

EXHIBIT “A” to the By-Laws of The Celebrators

Executive Committee Role Descriptions Reviewed, Revised and Approved by the Celebrators’ Board of Directors/Executive Committee April 2, 2025

Board of Directors / Executive Committee

President:

- Has ultimate responsibility for all aspects of Club operations (financial and otherwise) to ensure the Board acts conscientiously and in the best interest of the Club members.
- Creates meeting agendas with the input from other members of the Executive Committee.
- Leads the Regular Membership Meeting and Executive Committee Meetings.
- Liaison between the Celebrators and Town Hall – submits annual request for space, signs facility usage contract and works with staff to ensure space is adequate and special requests are taken care of prior to the meeting.
- Maintains one of the two keys to the Club’s Post Office Box and helps insure mail is retrieved in a timely basis.
- Maintains possession of one of the Club’s Credit Cards.
- Asks for volunteers when needed - for instance; community events, Club projects, etc.).
- Backup signer for Treasurer on bank account and any other regular duties if/when necessary.
- Backup for Vice President for speaker scheduling.

Vice President:

- The VP assumes the responsibilities of the President in their absence.
- Attends all Executive Committee and Regular Member meetings.
- Schedules speakers for Regular Members meetings and acts as their primary contact with the club.
- Provides information on speakers (topic, bio, etc.) to the Communications Director for inclusion in the Weekly Update.
- Contacts Town Hall prior to the Regular Meeting with any special requests from speaker (ie. Screen, projectors, etc.).
- Maintains possession of the two (2) USB cables to be used by our speakers, if necessary.

Treasurer:

- Attends all Executive Committee and Regular Member meetings.
- Responsible for collecting, recording and providing receipts for all monies received from the membership for dues, special events, etc. with the assistance of the Membership Chair as needed.
- Maintains possession of one of the Club’s Credit Cards and monitors account activity during the statement cycle.
- Maintains one of the two keys to the Club’s Post Office Box and retrieves mail in a timely basis.

Treasurer – continued...

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- Writes checks to pay for expenses.
- Balances account(s).
- Reports on financial status to the Executive Committee at their monthly meeting.
- Reports on the Club's financial status at the monthly members' meeting quarterly each February (previous year-end), May, August, November.
- Ensures that the Club's annual IRS tax report is filed accurately and on time.
- Makes deposits.
- Helps collect all monies from membership.
- Assists membership director as needed.

Membership Chair:

- Maintains a current list and count of membership and emails a copy to the President and Treasurer on a regular basis.
- Emails the names and email address of new members to the President, Events Chair and the Communications Chair as they are received.
- Assists Treasurer in accepting money and providing receipts for dues, special events, etc. at the monthly General Meetings and provides back up for the Treasurer's other duties (see above) as needed.
- Prints and distributes name tags for new members or replacements if requested.
- Backup signer for Treasurer on bank account.

Secretary:

- Attends all Executive Committee and Regular Member meetings.
- Takes notes during both meetings.
- Forwards minutes to the Executive Committee for review prior to the next Executive Committee meeting.
- Forwards approved minutes to the Celebrator's email once approved and finalized after any corrections.

At-Large Directors:

- These individuals are appointed by the Board of Directors and could be former Board Members, liaisons to other organizations or those with specific expertise that may be useful in the Board's decision-making process.

Event Committee Director(s):

- Oversees and coordinates all planned activities.
- Actively identifies opportunities for member engagement and provides information on timing, cost, transportation, etc. to the Executive Committee for consideration.
- May create Sub-Committee(s) to help with larger events.
- Provides details on all events to the Communications Director to include in the Weekly Update.

Social Secretary - NEW

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- Monitors and responds to all incoming emails by forwarding same to the appropriate Executive Committee Member (President, Membership Chair, Treasurer, etc.) to facilitate a quick response.
- Transfers any email attachments of Club Official permanent Records (ie. Meeting Minutes, revisions in By-Laws, etc.) to the “Google Drive”.
- Creates sign-up sheets for all events, brings same to the Regular Members Meeting to display on the information table and updates (ie. cancellations, last minute reservations, payment if required, etc.) sheets during registration period.
- Finalizes participation list immediately prior to event which will serve as a checklist for the event and transfers final record to the “google drive” as a permanent history.
- Works with Treasurer to accurately track payments for events.
- Notifies Treasurer immediately providing details for any refunds to insure a timely return of funds to the member.

Community Outreach - NEW

- Develops relationships with other entities in town that may have events open to the public with the purpose of making sure the Celebrators are aware of these social events. Organizations may include, but are not limited to: Boy Scouts, Rotary Club, Thriving In Place, The Celebration Foundation, High School Theater/Music Departments.
- Actively looks for events near Celebration that may be of interest to our members and reports same to Events (Director(s) for further discussion..

Out and About Committee

- Plans monthly regular monthly “meet-ups” at various restaurants for breakfast, lunch, dinner, etc.
- Confirms dates, times, reservations, etc. taking into consideration parking, accessibility, privacy and any other conditions that might restrict attendance or a pleasurable experience for our members.
- Communicates specific of the outing to the Event Director(s).
- Verifies attendance at these functions and reports back to Social Secretary.

Communications Director(s):

- Works with other members of the Executive Committee to ensure information is communicated to our members in a timely manner, primarily through emails utilizing Constant Contact as well as other forms of communication.
- Works with Membership to ensure that the club’s member and Constant Contact lists are correct and current.
- Sends out Weekly Update each Sunday via Constant Contact with announcements and/or information on The Celebrators regular monthly get-togethers and special events as well as any other events in town that may be of interest to our membership.
- Posts pictures and/or comments of the Club’s activities (generally after the event) on FaceBook and Instagram and shares same with Webmaster to include on our Website.

Publicity Chair(s):

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- Writes and submits monthly article for the Celebration News.
- Creates signage for the information table to draw attention to sign-up, sheets for outings and events, volunteer opportunities, etc.
- Notifies the Executive Committee of any ideas were found in the “Suggestion Box” at the monthly meeting.
- Creates or drafts any changes to the brochures, club communications, forms, etc. as needed and arranges for production as necessary.
- Sends out “Welcome Letter” to new members.
- Backup Weekly email sender for Communications Director(s).
- Backup to Social Secretary.

Webmaster:

- Works with the Executive Committee to make sure the general information on our Website is current and is updated as necessary.
- Notifies Executive Committee of any issues with the Website (ie. hacking, malfunction, etc.) and work with tech support to solve any problems.
- Posts descriptions/pictures of past events provided by the Communications or Events Director(s).