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# Sen Com

**BOARD**

**POSITION**

**GUIDANCE**

**MANUAL**

# **SENIOR COMPUTER USERS GROUP Of Greater Kansas City**

## **BOARD OF DIRECTOR POSITION GUIDANCE**

### **GENERAL RESPONSIBILITIES OF THE BOARD**

- Define organization policy; approve operation plans and strategies annually, and as new situations arise; make decisions affecting the group operation; provide guidance to the volunteer group.
- Board Directors will perform special assignments and chair ad-hoc committees as required.
- Willingness to donate time and effort to SenCom objectives and functions.

### **PRESIDENT**

- Presides at all meetings of the Board and other meetings of SenCom.
- Sets agendas.
- Leads Board in developing SenCom strategy and operational plans.
- Appoints Directors.
- Develops organizational chart.
- Liaison to Sponsors.
- Prepares annual report.
- Develops positions as needed.
- Fills in if a Director is absent.
- Schedules meetings to address by-law changes.
- Appoints all committees, except Nominating committee to perform the business.
- Be an authorized signatory on checks.

#### **Preferred Skills:**

- Leadership.
- Organizational.
- Enthusiasm for Group success.
- Networking Skills.

### **VICE PRESIDENT**

- Member of the Budget Finance Committee.
- In absence of President assumes all duties.
- Assist with annual meeting planning.

- Assist the President with other ongoing SenCom activities.
- Fill the unexpired term if a vacancy occurs in the office of President.
- Signatory on checks.

**Preferred Skills:**

- Leadership.
- Organizational.
- Enthusiasm for Group success.
- Networking Skills.

## **SECRETARY**

- Performs special support activities for the Board when required.
- Well organized with ability to record accurate minutes of Board meetings
- Has adequate knowledge of Board operations.
- Be an authorized signature on the check book.

**Preferred Skills:**

- Knowledge of record keeping and organization minute taking requirements.
- Organizational skills.
- Ability to summarize meeting discussions and motions.

## **TREASURER**

- Serves as the Chief Financial Officer, maintaining all group financial records and accounts in accordance with the bylaws.
- Provides monthly reports to the board.
- Prepares report for the Annual Report.
- Annual audit.
- Be an authorized signature on the check book.
- Writes checks for signature.

**Preferred Skills:**

- Well organized, and good with details.
- Have knowledge of the use of Quicken Personal Finance software.

## **EDUCATION**

- Designs training programs at senior levels.
- Works with other directors at monthly meetings.
- Schedules computer classes on a four month basis for Shawnee Parks and Recreation's Catalog.

- Assures that manuals are created for computer courses.
- Researches training information from the Internet and other resources.
- Assist in responding to monthly questions submitted by SenCom members.
- Assist in answering computer questions at the Snuggles luncheon.
- Works with instructor and assistant instructors for assignment of classes.
- Creates class calendars for the instructors and SenCom members.
- Assists in answering questions at the general meeting.
- Maintains a working knowledge of all software programs.
- Recruits and trains instructors.
- Schedules classes based upon instructor and facilities availability.
- Works with Public Relations Director to ensure that publicity sources have the appropriate training schedule for publication.

**Preferred Skills:**

- Organizational and leadership skills.
- Experience in Curriculum development.
- Knowledge of Software.
- Background as trainer.

**MEMBERSHIP/DATABASE**

- Maintains the SenCom Membership Database.
- Send out monthly renewal letters.
- Phone follow up on renewal letters sent out.
- Upon receipt of membership e-mail notification from Treasurer, enter information into the database.
- Issue membership cards with welcome letter.
- Keeps the SenCom cell phone.
- Field membership inquires, send brochure with application and class schedule.
- Distributes updated copy of monthly tally of activity to Board Members.

**Preferred Skills:**

- Knowledge of Filemaker Pro
- Computer skills
- Good listening skills
- Organizational skills
- Patience

**PUBLIC RELATIONS**

- Recruits volunteer staff as required.
- Develops appropriate procedures and guidelines for public relations contacts.

- Prepares requests for gifts or donations when required.
- Assures appropriate publicity for group activities:
  - With all types of local media
  - Computer User Groups
  - Computer vendors
  - Educational institutions
- Coordinates publicity with sponsors.
- Maintains group publicity files.

**Preferred Skills:**

- Public relations or media exposure.
- Writing skills.
- Organized, enthusiastic and outgoing.

## **HOSPITALITY – GENERAL MEETINGS**

- Make arrangements for tables and chairs inside/outside of the meeting room as needed.
- Arrange for one other volunteer to help check in everyone before the meeting.
- Provides a roll of tickets for members to write their names on for the drawing for the door prizes and also have a plastic container for the ticket drawing.
- Have SenCom logo name tags printed and ready, together with pens for sign in.
- Take handouts, including SenCom brochures and class schedules, to meeting and display them.
- Arrive early to have handouts displayed.
- Have sign-in forms for guests.
- Send changes of address or e-mails to the Membership/Database person.
- If people join SenCom at the meeting, send or give the money and membership form to the SenCom Treasurer.
- Keep a total of members and guests attending the monthly meeting to report at the monthly board meeting.
- Along with the Vice President and Membership Director, assist the Hospitality-SNUGGLES Director with the Annual Meeting preparations.

**Preferred Skills:**

- Be friendly.
- Be resourceful.
- Have high energy.

## **HOSPITALITY – SNUGGLES**

- Make arrangements for tables and chairs inside/outside of the meeting room as needed.
- Provide a roll of tickets for members to write their names on for the drawing for the door prizes and also have a plastic container for the ticket drawing.
- Have SenCom logo name tags printed and ready, together with pens for sign in.

- Have a dated sign-in sheet for members and guests.
- Take handouts, including SenCom brochures and class schedules, to meeting and display them.
- Be responsible for gathering items to be given away as door prizes, as needed.
- Arrive early to have handouts displayed.
- Send changes of address or e-mails to the Membership/Database Person.
- If people join SenCom at the meeting, send or give the money and membership form to the SenCom Treasurer.
- Arrange to have a reminder (ie. SNUGGLES Gram) sent via e-mail, to the members about the SNUGGLES Luncheon a week before the event. Include, in the e-mail, the address, directions to the restaurant and the date and time of the event, along with other pertinent information that needs to be brought to the attention of the membership.
- Call the restaurant and reconfirm our luncheon about 3 or 4 days before the date of the luncheon.
- Bring microphone system and have it ready for use by the President – to conduct the meeting after the luncheon.
- Keep a total of members and guests attending the SNUGGLES luncheon to report at the monthly board meeting.
- Along with the Vice President and Membership Director, assist the Hospitality-General Meeting Director with the Annual Meeting preparations.

**Preferred Skills:**

- Be friendly.
- Be resourceful.
- Have high energy.

**PROGRAM**

- Recruits volunteer staff as required.
- Maintain master calendar of Group meetings and events.
- Plan monthly meetings for the Membership, recruit speakers etc.
- Ascertain that speaker's equipment and facilities are appropriate.
- Arrange for introduction of speakers at monthly meetings.
- Analyze evaluation of attendees to determine the types of programs desired in the future.
- Submit information from the SenCom Board Meeting that needs to be included in the monthly SenCom Newsletter, to the person responsible for writing the Newsletter.

**Preferred Skills:**

- Enthusiastic and outgoing.
- Possesses planning ability.
- Enjoys speaking in public.

**EVALUATION**

- Attends monthly program meetings.
- Prepare evaluation hand outs.
- Collect evaluation forms at the end of the meeting.
- Analyze content of evaluation and report to the Board.
- Attend monthly Board Meetings.

**Preferred Skills:**

- Organizational.
- Attention to detail.
- Computer skills.

**WEB MASTER**

- Maintain web site by keeping it updated, backed up, and secured.
- Update content in a timely manor.
- Provide Information relevant to members' needs and interests.
- Report viewer statistics to board.

**Preferred Skills:**

- Knowledge of WordPress as a Content Management System.
- Basic knowledge of HTML and CSS
- Knowledge of PHP, JS, and MySQL could help
- Photo editing knowledge.
- Patience to work out problems with different browsers.
- Always mindful of beginning users.
- A willingness to grow and keep skill set current.

**COMPUTER MAINTENANCE**

- Maintain the free Internet service with the City of Shawnee.
- Assist in answering computer questions at the SNUGGLES luncheon.
- Assures the security system on each computer is updated either directly or thru another source.
- Assist in answering questions at the general meeting.
- Responsible for maintaining SenCom's computer hardware and software.
- Maintains a computer log for each computer.
- Contacts, or assists in contacting, non-profit organizations for purchase of software and other items for SenCom. This is accomplished thru Tech-Soup, Association of Personal Computer Users Groups (APUG) or software manufacturers.
- Maintains current software licenses.
- Assures the security systems on each computer are updated either directly or thru another source.

- Maintains an inventory of all software.
- Maintains a written inventory of all equipment for SenCom for insurance purposes.

**Preferred Skills:**

- A high level of computer expertise and skills.
- Ability to explain computer terminology and topics in layman terms.
- Knowledgeable in Operating Systems and various software programs.
- Maintains knowledge of current computer related trends and developments.

## **NEWSLETTER & ADVERTISING**

- Publishes the Monthly Email Newsletter and SNUGGLES email. Handles copywriting of advertisements for Best Times, and the placement of the ads in accordance with publication deadlines.
- Publishes the Monthly Email Newsletter and SNUGGLES email according to schedules (about one week before meetings).
- Gathers information about meetings and other SenCom events, does layout and sends the notifications via files maintained in Constant Contact.
- Maintains the members email list using Constant Contact, with information from the Treasurer's report of new members.
- Arranges for payment of the annual fee to Constant Contact.
- Creates and inserts the monthly advertisement in Best Times with emphasis on the content of the next meeting and promotion of classes run by SenCom.
- Coordinates with the Membership Director so that the email listing in Constant Contact is kept up to date, new members added each month and non-members are purged from the listing.
- Keeps the Board informed as to advertising opportunities and copy and results information from Constant Contact.

**Preferred Skills:**

- Working knowledge of Constant Contact software.
- Public relations or media experience.
- Writing skills.