

Article V Officers and Trustees of the Executive Board

Section 4 Duties of Officers:

President:

Shall preside at the general meetings and SMC Board meetings, fostering positive values of cooperation, teamwork and respect among SMC Board members and the membership at large. He shall appoint or remove, if necessary, the Chairs of all Committees, except the Nominating Committee, and serve as an ex-officio member of all committees. Assists various committees as needed. Shall have check signing authority without a co-signatory up to \$400.00. Checks in excess of this signature authority shall require a co-signatory. No officer may sign a check payable to himself.

Vice-President of Activities:

Shall have responsibility for planning, implementing and publicizing the monthly activities of the Men's Club including general meetings, trips and excursions, special events and any other activities that do not have a fund-raising component. Shall have such duties as assigned by the President.

Vice-President of Communications:

Shall have responsibility for the preparation of announcements of meetings and events to the membership using approved images and texts. Shall schedule the dissemination of messages to the membership using the SMC email messaging platform. Maintains online membership list to ensure conformity with membership lists provided by the VP of Membership. Updates the list as required to reflect membership renewals, new members and deceased, moved or unrenewed members. Shall have management responsibility for operation and maintenance of the Men's Club website. Monitors the SMC email account for messages requiring action by the Secretary or other Officers.

Vice-President of Fundraising:

Shall have overall responsibility for leading fund-raising activities and events and organizing committee support to assist in the management of said events and activities. Shall establish and organize a committee to assist him in the coordination of the vetting and authentication of worthiness of all community and charitable projects. Shall make reasonable efforts to obtain written acknowledgements as required by the IRS. Shall also be responsible for annual updating and distribution of the Vendor List.

Vice-President of Membership:

Shall have responsibility for planning and implementing policies and procedures that promote and encourage membership and affiliation with the Stonebridge Men's Club and for membership retention. Shall securely maintain member records and provide appropriate monthly updates to SMC Board members.

Secretary:

Shall arrange meeting place for SMC Board meetings and inform necessary parties of upcoming meetings in accordance with a schedule to be determined by the SMC Board. Shall record and distribute all pertinent information from general and Men's Club Board meetings to necessary parties. Maintains SMC documentation using online file hosting service. Prepares and submits applications to conduct SMC raffles to Monroe Township and prepares monthly Reports of Operations for submission to the appropriate State agency. Shall maintain a running record of SMC charitable donations.

Treasurer:

Shall (1) receive dues and other payments from the members by check, Venmo or similar Board approved methods; (2) have charge of all SMC funds; (3) deposit all monies received into a bank, or set up special accounts, approved by the SMC Board; (4) reconcile and balance the accounts monthly; (5) pay by check or credit card such sums approved by the SMC Board; (6) keep accurate accounts of all monies received and disbursed; (7) present a verbal summary of the SMC's financial condition at all regular general meetings; (8) render a written or verbal financial update at all regular SMC Board meetings; (9) prepare an annual budget and chair the annual budget meeting in May; (10) submit all appropriate financial filings. Shall have the same check signing authority as the President.

Assistant Treasurer:

Shall be appointed by the Treasurer with the approval of the SMC Board. Shall assist the Treasurer in all his duties as the need arises. Shall keep a file of all receipts and financial reports for a period of four (4) years. In the absence of the Treasurer, shall take charge of all duties with the same approvals, authorities and restrictions as the Treasurer