

2021 FUNSEEKERS POSITION RESPONSIBILITIES

August 2021

Chairperson:

Ask for agenda items from all Board members at least one week before board meetings. Produce a written agenda and email it to all board members at least two days in advance of meeting. Preside over all Funseekers Board meetings. Keep the meeting on topic following the agenda, allowing for one speaker at a time. Use Roberts Rules of Order, as necessary. Troubleshoot any issues that come up between Board meetings. Bring them to the attention of the Board, if appropriate and necessary. Provide the second signature for checks issued by the Treasurer. If Treasurer and Chair are the same person, the Board will determine whose second signature will be on checks. Provide direction for Funseekers in light of environmental occurrences, OVCA specifics, and Board member vacancies. Reserve NCB Board Room and SCB Auditorium for Board meetings and events.

Treasurer:

Maintain the financial records for Funseekers in appropriate income and expense accounts. Make cash deposits at the bank for all cash and checks received for dues, events and trips. Write checks to entertainers, lecturers, and to Board members for supplies purchased.

Inform trips coordinator of checks received for various planned trips throughout the year. Provide monthly financial statements at Board meetings and cash summaries at events meetings. Coordinate with door helpers to collect monies from members and guests.

Secretary:

Record minutes from monthly Board meetings and distribute to Board members before the next month's event. Mail out letters to Funseekers members in December regarding payment of annual dues. Mail out letters to new residents welcoming them and inviting them to come to Funseekers meetings. Provide Sunshine Secretary with a list of new members. Develop and implement a group email list of all of our members.

Meetings Coordinator:

Bring meeting to order and welcome members and guests. Ask Sunshine Secretary to introduce any new members. Ask for the Treasurer's report. Ask for the Trips Coordinator's report. Call upon the Sunshine Secretary to recognize members' birthdays/anniversaries and Village news reports. Ask for any other information from members. Ask for Events Coordinator to introduce the entertainment for that evening. Present draft of Position Responsibilities

and By-Laws changes to Board and membership for consideration. Bring to a vote as per By-Laws.

Hospitality Coordinator:

Discuss refreshment selections for special events at Board meetings. Purchase those items. Maintain a set of keys for the Funseekers kitchen cabinets and restock supplies as required. Arrive at event 90 minutes before doors open to prepare and set out refreshments. Clean up leftover items and place any unused items in cabinets. Submit receipts to the Treasurer for reimbursement of purchased items.

Trips Coordinator:

Contact different venues for entertainment opportunities outside the Village. Negotiate pricing and seating for blocks of tickets for our members. At Board meetings provide the status of these negotiations and final outcomes. Provide information in a timely manner noting Villager deadlines to Advertising Coordinator so that appropriate ads can be developed and placed in The Villager. Collect fees for reservations made in a timely manner. Give monies collected to Treasurer. Distribute tickets to members in a timely manner.

Events Coordinator:

Select and hire entertainment for each Funseekers event. Determine cost and provide down payment requirements to the Treasurer. The Events Coordinator will send out down payment checks to the entertainer(s). Procure contract for each entertainer. Introduce entertainment at all events. Provide necessary content information to Advertising Specialist so that he/she can create two flyers for monthly events in The Villager. Maintain contact with various OV clubs so as not to duplicate entertainment. Determine necessary sound and lighting needed for entertainment and submit it to appropriate staff.

Advertising Specialist:

Work with the Events Coordinator and Trips Coordinator to create flyers for the upcoming Funseekers events. Submit to The Villager with publication guidelines and deadlines. Work with board members to produce any articles on Funseekers activities appropriate for publishing.

Facilities Coordinator:

Communicate with staff in writing what is needed for set up (table/chairs/microphone set-up) for each meeting/event. Choose table coverings for each event.

**Discuss ideas for centerpiece decorations with Board.
Purchase or create centerpieces and submit receipts to
Treasurer. Arrive 60 minutes before doors open to decorate
tables, and clean-up at end.**

Sunshine Secretary:

**At Funseekers events introduce new members,
recognize members' important information (birthdays and
anniversaries) and ask members to share important
information.**