



Board Position Guidance Manual

Senior Computer Users Group Of Greater Kansas City

BOARD OF DIRECTORS

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.
- Attend Board Meetings in accordance with Bylaws.

PRESIDENT

- Presides at all regular SenCom meetings and all Board Meetings.
- Sets agendas.

- Leads Board in developing SenCom strategy and operational plans.
- Appoints Directors and develops positions as needed.
- Develops organizational chart.
- Liaison to Sponsors.
- Prepares annual President's report.
- Fills in if a Director is absent.
- Schedules meetings to address Bylaw 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.

VICE PRESIDENT

- In absence of the President, assumes all duties.
- Assist with Annual Meeting planning and preparations.
- Assist the President with other ongoing SenCom activities.
- Fill the unexpired term if a vacancy occurs in the office of President.
- Be an authorized signatory on checks.

Preferred Skills:

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

SECRETARY

- Record and maintain the minutes of Board meetings and the Annual Meeting of Members.
- Maintain SenCom's Bylaws document.
- Perform all duties usual to the office of Secretary.
- Be an authorized signatory on checks.

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 the Annual Report.
- Be an authorized signatory on checks.
- 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 three-month basis for Shawnee Parks and Recreation Catalog.
- 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 Lunch & Learn 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 Publicity 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.
- Sends out monthly renewal letters.
- Makes telephone follow-ups to renewal letters.
- Upon receipt of notification from Treasurer, enters membership information into the database.
- Issues membership cards with a welcome letter.
- Creates name tags.
- Maintains the SenCom phone service using Google Voice.
- Fields membership inquiries, sends brochure with application and class schedule.
- Updates monthly tally of activity for distribution to Board Members.
- Assist with the Annual Meeting planning and preparations.

Preferred Skills:

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

PUBLICITY

- Recruits volunteer staff as required.
- Handles copywriting of advertisements for Best Times, and the placement of the ads in accordance with publication deadlines.
- Creates and inserts the monthly advertisement in Best Times with emphasis on the content of upcoming meetings and promotion of classes run by SenCom.
- Keeps the Board informed as to advertising opportunities and copy.
- Develops appropriate procedures and guidelines for public relations contacts.
- Prepares requests for gifts or donations when required.
- Assures appropriate publicity for group activities with:

- 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.
- Have SenCom logo name tags ready, together with pens and forms for sign in.
- Take handouts, including SenCom brochures and class schedules, to the meeting and display them.
- Arrive early to set up.
- Have sign-in forms for guests and give a copy to the Membership Director.
- Send changes of address or e-mails to the Membership Director.
- 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.
- Assist with the Annual Meeting planning and preparations.

Preferred Skills:

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

HOSPITALITY – SENCOM LUNCH & LEARN

- Make arrangements for tables and chairs inside/outside of the meeting room as needed. This is done by the restaurant at my suggestion or theirs as it applies.
- 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 the meeting for display.
- Arrive early to set up.
- Send changes of address or e-mails to the Membership Director.
- 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.Lunch & Learn Gram) sent via email, to the members about the Lunch & Learn luncheon a week before the event. Include in the email, 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 confirm our luncheon about 3 or 4 days before the date of the luncheon. Make reservations for the year in person as they go through the book to insure correctness with your copy of the schedule.
- Keep a total of members and guests attending the Lunch & Learn luncheon to report at the monthly Board Meeting.
- Assist with the Annual Meeting planning and preparations.

Preferred Skills:

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

PROGRAM

- Recruit volunteer staff as required.
- Maintain a 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 program information to the Webmaster/Newsletter Director for inclusion in the monthly SenCom Newsletter and on the SenCom website.

Preferred Skills:

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

EVALUATION & RESEARCH

- Attends monthly General Meetings.
- Prepare evaluation handouts.
- 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.

TECHNICAL

- Maintains the Internet service with the City of Shawnee.
- Assists in answering computer questions at the General Meetings and Lunch & Learn.
- Assures the security system on each computer is updated.
- 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.
- Maintains current software licenses.
- Maintains an inventory of all software.
- Maintains an 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.

WEBMASTER/NEWSLETTER

- Maintains the website by keeping it updated, backed up, and secured.
- Updates content in a timely manner.
- Provides information relevant to members' needs and interests.
- Reports viewer statistics to board.
- Publishes the Monthly Email Newsletter and Lunch & Learn 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 MailChimp.
- Maintains the members email list using MailChimp, with information from the Treasurer's report of new members.
- Coordinates with the Membership Director so that the email listing in MailChimp is kept up to date, new members added each month and non-members are purged from the listing.
- Keeps the Board informed as to the results information from MailChimp.

Preferred Skills:

- Knowledge of WordPress as a Content Management System.
- Basic knowledge of HTML and CSS.
- Photo editing knowledge.
- Patience to work out problems with different browsers.
- Always mindful of beginning users.
- A willingness to grow and to keep skill set current.
- Working knowledge of MailChimp software.
- Writing skills.