

## **Wolfville and Area Newcomers Club Standing Rules**

### **Club Management**

- There is an executive Board which 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
- The Membership Year will be from September 1 through August 31.
- The fiscal year is May 1- Apr 30

### **Duties of the Executive Board**

#### **All members of the Executive Board shall:**

- Assist in the recruitment of speakers for the General Meetings and pass this information to the VP and/or meeting coordinator
- Attend Executive and General Meetings on a regular basis and ensure new members are welcomed
- Act as monthly general meeting coordinator as required
- Monitor their Club Webmail and respond to messages when necessary
- Outgoing board members shall ensure a thorough transition of duties to their replacement
- Incoming board members shall take any training recommended if new to the role
- Ensure survey and results are transitioned to VP

### **President**

Following the AGM in May:

- Write welcome letters to or meet with each new Board member.
- If needed, establish a Search Committee to confirm a venue for monthly general meetings
- Call an Executive meeting before the summer break to familiarize new Board Members with the operations of the Board
- Call an Executive meeting in August to plan the September meeting
- Working with the Secretary prepare draft agenda for all Executive meetings and send to board members prior to meeting

Preside over:

- all Executive Board meetings
- general meetings as required, and
- the Annual General Meeting (AGM).

Ongoing Responsibilities:

- Co-signer of club cheques for any payables as required with access to online banking

- Monitor the President's webmail account weekly and reply to any messages.
- Appoint the following Committees, no later than March with activity completion no later than April 15
  - Nominating Committee
  - Bylaw and Standing Rule Changes
  - Electronic Survey of Members if desired
  - Financial review, for audit purposes
  - Other, as required by the Board
- Participate in National Newcomers Association of Canada (NNAC) teleconferences in Spring and Fall.

### **Vice President**

- Assist the President and assume the duties of President, when necessary
- Co-sign club cheques for any payables as required
- Initiate discussion with Board to determine if membership survey should be created for completion prior to April 15
- Maintain an Information Table at all General Meetings
  - Assist with Registration as necessary via computer and/or paper registration forms, and receipts for any interested members of the public
  - Forward any registration funds to the Treasurer
  - Assistance with name tags for all members, and temporary name tags for guests.
- Liaise with the speaker or activity organizer to determine venue setup and necessary equipment for each monthly meeting.
- For each monthly general meeting, arrange the venue and set up necessary equipment as requested by the speaker or activity organizer in conjunction with the Website Liaison.
- May introduce speaker or activity as required by the Board.
- Submit cheque request for speakers' honorarium to Treasurer
- Provide to the club calligrapher, on a monthly basis, the names of new members so that name tags may be created.
- Maintain and present, as required by the Board, a register of active members.

### **Secretary, Director**

- Keep the Executive Board contact list current and distribute to Board members. This includes updating after the election of a new Board at the Annual General Meeting (AGM), or if a member resigns and new members are appointed.
- Assist the President in creating agenda for any Executive Board Meeting and email it to Board members.
- Produce minutes of the Monthly General Meetings and AGM and email them to the membership.
- Produce minutes of the Executive Board meetings and email them to the Board members.

- In preparation for the AGM, email the following to the membership two weeks prior to the AGM
  - Notice of upcoming AGM
  - Board approved Bylaw changes
  - List of nominees for Board positions
- Prepare other correspondence when required.

### **Treasurer**

- 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 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 using numbered cheques only. Payments should be supported by an invoice or cheque request for. Any unbudgeted expenses in excess of two hundred dollars (\$200) shall be presented to the executive board at the next executive board meeting for approval.
- 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
- Shall maintain a detailed record of financial activities for annual audit purposes an 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 create an Income Statement and Balance Sheet for Executive Board and NS Joint Stocks Registry.
- 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 with support of the past treasurer

### **Interest Group Lead, Director**

Oversee the Interest Groups (IG) which includes:

- Reviewing website descriptions for accuracy
- Mentoring Interest Group Coordinators
  1. WNC policies or procedures listed in the By-Laws or Standing Rules
  2. Updating Interest Group write-ups on website
  3. Raising awareness of interest group
  4. IG logins, plus when to use and not use logins
  5. Sending emails via website to IG members
  6. Keeping website calendar up to date with IG activities

- Attend Monthly General Meetings, provide information on IGs to visitors, answer members' questions, explain how to access website to add an IG to member's profile.
- When suggestions for a new IG are made, work with suggesting member to flush out wording to describe the new IG. Present the idea to WNC's Board. If approved, present to membership to gauge interest, recruit the IG coordinator, approve write-up for the website. Work with Website Liaison to add it to the website.
- Present reports periodically to the WNC Board, regarding the status of the IGs. Report should include the number of members in each group.
- Forward any incident reports to the Executive Board

### **Website Liaison, Director**

- Requires access to a computer and basic computer skills (like email, document drafts, etc.)
- Test reported online bug/issues; if resolvable, do so, if not, escalate to web design for resolution
- 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
- Liaise with web designer regarding changes needed to the website, registration for Interest Groups, etc.
- Liaise with web designer regarding annual contract and any unspecified arising cost

### **Publicity Coordinator, Director**

- Publicize the monthly meetings
- Gather information on the speaker and 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 display on AVR's website
- Update calendar on Club's website with detailed monthly meeting information
- Announcement on CBC Weekend Morning
- Maintain Club's Social Media Accounts
- Occasional posts of events that may be of interest to members
- Meeting Notices
- Post pictures from interest groups

- Reply to any messages that come into the account
- Provide information on the club, as requested

### **Hospitality Coordinator, Director**

- Prepare coffee, tea and treats for the meetings which include the AGM and the Holiday Social in December
- Enlist two to three 'helpers' to assist as necessary.
- Make necessary purchases and provide receipts and cheque requisitions to the Treasurer
- Clean and pack up equipment to return home.

### **Member at Large, Director**

- Greet visitors and members at general meetings
- Acts as a representative for the General Membership and accepts duties as requested
- Assist with Name Tag table/membership inquiries if possible

### **Interest Groups**

- When a member suggests a new interest group, it will be forwarded to the Interest Group Lead for consideration. In order to start a new group, there must be sufficient interest and a coordinator willing to facilitate the groups activities. If the Interest Group Lead feels it is a valid suggestion it will be brought to the next board meeting for discussion. If the proposal is approved, the Interest Group Lead will reach out to the potential new coordinator to communicate next steps which include:
  - A description of the group activities to be sent to the club's web liaison
  - Communication to the Web Host to upload the new group to the webpage and set up an email address for the coordinator
- 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. In order to participate, it is mandatory that members utilize safety equipment as required by law. (ie: 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 Interest Group Lead. Serious injury is defined as broken bone, head injury, stroke or heart attack or any injury where the individual is taken to the hospital.

### **Potluck/International Dining**

- Announcements of upcoming potlucks/International Dinner will identify the host, day and

time as well as the theme for the International Dinner. Interested members will contact the host directly to secure a spot

- Since dinners are so popular the coordinator who sends the announcement will include in the message:

*Please let the host know if you attended the previous \_\_\_\_\_ (Potluck or International 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 accepted in the order in which they replied until the host reaches the maximum number of attendees. Once the maximum number is reached, remaining names will be placed on a wait list for the current dinner*