

## BNG Board Duties

Position	Person	Responsibilities and Duties
President		<ul style="list-style-type: none"> <li>&gt; Conduct bi-weekly meetings</li> <li>&gt; Chair Executive meetings every 5<sup>th</sup> regular meeting</li> <li>&gt; Provide overall BNG direction to Board and teams</li> <li>&gt; Conducts annual election/business meeting in November</li> <li>&gt; Recognizes and welcomes new members at meetings</li> <li>&gt; Develops and monitors budget for the year with Treasurer</li> <li>&gt; Informs prospective members of their acceptance or denial of membership</li> <li>&gt; Informs membership of member terminations</li> </ul>
Vice President		<ul style="list-style-type: none"> <li>&gt; Assumes President's duties when President is absent</li> <li>&gt; Plans and conducts the Summer Barbeque in July (with Membership people)</li> <li>&gt; Maintains leads / business records of the group and presents periodically</li> <li>&gt; Prepares to assume President's duties the following year</li> </ul>
Treasurer		<ul style="list-style-type: none"> <li>&gt; Maintains bank account and financial statements for BNG</li> <li>&gt; Prepare yearly member invoices</li> <li>&gt; Collects member dues and other funds due to BNG</li> <li>&gt; Prepares / presents financial status reports at Board meetings</li> <li>&gt; Conducts 50/50 Draw at all regular meetings</li> <li>&gt; Prepares cheques for Accounts Payable when due</li> </ul>
Secretary		<ul style="list-style-type: none"> <li>&gt; Develops and maintains a record book of all Board Meetings</li> <li>&gt; Corresponds with members that have violated membership rules or have cancelled membership</li> <li>&gt; Maintains an up-to-date membership directory</li> <li>&gt; Prepares / maintains new member packages</li> </ul>
Membership Maintenance		<ul style="list-style-type: none"> <li>&gt; Maintains membership lists, attendance sheets &amp; application forms</li> <li>&gt; Reports to Board on status of members (Attendance Report)</li> <li>&gt; Notifies members of prospective member applications by email</li> </ul>
Membership Meetings		<ul style="list-style-type: none"> <li>&gt; Schedules member speakers &amp; greeters for bi-weekly meetings</li> <li>&gt; Prepares / maintains / membership badges &amp; name tags for guests (Don Jess prints membership badges)</li> <li>&gt; Ensures Greeter sets out / picks up / membership badges</li> <li>&gt; Maintains membership board (cards on face)</li> </ul>
Membership Website		<ul style="list-style-type: none"> <li>&gt; Maintains / enhances BNG website</li> <li>&gt; Maintains membership descriptions on website</li> </ul>
Membership Guest Speakers		<ul style="list-style-type: none"> <li>&gt; Recruits / schedules 4 – 6 outside guest speakers per year</li> </ul>
Past President		<ul style="list-style-type: none"> <li>&gt; Assists President and Board as required</li> </ul>
ALL		<ul style="list-style-type: none"> <li>&gt; Maintains BNG By Laws and propose changes as necessary</li> </ul>