necessary to ensure members will understand the text, time, date, requirements, etc.
- Formulate with the Editor:
  - How and when the newsletter will be provided for proofing.
  - Preferred method of transferring corrections data, via electronic mail, telephone, etc.
  - Whether to return the newsletter working copy to the Editor.
- Attend Board and General meetings.

*Welcome Mat* staff:

Editor: responsible for overall preparation of the newsletter; delivers to printer

Proofreader: verifies accuracy of the newsletter

*Revised June 2023*