

NEW NEIGHBORS LEAGUE

Job Description

TITLE: CLUB COORDINATOR

Date: February 2012

BASIC DUTIES:

Maintain accurate records of club activities and enforce rules and regulations for participation in these clubs.

SUPPLIES:

Job description

Access to a computer (note: current Club Coordinator file is in excel format)

File of completed NNL activity forms submitted by new members

ASSISTANCE RECEIVED:

Area Manager (if available), President, Advisor, the Membership Chair

ASSISTANCE GIVEN:

Area Manager (if available), Sanddollar Editor, individual club leaders, President, Membership Chair

FUNCTIONAL PERFORMANCE:

A. Board Responsibilities

1. Attend all President's meetings, all NNL Board meetings, coffees and monthly luncheons. (Notify your Advisor if you are unable to attend these events.)
2. Provide a total of three (3) covered dishes for the coffees. (If unable to attend, you may either send your dish with someone else or pay \$10 per dish so the Coffee Committee can find an "alternate provider" or purchase food items for the coffee. Otherwise, you will be billed \$10 per dish.)
3. Donate one (1) door prize with a suggested value of \$20 each for one of the luncheons.
4. Update job description using standard format attached at end of six-month term. Highlight any changes on one copy.

5. At the end of your term of service, please plan to meet with your replacement at Board workshops to review the job descriptions. Please plan to mentor that person through their first month on the job.
6. Toward the end of 6 month term, thank club chairs and furnish club chairs with a membership list of each of their clubs to review and update so the book will be current for the next term.

B. Duties

Notify President of all Committee meetings for her information in maintaining Board calendar. Advise Area Manager (if applicable) and Advisor to ascertain attendance of at least one.

1. A list of current clubs is found in the most recent Sanddollar.
2. New NNL members complete a club Activity List as part of their membership packet.

Completed Activity Lists will be given to you by the Membership Chairperson after the coffee and/or luncheon. Notify Club leaders within one week of new members wanting to join a club. This may be done by e-mail or telephone. Keep the completed Activity Lists in an e-mail file for easy access. Old and new members may call you during the month to join clubs or they may contact the club leader directly.

3. If someone wants to join a club, verify their current subscription to the Sanddollar. You should receive a complete membership list at the beginning of your term. A list is also e-mailed each month with the Sandollar.
4. Inform the Club of activity changes, new clubs and any other important information at coffees and luncheons. (Example: new clubs forming, time changes, new club leader needed.)
5. Encourage new and old members to start new activities or take over when club leaders are needed. New club announcements are placed in the Sanddollar for two months.
6. Keep a copy of the calendar and Activity news in a notebook or on a computer disk. Records are kept for one year.

7. Email the Sanddollar Editor after the luncheon indicating changes/deletions and club information. You will be submitting news for the next month. Keep descriptions to a minimum.
8. Periodically, request individual club leaders use a sign in sheet at their club activities to insure that all participating members are current on their subscription to the Sanddollar.
9. Remove inactive clubs from the Sanddollar.
10. If a club changes its leader or someone takes a new club, send them a letter that explains club policy. Remind them at this time of the “3 calls - no show - inactive list” policy: (if they call someone 3 times and do not get any response from the member, then they are supposed to place that member on the inactive list for that club and do not have to continue contacting them).
11. The Activities and Interest Clubs of New Neighbors League will exist for the purpose of providing new and active members opportunities to meet and socialize together.

Should a group become too large, as determined by the Chairperson, for any reason, (for example: no place large enough for everyone to meet, too many players for certain games’ rules, etc.) and it becomes unable to accept new members interested in that group, the group will need to do one of two options:

The group members and Chairperson can meet and 1) decide to split and form two groups and someone from the group within steps forward to chair; or 2) decide to “cap” the group. In which case, the group continues to meet but is no longer considered an NNL activity group (i.e. will not be listed in the Sanddollar or calendar and no new names will be “fed” to the Chairperson by the Club Coordinator.

This guideline shall be in effect for all existing clubs within NNL as well as those formed in the future.

12. Provide Area Manager (if Club has Area Manager) updated listings at start of term when received back from club leaders.

C. Budget

New Neighbors League is a not-for-profit organization; **we are not tax-exempt.**

1. Participate in preparation of 6-month operating budget.
2. Receive budget from Treasurer after first Board meeting.
 - **No purchases are allowed before** you receive your budget from the Treasurer.
 - Each proposed expenditure **in excess of \$50** requires Board approval.
 - Purchases of any item **not included in your supply list or in your budget** need Board approval prior to purchase.
3. Keep all receipts and forward them to the Treasurer for reimbursement in a timely fashion. Complete a check request form and submit it with your receipts.

D. Organizational Relationships

1. Area Manager/President
Direct all questions for resolution.
2. Activity Chairperson
Notify them of new members who want to join an activity.
3. The Sanddollar Editor
Provide an email after each luncheon indicating changes/deletions in club information.
5. Advisor
Is an ex-officio member of your committee and is apprised of all meetings, correspondence and concerns. Assists as needed.