
PALM HARBOR NEWCOMERS CLUB

JOB DESCRIPTIONS



Revised 6.1.2025

Palm Harbor Newcomers Cub

PRESIDENT – EXECUTIVE BOARD/BOARD OF DIRECTORS

Term of Office:

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

Purpose:

Chief executive and
operating officer of the Club

Qualifications:

- Be no more than a seven-year member of PHNC at the time of first election
- 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 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 Executive Board and the Board of Directors.
- As necessary, call meetings of the Executive Board.
- Prepare and distribute Executive Board, Board of Directors and General Membership agendas at least three days in advance of meetings.
- Attend and preside at all meetings of the Executive Board, Board of Directors and General Membership.
- Be an ex officio (non voting) member of all Special Committees.
- Serve as a member of the Budget Committee
- As necessary, submit budget requests for the position.
- See that all orders and resolutions are executed.
- Along with other members of the Executive Board have the right of final approval of the Chairpersons and Coordinators recommended by the Nominating Committee.
- Tally votes along with the Past President Advisor in the case of a contested officer election.
- At the May General Membership Meeting, install newly elected officers for the coming year .
- Make appointments to fill General Board vacancies with the approval of the Executive Board.
- Appoint an annual Financial Review Committee with the approval of the Executive Board.
- As necessary, sign contracts and other binding agreements in the name of and on behalf of PHNC.
- As necessary, write checks in the absence or unavailability of the Treasurer.
- Delegate tasks and projects as appropriate.
- With input from the Executive Board and Past President Advisor, prepare an agenda for an officer transition meeting/training session following the election of officers agenda for the coming year.
- Pass on materials, supplies and records and train successor.
- Serve as Past President Advisor for one year after vacating presidency.

Palm Harbor Newcomers Club

VICE PRESIDENT-MEMBERSHIP – EXECUTIVE BOARD/ BOARD OF DIRECTORS

Term of Office:

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

Purpose:

Monitor and maintain
membership records and
serve as backup to the
President

Qualifications:

- Be no more than a seven-year member of PHNC at the time of first election.
- 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,
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 Executive Board and Board of Directors.
- Chair the Nominating Committee.
- Serve as a member of the Budget Committee.
- As necessary, submit budget requests for the position.
- Attend all Executive Board, Board of Directors and General Membership meetings.
- In the absence or disability of the President, prepare and distribute Executive Board, Board of Directors and General Membership meeting agendas at least three days in advance of meetings.
- In the absence or disability of the President, preside at meetings of the Executive Board, Board of Directors and General Membership.
- Along with other members of the Executive Board have the right of final approval of the Chairpersons and Coordinators recommended by the Nominating Committee.
- Welcome new members and distribute New Member Manuals.
- Plan and implement periodic new member acclimation events.
- Working with the website team and treasurer ensure member data in Gravity Forms and MemberPress are in synch and any anomalies in the website directory or membership data are identified and corrected
- As necessary, sign contracts and other binding agreements in the name of and on behalf of PHNC.
- As necessary, write checks in the absence or unavailability of the Treasurer.
- Respond to website “Contact Us” submissions for membership in a timely manner and update the entry to show action taken.
- Delegate tasks as appropriate.
- Maintain regular communication with the President, Executive Board and Board of Directors, reporting as appropriate any and all updates, actions taken and/or issues identified.
- With input from the Executive Board, select and present the outgoing President with a gift on behalf of the Club as provided for in the approved budget.
- Pass on materials, supplies and records and train successor.

Palm Harbor Newcomers Club

VICE PRESIDENT-GENERAL MEETINGS – EXECUTIVE BOARD/ BOARD OF DIRECTORS

Term of Office:

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

Purpose:

Organize and coordinate
General Membership
Meeting logistics.

Qualifications:

- Be no more than a seven-year member of PHNC at the time of first election
- 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
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 Executive Board and Board of Directors.
- Serve as a member of the Budget Committee.
- As necessary, submit budget requests for the position.
- Attend all Executive Board, Board of Director and General Membership meetings.
- Along with other members of the Executive Board have the right of final approval of the Chairpersons and Coordinators recommended by the Nominating Committee.
- Collaborate with Treasurer to generate an accurate and complete list of paid monthly luncheon reservations.
- Collaborate with facility staff, Luncheon Program Chair and Table Décor Chair to set luncheon menus, room set up, audio/visual needs and any other required logistics.
- Load menu details to the website luncheon form.
- Notify Website Chair and Chatterbox Editor of set menus at least two months ahead.
- See that luncheon attendee nametags are printed, assembled, distributed and collected.
- As necessary, sign contracts and other binding agreements in the name of and on behalf of PHNC.
- As necessary, write checks in the absence or unavailability of the Treasurer.
- Respond to website “Contact Us” submissions for general meetings in a timely manner and update the entry to show action taken.
- Delegate tasks and projects as appropriate.
- Maintain regular communication with the President, Executive Board and Board of Directors, reporting as appropriate any and all updates, actions taken and/or issues identified.
- Pass on materials, supplies and records and train successor.

Palm Harbor Newcomers Club

SECRETARY – EXECUTIVE BOARD/BOARD OF DIRECTORS

Term of Office:

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

Purpose:

Process meeting minutes,
retain records and send
official correspondence.

Qualifications:

- Be no more than a seven-year member of PHNC at the time of first election
- 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
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 Executive Board and Board of Directors.
- Serve as a member of the Budget Committee.
- As necessary, submit budget requests for the position.
- Attend all Executive Board, Board of Director and General Membership meetings.
- Along with other members of the Executive Board have the right of final approval of the Chairpersons and Coordinators recommended by the Nominating Committee.
- Take, prepare and distribute draft minutes from all meetings of the Executive Committee, Board of Directors and General Membership meetings for approval.
 - For Board meetings, record members and guests present.
 - Document discussions, key accomplishments, motions, voting results, actions and recommendations.
 - If any, include actions taken between meetings.
 - Distribute draft minutes within five days for review and an amended draft, if necessary, within seven days.
- Provide a printed copy of the previous General Membership Meeting minutes to the membership at the monthly General Membership Meeting and present said minutes for a vote of approval.
- Post digital copies of approved minutes of Board of Directors and General Membership meetings on the Club's website.
- Retain copies of all approved Executive Committee, Board of Directors and General Membership meeting minutes in a permanent file.
- Assure all non members have submitted a completed Guest Waiver prior to attending a Club event.
- Retain each Guest Waiver for a minimum of five years on Google Drive, scanning printed waivers as necessary.
- Retain each Photo Waiver on Google Drive for as long as the woman is a member of the Club.
- Retain a hard copy of all other official documents of the Club in a permanent file.
- Prepare and distribute any official correspondence as directed by the Board of Directors.
- Maintain regular communication with the President, Executive Board and Board of Directors, reporting as appropriate any and all updates, actions taken and/or issues identified.
- Pass on materials, supplies and records and train successor.

Palm Harbor Newcomers Club

TREASURER – EXECUTIVE BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be elected to three additional consecutive terms.

Purpose:

Collect and disburse Club funds, maintain up-to-date financial records and monitor the yearly budget

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be proficient in QuickBooks.
- 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
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 Executive Board and Board of Directors.
- Chair the Budget Committee and prepare a proposed annual budget for the next fiscal year.
- As necessary, submit budget requests for the position.
- Attend all Executive Committee, Board of Director and General Membership meetings.
- Along with other members of the Executive Board have the right of final approval of the Chairpersons and Coordinators recommended by the Nominating Committee.
- Have the care and custody of all Club funds and financial accounts.
- Render an account of all balances and financial conditions of the Club at all monthly Board of Directors and General Membership meetings.
- Be the primary signatory on all checks, drafts and instruments of payment of Club funds.
- Promptly process all payments received, refunds and bill payments.
- Monitor website luncheon and special event/trip entries for problems and address as needed.
- Respond to “Contact Us” submissions regarding finances in a timely manner and update the entry to show action taken.
- As necessary, sign contracts and other binding agreements in the name of and on behalf of PHNC.
- Prepare and submit yearly federal tax forms and state Sunbiz forms by the deadlines.
- Provide all financial records from the previous year to the Financial Review Committee.
- Delegate tasks and projects as appropriate.
- Maintain regular communication with the President, Executive Board and Board of Directors, reporting as appropriate any and all updates, actions taken and/or issues identified.
- Pass on materials, supplies and records and train successor.

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.

Palm Harbor Newcomers Club

FACEBOOK CHAIR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be appointed to any number of additional consecutive terms.

Purpose:

Manage the Club's public Facebook page and members-only Facebook group site.

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.
- Serve as administrator and monitor both the PHNC Facebook public page and members-only group site daily to assure all content posted is appropriate and up-to-date.
- As necessary, create posts in both Facebook locations to keep the public and Club members informed of PHNC activities, events and other items of interest, including photos when possible and desired.
- As desired, take or procure photos for posting.
- Restrict access to posting for any member who fails to abide by the stated parameters for posts,
- Respond promptly to all requests for inclusion as a member on the members-only Facebook group site.
- Promptly remove any members who fail to renew from the list of members on the members-only Facebook group site.
- Encourage all PHNC members, in particular new members, to become members of the members-only Facebook group site.
- As necessary, submit budget requests for the position..
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.

Palm Harbor Newcomers Club

HOSPITALITY 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:

Make PHNC members feel welcome and valued.

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 prior to the meeting.
- In August, secure a yearly subscription for PHNC with Jacquie Lawson Greeting Cards.
- Maintain an up-to-date and complete contact list in the PHNC's Jacquie Lawson Greeting Cards account.
- Recognize member birthdays by sending e-cards on the first of the month to all those with birthdays in that month.
- Recognize members with birthdays at the PHNC monthly luncheon.
 - Check the luncheon reservation list on Gravity Forms to compile a list of those members with birthdays in the month who will be attending the monthly luncheon.
 - Purchase happy birthday necklaces and sufficient roses to give to those with birthdays who attend the monthly luncheon and conduct a drawing to select one of them to win extra roses in a glass container and a luncheon voucher.
- Verify the list of birthdays in the Chatterbox newsletter is complete and correct.
- Recruit greeters to monitor the front and rear doors of the dining room at Cypress Run Golf Club the day of the PHNC monthly luncheon and to welcome new members and help them, as necessary, with finding a place to sit.
- Create and post door signs on the front and rear doors of the dining room at Cypress Run Golf Club the day of the PHNC monthly luncheon.
- Place a suggestion box, slips of paper and a pen on each table at PHNC monthly luncheons, relaying a list of all suggestions received to the President for inclusion in the monthly Board of Directors agenda.
- As necessary, submit budget requests for the position.
- Working within the approved budget, develop and purchase necessary materials.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.

Palm Harbor Newcomers Club

LUNCHEON PROGRAM 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:

Plan, secure and imple-
ment entertaining/
interesting, diverse
programs for monthly
PHNC luncheons.

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 prior to the meeting.
- As necessary, submit budget requests for the position, including, but not limited to, deposits, speakers fees and staging costs.
- At least three months prior to a proposed luncheon program and prior to obtaining any contract, other commitment or financial expenditure, submit all details to the Board of Directors for approval.
- After approval by the Board of Directors and working within the approved budget, plan and acquire all components of monthly luncheon programs, including, but not limited to, speakers, entertainers, complimentary lunches, transportation costs, licensing fees, decorations, costumes, table favors, music and any other desired staging.
- Notify the Vice President-General Meetings of all facility needs for each monthly program, including, but not limited to, room set up, podium placement, menu requests, audio visual and/or dance floor requirements and any other staging components.
- Coordinate, as necessary, with the Table Décor Chair on themes and staging components, including, but not limited to, table favors, decorations and other staging components.
- Provide detailed information on each program in writing to the Website Chair, Chatterbox Editor and Publicity Chair at least two months in advance of each program month. (Ex: July info on May 1)
- As necessary, provide contracts and other binding agreements related to monthly luncheon programs to the Vice President-General Meetings for signing or, in her unavailability, to the President, Vice President-Membership or Treasurer.
- As necessary, submit check requests in a timely manner to the Treasurer.
- As appropriate, host program speakers/entertainers at luncheons and send thank you notes on behalf of PHNC following their appearance.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor. Materials should include a comprehensive list of all program contacts, resources, components and costs.

Palm Harbor Newcomers Club

MEMBER COMMUNICATION 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:

Maintain an up-to-date
email mailing list of
current Club members.
Produce and send email
notifications to the PHNC
membership.

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 at least three days prior to the meeting.
- As necessary, submit budget requests for the position and work within the approved budget.
- Two weeks prior to the deadline for luncheon reservations, produce and send a sign-up reminder notice to the membership.
- One week prior to the monthly luncheon, produce and send a reminder notice to all those registered to attend with the place, date, time and any other luncheon-specific reminders.
- Produce and send other email notices to the membership as requested by the Board of Directors.
- Prior to sending any email on behalf of PHNC, have the email reviewed and approved by the President.
- Update the membership contact list in Mailchimp (the Club's email distribution app) promptly and as necessary, adding new members, deleting lapsed members and revising email addresses when notified of a change.
- Respond promptly to "Contact Us" inquiries submitted via the website or relay the inquiry to the appropriate officer for response. Work with the responsible board members to respond to the query and to then close the entry.
- Ensure all Blue Host email assignments and updated correctly.
- Delete prior month's Activity Group registrations in Gravity Forms.
- Work on other website duties as assigned.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor. Materials should include a comprehensive list of all program contacts, resources, components and costs.

Palm Harbor Newcomers Club

NEWSLETTER EDITOR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be appointed to any number of additional consecutive terms.

Purpose:

Produce a monthly newsletter to keep the PHNC membership informed and to provide an historical record.

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 at least three days prior to the meeting..
- Investigate and procure information about newsworthy and/or interesting Club activities, events and actions.
- Write articles and take photographs as necessary.
- Layout and design the newsletter in an appealing way, including regular features as space and interest allow. Regular features may include, but not be limited to, a president's column, a local event column, a coming event listing, a photo page of the previous month's luncheon program and a monthly calendar.
- Include up-to-date contact information for Executive Officers, Chairs/Co-Chairs and Coordinators in each issue.
- Include a basic website user guide in each issue.
- Include any and all announcements, reminders and other items requested by the Executive Board or Board of Directors.
- Along with the Vice President-Membership assure information on new Club members is included correctly.
- Along with the Vice President-General Meetings, assure all luncheon reservation information, including menu information, is included correctly.
- Along with the Activity Group Chair assure all monthly Activity Group information is included correctly.
- Along with the Special Events Chair assure all special event details are included correctly for at least three months prior to the event.
- Along with the Luncheon Program Chair assure information about the monthly luncheon program is included correctly.
- Along with the Hospitality Chair assure monthly birthdays and Sunshine correspondence are included correctly.
- As necessary, submit budget requests for the position.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor. Materials should include a printed copies of each newsletter.

Palm Harbor Newcomers Club

PAST PRESIDENT ADVISOR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
One or more years,
following election of a
new president or in the
absence or unavailability
of the next immediate
past president

Purpose:

Serve as a resource and
advisor to the President
and to the Board of
Directors

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 President and Board
of Directors

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.
- Assure proper parliamentary procedure is being followed at Board of Director and General Membership meetings.
- Serve as a member of the Nominating Committee.
- Attend Executive Board meeting(s) if requested.
- As advisable and appropriate, maintain confidentiality.
- Assist the President in preparing the meeting/training agenda for an officer/chair transition event in May following the election of officers and appointment of chairs for the coming year.
- Prior to officer/chair training, assure the job descriptions for all Board of Director officers and chairs are up-to-date and complete .
- At or following officer/chair training, assure that each member of the Board of Directors has received adequate materials from her successor, including, but not limited to, printed current Bylaws, Job Description(s) and Standing Rules.
- As necessary, submit budget requests for the position..
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.

Palm Harbor Newcomers Club

PUBLICITY 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:

Promote the Club to the external public in as many ways possible.

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 not later than three days prior to the meeting.
- Maintain an up-to-date list of area media outlet contact information and parameters.
- Write and submit press releases about PHNC newsworthy events, including, but not limited to, luncheon meetings, special events and officer elections, including photos when appropriate.
- As appropriate and advisable, prepare and post information, pictures, graphics and other promotional materials on the PHNC public Facebook page.
- When possible, present information about PHNC to interested area groups.
- Represent PHNC on community non profit consortiums, if they are available and advisable.
- As necessary, submit budget requests for the position.
- Working within the approved budget, develop and purchase marketing/promotional materials.
- As necessary, submit check requests in a timely manner to the Treasurer.
- As appropriate, send thank you notes on behalf of PHNC for speaking engagements and special press. Media coverage.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor. Materials should include a comprehensive list of all print and other media outlet contact information and parameters and source/cost information for marketing materials.

Palm Harbor Newcomers Club

SPECIAL EVENTS 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:

Plan and implement all-club outings, events, parties and other activities which occur only once a year.

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 prior to the meeting.
- At least four months prior to a proposed special event and prior to obtaining any contract, other commitment or financial expenditure, submit all details to the Board of Directors for approval.
- After approval by the Board of Directors and working within the approved budget, plan and implement no fewer than four special events during the year, ideally at least one per quarter. Events may or may not include a Gala and a Holiday Cookie Exchange.
- Select and supervise chairs for special events as desired.
- Verify with the Secretary that all non members participating in a special event have a current signed waiver on file.
- Maintain regular communication with the Board of Directors, reporting as appropriate any and all updates, actions taken and/or issues identified.
- As necessary, submit budget requests for the position, making every effort to assure any special event is self supporting.
- As necessary, provide contracts and other binding agreements related to special events for signing to the President, Vice President-Membership or Treasurer.
- Ensure website entries are completed correctly and work with the Treasurer to resolve any payment issues.
- Respond to website "Contact Us" submissions for special events/trips in a timely manner and update the entry to show action taken.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Provide detailed information of each special event in writing to the Website Chair, Chatterbox Editor and Publicity Chair at least three months in advance of the event.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor. Materials should include a comprehensive list of all special event contacts, resources, components, costs and a list of potential future special event concepts and venues..

Palm Harbor Newcomers Club

WEBSITE CHAIR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be appointed to any number of additional consecutive terms.

Purpose:

Maintain the PHNC website to keep members informed and to promote the Club to the general public.

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 at least three days prior to the meeting.
- Serve as the liaison between PHNC and the website developer.
- Troubleshoot any problems with the PHNC webpages.
- As necessary, update segments of the website as changes occur, including, but not limited to, Calendar, Meeting Minutes, Bylaws, Board Members, Past Presidents, Board Job Descriptions, News, Frequently Asked Questions, Luncheon Schedules, Guest Waivers, Activity Groups, Activity Registration and About Membership.
- At least two months prior to the event, create a luncheon form, a luncheon program page and a luncheon post.
- At least three months prior to the event, create a trips/special event form page, a trip/special event program page and a trip/special event post.
- Each month, update the main menu links under luncheons, update the programs page link to the current program, update the front-page slider pictures and update the four front-page color blocks.
- As necessary, add place-holding silhouette to new member records, replacing it with the member's head-shot photo when it is available.
- Assign and maintain up-to-date PHNC email forwarding addresses and passwords for officers, chairs, co-chairs and coordinators.
- Assist members and Board of Director officers and chairs with website-related problems, including, but not limited to, online registrations, account updates and online reports.
- Maintain Gravity Forms templates, notifications and confirmations for forms and, working with the Treasurer and Vice President-Membership, insure MemberPress and Gravity Forms synchronization is accurate and up-to-date.
- Respond to website "Contact Us" submissions for website issues in a timely manner and update the entry to show action taken.
- As requested, provide the Nominating Committee with information on members' skill sets and length of membership.
- Build training vehicles for member education and assure the basic website user guides published in the Chatterbox and the Member Manual are up-to-date.
- Plan and host a technical training session for all officers and chairs prior to June 1.
- As necessary, submit budget requests for the position.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.