

East County Referrals Officer Job Descriptions

President's Job Functions:

The President is responsible for:

1. Shall serve as the executive officer of East County Referrals a Non-profit organization.
2. He or She shall preside at all weekly meetings of the membership, monthly meetings of the officers when discussing general meeting situations and at special board of directors meetings.
3. He or She shall exercise general supervision over organization and the affairs of the group.
4. He or She shall be responsible for ensuring that all officers perform their duties to which they were elected.
5. He or She shall be responsible for ensuring that the membership adheres to the Policies and Procedures and By-laws of the corporation.
6. He or She shall ensure that the financial records are reviewed by an outside consultant each year.
7. He or She shall ensure that the proper tax records are filled on time each year.
8. He or She shall be responsible for ensuring that all secretary minutes, application for memberships; financial records are stored in a safe and secure environment at the end of their term. (any and all records that the state may want to audit)

Duties of the Vice President East County Referrals Inc.

Vice-President:

The vice-president will be an exofficio member of all committees and is Chairperson of the Membership Committee. The vice-president will perform the duties of the President in the absence of the President. The vice-president shall maintain the speakers list and notify the speakers a few days prior to each meeting.

As Chairperson to the Membership committee the vice-resident shall:

- 1.) Retain copies of membership applications. (This will now be done by the Archive Chair)
- 2.) Provide membership applications and copies of the Policy and Procedures to potential members and follow-up (This is now a responsibility of the Secretary) with a “thank you for joining us” letter. (This has never been done to my knowledge)
- 3.) Maintain record of members attendance (being done by the Secretary) and forward a “reminder” letter (I think this should be done by the Secretary, after being reviewed at a monthly staff meeting) to any member who has:
 - A. missed more than 2 unexcused meetings
 - B. failed to pay their dues as required by the Policy and Procedures
 - C. Dropped out of the group and expressed an interest in re-joining

The Duties of the Officers elected yearly apply to the membership and affairs of the group as well as being on the Board of Directors for the Corporation. So the duties apply to both running the group as well as adhering to the California State Laws as they pertain to the Corporation.

As Chairperson to the Membership committee the vice-resident shall:

1. The vice-president will be an exofficio member of all committees. Making sure that they run smoothly and efficiently.
2. Co-ordinate the Membership drives to gather new members.

3. Monitor the business cards displayed each week and insure that everyone has an ample stack of business cards available to other members. Let members know when their cards are low or out.
4. Develop and establish reasons why; “East County Referrals is an important part of each businesses advertising process.” Present the concepts on the first Thursday of the month.
5. The Vice-President shall maintain the speakers list and notify the speakers a few days prior to each meeting.
6. (to be fair to all members I feel it is very important to have (A) New members speak as soon as possible after joining so the old membership can get to know them. (B) *every member of the organization speak once before having another member speak*. It has been my experience that some members will take advantage and speak as often as they can and other members being shy have a tendency not to want to speak or ever sign up to speak. I feel that it is therefore the responsibility of the Vice President to ENSURE that EACH member is forced to speak before the group before someone gets to speak a second time.

I believe that anything done to gain membership, maintain membership or assist in helping the membership attain more business comes under the auspices of the Vice-President.

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Treasurer's Job Functions:

The Treasurer is responsible for:

1. Shall serve as the Treasurer of East County Referrals a Non-profit organization.
2. Collect dues from members.
3. Pay all debts of the organization.
4. Maintain an accounting and present balance of account weekly.
5. Provide all records necessary for tax return filing.

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Secretary's Job Functions:

1. Recording the attendance and maintaining attendance records
2. Record and Track the number of referrals of each member weekly
3. Record the minutes of weekly meetings
4. Record the minutes of Board meetings ****
5. Call in for recorded messages regarding absences prior to weekly meetings.
6. Supply (guests) prospective members with an Application at their 1st meeting
7. Supply (guests) prospective members with the Policies and Procedures at their 1st meeting.
8. Collect the prospective members \$100 application fee and signed application on their 2nd meeting (or later) and hold until member is voted in.
9. Give new member's check to the Treasure after member has been voted in and is approved.
10. Review log of absences of each member weekly. Each member must have at least 2 referrals per month. Bring any members in violation to the Board's attention at the monthly board meetings.
11. Review the weekly attendance of each member. Each member must attend at least 1 meeting per month.
 - a. A member can have no more than 2 unexcused absences in a row. Report any members in violation to the Board and monthly Board meetings.
12. Read prior weeks minutes at the next weekly meeting.
13. Collect "cup money" and any check when the Treasure is absent. Hold funds until the next meeting.
14. Lead meeting if the President and Vice President are absent from the weekly meeting.
15. Maintain a log of all applicants that have applied for membership and all new members voted in during their tenure.

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Duties of the Sgt. of Arms:

The Sgt. of Arms can be assigned such duties as designated by the Board of Director's. One of the duties will be to set up the meeting room prior to regular weekly meetings and put the log in book, business card holders, etc. away. The Sgt. of Arms will maintain a calendar of birthdays and anniversaries and announce those at each weekly meeting,

1. Sgt of Arms will escort any non-member out of the area when discussion or election of a new member is taking place.
2. Maintain and pass out ballots for any elections.
3. Be responsible for maintaining order at all meetings.
4. Responsible for maintaining a calendar of birthdays, work anniversaries and wedding anniversaries of members.

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Duties of the Social Chair:

The Social chair will be in charge of scheduling and arranging the details of the social functions for the group. These include but are not limited to:

1. Arranging for “new member” lunches
2. Member “open house” business exposures
 - A: be responsible for having a flyer available announcing the event - a minimum of 2 weeks before the event. Directions ETC
3. Annual summer “anniversary” social
4. Annual winter “holiday” social
5. Maintaining a supply of Paper plates, plastic ware, napkins etc. to be used at each social.