

KOSMOS SOCIAL GROUP (KSG) POSITION DESCRIPTIONS
AUGUST, 2014 (Rev. 7/11/2014smr)

ELECTED LEADERS

LEADER:

- Conduct Monthly Board Meetings.
- Promote and advertise the KSG.
- Officiate at weekly dinner meetings.
- Participates in and supports club activities
- Assists and provides support to group leaders.
- Insures proper modified parliamentary procedures are followed during monthly board meetings and at other meetings where applicable.

ASSISTANT LEADER(S)

- Provide assistance to the leaders as required or requested.
- Substitute for the leader when necessary or as requested.
- Promote and advertise the KSG.

SECRETARY:

- Take minutes at the monthly Leaders Board meeting.
- Distribute minutes to all board meeting attendees prior to the next scheduled board meeting.
- Maintain meeting minutes and other club documents on file for future reference and history.

TREASURER:

- Receive all fees and monies of the KSG.
- Disburse monies upon presentation of approved receipts.
- Maintain a record of all income and disbursements
- Provide a financial report at monthly Board Meetings with copies to all board members.
- Accept/manage separately, any monies collected for Kosmos approved trips that require advance payments and/or deposits
- Prepare an annual budget based on past year expenses and projections with assistance of the leaders.
- Receive enrollment fees and forward membership forms to the Membership Leader.

NEWLETTER EDITOR/PUBLISHER LEADER:

- Position requires computer skills.
- Prepare and publish the monthly newsletter and calendar based on information provided by the Activities Leader, Membership leader and other Leaders.
- *Emails newsletter and calendar to Proof-reader to finalize for distribution.
- Maintain history files of calendars and newsletters.

MEMBERSHIP LEADER(S):

- Position requires computer skills.
- Maintain the Excel membership spreadsheet of KSG members.
- Assure that an accurate membership roster is provided to members periodically.
- Provide current member information as needed for mailing and emailing of the newsletter, for nametags, sunshine and calling.
- Promote KSG, greet and provide prospective members with member enrollment forms.
- Collect enrollment forms and provide the fees collected to the Treasurer.
- Maintain History files of all Excel files for previous years as well as 'deceased' member file.

ACTIVITIES LEADER:

- **Lead a committee to plan and coordinate KSG social events including monthly game events, monthly coffees and special events.
- Provide guidance and assistance as needed to the Trip Coordinator and to event organizers.
- Ensure that all necessary information is provided to the membership through inclusion in the monthly newsletter/calendar.
- Follow the guidelines outlined in the KGS trip/event policy.

VOLUNTEER / APPOINTED COORDINATORS

TRIP COORDINATOR:

Research and organize trips and travel, local or out of area trips, for KSG members.
Seek Trip Organizers if necessary for KSG requested trips and oversee in cooperation with the KSG Activities leader(s).
Promote approved trips through the "Kosmos Konnector" newsletter and at the weekly social gatherings.
Follow the guidelines outlined in the KGS trip/event policy.

PARTY SUPPLIES COORDINATOR:

Maintain and store adequate party supplies for all KSG events.
Provide party supplies as needed for each function and store remaining supplies at end of function.

SUNSHINE COORDINATOR:

Responsible for sending good-will cards/wishes to members as requested.

WEBMASTER/PHOTOGRAPHER/HISTORIAN COORDINATOR:

Position requires Web site and computer skills.
Will maintain a website with a pictorial record of KSG activities and post other KSG material as requested by Leaders.
Help with albums or slide shows for special events.
Arrange for a photographer at each KSG event.
Keep website up to date with KSG forms and policies adopted by the Board

NAME TAG COORDINATOR:

Will provide name tags to each member to be worn at KSG events.
Assist the Membership Leader to check in members at KSG main events. Provide temporary name tags when necessary and assist in identifying "Guests" to collect fees at events where a "Guest" fee is applicable.

CALLING COORDINATOR:

Enlist assistants for a calling tree
Notify members without internet when changes occur too late for newsletter inclusion such as special events.
Periodically call members who have been absent from Kosmos events.

***NEWSLETTER PROOF READER/E-MAIL DISTRIBUTOR:**

Proof the newsletter, e-mail to all members with e-mail addresses.

***PRINTED NEWSLETTER DISTRIBUTOR:**

Copy, fold, stamp, seal and mail newsletters monthly to non-internet members and others as requested.

***E-MAIL REMINDERS:**

Send weekly reminders to all internet members including last minute changes or updates

****RESERVATIONS:**

Make reservations at locations each month for dinners and TGIFs.