

NW Machine Knitters Officer Duties

September 2024

PRESIDENT

1. preside over in-person and zoom meetings
2. send monthly emails of upcoming meetings
 - o date/time/location
 - o zoom link
 - o agenda
3. monitor NWMachineKnitters email account and respond as needed
4. be signer on bank account

VICE PRESIDENT

1. arrange for and deal with outside speakers
 - poll membership for possible speakers/topics
 - be point of contact with speakers
 - prepare and maintain speaker contracts
 - lead setup and cleanup for speaker day
2. assume President's duties when needed

TREASURER

1. be signer on bank account
2. monitor PayPal or other online account for membership dues payments
3. move PayPal or other online account funds to bank account
4. provide membership payment data to Membership Maven (name, address, etc.)
5. maintain running total of cash and liabilities, balance checking account
6. write checks/make online payments to speakers and others as requested

SECRETARY

1. take official notes as required by 501(c) regulations (N/A as of 2024)

MEMBERSHIP MAVEN

1. maintain membership list
 - o current paid membership
 - o prior membership
 - o email and other member information
2. during meetings, help assure attendees are paid members
 - monitor in person attendance
 - monitor Zoom waiting room and admit members

SOCIAL MEDIA CHAIR

1. add information and photos to FaceBook, Instagram and other accounts
2. respond to queries as appropriate

WEBPERSON

1. maintain and update the NWMachineKnitters.com site
2. monitor domain name and hosting renewals and request payment as needed