

Board Job Descriptions



President

The President is principal officer of GCCRPCV and serves as chairman of the Board of Directors. He/She presides at meetings of the Board, and serves as an ex-officio member of all committees. The President, with the approval of the Board of Directors, shall create and appoint chairpersons of committees. The President is responsible for the execution of the policies and programs of the Board, and for the administration of the affairs of GCCRPCV.

Vice President

The Vice President shall perform such duties as may be assigned from time to time by the Board of Directors, or the President. In the event that illness or other disability prohibits the President from performance, the Vice President shall have the power to perform the duties that are ordinarily the responsibility of the President.

Secretary

The Secretary is responsible for ensuring that accurate minutes of meetings are taken, approved, and distributed. Is sufficiently familiar with legal documents such as by-laws and makes sure they are available at all meetings; acts as parliamentarian making sure Roberts Rules of Order are followed during meetings. Fulfills any other requirements of an Officer, and performs other duties as the need arises and/or as defined in the bylaws.

Treasurer

The GCCRPCV Treasurer is primarily responsible for tracking revenue and expenditures for the group. The Treasurer tracks calendar purchases to determine the total amount that can be donated to projects in the Peace Corps Partnership Program and manages the bank and Paypal accounts for the GCCRPCV. The Treasurer prepares an annual report to the NPCA on total expenditures and ensures the proper IRS filing is completed to maintain the group's nonprofit status.

Fundraiser Chair

Currently, the Fundraising Chair coordinates the yearly Peace Corps Partnership Fundraiser Dinner which includes asking for participation of members to provide dishes from their country of service and monitoring the numbers of individuals who will attend the dinner. The Chair researches the Peace Corps web site for the Partnership proposals submitted by Texas volunteers. Members vote on the proposal(s) to fund with the money raised. The person filling this position potentially has flexibility to identify other areas in which money could be raised to fund the Peace Corps Partnership program.

Webmaster

Is responsible for updating the website. The person must have some knowledge of website design or web editing software. Must have access to web editing software that allows for uploads (ftp). Being able to convert documents to pdf format is also helpful.

Membership/ Data Base

A good working knowledge of Access or Excel data base is helpful. This person keeps the membership list updated and can provide mailing labels for mail outs and email addresses for email news blasts.

Special Events Planning events and helping with publicity are the main duties of this person.

Archivist The Archivist acts as the historian for the organization.

Many thanks are in order for the Board members leaving us in January. Nancy has been an expert Secretary.

This year we also said goodbye to Mike who moved to Dallas and to Joe .

We will miss you!

The above 9 positions are voting members of the Board of Directors per our By Laws. Our Board can have up to 9 positions (see: <http://www.peacecorphouston.com/bylaws.pdf>) The general membership votes on the Board and then the Board fills the above positions from the elected people. At the Annual Meeting in January 2012, 3 positions on the Board will be open.