

**REDDING NEWCOMERS & FRIENDS
EXECUTIVE 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 Board meetings and the General meetings, and call for Executive Board meetings as may be necessary.

The President is supported by the Executive Board that includes the office of President, First Vice-President, Second Vice-President, Secretary, Treasurer, 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 Chairperson
 - Budget Chairperson
 - Coffee Baristas
 - Community Activities Chairperson
 - Insurance Chairperson
 - IRS Filings Chairperson
 - Mystery Prize Chairpersons
 - Receptionists
 - Scholarship Chairperson
 - Speaker of the House
 - Storyteller
 - Sunshine Chairperson
 - We Can Make A Difference Chairperson
 - Webmistresses
 - Welcome Mat staff to include Editor and Proofreaders
 - Nominating Committee
 - Christmas Charities Chairperson
 - 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 semi-annual audits are completed by the Treasurer and the audit committee.
- Write a monthly article for the *Welcome Mat*.
- At beginning of term, meet with the facility manager and Second Vice-President to schedule the annual calendar of General meetings. Provide the Board with the Club calendar.

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 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.

Notify Parliamentarian of any changes to the duties and responsibilities.

Revised January 2026 Maintained by Parliamentarian

TIMELINE FOR PRESIDENT

JUNE (NEW PRESIDENT AS OF MAY ELECTION):

JUNE:

- Select Appointed Board Members.
- Select Autumn Event Chairperson, Winter Event Chairperson, Spring (Fashion Show) Chairperson, and Christmas Charities Chairperson if not already filled.
- 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 the Board to include Board Meetings and General Meetings.
- Sign signature cards at bank along with Treasurer 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 Appointed and Yearly Event Chairpersons changes, if necessary and give a copy to the Board, Membership Chairperson and Webmistresses to be included with new roster.
- Have first Board Meeting to plan for upcoming year.

SEPTEMBER:

- Confirm meeting dates with facility.

JANUARY:

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

FEBRUARY:

- Select and then announce Nominating Committee at the 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 the 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 (if necessary) and results announced that day.
- Type a list of Board Members: Executive Board, Appointed Board, and Yearly Events Chairpersons. The Activities Coordinator will type Activity Chairpersons and Co-Chairs. 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 June *Welcome Mat*.
- 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 January 2026 Maintained by Parliamentarian

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. The First Vice-President shall preside over the Board meetings and 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 and Treasurer.
- Contact prospective members.
- Attend the prospective new member meeting which follows the monthly General Meeting.
 1. Welcome the prospective member; encourage her to discuss her interests and/or reason for joining Newcomers.
 2. Introduce the Membership Chairperson and the various Club chairpersons in attendance.
 3. Allow an opportunity for discussion about the various Club activities.
 4. Invite prospective members to two Club activities before deciding to join.
- Greet new member/s at the next General Meeting and introduce them at that time. 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 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.

Notify President and Parliamentarian of any changes of duties and responsibilities.

Revised January 2026 Maintained by Parliamentarian

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 Board meetings and General meetings in the absence of both the President and First Vice-President.

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.
- In June, 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 speakers would not be needed.
- **Notify the *Welcome Mat* editor of the scheduled program and any other details one week prior to the Board meeting.**
- Prepare the meeting facility with any supplies needed for the program.
- Send a note of appreciation to guest speakers.
- Notify the Webmistresses of the scheduled program to be added to the website.

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:

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REDDING NEWCOMERS & FRIENDS CLUB **SECRETARY**

The office of the Secretary is a duly elected position by Club majority vote for a one-year term.

Responsibilities include:

- The Secretary shall record Minutes of the Board and General Meetings to include attendance. Attendance is given to Secretary from Receptionists. Minutes should be filed in the Secretary binder with another copy for the President. E-mail a copy to the Webmistresses to be placed on the Website.
- 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. E-mail a copy to the President and Webmistresses
- 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 Book for easy reference, update Motion Log whenever motions are made at 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 when the new officers are elected. 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 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.**
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REDDING NEWCOMERS AND FRIENDS CLUB 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 provide end-of-year reports to the IRS Filing Chairperson (Profit and Loss and Balance statements) and Budget Committee Chairperson (Profit and Loss, Balance, Profit and Loss vs. Budget statements). The Treasurer will be issued a Club laptop to maintain all electronic financial records, including QuickBooks, Word and Excel 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.
 - A record of monthly deposits, cash counters and membership receipts.
 - Bank statements that are reconciled monthly by the Treasurer.
 - Monthly financial statements presented to the Board, prepared by Treasurer.
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 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. Three signers are registered on the bank signature card: President, Treasurer 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. Write the source on the bank deposit slip for ease of tracking/auditing.

7. Prepare a Financial Report 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.
- 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 a total of receipts and disbursements. 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 and Secretary with copies of the QB reconciliation and bank statements to President.

8. Club books should be audited by the Club Audit Committee semi-annually and at the fiscal year end with the Treasurer present. 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 ensure continuity. The Club fiscal year runs from June 1 to May 31.

9. The Club Roster should be reconciled annually with the Webmistresses and Membership Chair with Treasurer support as needed.

TRI-COUNTIES BANK (current bank)

Generally, the Treasurer 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 (i.e., We CAN Make a Difference)

2. The Club Board must approve all financial expenditures.

3. There will be no pre-signing of blank checks.

4. If Club is reimbursing the President, 1st Vice President or Treasurer for Club expenditures, the Officer being reimbursed cannot sign or co-sign her own reimbursement check.

5. Club Savings account is to be maintained at a minimum balance of \$5000.00, per Club by-laws.

6. Treasurer was granted "online" 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 a 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 Event chairs, Scholarship chair, and Membership to document cash received and signoffs 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. Seven or eight of the nine monthly General Meetings are held at The Elks facility. The Fashion Show is usually held at an alternate location, and the Summer Celebration may be also. Two officer signatures are required on all checks greater than \$150.

1. A check payable to The Elks for "Room Use fee". The fee amount is determined by the Elks each year at contract time. The Treasurer will take a check to The Elks office staff and request a receipt for payment from The Elks staff.
2. A check payable to The Elks for "Kitchen Use Fee" if necessary. If the lunch caterer uses The Elk's kitchen to prepare lunch, write a check payable to the Elks for the "Kitchen Use Fee". The fee amount is determined by the contract rate each year. The Treasurer will take a check to the Elks Office staff at the end of the meeting and request a receipt for payment from the staff.
3. If needed, a check payable to The Elks for \$75 for "Audio Visual" usage at the General Meeting. The Treasurer will take this check to the Elks Office Staff at the end of the meeting and request a receipt for payment from the staff. Attach a copy of the current Elks contract outlining this amount to the check copy in the files. (This cost has been free in our yearly contract with the Elks).
4. 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.
5. As needed, the Treasurer will receive check requests and issue checks for various club approved expenditures.
6. Receive and review the Mystery Prize reports

Money generally collected at General Meetings will include the following. Any cash given to the Treasurer should include a 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
4. Cash donations for “We CAN Make a Difference”

FINANCIAL AUDITS:

The Club’s financial records should be audited by the Club Audit Committee semi-annually and at the fiscal year end (May 31). The Audit Committee is appointed by the President. The Audit must have at least two Audit Committee members present, as well as the treasurer. The Audit Committee chair 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, Treasurer will visit the bank to provide the bank with the approved three signature names and any new information for the bank records for the next twelve months. The Treasurer will need a letter signed by the (new) President and minutes of the General Meeting in which the officers were elected, stating new officers elected, including the full slate of officers, and the three approved bank signers. All three officers, who will be the current year signers on the bank account, should go to the bank branch to complete updated account agreement forms and a new signature card.

2. Bank Online Access: The treasurer should apply for online access to obtain the monthly reports online.

3. New Budget: Provide support to the Budget Committee, as requested, including a Budget report, a Profit and Loss statement and a Balance Statement. This Committee is appointed by the President.

4. Website Fees: The Club Webmistresses receive bills related to the Club's website, which will be forwarded by email to the Treasurer for payment.

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 PO Box 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 June. If the Elks return 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 and Directors and Officers Liability Policy. These policies are currently due April 1st of each year. The Insurance Chairperson will provide invoices for payment.

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not make financial decisions or commitments on behalf of the Club.
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3. The Leadership Book is for the convenience of the officeholder.

Notify President and Parliamentarian of any changes of duties and responsibilities.

FOR YOUR INFORMATION

The Club mailing address is:
Redding Newcomers and Friends Club
PO Box 494294
Redding CA 96049-4202

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