**Position Description: President**

1) The President presides at all general and Executive Committee meetings.

2) Develops agenda for Club regular meetings and the Executive Committee meetings.

3) Appoints any special committee required to carry out Club business.

4) Represents the Club in any legal or public situation.

5) Negotiates contracts for meeting space and sometimes with caterers.  
6) Provide speakers for some of the regular club meetings  
7) At the conclusion of the Club President’s term of office he shall serve one 6 month term

as an “ex-officio” (non-voting) member of the Club Executive Committee (amended 3/3/14).

**Vice-President**

1) Assists chairmen of the various interest groups in their activities as needed

2) Send out the membership application to prospective members.

1. Enter new member information into the member list which is an Access database.
2. Send out a Welcome Email to new members that has the current newsletter and calendars as attachments.
3. Send out the updated member list to the Executive Board and the activity chairmen.
4. Take photos for the member directory which is in WORD and PDF format.
5. Enter new member information and photos into the member directory which is distributed to the membership twice a year.
6. Create name tags for new members and existing members that have lost their tags and distribute tags at the bi-monthly dinner meeting.
7. Plan and host new member functions (once to twice each year).
8. Maintain the CFMC Web Site with the current newsletter, calendars, announcements, pictures, member directory and member application.
9. Answer phone and email requests for new members and membership status.
10. Update the inactive and active member list as required.

**Secretary**

The secretary shall

1) Record and document minutes and proceedings of the bi-monthly General Meetings, and disseminate as directed by the President.

2) Record and document minutes and proceedings of the bi-monthly Executive Meetings, and disseminate as directed by the President.

3) Create, collate and maintain the monthly Activity Calendars with content provided by interest group chairs, and disseminate to general membership via email attachment, this will be the current month and the following month, e.g. January and February calendars will be sent on or about January 1.

4) Create, collate and maintain the bi-monthly Newsletter with content provided by interest group chairs, and disseminate to general membership via email attachment, generally around the first of the month, e.g. the January/February edition will go out on or about January 1

5) Disseminate via email various pieces of information relating to Club business not limited to but including; bulletins, announcements, surveys, election documents

**Treasurer**

The Cape Fear Men’s Club treasurer is responsible for:

1) Retrieving mail from the Club’s rented Post Office Box.

2) Collect membership dues and other monies as is presently authorized at Club functions.

3) Deposit all funds in a timely manner.

4) Control and manage the Club’s money, its collection, and disbursements.

5) Record all income, expenditures, and deposit funds to the checking account in a timely manner.

6) Record and issue the disbursement of funds and related information that are properly approved by the President.

7) The treasurer will keep a list of people who have paid their dues. The list is coordinated and verified with the Membership Chairman.

8) As part of collecting membership dues, the treasurer, when applicable, will give notice and advise members, via e-mail, regarding non-payment of dues and subsequent termination of membership.

9) Prepare monthly financial reports which will include but are not limited to the Balance Sheet, Income Statement, Bank Reconciliation, fixed assets and their proper depreciation.

10) The treasurer will to respond to questions by the Board of Directors and when required, by the membership at large.

11) The treasurer will report regularly to the Board regarding the club’s financial status as is necessary or when required.

12) The treasurer will work with the treasurer-elect and help prepare the transfer of duties, receive financial records, receipts, and files.

**Members at Large**

1) Assist is all requirements set forth by the Executive Board.

2) Make recommendations, provide guidance and make sound decisions.

3) Attend all Club and Executive Board meetings.

4) Solicit and listen to ideas from the membership and provide a response after discussion with the Board.

5) Address all complaints in a similar manner. Take responsibility for new members until

they feel comfortable in the club.

6) Always maintain a positive attitude

7) The three "At Large" members should also become acquainted with and review the backgrounds of new members of the CFMC, engage them in meaningful conversation to expand knowledge of their personal interests and preferences, and identify existing CFMC members with similar interests, after which they shall endeavor to place such new members in contact with appropriate existing members with similar interests.  The three "At Large" members shall also endeavor to cause new members to become comfortable with and included in CFMC activities, and to become part of any CFMC group that they are genuinely interested in or perceive may be carelessly excluding them.

**Chair of the Events Committee**

1) Direct and coordinate the activities of the Events Committee to satisfy the requirements of the CFMC for recurring and special events and other projects as assigned by the Executive Committee.

2) For recurrent events - to coordinate the activities of members of the Events Committee designated to perform required functions necessary to allow the meetings to run smoothly.  The necessary functions currently include: sign-in, cash register, and fifty/fifty.

3) In addition to designating primary persons to perform these duties, secondary or back-ups should also be designated.

4) To work with third parties, such as caterers, to ensure that the requirements of the Club are met for each meeting.  To negotiate the cost of catering for General Meetings, subject to the approval of the Executive Committee. To work with caterers planning menus for each General Meeting, to provide the membership with diverse meals of quality food at economical price points, subject to the approval of the Executive Committee.  To coordinate all support functions at the physical meeting.

5) Monthly Events -to work with the Group Chairs to help coordinate the activities of the various monthly dining groups thereby providing the membership with a variety of events being offered throughout a month.

6) Special Events - for those special events, which  recur on an annual or other basis, coordinate the activities of the Events Committee to ensure that there sufficient members available to perform the necessary functions of the event, to work with third parties such as caterers to ensure the needs of the membership are met and to negotiate price and menus, subject to the approval of the Executive Committee and to coordinate all functions at the event.

7) To direct and coordinate the activities of the Events Committee to develop new special events, of either a recurring or non-recurring format, that provides the membership with a diverse range of special events of both a dining and non-dining nature.

8) To lead the Events Committee in developing new and exciting Special Events to provide the membership with quality activities throughout the year.

**CFMC Web Master**

The functions of the CFMC Web Master involve maintaining the CFMC Web Site and documents for current and historical purposes. In addition the Web Master needs to ensure that the CFMC membership can easily and efficiently access the Web site and CFMC documents to promote managing the club and communicating club activities.