

MNRPCV Board and Committee Position Summary

August 26, 2013

President – The President is the Chief Executive Officer, supervises the business and affairs, and performs all duties incident to the office of President. This position is usually filled by a board member who has been on the board for one year or more. The President:

- Presides at all meetings of the Board of Directors and any General Membership Meeting,
- Serves as the official representative of MNRPCV to other organizations,
- Serves as an *ex-officio* member of all committees,
- Presents annual report to the MNRPCV Membership and to NPCA,
- Serves as Chair of the Grant Review Advisory Committee and appoints Committee members.

Vice President – *The Vice President carries out tasks as requested by the Board and/or the President and in the absence of the President performs all the duties of the President.*

Secretary – The Secretary:

- Keeps the minutes of Board of Directors and General Membership Meetings,
- Accepts nominations and prepares list of Board of Directors candidates for the Annual Meeting,

Treasurer – *The Treasurer:*

- Has charge and custody of all funds and securities,*
- Receives and gives receipts for moneys due and payable to MNRPCV,*
- Signs all checks, and in general performs all duties incident to the office of the Treasurer.

(NEW: Manages PayPal Account)

Communications Coordinator (or Co-Chairs) – coordinate all communications of the organization including printed and electronic (web/email) communications.

Newsletter Editor – Plan, coordinate and review all material for the MNRPCV NEWS.

Layout and Production – Prepare the newsletter for printing and arrange for printing and mailing.

Email and Listservs – Maintain and moderate MNRPCV Listservs and manage email lists.

Facebook Group and Page (Admins) – Post upcoming events and other announcements

Yahoo Calendar – Keep up-to-date with upcoming events and other announcements

Webmaster – Manages technical aspects of the MNRPCV website (can be non-board)

Website (Admins) – Update and develop the MNRPCV website.

Calendar Sales Coordinator – orders calendars as needed, tracks supply throughout the sale.

Connections Coordinator – Supports newly returned RPCVs as they integrate into the community.

Community Service Chair – Finds opportunities and encourages Members to participate in service projects in keeping with the Purpose and Mission of MNRPCV.

Fund Raising Chair – Initiates fundraising efforts, coordinates product sales and maintains records.

Fundraiser Dinner Coordinator – Plans/ organizes 3 or 4 ethnic dinners to raise funds for MNRPCV.

Membership Chair – Offers RPCVs in the area the opportunity to become involved in MNRPCV, maintains records of all Registered Members of MNRPCV including those who also belong to NPCA

Social Chair – Plans and coordinates social events throughout the year.

Member at Large – Undertakes special assignments or projects as needed.

Any of the above committee responsibilities may be shared by co-chairs. All positions are for a term of one year beginning at the first Board Meeting in September.