

KOSMOS SOCIAL GROUP POSITION DESCRIPTIONS

10/12/2009

~~ ELECTED LEADERS ~~

LEADER :

Conduct Monthly Board of Director Meetings.
Officiate At weekly dinner meetings and the Monthly General Membership Meeting.
Participates In and supports club activities; Assists and provides support to group Leaders.

ASSISTANT LEADER(S) :

Provide assistance to the leader as required or requested.
Substitute for the leader if the leader is not available.
Act as Sergeant At Arms to maintain order during meetings and/or group activities.
Oversee the functions of the Appointed Coordinators.
Oversee and assist with needed resources for major functions.
Coordinates with the Activities Committee and Co-Leaders to have acceptable food preparation and clean up crews available at Events where applicable.

SECRETARY :

Take minutes at the monthly Leaders Board meetings.
Maintain meeting minutes and other club documents on file for future reference and history.

TREASURER :

Receive all fees and monies of the group.
Disburse monies upon presentation of approved receipts.
Maintain a record of all income and disbursements.
Provide a financial report at monthly General Meetings. Will accept and manage separately, any monies collected for Kosmos approved trips that require advance payments and/or deposits.
Prepares an annual budget based on past year expenses and projections with assistance of the leaders.
Receives membership forms and enrollment fees and then forwards forms to the Membership Leader.

NEWSLETTER EDITOR/PUBLISHER LEADER:

Position requires computer skills to produce newsletter and calendar.
Prepares and publishes the monthly newsletter and calendar based on information provided by the Activities Leader, Membership Leader and other Leaders.
Emails newsletter and calendar and emails "Kosmos Reminders" weekly or as needed for last-minute changes or updates, to those members who request email delivery.
Send out weekly e-mail reminders.
Maintain History files of calendars and newsletters.

MEMBERSHIP LEADER:

Requires computer skills to maintain the excel spreadsheet.
Keeps the excel membership spreadsheet of Kosmos members assuring that an accurate membership roster is provided to members periodically.
Provide current member information as needed for mailing and emailing of the newsletter.
Provide member names for member nametags; member addresses for Sunshine mailings; names with phone numbers for Calling Committee.
Promotes Kosmos and provides prospective members with member enrollment forms.
Maintain History files of all Excel files for previous years as well as a 'deceased' member file.

ACTIVITIES LEADER :

Leads a committee to plan and coordinate Kosmos social events.
Provides guidance and assistance as needed to each Trip Organizer and ensures that all necessary information is provided to the membership through inclusion in the monthly newsletter/calendar.
Request calling committee assistance to notify membership when changes occur.
Will follow the guidelines outlined in the Kosmos trip/event policy.

~~ APPOINTED VOLUNTEER COORDINATORS ~~

PARLIAMENTARIAN COORDINATOR:

Insure proper modified parliamentary procedures are followed during monthly board meetings and at other meetings where applicable.

TRIP COORDINATOR:

Will seek Trip Organizers for Club Requested Trips and will promote approved trips through the "Kosmos Konnector" newsletter and at the weekly social gatherings.

Will assist and oversee the Travel Organizers as needed.

Reviews and oversees Kosmos trips and travel in cooperation with the Kosmos Activities Leader and Activities Committee. The trips may be local area trips or out of area trips of interest to the membership and approved by the Kosmos leader's board.

Will follow the guidelines outlined in the Kosmos Event Policy.

GAMES COORDINATOR :

Work with the Activities Committee in determining locations and scheduling dates to hold monthly game nights and arrange to have the Kosmos game box at the appropriate functions.

Purchase additional games as needed.

PARTY SUPPLIES COORDINATOR :

Provide adequate party supplies as needed for all activity functions.

Buys and maintains supplies and picks up remaining supplies at end of function.

SUNSHINE COORDINATOR:

Responsible for sending good-will cards/wishes as is appropriate to members.

Will recognize and introduce members with birthdays at the monthly birthday dinner and initiate the Birthday Group picture for that month.

Initiate the appropriate acknowledgment for a deceased member.

WEBMASTER/PHOTOGRAPHER/HISTORIAN COORDINATOR:

Position requires Web site and computer skills.

Will maintain a website with a pictorial record of Kosmos activities and post other Kosmos material as requested by Leaders.

Help with albums or slide shows for special events.

Arrange for a photographer at each Kosmos event.

Keep website up to date with KSG forms and policies adopted by the Board.

NAME TAG COORDINATOR :

Assists Membership Leader in greeting members and prospective members at all dinners and activities and provides each attendee with a name tag.

Collects name tags at end of function to file for future use.

Help with identifying "Guests" at events where a "Guest" fee is applicable.

NEWSLETTER DISTRIBUTOR COORDINATOR :

Reports to Editor/Publisher Leader and will fold, stamp, seal and mail to non-internet members.

CALLING COORDINATOR :

Enlist assistants to form a calling tree.

Notify members without internet when changes occur too late for newsletter inclusion, or to notify of special occasions or events.

Periodically call members who have been absent from Kosmos events.