

**REDDING NEWCOMERS & FRIENDS
ELECTED BOARD JOB DESCRIPTIONS**

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REDDING NEWCOMERS & FRIENDS CLUB

PRESIDENT

The office of President is a duly elected position by Club majority vote for a one-year term. The President shall preside over the Elected Board meetings, the Extended Board meetings in addition to General meetings, and call for Elected Board meetings as may be necessary.

The President is supported by the Elected Board that includes the office of President, First Vice-President, Second Vice-President, Secretary, Treasurer, Financial Secretary, Membership, all of whom are duly elected Officers. The position of Parliamentarian is filled by the immediate past-President, or may be a presidential appointment, if necessary.

Responsibilities Include:

- Oversee Club meetings with adherence to the Club Rules and Regulations. An agenda for a meeting should include reports and/or announcements from those attending chairpersons, new business discussion as well as unfinished business issues.
- Appoint members to chair activities and/or functions as may be necessary for the management of the Club. These include but are not limited to:
 - Activities Coordinator
 - Audit Committee
 - Christmas Charities Chairperson
 - Coffee Baristas
 - Community Activities Chairperson
 - Food Drive Chairperson
 - Mystery Prize Chairpersons
 - Receptionists
 - Scholarship Coordinator
 - Speaker of the House
 - Storyteller
 - Sunshine Chairperson
 - Webmaster and Assistant Webmaster
 - *Welcome Mat* staff to include Editor and Proofreader
 - Nominating Committee
 - Winter Event Chairperson
 - Autumn Event Chairperson
 - Spring Event (Fashion Show) Chairperson
- Announce the Nominating Committee Chairperson each February and seek volunteers to fulfill the five-member Committee, in accordance with the Club Rules and Regulations.
- Make sure the quarterly audits are completed by the Treasurer and the audit committee.
- At beginning of term, meet with the facility manager and Second Vice-President to schedule the annual calendar of General meetings. Provide the Extended Board with the Club calendar.
- Preside over the Joint Board meeting each year.

All event tickets are sold as non-refundable—transferable only. If a waiting list is kept, the member may request a name to call to transfer her ticket. The original purchaser will handle the transaction.

SPECIAL NOTES:

1. Any Club Officer acting on behalf of the President at any Club meeting may not make financial decisions or commitments on behalf of The Newcomers Club.

2. As a courtesy to the Nominating Committee, it is requested that notification of your decision to remain in office or declination of the position be indicated by January each year.
3. The Leadership Book is for the convenience of the officeholder and may include lists and the like; however, prior to a change of leadership for the President, please tidy the folder contents.

Revised April 2023

TIMELINE FOR PRESIDENT

MAY (BEGINNING OF YEAR):

- Select Appointed Board Members.
- Select Autumn Event Chairperson, Winter Event Chairperson, Spring (Fashion Show) Chairperson, and Christmas Charities Chairperson if not already filled.

JUNE:

- Select dates for Board Meetings and General Meetings. Also, check Winter Event and Christmas Charities Event dates so they do not coincide.
- Contact facility along with Second Vice-President to confirm meeting dates.
- Prepare a calendar for Extended Board to include Board Meetings and General Meetings. Finalize at Joint Board Meeting.
- Conduct Joint Board Meeting.
- Sign signature cards at bank along with Treasurer, Financial Secretary, and First Vice-President. (May be done in July)
- Sign Contact Card at the Churn Creek Post Office for your box key along with the Treasurer. (May be done in July)

AUGUST:

- Make Chairperson changes, if necessary and give a copy of Elected and Appointed Board Members and Chairpersons and Co-chairpersons to Membership Chairperson and Webmistresses to be included with new roster, which is distributed at the September General Meeting.
- Have first Board Meeting to plan for upcoming year.

SEPTEMBER:

- At the General Meeting, put out four birthday baskets for a \$10 gift card—June, July, August, and September.

JANUARY:

- Remind all Board Members to let you know of their intentions for the upcoming year so you can notify the Nominating Committee.

FEBRUARY:

- Select and then announce Nominating Committee at Extended Board and General Meetings. Encourage them to start early.
- Sign-up sheets should be made available for those ladies interested in holding office and becoming Board Members. (Nominating Committee Chairperson may handle this.)
- Encourage participation through *Welcome Mat* message.
- Ask Activity Chairpersons to find replacements for their jobs if they are not returning.

MARCH:

- Remind facility that we will not be there in April, if that applies.

APRIL:

- Nominating Committee Chairperson to announce list of nominees at Extended Board Meeting for approval.

MAY (END OF YEAR):

- Candidates names to be published in the May *Welcome Mat* by Nominating Committee Chairperson.
- Paper ballot election held at General Meeting and results announced that day.
- Type a list of Board Members: Elected Board, Appointed Board, and Chairpersons and Co-Chairpersons along with their phone numbers and email addresses. One copy given to Parliamentarian to be used at the Installation Luncheon and one copy given to *Welcome Mat* Chairperson to be included in the July Welcome Mat.
- At the General Meeting, put out two birthday baskets—April and May.
- Remind facility that we will not be there in June (if another facility has been chosen for Summer Celebration), July, and August.
- A copy of the May minutes will be needed with officer changes to take to the bank for signature cards.

Revised April 2023

FOR YOUR INFORMATION

We have a Post Office box at the Churn Creek Post Office rented on a yearly basis. The address is: P. O. Box 494204; Redding, CA 96049-9998. The Treasurer and the President have keys to this box, but it is the responsibility of the Treasurer to check the box for mail. At the beginning of your term, you will need to go to the Post Office with the Treasurer and update the contact information, which will include your name and address as well as the Treasurer's.

We have a bank account at Tri Counties Bank. In July, the Treasurer, First Vice-President, President, and Financial Secretary need to go to the bank with the minutes of the meeting when the officers officially took office. You will also fill out the Agreement Form and the Signature Card.

The Extended Board must approve all financial expenditures.

You are responsible for writing a monthly President's Message for the *Welcome Mat* and inserting an article about the upcoming Board Meeting and General Meeting: time, location, and other information shown in the Sample. Provide the editor with details by the Thursday prior to the Extended Board meeting.

THE NEWCOMERS & FRIENDS CLUB

FIRST VICE-PRESIDENT

The office of First Vice-President is a duly elected position by Club majority vote for a one-year term. She will preside over monthly Coffees and be responsible for all tasks as detailed below. The First Vice-President shall also preside over the Elected Board meetings and the Extended Board meetings in addition to General meetings in the absence of the President. In the absence of the President, the First Vice-President has full power of the President.

Responsibilities Include:

- Oversee Club meetings in the absence of the President with adherence to the Club Rules and Regulations. An agenda for a meeting should include reports and/or announcements from those attending chairpersons and new business discussion as well as unfinished business issues. (Sample agenda provided herein).
- Sign signature cards at bank along with President, Treasurer, and Financial Secretary.
- Circulate a volunteer form at the Joint Board meeting requesting hostess (Coffee locations) and co-hostess (snacks) for the scheduled monthly Coffees. Provide a copy of it to President, Membership Chairperson, and Welcome *Mat* editor. Please note July and August are dark months or at the discretion of the First Vice-President.
- **Provide the *Welcome Mat* editor with details of the scheduled Coffee by the Thursday prior to the Extended Board meeting.**
- Mail Coffee invitation to a prospective member.
- Attend the Coffee meeting scheduled for 10:00 AM the first Wednesday each month to welcome prospective members. An agenda should include:
 1. Provide a paper nametag for each guest.
 2. Welcome the prospective member; encourage her to discuss her interests and/or reason for moving to Redding.
 3. Introduce the Membership Chairperson and the various Club chairpersons or coordinators attending.
 4. Allow an opportunity for discussion about the various Club activities.
 5. Invite participation in two Club activities, as may be of interest, along with an invitation to attend a General Meeting before membership dues are required.
- Contact each new member (and sponsor) with an invitation to attend a General Meeting; provide an explanation of the meeting functions and presentation protocol.
- **Provide the Membership Chairperson with a list of new members that will be attending the General Meeting.**
- Greet new member/s at the General Meeting and introduce them during the meeting.
- Decorate new member table at the General Meeting.
 - **Member's sponsor sits at 'new member table'.**

All event tickets are sold as non-refundable—transferable only. If a waiting list is kept, the member may request a name to call to transfer her ticket. The original purchaser will handle the transaction.

SPECIAL NOTES:

1. Any Club Officer acting on behalf of the President at any Club meeting may not make financial decisions or commitments on behalf of The Newcomers & Friends Club.

2. **As a courtesy to the President and the Nominating Committee, it is requested that notification of your decision to remain in office or declination of the position be indicated by January each year.**
3. The Leadership Book is for the convenience of the officeholder and may include lists and the like; however, prior to a change of leadership for the First Vice-President, please tidy the folder contents.

Revised May 2023

THE REDDING NEWCOMERS & FRIENDS CLUB
SECOND VICE-PRESIDENT

The office of Second Vice-President is a duly elected position by Club majority vote for a one-year term. The Second Vice-President shall preside over the Elected Board meetings, the Extended Board meetings in addition to General meetings in the absence of both the President and First Vice-President. The Second Vice-President is also the facility coordinator for meetings.

Responsibilities Include:

- Oversee Club meetings in the absence of the President and First Vice-President with adherence to the Club Rules and Regulations. An agenda for a meeting should include reports and/or announcements from those attending chairpersons and coordinators, new business discussion as well as unfinished business issues.
- Meet with the President and the Facility Manager to schedule meetings for the entire year.
- Organize and plan the calendar of speakers, programs, or entertainment for the General meetings each year. The presentation is usually 20-30 minutes. (July and August are dark months).
- December is usually Christmas Charities and April the Fashion Show and a speaker would not be needed.
- **Notify the *Welcome Mat* editor of the scheduled program and any other details by the Thursday prior to the Extended Board meeting.**
- Prepare the meeting facility with any supplies needed for the program.
- Send a note of appreciation to guest speakers.

All event tickets are sold as non-refundable—transferable only. If a waiting list is kept, the member may request a name to call to transfer her ticket. The original purchaser will handle the transaction.

SPECIAL NOTES:

1. Any Club Officer acting on behalf of the President at any Club meeting may not make financial decisions or commitments on behalf of The Newcomers Club.
2. **As a courtesy to the President and the Nominating Committee, it is requested that notification of your decision to remain in office or declination of the position be indicated by January each year.**
3. The Leadership Book is for the convenience of the officeholder and may include lists and the like; however, prior to a change of leadership for the Second Vice-President, please tidy the folder contents.

Revised May 2023

THE REDDING NEWCOMERS & FRIENDS CLUB **SECRETARY**

The office of Secretary is a duly elected position by Club majority vote for a one-year term. The Secretary shall record Minutes of the Elected Board meetings, attendance of same; the Extended Board meetings including attendance; in addition to General meetings in a timely manner. Minutes should be filed in the Secretary binder with another copy for the President.

Responsibilities include:

Minutes of the previous Board meeting will be read at the following Board Meeting and filed in the Secretary binder along with a copy of the Treasurer's Report.

Minutes of the previous General meeting will be available for presentation at the following General Meeting and filed in the Secretary binder along with a copy of the Treasurer's Report.

All Minutes should be as complete as possible including unfinished and new business, program information, vote data, discussions, motions made, by whom and its status.

Maintain a Motions Log for easy reference and an Attendance Sheet for Board Meetings.

Typically, no Minutes are required for those occasions when the Club sponsors a special activity in lieu of the monthly General meeting; for example, the April Fashion Show, Christmas Charities, and Summer Celebration.

While each Board member is responsible for her own correspondence, the Secretary may be called upon to assist the President with letter preparation. Secretary will receive, respond to and file necessary correspondence as directed.

At the end of the term, the Secretary will provide the Treasurer with a copy of the Club minutes pertaining to the meeting at which the newly elected officers are detailed. This is a requirement of the financial institution to change the signatory names on the Club checking account. (May General Meeting minutes).

Minutes are to be maintained for a period of two years.

Minutes are available to any Club member who notifies the President and/or Secretary of an interest in reading same.

All event tickets are sold as non-refundable—transferable only. If a waiting list is kept, the member may request a name to call to transfer her ticket. The original purchaser will handle the transaction.

SPECIAL NOTES:

1. Any Club Officer acting on behalf of the President at any Club meeting may not make financial decisions or commitments on behalf of The Newcomers Club.

2. **As a courtesy to the President and the Nominating Committee, it is requested that notification of your decision to remain in office or declination of the position be indicated by January each year.**
3. The Leadership Book is for the convenience of the officeholder and may include lists and the like; however, prior to a change of leadership for the Secretary, please tidy the folder contents.

Revised May 2023

THE REDDING NEWCOMERS AND FRIENDS CLUB TREASURER

OFFICE OF THE TREASURER

The office of Treasurer is a duly elected position by Club majority vote for a one-year term. The Treasurer may opt to serve a second consecutive term. The Treasurer shall maintain the checkbook and write checks for Club expenditures; make Club income deposits at the bank, maintain financial records including all expenses and deposits in Quickbooks, prepare monthly financial reports to the Board and general membership, attend monthly Board and General Meetings, and work with the Club's Financial Secretary. The Treasurer will be issued a Club laptop to maintain all electronic financial records, including QuickBooks and Word documents.

DUTIES INCLUDE

1. Maintain paper financial files:

- Maintain a folder for each month with receipts and expenditures, as follows:
 - All paid bills and receipts with copies of all checks written that month.
 - All record of monthly deposits, cash counters and membership receipts.
- Bank statements that are reconciled monthly by QuickBooks.
- Monthly financial statements presented to the Board, prepared by Treasurer using QuickBooks.

2. Collect mail at the Churn Creek USPS station on a regular basis. Each time there is a change in the President and/or the Treasurer, the Treasurer will go to the Post Office to sign an updated contract form, providing Officers names and identify the assigned key holders. Both President and Treasurer have PO Box keys. Request PO Box update application from the lobby “window” at Churn Creek USPS. PO Box clerk is on duty until 10:30 AM.

3. Pay bills as received promptly and mail, as necessary. All expenditures shall be paid by check and postage shall be tracked to balance to Treasurer’s stamps on hand.

4. Maintain account balances for the current bank balance in checking and savings accounts, using Quickbooks registers.

5. Two signatures are required on most checks by the Club; this is NOT a bank rule. Four signers are registered on the bank signature card, namely, President, Treasurer, Financial Secretary, and 1st Vice President. (Refer to “Tri-Counties Bank” section below for exceptions to two-signature rule.)

6. Deposit all funds at the current bank.

- All Cash received by Treasurer should be accompanied by a Cash Counter to document the amount of cash given to Treasurer for a deposit. File Cash Counter with deposit slips.
- Endorse each check and maintain a receipt of all Club deposits. Make a separate deposit for each source of deposit, i.e., by Membership receipt voucher number, Event, Scholarship, etc.

7. Prepare a Financial Report in QuickBooks each month listing all deposits and checks written during the month with a copy of QuickBooks reconciliation of the checkbook and savings accounts attached. End of month balance for Checking and Savings accounts should match QuickBooks end of month reconciliation and end of month Financial Report.

- At monthly Board meetings, provide the President and Secretary a written copy of the Financial Report and provide a copy of the monthly bank statement to the President (only).
- At monthly Board meetings, present details of all deposits received and checks written, payees and reasons stating summaries and totals for receipts, disbursements and balances on hand for checking and savings accounts.
- At monthly General Meeting, present a monthly summary of Club finances stating total receipts, total disbursements and balances, as of the end of the month for both checking and savings accounts. State that the report is available if anyone would like to review it.
- Sometimes the Board meeting is held very early in the month to accommodate an earlier General Meeting date due to November and December holidays. If the online bank statements are not available in time to prepare the Financial Report, a “pre-reconciliation” Financial Report will be prepared by the Treasurer to present to the Board. Once the Bank Statements are available online, the Treasurer will revisit the Financial Report, confirming all ending balances are correct and provide updated post-reconciliation Financial Reports to the President, Secretary and Financial Secretary with copies of the QB reconciliation and bank statements to President.

8. Club books should be audited by the Club Audit Committee every three (3) months and at the fiscal year end with both the Treasurer and Financial Secretary present, if possible. The Audit Committee is appointed by the President. The Treasurer may be asked to serve on the Audit Committee after the completion of her term to insure continuity. The Club fiscal year runs from June 1 to May 31.

9. In the absence of the Financial Secretary, The Treasurer will be familiar with and provide coverage of the Financial Secretary's duties.

TRI-COUNTIES BANK (current bank)

Generally, the Treasurer and Financial Secretary will use the Tri-Counties Bank Branch located at 880 East Cypress (corner of East Cypress and Larkspur) to make deposits, change signature card information and to order checks. However, any local branch of Tri-Counties will accept deposits.

1. Checking account only: Two signatures are required by the Club on all checks except items listed below.

As of 2016, the Board has approved that only one signature is required for the following payments:

- Club printing expenses (Welcome Mat, Membership documents, Club Rosters, Event programs & tickets)
- Name badges, back magnets, chair title bars
- Checks written in the amount of \$150 and below, that are for budgeted amounts or board approved.

- Pass through expenses where cash in = cash out
2. The extended Board must approve all financial expenditures.
 3. There will be no pre-signing of blank checks.
 4. The Treasurer and Financial Secretary cannot co-sign the same check.
 5. If Club is reimbursing the President, 1st Vice President, Financial Secretary, or Treasurer for Club expenditures, the Officer being reimbursed cannot sign or co-sign her own reimbursement check.
 6. Club Savings account is to be maintained at a minimum balance of \$5000.00, per Club by-laws.
 7. Treasurer was granted "on line" viewing access of checking and savings accounts in 2016 by the Board. With online access, statements are no longer mailed in paper format. Password and login information for online access is updated when a new Treasurer is elected, with assistance from the Bank.

ACTIVITIES/CHAIRLADIES

1. All checks written will include a receipt for items purchased. Ask Chairs to give the Treasurer copies of receipts for the Treasurer's files. If a check is required before a receipt can be obtained, make sure the Chair signs an "In Lieu of Receipt" form for the funds received.
2. Payment of special event charges: Chairperson should collect funds from participants for the event. Treasurer will deposit cash and checks and issue Club check in payment for event expenses.
3. The Treasurer will verify all income totals (cash & checks) from Activity & Event Chairs. Treasurer must verify cash totals upon receipt against the Cash Counter form provided by the Events chairs, Scholarship chair, and Membership to document cash received and sign-offs made between Chairs or Officers, and Treasurer.

GENERAL MEETINGS:

The Treasurer will provide the following checks needed to cover costs associated with monthly General Meetings. Eight of the nine monthly General Meetings are held at The Elks facility. The ninth meeting (Fashion Show and/or Summer Celebration) is usually held at an alternate location. Two officer signatures are required on all checks greater than \$150.

1. A check payable to The Elks for "Room Use fee" in the amount of \$100 per month. This may be re-negotiated by the Elks.
2. A check payable to The Elks for "Kitchen Use Fee" if we contract with them to cater lunches. At the present time, we are not offering lunch after our meetings.

3. When applicable, a check payable to the Lunch Caterer for lunch tickets sold.
Note: The Board voted 5/13/20 to discontinue offering a catered lunch at the General Meetings.

4. In our present contract, audio visual is included in our rental payment.

5. When the General Meeting is held outside of The Elks location, the Treasurer will request an approved invoice from the Event Chair or President and provide a check to the Vendor in person or by mail to cover facilities, catering, audio-visual, and other meeting expenses.

6. A check payable to the President for the cost of any birthday gifts given out at the General Meeting. This may be done annually, if the President so chooses.

7. As needed, the Treasurer will receive check requests and issue checks for various club approved expenditures.

Money generally collected at General Meetings will include the following. Any cash given to the Treasurer should include a filled out Cash Counter form that is signed by the chair or member turning in the cash to the Treasurer.

1. Red Apple Scholarship donations from Scholarship Chair

2. Any Membership checks/cash from Membership Chair with Membership receipt voucher

3. Any other Club Event ticket sales or raffle proceeds that month from Chairs

FINANCIAL AUDITS

The Club's financial records should be audited by the Club Audit Committee every three (3) months and at the fiscal year end (May 31). The Audit Committee is appointed by the President. The Financial Secretary will be in communication with the Audit Committee chair to schedule these quarterly and the end of fiscal year audits. The Audit must have at least two Audit Committee members present, as well as, both Financial Secretary and Treasurer, if possible. The Financial Secretary will provide follow-up to the Audit Committee for outstanding items as well as maintain the Audit files.

YEARLY DUTIES

1. Bank Signature cards: In June assist the Financial Secretary in securing the new signature cards for the next fiscal year.

2. Bank Online Access: In June, Treasurer will visit the bank to provide the bank with approved names of the elected Treasurer and Financial Secretary for online access of Club's bank records.

3. New Budget: Provide support to the Financial Secretary, as requested, for the initial budget. The Financial Secretary and Treasurer along with the President will prepare a budget for the upcoming year. It will be presented to the Extended Board at the first meeting of the year.

4. Website Fees: The Club Web Mistress (currently Carol Skill and Sharon Roberts) receive bills related to the Club's website, which will be forwarded by email to the Treasurer for payment. They also receive a bill from LoCalendar for \$9.95 to use their calendar program.
5. Post Office Box Rental: The Treasurer will find an invoice in the USPS post office box in November of every year, payable during the month of November. The Treasurer will write a check payable to the USPS and pay at the "stamp" counter at the Churn Creek location or mail. The Club has two PO Box keys: one held by the President and the second by the Treasurer.
6. Post Office Box Update Application: After the annual election, the Treasurer will obtain a PO Box update application from the USPS window at Churn Creek location. The Treasurer will provide the names of all officers who might be receiving mail at the POB and the two members (President and Treasurer) who are in possession of the PO Box keys.
7. Annual deposit check to The Elks: This contract with The Elks is negotiated every August. If The Elks returns a prior year's deposit, the Treasurer will reissue a new security deposit check. Current annual deposit is: \$250. Request a copy of the contract from the President for the financial files.
8. General Liability Insurance Policy: The club has a General Liability Insurance policy with The Hartford. Premium is due by April 1.

All event tickets are sold as non-refundable—transferable only. If a waiting list is kept, the member may request a name to call to transfer her ticket. The original purchaser will handle the transaction.

SPECIAL NOTES

1. Any Club Officer acting on behalf of the President at any Club meeting may not make financial decisions or commitments on behalf of the Newcomers Club.
2. As a courtesy to the President and the Nominating Committee, it is requested that notification of the Treasurer's decision to remain in office or declination of the position be indicated by January each year.
3. The Officer Leadership Book is for the convenience of the office holder and may include lists and sensitive information.

FOR YOUR INFORMATION

The Club mailing address is:
Redding Newcomers and Friends Club
PO Box 494204
Redding, CA 96049-4204

Cheryl Zeh created a Newcomers letterhead in Word in 2020. See electronic files.

Revised July 10, 2023

**REDDING NEWCOMERS AND FRIENDS CLUB
CALENDAR SUMMARY FOR TREASURER**

MONTHLY

1. BANK RECONCILIATIONS -- Reconcile the Bank Statements for Checking (monthly) and Savings (issued quarterly) Accounts. Tri-Counties will send the Treasurer an email when the online statements are ready.
2. FINANCIAL REPORT -- Prepare the month's Financial Report prior to the Board Meeting. This is prepared in QuickBooks automatically with bank reconciliation. It is printed monthly.
 - (1) Beginning Checking Account balance from the previous month's report, a list of all checks written (including voided checks), a list of all bank deposits, and ending Checking Account balance, and
 - (2) Beginning Savings Account balance from the previous month, Interest received (reported quarterly), and Ending balance.

Once the financial report is completed, make a pdf copy (Original to Treasurer's file and email copies to Financial Secretary and Club Secretary). Include copies of the Bank Account statement(s) and the QB reconciliation for the Treasurer's file. This report is read by the Treasurer in detail at the monthly Board meeting and in summary at the General Meeting.

3. MEETINGS -- Treasurer will attend the Board meeting (generally 3rd Tuesday of the month) and the General Meeting (generally 4th Thursday of the month). President will provide a calendar of dates for monthly meetings and Welcome Mat deadlines for the Board. Treasurer should bring Club checkbook to both Board and General Meetings for any reimbursements and expenses requested.
4. PREP FOR AUDIT – Treasurer to review the monthly file to insure financial report (with bank statements and reconciliations), as well as, copies of all checks and deposit receipts with supporting documentation are in order. Clip Deposits together and clip Checks together (easier for audit!).
5. BANK DEPOSITS -- Treasurer will enter all deposits in QB and take deposits to Bank. Maintain all deposits separately by type, that is, by membership voucher, events, scholarship, etc. Best practice is to backup QuickBooks data after each use.
6. CHECKS -- Treasurer to pay bills and reimbursements with proper documentations. Make copies of checks written for Treasurer, when possible (Currently Tri-Counties provides images of all checks cashed in the bank statement). Mail bills and reimbursements, as necessary or hand deliver. Track stamp postage used for mailing. Maintain all checks written in QB register. Best practice is to backup QuickBooks data after each use.
7. WELCOME MAT PRINTING -- Every month after the Welcome Mat is printed, NorCal Printing emails an invoice to Treasurer. Treasurer may have to search out the invoice if it doesn't show up.

8. PO BOX MAIL -- As one of two key holders, the Treasurer is responsible for periodically checking the Churn Creek PO Box for Newcomer mail. (The President holds the other PO Box key.) The Treasurer will open all mail and distribute to the correct party. Keep all mail in the original envelopes. There is a bin at the Post Office to recycle obvious junk mail (catalogs, junk mail).

JUNE

- BANK SIGNATURE CARD UPDATE -- Bank Signature cards: In June assist the Financial Secretary in securing the new signature cards for the next fiscal year.
- BANK ONLINE ACCESS – In coordination with the Financial Secretary, the Treasurer will request online access for the Treasurer, and Financial Secretary at Tri-Counties once the updated signature card is in place. Each Officer will maintain her own user and password for online access.
- UPDATE USPS PO BOX APPLICATION -- Visit the lobby “Dutch door” at the USPS Post Office on Churn Creek to request an updated application for the PO Box. Complete the update with all of the officers and the contact information for the two key holders (Treasurer and President). Return the update to the PO Box with a copy of May General Meeting minutes, which identifies the newly elected officers. The PO Box Clerk will update information for the PO Box and file it. FYI, Clerk is typically on duty weekdays until 10:30 AM (when the Clerk is on duty, the light in the postal room behind the PO Box will be on).
- QUARTERLY AUDIT – Treasurer to review for completeness the previous Quarter’s (Mar, Apr & May) monthly files for the end of year Audit. Both the Treasurer and Financial Secretary should attend the Audit, if possible.
- SUMMER CELEBRATION EVENT – The Summer Celebration Event occurs in June, which means there will be both income and expenses associated with this event. Some expenses will occur in the previous year, but the event takes place in our new fiscal year. The outgoing Treasurer should help the new Treasurer with this process.

JULY

- BUDGET -- Assist the Financial Secretary with preparation of the Budget for the upcoming year, as directed.
- LOCALENDAR -- Annual website fee (\$9.95) to prevent advertisements from popping up on the website. Webmistress generally forwards an email to Treasurer to pay this annual bill. Treasurer should ask for the invoice if you do not hear from the Webmistress or Assistant.

AUGUST

- BUDGET -- Assist the Financial Secretary with preparation of the Budget for the upcoming year, as directed.
- THE ELKS CONTRACT RENEWAL -- The President renegotiates the Club’s contract with The Elks every August. The current annual deposit held by The Elks is \$250, which has been held by the Elks since 2015. Treasurer to request a copy of The Elk’s contract from the President for the permanent files.

SEPTEMBER

- QUARTERLY AUDIT -- Treasurer to review for completeness the previous Quarter's (Jun, Jul & Aug) monthly files for Audit. Both the Treasurer and Financial Secretary should attend the Audit, if possible.
- FALL EVENT -- The Fall Event occurs in September or October, which means there will be both income and expenses associated with this event.
- FASHION SHOW EVENT -- The Fashion Show Event occurs annually in April and it is the biggest event held by Newcomers. Typically, the Chair will request a deposit from the Treasurer for this event 6 to 8 months ahead.
- CLUB ROSTER PRINTING -- In September the Club Roster is initially printed for those members who don't access it online. The Printer Company will email the invoice to the Treasurer for payment. Treasurer may have to search out the invoice if it doesn't show up. There may be subsequent printing expenses if more copies are required.

OCTOBER

No comments for October.

NOVEMBER

- POSSIBLE EARLY BOARD MEETING -- The November Board meeting may be held very early in the month to accommodate the earlier General Meeting date due to November holidays.
- Watch for USPS invoice for the PO Box rental in November. Payment can be made at the USPS postal counter (and request a receipt).

DECEMBER

- POSSIBLE EARLY BOARD MEETING -- The December Board meeting may be held very early in the month to accommodate the earlier General Meeting date due to December holidays.
- WINTER EVENT -- Typically the Holiday Event is held in December, which means there will be both income and expenses associated for this event. Usually, a deposit is paid in advance to hold the date.
- CHRISTMAS CHARITIES EVENT -- Christmas Charities Event occurs in December, which means there will be both income and expenses associated for this event.
 - Prior to Christmas Charities, the Treasurer will likely be contacted by the Chair to request upfront costs for this event, including; a check for cash box change (\$225), a check for tips to the Caterer and The Elks room set up employees (\$200) and a reimbursement check for the Door prize (\$100). Treasurer to fill out for Chair's signature "In Lieu of Receipt" form for each check issued.
 - The Treasurer will receive the Event's associated income for deposit.
 - The Committee will designate the recipients of the proceeds from the Christmas Charities proceeds and will request checks from the Treasurer in January.
- QUARTERLY AUDIT -- Treasurer to review for completeness the previous Quarter's (Sep, Oct & Nov) monthly files for Audit. Both the Treasurer and Financial Secretary should attend the Audit, if possible.

JANUARY

- CHRISTMAS CHARITIES EVENT FOLLOW-UP -- Christmas Charities Committee will designate the recipients of the proceeds from the Christmas Charities proceeds. The Committee will make a request in writing for all proceeds checks to the Treasurer in January.

FEBRUARY

- MEMBERSHIP DUES REMINDER -- Members' annual dues for the upcoming fiscal year are due by May 31. A late fee of \$10 will be assessed after May 31.

MARCH

- FASHION SHOW EVENT – The Fashion Show Event occurs in April, it is the biggest event held by Newcomers and there will be both income and expenses associated for this event in the months of March and April. Tickets for this event are sold at the March General Meeting, so the Treasurer can expect to receive income for deposit.
- QUARTERLY AUDIT -- Treasurer to review for completeness the previous Quarter's (Dec, Jan & Feb) monthly files for Audit. Both the Treasurer and Financial Secretary should attend the Audit, if possible.
- ANNUAL MEMBERSHIP DUES – Membership dues are due by May 31 for the upcoming fiscal year (June through May). A \$10 late fee is assessed if the dues are paid after May 31. With this income activity, it is important for the Treasurer to visit the PO Box frequently (weekly) and deliver any membership checks (envelopes are opened but contents remain in their envelope) to the Membership Officer. The Membership Officer will process the checks, prepare a receipt voucher, and return checks with voucher to the Treasurer for deposit.
- LIABILITY INSURANCE PREMIUM -- The premium for the Club's General Liability Insurance policy is due by April 1.

APRIL

- ANNUAL WEBSITE MAINTENANCE INVOICE -- The Webmistress will provide this invoice to the Treasurer for payment in May.
- FASHION SHOW EVENT -- The Fashion Show Event occurs in April. It is the biggest event held by Newcomers and there will be both income and expenses associated for this event in the months of March and April.

MAY

- ANNUAL MEMBERSHIP DUES – Membership dues are due by May 31 for the upcoming fiscal year (June through May). A \$10 late fee is assessed if the dues are paid after May 31. With this income activity, it is important for the Treasurer to visit the PO Box frequently (weekly) and deliver any membership checks (envelopes are opened but contents remain in their envelope) to the Membership Officer. The Membership Officer will process the checks, prepare a receipt voucher, and return checks with voucher to the Treasurer for deposit.
- RECONCILING BOOKS FOR NEW TREASURER -- If you are passing books on to a new Treasurer, reconcile all accounts. Take time to help the new person who has accepted the job.

Revised 07/10/2023

REDDING NEWCOMERS AND FRIENDS CLUB

OFFICE OF THE FINANCIAL SECRETARY

The office of Financial Secretary is a duly elected position by the majority vote of Club members for a one-year term. The Financial Secretary may opt to serve for a second consecutive term. The Financial Secretary shall file all required Federal and State tax returns, Attorney General Non-profit Raffle registration and reports, and Secretary of State Statement of Information.

DUTIES INCLUDE

1. Prepare and maintain Club Financial digital and/or paper records for the following items during the term:
 - Federal and State Tax returns
 - Non-Profit Raffle Registration & reporting
 - Secretary of State filings
2. Sync Club finances in QuickBooks with the master copy provided by Treasurer as needed.
3. Maintain all past records according to the Board approved Club Record Retention Policy. Records being disposed of shall be shredded according to the policy.
4. Complete and file any IRS and state tax forms, statement of information forms and Raffle Registration and Reporting forms as required.
 - **Federal and State Tax Filing:**
 - The Financial Secretary will prepare and file the Club's federal and state tax filings annually. The Club is exempt under non-profit Section 501(c) 4 of the IRS code in a determination letter issued January 1982. We are described as a "social welfare organization" by the IRS.
 - The official name of the Club was changed to "Redding Newcomers and Friends Club" in 2012.
 - Redding Newcomers started in 1954.
 - The Club's Federal Tax ID Number is 94-2495462.
 - The Club's CA State Corporation ID Number is 4121853.
 - The IRS website is www.irs.gov.
 - The Federal Tax Form 990N (electronic postcard) is due by the 15th day of the fifth month (by Oct 15th) after the close of the Club's fiscal year (May 31). No cost. The club has filed on an annual basis since 2008.
 - The State Franchise Tax Board Form 199N is also due by Oct 15th (same as IRS postcard). No cost. The first state filings were in 2018.
 - If gross receipts for the year are more than \$50,000, the long forms for both state and federal must be used, rather than the postcards. The Profit and Loss report showing gross receipts for the fiscal year can be generated in QuickBooks.
 - No tax filings should ever be thrown out-- keep indefinitely, per retention policy.
 - With a Section 501(c)4 non-profit classification, any donations made by members to our Club are not tax deductible.

- **Secretary of State Information Statement**
 - The Financial Secretary will prepare and file the required SI-100 forms to the State of California as outlined below.
 - The Club was recognized as a non-profit by the California Secretary of State office in February 2018.
 - The Secretary of State SI-100 form is due every two years between Oct and Feb with the initial filing made in January 2020. This form must be filed by end of February, which is Newcomer's month of incorporation, and filed every two years (i.e., 2024, 2026...etc.). The cost is \$20 to file.
 - If any information filed with SOS changes (i.e., Corporation name, address, Officers), SI-100 should be filed (at no cost) immediately. The Club Officers typically are elected annually at the May General Meeting; therefore, the SI-100 should be filed in June (at no charge) or immediately following the completed election.
 - The Secretary of State website is www.sos.ca.gov
 - [File SI 100 online: https://bizfileonline.sos.ca.gov/](https://bizfileonline.sos.ca.gov/)
 - No SI-100 forms should ever be thrown out-- keep indefinitely, per retention policy.

- **Non-Profit Raffle Registration and Filing**
 - The Club initiated filings with the Attorney General of the State of California to conduct raffles as a non-profit in 2019. The Financial Secretary will prepare and file the Non-Profit Raffle application CT-NRP-1 with the State of California and will prepare and file the required aggregated end of year report CT-NRP-2 with the State as follows:
 - The Club's CA State Non-Profit Raffle Registration number is RF0013655.
 - Forms for compliance with the CA State Non-Profit Raffle Registration are as follows:
 - The Club files form CT-NRP-1 to apply for authorization to conduct raffles between January 01 – December 31 and is open October 1 of the prior year.
 - Form CT-NRP-2 is filed by the Club Is due February 1st of the following year This form is a single, aggregated report for all raffle activities conducted within the year the organization is registered.
 - The CA State Attorney General's website for forms and other information is <https://oag.ca.gov/charities/raffles>.

SPECIAL NOTES

1. Any Club Officer acting on behalf of the President at any Club meeting may not make financial decisions or commitments on behalf of the Newcomers Club.
2. As a courtesy to the President and the Nominating Committee, it is requested that notification of the Financial Secretary's decision to remain in office or declination of the position be indicated by January each year.
3. The Officer Purple Book is for the convenience of the office holder and may include lists and sensitive information.
4. The extended Board must approve all financial expenditures.

Revised July 25, 2024

REDDING NEWCOMERS AND FRIENDS CLUB

Revised 7/10/2024

CALENDAR SUMMARY FOR FINANCIAL SECRETARY

MONTHLY

1. **MEETINGS** – *Financial Secretary will attend the Board meeting (generally 3rd Tuesday of the month). Attendance by the Financial Secretary at the General Meeting (generally 4th Thursday of the month) is optional.*

JUNE

- **TAX FILING** -- *In QBs Financial Secretary will run memorized report “Profit and Loss” for end of Fiscal year to confirm annual income is below \$50,000. Electronically file tax reports with Federal and State of California. Filing deadline is between end of Fiscal year (May 31) and Oct 15.*
- **SI-100 FILING** – *As a registered non-profit in the State of California, Newcomers is required to file SI-100 with the Secretary of State whenever any information filed with SOS has changed (i.e., Corporation name, address, Officers). SI-100 should be filed immediately after the May Elections have been held (at no charge) and any other time when any Officers are changed.*

JULY

AUGUST

SEPTEMBER

OCTOBER

- **CT-NRP-1 APPLICATION** – *Financial Secretary will prepare and file Non-Profit Raffle application with State of California to conduct raffles between Jan 1 and Dec 31 of following year*
- **TAX FILING DEADLINE** – *The deadline for filing both Federal and State taxes is Oct 15 (the 15th in the fifth month after the close of the Club’s fiscal year on May 31).*

NOVEMBER

DECEMBER

JANUARY

- **CT-NPR-2 FORM** – *Prepare and file Non-Profit Raffle aggregated report form with State of California for the prior year’s raffle activity (Jan 1-Dec 31). Filing deadline is Feb 1*
- **SI-100 FILING** – *As a registered non-profit in the State of California, the Financial Secretary will file the completed SI-100 form in January of EVEN*

years (2020, 2022, 2024... etc.) with a check for the filing fee. Filing deadline is February 28.

FEBRUARY

MARCH

APRIL

MAY

- There may be June calendar items to get started on ahead of time.

THE REDDING NEWCOMERS & FRIENDS CLUB **MEMBERSHIP**

The office of Membership is a duly elected position by Club majority vote for a one-year term. Membership shall maintain the Club Roster with data pertaining to each dues paying member. The Roster will be up-dated routinely to reflect changes in membership status. Further responsibilities of Membership include:

- Distribute membership applications at monthly Coffee; provide new member with the Rules and Regulations upon payment of dues.
- Deliver dues collected to the Treasurer for deposit.
- **Notify *Welcome Mat* Editor, Webmaster, and Assistant Webmaster of new member information.**
- Order name badge.
- Provide a Roster and badge to each new member when they attend the General Meeting.
- Prepare the Roster with the Board Members page (which is prepared by somebody else) attached for September distribution to the membership (Compare with Webmaster and Assistant Webmaster Rosters in August prior to printing).
- Whenever you receive changes to name, address, phone number, or email address give information to the *Welcome Mat* Editor, the Webmaster, and the Assistant Webmaster.
- Receive extra copies of *Welcome Mat* from Printer to use at the Coffees.
- Print new member applications as needed.
- Attend Board and General meetings and monthly Coffees.

Outline of Duties:

1. Monthly Coffee

- Provide application to potential member. Collect new application with dues payment by check or cash (if cash, issue cash receipt – white copy).
- New membership fee is \$30.00 annually plus \$5.00 for name badge. Pro-rate dues throughout the year.
- Distribute Rules and Regulations and *Welcome Mat* upon payment of dues.
- Cost to replace a lost badge: \$3.50.

2. Membership Roster

- Update after every application and dues payment is received. Type the revision date and total number of members noted at the top.
- Email information about new members to President, *Welcome Mat* Editor, Webmaster, and Assistant Webmaster.
- Compare yearly Roster with Webmaster Roster in **August** before a final copy is printed. Bring the membership applications file with you to this meeting along with your most recent roster.
- Roster is distributed at the **September and October** General Meetings or mailed thereafter. Mailing would be accomplished by our printer: NorCal Presort. These are the copies for ladies who do not have an email or choose to have a printed copy. The rest of the membership will print their own rosters.
- The Membership person, Webmaster, and Assistant Webmaster will determine how many copies need to be made. There also needs to be enough extra copies for the Membership

person to hand out at coffees through December. At that time a new roster should be updated for the Membership person to hand out from January through June.

- Obtain Roster Cover for current Club year from President or *Welcome Mat* Editor.
 - First Sheet – list of elected and appointed board members
 - Second Sheet – list of committee activity chairpersons.

3. Roster Change or Correction

- Change member data as required.
- E-mail change or correction to **Welcome Mat Editor** for monthly publication.
- E-mail change or correction to **Webmaster and Assistant Webmaster** for label revision and for website changes.
- E-mail to **President**.

4. Report on New Members

- Report total number of members at next General Meeting.
- Provide a badge to new members at the General Meeting.
- Report total number of members at next Board Meeting.

5. New Member Application Slip

- Notate check number and the amount paid at top of slip.
- File current year slips by date received into red expandable file; keep slips for two years and then shred.

6. Receipt Book for Checks and Cash Received

- Complete receipt with check number (or write cash if cash given), and name of person joining/renewing.
- Give white copy of cash receipt to new member, duplicate stays in the receipt book, and a separate copy is given to the Treasurer with check/cash.

7. Name Badges – order for new members

- Type list of names and make one copy.
- Keep one copy in file folder.
 - E-mail Anderson Trophies at andersontrophies@gmail.com The address is 2351 North St., Anderson, CA 96007. Phone number: 530-262-8805. The cost is \$5.00. The other place to use is C&A Rubber Stamps, 1162 Hartnell Avenue, Redding 96002. They will let you know when the badges are ready for pickup.
- Take name badges to all General meetings.

8. Annual Membership

- Place membership renewal notice in *Welcome Mat* – **March, April, and May** editions.
- Deadline for renewal is 5/31. If renewing after that date, a \$10.00 penalty will apply.
- Announce membership renewal at General meetings starting in February.
- Make **two rosters** including only name and phone number and extra columns for check number, renewal date, non-renewal, with appropriate indicators.
- Follow-up with phone calls to those who have not mailed renewal by third week of May.
- The first week of June, inform Webmaster, Assistant Webmaster, and *Welcome Editor* of the members that have officially dropped.

- The first week of June, inform Webmaster, Assistant Webmaster, and *Welcome Mat* 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.
- July 15, inform Webmaster, Assistant Webmaster, and *Welcome Mat* Editor of any changes in membership so the August *Welcome Mat* is sent to only paid members.

9. Old Records

- Maintain 2 years of Membership Roster records.
- Maintain 2 years of Application Slips.
- Discard name badge if member did not renew and/or collect it.

10. Board and General Meetings

- Give current report (number of members) at Board and General meetings.
- Bring applications, receipt book and cash receipt book to each meeting. The exceptions being the annual Summer Celebration/Installation Luncheon meeting and Fashion Show, if scheduled – no report, no applications, no business.
- Do take name badges.

All event tickets are sold as non-refundable—transferable only. If a waiting list is kept, the member may request a name to call to transfer her ticket. The original purchaser will handle the transaction.

SPECIAL NOTES:

1. Any Club Officer acting on behalf of the President at any Club meeting may not make financial decisions or commitments on behalf of The Newcomers Club.
2. **As a courtesy to the President and the Nominating Committee, it is requested that notification of your decision to remain in office or declination of the position be indicated by January each year.**
3. The Leadership Book is for the convenience of the officer and may include lists and the like; however, prior to a change of leadership for Membership, please tidy the folder contents.

Revised May 2023

THE REDDING NEWCOMERS AND FRIENDS CLUB **PARLIAMENTARIAN**

The position of Parliamentarian is filled by the immediate past-President, or may be a presidential appointment, if necessary, for the purpose of maintaining observance to the Club Rules and Regulations. She shall attend Board and General meetings.

Responsibilities Include:

- Knowledge of the Club Rules and Regulations; Robert's Rules of Order.
- Update Rules and Regulations. If changes are made, make copies for the President, Parliamentarian, and Membership Chairperson. Email a copy to the Webmistresses to be placed on our site. Make copies for the Club as it is deemed necessary.
- Assist the President regarding procedures in an advisory capacity.
- Review and assist with management of job descriptions as necessary.
- Maintain a Parliamentarian's Book, which consists of all job descriptions.
- Make changes to job descriptions and print a copy for the Parliamentarian's Book of job descriptions.
- Update the flash drive which contains the job descriptions. Notify the Webmasters of any changes so the website and their flash drive can also be updated.
- Chair the June Installation Luncheon observing the following tasks:
 - Select the luncheon facility.
 - Obtain a **contract in writing** if applicable.
 - Decide the luncheon menu.
 - Present the budget to the Extended Board for approval.
 - Plan the ceremony and any entertainment.
 - Announce the ticket price to the membership at the General meeting as well as via announcement in the *Welcome Mat*.
 - Arrange for the sale of luncheon tickets and maintain the reservations roster.
 - Arrange for reservations reception (sign-in) at the event.
 - Purchase gift or gift certificate the President selects in the amount of \$100 through the Club treasury.
 - Introduce the President who will thank her outgoing board and introduce her new Extended Board and Chairs. If a new President will be taking over, she will introduce her new board.
 - Write a follow up article after the Installation Luncheon to be placed in the *Welcome Mat*.

All event tickets are sold as non-refundable—transferable only. If a waiting list is kept, the member may request a name to call to transfer her ticket. The original purchaser will handle the transaction.

SPECIAL NOTES:

1. Any Club Officer acting on behalf of the President at any Club meeting may not make financial decisions or commitments on behalf of The Redding Newcomers and Friends Club without authorization by the President and/or Extended Board.

Revised April 2023

TO THE PARLIAMENTARIAN:

This flash drive contains current copies of: Rules and Regulations, Job Descriptions for all Elected Officers and Appointed Board Members, along with Activity Chairpersons. It also contains a statement exempting Newcomers from Personal Liability.

If any of these items are updated, please contact the Webmistresses to also make the change online and on the flash drive that they keep. That way the two flash drives and the online information will be correct.

At the moment, Sharon Roberts, Assistant Webmistress has the second flash drive. If this should change, she will notify you.