

JOB DESCRIPTIONS AND RESPONSIBILITIES OF THE DBCC INC BOARD OF DIRECTORS

OFFICERS

PRESIDENT AND CHIEF EXECUTIVE OFFICER (CEO)

- **Manages and oversees all internal and external Club operations**
- **Maintains regular contact with the Vice President of Operations regarding Club and Corporate business.**
- **Provides direction and leadership to all Board members in matters of policies, procedures, and operations.**
- **Approves all incoming and outgoing communications and correspondence**
- **Establishes short and long range Club and Corporation objectives and goals**
- **Provides mentorship and assistance to Board members as required**
- **Presides as Chairperson at all Board meetings**
- **Has primary responsibility for the financial health of the Corporation.**
- **Delegates other duties and responsibilities as required**
- **Performs other tasks as required**

VICE PRESIDENT OF OPERATIONS

- **Serves as Acting President and CEO when the President and CEO is unable to attend meetings or conferences for health or personal reasons**
- **Has a working knowledge of Club and Corporate policies, procedures, and operations.**
- **Presides as Chairperson at Board meetings when the President is absent**
- **Provides assistance to Board members as required**
- **Delegates other duties and responsibilities as required**
- **Performs other duties as assigned by the President and CEO**

RECORDING SECRETARY

- **Maintains official records of Board meeting minutes**
- **Distributes copies of Board meeting minutes to all Board members**
- **Maintains an updated roster of information on Board members**
- **Handles and keeps records of all Club correspondence**
- **Performs other duties as assigned.**

CHIEF FINANCIAL OFFICER (CFO)

- **Manages Club and Corporation accounts**
- **Assists the President and CEO with all financial matters**
- **Handles Corporate correspondence and required State and IRS filings**
- **Prepares and submits the Club's annual fiscal year budget report**

DIRECTORS

DIRECTOR OF MEMBERSHIP SERVICES

- Prepares weekly attendance sheets
- Compiles and updates the active member information roster
- Computes and enters daily total class income on Meeting Summary Sheet
- Completes and distributes Membership Information Forms to new and renewal members
- Notifies members by email or telephone when their dues must be renewed
- Notifies the President and Vice President of Operations of all dues delinquencies
- Completes daily Club attendance forms and verifies their accuracy
- Computes the total of all cash and checks received from class meetings
- Performs other duties as assigned

DIRECTOR OF PROGRAMS AND ACTIVITIES

- Plans the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
- Develops a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Performs research and surveys to develop topics and subjects for classes and presentations.
- Contacts, schedules, and makes arrangements with local and national guest speakers for live and long distance Webinar presentations
- Plans and coordinates special Club events such as holiday parties
- Maintains contact with the President and CEO , the Vice President of Operations, and the Director of Public Relations concerning class and event scheduling matters
- Shares results and makes recommendations to the Board of Directors and other volunteer leaders.
- Performs other duties as assigned

DIRECTOR OF PUBLIC RELATIONS

- Develops and executes strategies that are intended to create and uphold a positive public image for the Deerfield Beach Computer Club
- Conducts research to determine the feasibility and need for new products and technologies
- Shares results and makes recommendations to the Board of Directors and other volunteer leaders.
- Submits monthly blurbs and articles about the Club to the CVE Reporter
- Prepares press releases and flyers as required
- Utilizes computer skills to keep the public informed through the Club site and Facebook page.
- Performs other duties as assigned