

Duties of Officers

The titles and duties of the officers of LCACE shall be:

Elected positions:

Duties of the President:

- a. preside over all general club meetings and board meetings, and oversee the operation of the board meetings and the standing committees.
- b. act as chief representative of Lake County Area Computer Enthusiasts during the term to which he/she is elected.
- c. be responsible for drafting and presenting the agenda for all meetings.
- d. insure that the meetings are held in an orderly manner.
- e. be responsible for providing direction and guidance to all board members
- f. Immediately following the completion of a president's term (when a duly elected and qualified successor takes office), the past president shall become president emeritus, and shall serve on the board. This is an advisory position only.

Duties of the Vice President:

- a. preside in the absence of the president.
- b. chair all standing committees.
- c. The president may define additional duties for the vice president for his/her term.

Duties of the Treasurer:

- a. maintain financial accounts in the name of the organization.
- b. keep accurate records of all money, receipts and disbursements.
- c. report on the club's financial status at scheduled meetings.

Duties of the Secretary:

- a. record and report accurate minutes of the general business and board meetings.
- b. be responsible for distributing copies of the minutes to all board members via email within one week of meetings.
- c. make the minutes available to the members for review.
- d. be responsible for keeping club records and orderly paperwork during his/her term.

Duties of the Membership Chairperson:

- a. greet everyone, and insure that members and guests sign in at the general meetings and at special events.
- b. be responsible for answering correspondence requesting membership information, forward application forms and L.C.A.C.E. brochures to people who request information, or who may be interested in the club.
- c. mail renewal forms and profiles to members two months prior to the expiration of their membership.
- e. work with the public relations chairperson to attract new members.
- f. co-ordinate her/his files of new and renewing members with the secretary, treasurer, database administrator, newsletter editor, and webmaster on a monthly basis.

Duties of the Director of Public Relations:

- a. promote the club to the media, businesses, and the general public.
- b. arrange for publicity including sending posters and press releases about club activities to local newspapers, radio, and cable access channels, TV, etc. Publicity chair will write and distribute all announcements concerning club events, interfacing with other related clubs/groups to promote events, and spreading word about LCACE and its activities. This includes advance publicity about meetings, and biographical data and photos of guest speakers (if available).
- c. find advertisers for the newsletter, handle club sponsorship communications, and generally promote the club in a positive way.
- d. assist the database custodian in compiling a complete mailing list of all establishments that will allow the club to post flyers of upcoming events (within a 15 mile radius of the club meeting place).

Duties of the Program Director:

- a. coordinate and plan the activities for each general meeting.
- b. work with club members wishing to do demonstrations during meetings, and seek out and contact software and hardware representatives and distributors.
- c. insure that the proper equipment is available for all demos.
- d. provide the board with a rough draft of flyers to be distributed about upcoming demos and meetings.
- e. present the board with a tentative schedule of all demos/presentations 6 months in advance.
- f. give information to the newsletter editor, webmaster and public relations chairperson so they can publicize all upcoming events.

Volunteer positions:

Duties of the Newsletter Editor:

- a. responsible for the group's publications (i.e. *L.C.A.C.E. News Journal*), and creating the layout for the club newsletter.
- b. search for pertinent information related to the interests of the group. If such information is copyrighted, she/he shall obtain necessary permissions from the author and/or publication in which the article or information appears. If it is not copyrighted, she/he shall collect and collate it for distribution to group members.
- c. write articles as needed, and edit articles submitted by other club members. The editor will make minor corrections (such as grammar, spelling, and punctuation corrections) without consulting the author. If a story or article needs large amounts of editing, it will be returned to the author for revision.
- d. responsible for printing and distributing the newsletter in a timely manner prior to the monthly meetings.

Duties of the Club Journalist:

- a. recap each club meeting for the newsletter.
- b. write news stories about special club activities or special achievements of club members.
- c. serve as a member of the newsletter committee.
- d. take digital pictures at all major club events or designate another member to do this.

Duties of the Webmaster:

- a. create and maintain the club web page.
- b. maintain links on the club web page to sponsors and other web pages.
- c. provide electronic (email) information to the newsletter editor.
- d. deal with the ISP on all issues including billing and service.
- e. insure that the web page is functional at all times.
- f. update the web page in a timely manner.
- g. inform club members of any significant changes to the web page (Via email distribution by the database administrator).

Duties of the Database Administrator:

- a. maintain the club membership electronic database:
 - a. entering new prospects.
 - b. tracking members' status.
 - c. maintaining accurate records of all members.

- b. provide an updated monthly mailing list to the newsletter editor.
- c. take photos of all new members for photo IDs.
- d. submit a list of monthly birthdays to the newsletter editor.
- e. provide a monthly membership report to all members of the board of directors, and to the newsletter editor.

Duties of the Hospitality Committee:

- a. All board members shall greet new members and guests at the general meetings and at special events (i.e., the holiday party).
- b. Board members are to stand in and fill the position of any board member unable to attend meetings and club functions.