

Wolfville and Area Newcomers Club Standing Rules

Duties of the Executive Board

All members of the Executive Board shall

- Make an effort to recruit speakers for the General Meetings and pass this information on to the 1st VP
- Attend Executive and General Meetings on a regular basis
- Monitor their Club Webmail and respond to messages when necessary

President

- Following the AGM in May...
 - Write welcome letters to newly elected Board Members
 - Call an Executive meeting before the summer break to familiarize new Board Members with the operations of the Board
 - Confirm the availability of the Lions Club (or other venue) for the monthly General Meetings
- Call an Executive meeting in August, prior to the first General Meeting
- Prepare draft agenda for all Executive meetings and email to Board Members for their input
- Call Executive meetings throughout the year, as necessary
- Appoint Chair of the Greeting Committee who will recruit persons from the general membership to welcome Newcomers at the monthly General Meetings
- Co-sign cheques for insurance, Joint Stock Registry, NNAC (National Newcomers Association of Canada) payments.
- Participate in NNAC teleconference in Spring and Fall
- Preside over the monthly General Meetings
- Monitor the President's webmail account and reply to messages
- Review the Bylaws and Standing Rules and appoint an ad hoc Bylaws Committee in March, if changes are necessary.
- Appoint a Nominating Committee at the March Executive meeting, in accordance with the Bylaws
- Preside over the Annual General Meeting in May

1st Vice President (Guest Speaker Coordinator)

- Organize speakers for the monthly General Meetings, with input from all Board Members
- Finalize topic and speaker for each of the General Meetings,
- Obtain outline/biography from guest speaker
- Send bio information to the Publicity Coordinator and the Secretary for publication
- Set up AV equipment requested by the speaker
- Introduce speaker at General Monthly meeting and present honorarium
- Assist the President and assume the duties of the President, when necessary

2nd Vice President (Interest Group Coordinator)

- Recruit Interest Group coordinators, if necessary, for the coming year.
- Attend monthly General Meetings, set up a table with information about each of the Interest Groups and introduce them to new members in attendance. Explain how they can access the Website and sign up for the various groups.
- Serve as a resource for the Coordinators of each of the Interest Groups
- Present regular reports to the Executive Board, regarding the activities of the various Interest Groups.

Secretary

- Update the Executive Board contact list following the election of new members at the AGM, or at anytime throughout the year that members resign and new members are appointed and distribute to the members. Take minutes of the General meetings, and email them to the membership.
- Take minutes of the Executive Board meetings and email them to the members of the Board.
- Email the monthly publicity poster prepared by the Publicity Coordinator to membership.
- Prepare other correspondence when necessary.
- Email any proposed changes to the Bylaws to the membership two weeks in advance of the Annual General Meeting (AGM) in May.
- Email the slate of the Nominating Committee to the membership prior to the AGM. Send notice for the AGM two weeks in advance of the meeting.
- Take and distribute minutes of the AGM to the membership.

Treasurer/Registrar

- Shall be the custodian of all monies of the Club
- Shall ensure that effective financial measures, controls and procedures are in place and observed
- Shall be responsible for ensuring the payment of membership dues by all who wish to become members of the Club
- Shall ensure the deposit of membership dues in the Club's bank account (currently the Wolfville branch of the Royal Bank)
- Shall ensure the payment of all bills authorized by the Executive Board and do so using numbered cheques only
- Shall act as a counter-signatory on all cheques
- Shall order cheques, as necessary, to facilitate payment of bills
- Shall present a written statement on the Club's current financial position at each Executive Board meeting
- Shall prepare an annual budget for review and approval by the Executive Board and for subsequent review and approval by the general membership at its Annual General Meeting Shall prepare an annual financial statement for review and approval by the Executive Board and for subsequent review and approval by the general membership at its Annual General Meeting
- Shall maintain a detailed record of financial activities for annual audit purposes and liaise with the independent auditor or examiner, as necessary, about these activities
- Shall maintain a summary of year over year revenues and expenditures so as to facilitate year over year financial activity reviews and comparisons

- Shall update the registration of the Club with the Nova Scotia Registry of Joint Stock Companies within four (4) weeks of the Annual General Meeting.
- Shall be the custodian and operator of the Square Payment Reader
- Shall maintain and present, for the Executive Board's review as required, a register of active members
- Shall provide advice to the Executive Board on any and all processes to ensure the ongoing responsible management of funds entrusted to it.
- Attend Executive Board meetings
- Shall maintain a Membership Table at all General Meetings which provides
 - Registration via paper registration forms and receipts for any interested members of the public
 - Name tags for all registered members
- Shall monthly provide the names of new members to the club calligrapher so name tags can be created for those new members. Shall provide monthly updates to the Executive on the number of current members, and quarterly updates on the number of registered members in each Interest Group

Website Liaison

- Requires access to a computer and very basic computer skills (like email, document drafts, etc.)
- Direct members to training docs and videos (for members, IG Coordinators, and Executive Board) and provide further instruction if needed
- Provide the user ID and password for the club webpage/webmail account to new Board members.
- Create further coaching docs as needed
- Monitor website weekly (text, graphics, calendar, registration form, etc) and edit as needed or directed
- Provide first level support for online issues
- Test reported online bug/issues; if resolvable, do so, if not, escalate to web design for resolution
- Liaise with web designer regarding changes needed to the website, registration for, Interest Groups, etc.
- Liaise with web designer reading annual contract and any unspecified arising costs.

Publicity Coordinator

- Publicize the monthly meetings
- Gather information on the speaker
- Create poster to advertise the meeting
- Send to Secretary to send to membership
- Display on bulletin boards at the post office, the Farmers Market, and the Library
- Post on Facebook and monitor to ensure the Town of Wolfville shares it to their page
- Upload to Valley Events in time to meet the Grapevine's deadline for publication
- Meeting notice in Gaspereau Valley Gazette
- Meeting notice in The Grapevine
- Occasionally displayed on AVR's website

- Update calendar on Club's website
- Announcement on CBC Weekend Morning
- Maintain Club's Facebook Account
 - Occasional posts of events that may be of interest to members
 - Meeting Notices
 - Pictures from interest groups
 - Reply to any messages that come into the account
- Help to keep club calendar up to date
- Provide information on the club, as requested, i.e. The Valley Wire wrote a story on us and a journalism student was writing an article on us until his prof edited us out...

Social Convenor

- Open the facility (Lion'sHall) for monthly General Meetings
- Prepare coffee, tea and treats.
- Make necessary purchases.
- Clean and pack up equipment to return home.
- Plan and prepare for holiday social gathering in December
- Enlist two to three 'helpers' to assist as necessary.

Member at Large

- Acts as a representative for the General Membership and conducts projects and accepts duties as assigned by the President and the Executive Board.

Club Management

- The executive Board shall arrange for the annual financial statements and books to be examined by a third party
- The Club will maintain a minimum balance of \$2500 in its bank account
- Any unbudgeted expenditure in excess of one hundred and twenty-five dollars (\$125.00) shall be taken to the Executive board for approval.
- The Membership Year will be from September 1 though August 31.

Members shall complete a membership form each year upon joining or renewing.

Interest Groups

- It will be the policy of the Wolfville and Area Newcomers Club to ask guests who participate in a Club activity to sign a waiver form releasing the Club of liability for damage or injuries resulting from their participation.
- The leader of Interest Groups that engage in outdoor activities (e.g. cycling, hiking) will provide information about the event so participants can make informed choices. He or she will exercise due diligence by ensuring that the following guidelines are followed:
 1. Leader or one other participant will have a basic first aid kit available (to be provided by the Club)
 2. Helmets are mandatory when cycling
 3. Cell phone is accessible during the activity
 4. In case of serious injury, an incident report will be filled out and submitted to the Board. Serious injury is defined as broken bone, head injury, stroke or heart attack or any injury where the individual is taken to the hospital.
 5. The group leader is to report any such incident to the Board When the invitation for a dinner is sent out, the Potluck or Gourmet Dinner Coordinator who sends it will include in the message: Please let the host know if you

attended the previous _____ (Potluck or Gourmet dinner) hosted by
_____ (Name of previous host) on _____ (Date of previous dinner).

The first opportunity for this dinner will go to those who were unable to attend the previous one.

The following information will be given to the hosts: ***After a period of three days to allow response time for everyone interested in attending the dinner, those people who did not attend the previous dinner will be given priority on the guest list. The remaining guests will be placed in the order in which they replied. Once the maximum number is reached, remaining names will be placed on a wait list for the current dinner.***