

Officers of KaCSFFS and Their Duties

There are four elected officers of KaCSFFS. These positions are Director, Secretary, Editor and Treasurer. These officers make up the Executive Board of KaCSFFS along with the Registered Agent, who is appointed by the Board.

Nominations are opened in November and December for the four positions. In order to run for an office, the individual wishing to run must nominate themselves. No other person may nominate anyone other than themselves for any position. The election takes place at the January meeting and only dues-paid members are eligible to vote.

The duties of those officers are listed below, to give those fans ~~foolish~~ brave enough to run for office an idea of what their responsibilities would be. This information is excerpted from the Board Member's Guidebooks, created by former Club Registered Agent Harold McEldery.

Director

DUTIES LISTED IN THE BY-LAWS, Article IV, Section 7a: "The Director shall preside at regular and special meetings of KaCSFFS, Inc. preside at meetings of the Executive Board, appoint a representative who shall act in their stead when they are unable to be present, appoint any pro tem officers as needed for the business for KaCSFFS, Inc. and perform such other duties as may be necessary."

DUTIES LISTED IN THE BOARD MEMBER'S GUIDEBOOK (items critical to the position are indicated with an asterisk (*)):

1. *Provide the monthly meeting agenda.
2. *Coordinate activities of the board of KaCSFFS.
 - A. Know the responsibilities of each board member and see that they are provided with the necessary assistance to carry out their duties.
 - B. *Ensure the Guidebook outlines are carried out in a timely manner.*
3. *Attend Hall of Fame (HoF) board meetings.
 - A. *Oversee KaCSFFS interest regarding HoF activities.
 - B. *Provide board reports as required on HoF issues.
4. Attend the monthly club meeting, being *visible and available* for business questions and clarification of issues throughout the evening.

5. *If you need help* completing the monthly requirements, notify the board for assistance.
6. *Make notes and updates to your Board Member's Guidebook* during the year, which will be updated by the Registered Agent during the annual archives update, or as required.
7. Be responsible for meeting site clean up and close at designated monthly meetings.
8. Assist your replacement for 2 months after leaving office.

Secretary

DUTIES LISTED IN THE BY-LAWS, Article IV, Section 7c: "The Secretary shall take minutes of the official business of the meetings of KaCSFFS, Inc. carry on the correspondence of KaCSFFS, Inc. as required, maintain records of the corporate business, certify any written ballots taken



by KaCSFFS, Inc. except those affecting them personally and perform such other duties as may be necessary."

DUTIES LISTED IN THE BOARD MEMBER'S GUIDEBOOK (items critical to the position are indicated with an asterisk (*)):

1. *Take the minutes at monthly meetings.
2. *Take the minutes at all board meetings.
3. *Provide those minutes to the editor for publication in the next issue of the newsletter.
4. Be familiar with the responsibilities of each board Member.
5. Attend the monthly club meeting, being *visible and available* for business questions and clarification of issues throughout the evening.

6. *If you need help* completing the monthly requirements, notify the board for assistance.
7. *Make notes and updates to your Board Member's Guidebook* during the year, which will be updated by the Registered Agent during the annual archives update, or as required.
8. Be responsible for meeting site clean up and close at designated monthly meetings.
9. Assist your replacement for 2 months after leaving office.

Editor

DUTIES LISTED IN THE BY-LAWS, Article IV, Section 7e: "The Editor shall solicit contributions to the newsletter by whatever means are necessary and



appropriate, publish and distribute at least 10 issues of the newsletter each year, and perform such other duties as may be necessary."

NEWSLETTER DUTIES LISTED IN THE BOARD MEMBER'S GUIDEBOOK (items critical to the position are printed indicated with an asterisk (*)):

1. *Collect material for newsletter. This includes:
 - A. Minutes from previous meeting (provided by the Secretary).
 - B. Minutes from Board meetings (provided by the Secretary after each meeting).
 - C. Boiler plate (masthead info; printed each issue).
 - D. Periodic financial reports (provided by the Treasurer).
 - E. Travel directions for meeting site (provided by site host).
 - F. Deadline for acceptance of newsletter material.
2. *Print/copy the newsletter.

3. *Bring materials to monthly board meeting to mail out newsletter (address labels, stamps, newsletter).
4. *Mail newsletter (with assistance of board):
 - A. *At least 14 days in advance of meeting.
 - B. One per household (additional copies to be available at meeting).
 - C. A minimum of 10 issue/mailings per year.

OTHER DUTIES LISTED IN THE BOARD MEMBER'S GUIDEBOOK:

5. Provide reference issues of the newsletter for the membership at monthly meetings.
6. *Publish current mailing list (annually) and subsequent updates (provided by the treasurer).
7. Project annual budget for stamps, labels, paper and printing.
8. Attend board meetings.
9. Be familiar with the responsibilities of each board member.
10. Attend the monthly club meeting, being *visible and available* for business questions and clarification of issues throughout the evening.
11. *If you need help* completing the monthly requirements, notify the board for assistance.
12. *Make notes and updates to your Board Member's Guidebook* during the year, which will be updated by the Registered Agent during the annual archives update, or as required.
13. Be responsible for meeting site clean up and close at designated monthly meetings.
14. Assist your replacement for 2 months after leaving office.

Treasurer

DUTIES LISTED IN THE BY-LAWS, Article IV, Section 7d: "The Treasurer shall maintain the financial records of KaCSFFS, Inc., collect dues and notify members who are in arrears, keep the membership rolls, make a financial report at the Annual Meeting, submit a yearly financial report in writing to the Executive Board and perform such other duties as may be necessary."

DUTIES LISTED IN THE BOARD MEMBER'S GUIDEBOOK (items critical to the position are indicated with an asterisk (*)):

1. *Pay all bills.
2. *Maintain all receipts.