
Palm Harbor Newcomers Club

ACTIVITY GROUP CHAIR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be appointed to one additional consecutive term.

Purpose:

Monitor PHNC Activity Groups, maintaining open lines of communication to/from the Board of Directors and serving as a resource and sounding board for coordinators.

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board,
PHNC General Board and
General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings, and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- If unable to attend a Board of Directors or General Membership meeting, notify the President and submit a brief report in writing no later than three days before the meeting.
- No later than one week before the first Thursday of every month, send a request to coordinators for submission in writing of all details about the following month's Activity Group gathering with a copy to the Newsletter Editor. As necessary, follow up as quickly as possible to obtain missing information.
- As necessary, provide coordinators with a report on signups for their upcoming Activity Group gathering no later than one week before the activity.
- The first week of January request a list of members from each Activity Group coordinator, checking to make certain all participants are active, dues-paying Club members and following up as necessary.
- Accept requests and assist, as necessary, with the formation of new Activity Groups, assuring the Club's monthly calendar would remain balanced and that there is sufficient interest. Once details, including, but not limited to, purpose, day, time, place, participation fee (if any) and membership parameters, have been determined, present a proposal to the Board of Directors for review and possible approval.
- Attend new member orientation events to encourage participation in the Club's Activity Groups and to share information about how to register and other logistics.
- Respond to "Contact Us" submissions regarding activities on a timely basis and update the entry to show action taken
- As necessary, submit budget requests for the position, including, but not limited to, a coordinator appreciation event and thank you gifts.
- Working within the approved budget, plan an annual appreciation event and/or thank you gifts to acknowledge coordinators.
- No later than March 15, submit a list of proposed coordinators for the coming program year to the Nominating Committee.
- On behalf of the Club, send a note of appreciation to any new coordinator and to any retiring coordinator.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.