

NEWCOMERS CLUB OF HONOLULU - JOB DESCRIPTION SUMMARY

Updated by L. Wills; Approved 5/6/26.

Our club continues to thrive with the volunteer assistance of members who are willing to serve as board officers and committee chairs. We welcome your active participation. Please tell us where you might be willing to serve. Mail form to Newcomers Club of Honolulu, P. O. Box 25613, Honolulu, HI 96825 or email us at NewcomersClubOfHonolulu@yahoo.com. Mahalo!

ELECTED OFFICERS

PRESIDENT: Guides the club and presides over all gatherings.

1st VICE PRESIDENT ACTIVITIES/LUNCHES: Subs for President; reviews requests for new activities; arranges monthly lunch bunches; works with Hospitality VP to identify and recognize members and guests attending lunches.

2nd VICE PRESIDENT MEMBERSHIP/HOSPITALITY: Reviews applications for new membership and renewals; checks club's email; works with chairs to provide hospitality support for club activities.

SECRETARY: Records and distributes meeting minutes to Board members; confirms quorum satisfaction and voting eligibility at meetings; sends greeting cards to members as needed.

TREASURER: Manages the club's income and expenses; submits a monthly report to the Board; checks club PO box; works with budget and audit committees.

NON-ELECTED

ADVISOR/PARLIAMENTARIAN: Past President serves as Advisor and Parliamentarian with approval of Board.

AUDIT COMMITTEE: Past President and past Treasurer work with the President and Treasurer to conduct the annual audit.

BUDGET COMMITTEE: Past President works with Treasurer to draft the annual budget for Board approval.

NOMINATING COMMITTEE: Past Parliamentarian serves as Chair to fill Board and chair positions.

COMMITTEE CHAIRS (Board Appointed)

ALOHA COFFEES: Arranges locations and refreshments monthly.

PA'INA GATHERINGS: Arranges monthly potlucks and locations; coordinates supplies and hostess gifts for location hosts.

PROGRAMS/SPEAKERS: Arranges programs and speakers for various activities, i.e. Aloha Coffees, Pa'ina Gatherings. Obtains Board approval in advance and works with the appropriate chair to plan talks.

NEWSLETTER: Collects committee information and prepares and distributes monthly newsletters.

PUBLICITY: Increases awareness of club to attract new members.

TOURS: Arranges monthly tours to local attractions.

ROSTER/MEMBER DATA: Maintains membership list; prepares and distributes the annual Directory and six-month update.

WEBMASTER: Maintains and updates club website.

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