

# **MacWest**

## **OFFICER/COORDINATOR DUTIES RESPONSIBILITIES & PROCEDURES**

Last Updated March 5th, 2020

These MW Operating procedures supersede any and all prior MW operating procedures.

## Section 1

# Officers Duties, Responsibilities & Procedures

## CHAIRPERSON

The chairperson is the chief executive officer, and:

- shall officiate meetings of the Board and General membership which take place each month between September and the following May.
- shall officiate the opening remarks for regular meetings, welcoming new members, and encouraging members to actively participate in the club. Prepare and present any pertinent happenings to the club membership in a timely manner.
- shall, with the aid of the board, appoint all committee coordinators.
- change dates of any General Membership meeting and Board meeting by posting notification 14 days in advance on the MacsWest bulletin board.
- can call for a special General Membership meeting following a prior written notice of 14 days.
- makes sure the Computers West By-laws are followed to the best of her/his ability.
- represents the MacWest club at all CW meetings; and is a voting member of the CW board.
- can delegate any of the above duties to other MacsWest members in his or her absence.
- shall promote harmony, new ideas & programs for MacsWest

## VICE CHAIRPERSON

The Vice-Chairperson shall:

- assume the duties of the Chairperson in his/her absence.
- prepare agendas and other materials necessary for monthly Program Committee meetings wherein members determine specific schedules for upcoming presentations associated with our weekly meetings.
- work with the EducationCommittee coordinator in helping promote classes at regular membership meetings.
- assist the Calendar & Newsletter Coordinator in maintaining the calendar on MacsWest website.
- promote harmony, new ideas & programs for MacsWest

## SECRETARY

The Secretary shall:

- record and prepare the minutes of both the Board and General Membership meetings and distribute them to Board Members for review and correction.

- maintain a printed copy of all approved minutes and Treasurer reports in a secretarial binder for a minimum of three years. Also maintain all pertinent club records including a printed copy of the list of members each year

## **TREASURER**

The Treasurer shall:

- process requests for payment of expenses incurred by members for the operation of his or her committee. Approves and forwards request to CW Treasurer.
- processes checks received from members for class fees, social events etc.. Deposit checks in bank designated by Computers West.
- Maintain and disperse Petty Cash covering valid minor expenses incurred for the good of MacWest. Receipt are required for disbursements.
- accept cash from members for MacWest raffles being conducted for the benefit of the club. Also may accept cash donations if less than \$15.00.
- deposit all cash in Computers West bank account. No cash will be accepted for any other club activity without prior approval of the MacWest Chairperson.
- Maintain an Income and Expense journal to reconcile MacWest accounts with the Computers West Financial Records.
- Report the financial conditions of MacWest at the MacWest Board meetings and the General Membership meetings.

## Section 2

# Financial Duties, Responsibilities & Procedures

### FINANCIAL PROCEDURES

#### Income:

All money received must be duly recorded and deposited in the CW bank account by the MacsWest Treasurer.

- **Payment by Check:** Money received for social events, class fees, sale of equipment, etc.. must be **paid by check with the check made out to COMPUTERS WEST.**
- **Raffles:** The only authorized cash receipts are money collected from members for raffles. Because of the small amount of money paid for a ticket to a raffle, it would be impracticable to require the purchaser to write a check for the raffle ticket. Purchase of raffle tickets will be the only exception to the “checks only” policy.
  - **The person conducting the raffle must place all currency in an envelope and hand the cash to the treasurer.** No currency is to be deposited in the Treasurer’s file in the file cabinet in Room A
  - The Treasurer shall fill out a bank deposit slip and two ‘MacsWest Deposit sheets, noting which sub-account, such as ‘50/50 Raffle’ it pertains to. The Treasurer shall take the cash and deposit slip to the bank. Two bank deposit receipts shall be obtained from the bank. One shall be attached to each MacsWest Deposit sheets. One is forwarded to the CW Treasurer and one is retained by the MacsWest Treasurer. The MacsWest Treasurer shall record the transaction on the ‘Running Balance’, ‘Account Spreadsheet’ and ‘Income & Expense’ sheets.
- **Deposit Procedure:** All checks obtained from an event or class shall be given to the MacsWest Treasurer with appropriate paper work containing information as to who attended and how much was paid. Each check shall be stamped with “For Deposit Only - Computers West”. Two copies of every check must be made. One copy of the attendance sheet must be made. One bank deposit slip shall be filled out. The Treasurer shall take the checks and bank deposit slip to the bank. Two bank deposit receipts shall be obtained from the bank. A copy of the deposit receipt, one copy of all the checks and the original of the attendance sheet is forwarded to the CW Treasurer. The other copies are retained by the MacsWest Treasurer.
- **Recording Transactions:** The MacsWest Treasurer shall record the transaction on the ‘Running Balance’, ‘Account Spreadsheet, and “Income and Expense’ sheet.

## Expenses:

- **Major Social Events:** Expenses including subsidies, must be approved by the Board and approved at an official General Membership meeting. (Major social events are currently defined as the Winter party (Holiday party); Spring party, and the Fall party.
- **Minor Social Events:** Expenses may be directly subsidized by MacWest Board approval. ( Minor social events are currently the ice cream social and refreshments before our General Membership meetings)
- **Capital Expenses: Before purchase, all such items shall be discussed during a MacWest Board Meeting.** The reason for prospective purchases and the justifications regarding specific choices shall be presented to the Board and following discussion, voted upon. The only exception to this procedure will be for petty cash items having value less than \$50. and agreed to by either the MacWest Chairman or Infrastructure Coordinator.  
In addition, **expenses greater than \$ 1,000.00 must also be discussed and approved by the general membership at a General Membership Meeting** with a minimum of 20 MacWest members present.
- **Treasurers Expenses:** Any expense incurred by the MW Treasurer must be approved by the MW Chairperson before a request for disbursement is forwarded to the CW treasurer.

## Disbursements and Reimbursements

- **Petty Cash:** Reimbursement for individual petty cash disbursements shall be accompanied by appropriate receipt without filing the formal CW Expense Request procedure described below. Individual petty cash reimbursement shall not exceed \$50.00.
- **Checks:** All money will be disbursed by the CW Treasurer using checks written from the CW bank account; and duly recorded in an appropriate bank register program.
- **Requests:** Requests for disbursement of money will be submitted to the MacWest Treasurer using the 'CW Expense Request' sheet available from the Treasurer. **Request for disbursements must be submitted in writing with a supporting receipt or invoice attached.** The appropriate account code must be indicated. The form must show complete name, address and phone number. Telephone request will not be accepted.
- **Approvals:** The MacWest Treasurer shall approve the expenditure **requests in compliance with the above procedures** and forward them to the CW treasurer for payment. The MacWest Treasurer is strictly prohibited from purchasing goods or property.
  - Completed Expense Request Forms **shall reflect approval by the indicated user and signed by the MacWest treasurer.** The treasurer shall make a copy of the receipt or invoice and the request form. The

original shall be attached to the Expense Request form and forwarded to the CW Treasurer. The copy of the receipt or invoice and request form shall be retained by the MacsWest Treasurer and recorded on the 'Running Balance', 'Account Spreadsheet' and 'Income and Expense' sheets.

- Expense forms **will show purpose of the purchase** and a copy of the invoice or paid receipt. When this includes a copy of a credit card purchase, the individual credit card number should be deleted.
- **A copy of disbursement requests, for items classified as Major Equipment (exceeding \$300.) will be recorded in the capital inventory record.**

## MEMBERSHIP DUES

Any changes to membership **dues must be approved by the members at an official General Membership Meeting.**

## SOCIAL EVENT FEES

The amount charged members for social events will be approved by the board at an official Board Meeting. An estimate of the amount to be subsidized for the social event will include all incidental expense associated with the event. No event nor part of an event will be subsidized by the membership unless approved by the membership at a General Membership Meeting.

## CAPITAL EQUIPMENT

### Maintenance

MacWest shall provide skills and money to defray the cost of maintaining its equipment.

### Replacement

The recommended replacement of all currently inventoried MW Capital Equipment will be the responsibility of the MacsWest Board, guided by the Infrastructure Coordinator.

### Inventory of Capital Equipment

1. The CW Bylaws require an **annual inventory of all capital equipment** with a purchase price of \$300.00 or more must be inventoried during the month of December each year. The MacsWest Infrastructure Coordinator will submit the inventory to the Chairperson for approval.
2. The Capital Equipment **inventory will be forwarded to the CW Treasurer by December 1st of each year** for inclusion in the official CW Capital Equipment Inventory.
3. CW Bylaws also require a simplified inventory report for items costing less than \$300.00 (Identification of such items).

## Section 3

# Standing Committees & Coordinators Responsibilities

### EDUCATION COMMITTEE

(Coordinated by Member of the MacWest Board)

- Conducts a survey of members to determine the needs of the group.
- Tallies responses to help decide what classes are needed and who will teach them. Each year's choice of classes may be different.
- Invites new people to join the committee.
- Arranges for scheduled classes to be posted on the MacWest website.
- Posts scheduled classes on MacWest bulletin boards.
- Keep the Calendar Coordinator and the Newsletter Coordinator abreast of class scheduling.

### MEMBERSHIP COMMITTEE

(Coordinated by Member of the MacWest Board)

- Keep MacWest membership list updated, maintaining badge numbers, names, addresses, phones, email, join date.
- Send a copy of new members and e-mail addresses each month to Education Committee Chairperson as well as the MacWest Chairperson."
- Email each new member a letter with information regarding the MacWest organization, its meetings and classes.
- Coordinate Membership list with CW Membership

### PROGRAM COMMITTEE

(Part of MacWest Vice Chairperson's responsibility)

A Committee made up of club members and lead by the Vice Chairperson to determine and provide the weekly content of our meeting's educational presentations. Subject matter can be most anything that relates to Apple products or their associated software. Presentation duration is generally between 40 and 50 minutes and can sometimes be a springboard to more in depth Classes. We encourage all members to provide ideas and to share their best tips and information.

### HOSPITALITY & SOCIAL EVENTS COMMITTEE

(Coordinated by Member of the MacWest Board)

The Hospitality & Social Committee is responsible for implementing yearly hospitality and social events for MacsWest. This includes suggesting possible event themes, locations and timings. The Social Coordinator is also responsible for presenting these suggestions to the MacsWest Board to obtain input and agreement as well as their approval for a budget for the event's costs.

The social coordinator is responsible for recruiting volunteers to help in the execution of their specific duties. The volunteers, reporting to and under the direction of the Social Coordinator will be responsible for carrying out specific tasks to make events a success. Working as a group will hopefully share the burden and groom successors to become future chairperson.

The Coordinator is responsible for the staffing and organization of the Hospitality event usually accompanying our monthly General Meetings.

- Plan & Coordinate with volunteers for cookies and pastries.
- Maintain a supply of paper plates, spoons, coffee, ice and other condiments as necessary.
- Keep a running account on what is spent and submit the bills to the Treasurer 2 or 3 times year.
- Assure Clean up following events

The amount of work to plan and execute an event is considerable with many details to be executed for success. We refer you to the significantly more thorough document located in Addendum 1 titled "Extended Social Coordinator Responsibilities and Duties"

## **SENIOR GENIUS BAR COMMITTEE**

An ad hoc group of members who have the knowledge, skills and desire to help other members solve their Apple product related questions and operational problems on a one-on-one basis.

This group has historically met on Wednesday mornings in Room C from 10 am till 11:30 am.

## **MONITOR COORDINATOR**

(Member of the MacsWest Board)

- Help with sign up — Show how to sign up on the website.
- Promote the continuing NEED for monitors and training sessions.
- Present and/or assist at monitor training sessions.
- Call subs to fill in empty spots when necessary
- Attend MW board meetings and CW board meetings
- Attend the CW general meeting for monitor sign up announcements.



## **INFRASTRUCTURE COORDINATOR**

(Member of the MacsWest Board)

- Provide operational maintenance for Apple hardware/software, projectors and other MacsWest equipment. This includes routine software updates.
- Recommend the purchase of new equipment and software as needed. Presents the cost and justification for purchase to the MacsWest Board for approval.
- Acts as a purchasing agent for the purchase of computers, software, and related equipment
- Maintains an inventory record of MacsWest equipment in all locations. Prepares an annual inventory of capital equipment; and forwards the inventory to the Computer West Treasurer each December 1.
- Discourages donations of used computers and related items from residents - except in specific/unusual cases.
- Recommends procedures and/or methods to keep Room C Classroom & Meeting room hardware clean and tidy.

## **WEBMASTER**

(Member of the MacsWest Board)

The webmaster shall maintain and update the MacsWest web site.

## **NEWSLETTER COORDINATOR**

(Member of the MacsWest Board)

MacsWest publishes a weekly electronic Newsletter describing current meetings and programs as well as links to other pertinent Apple News. The Coordinator shall:

- Compile and Edit “This Week @ MacsWest”
- Proofread content of Newsletter with Editor’s prerogative

## **CALENDAR COORDINATOR**

(Member of the MacsWest Board)

MacsWest maintains an event calendar announcing current and future meetings, programs, classes and other events. The coordinator shall:

- Add selected events to the MacsWest Calendar upon request
- Assure Accuracy of the electronic calendar
- Prepare display calendars on a monthly basis for the clubs bulletin boards

## **PUBLICITY COORDINATOR**

(Member of the MacsWest Board)

Publicity coordinator is responsible for the publicity for MacWest

- Submit articles for the Club Section in the monthly Rec Center News (Articles are due by noon of the first Friday of the previous "month).
- Keep Club Contact list in Rec Center News updated (When president changes)
- Maintain MacWest Bulletin Board
- Submit articles to internal newsletters.
- Attend monthly Board meetings & give reports when applicable.
- Submit articles to PORA e-newsletter when events include all residents in the community. ( For example: Special Speakers, Member recruitment, Special Program.)
- Attend Special Events with table display, brochures, information, and talk to visitors about club. (for example: the Newcomers meeting and Charter Club Expo).
- Cover any special events and submit articles to local papers.

## Addendum 1

# Extended Hospitality & Social Events Information

### Frequency of Events:

Recreation Board has no requirement as to how many events a club must have. Historically we have had a winter/holiday, spring, Independence Day Ice cream socia, and fall event.

### Theme Agenda and Door Prizes:

The Coordinator, with help from their team, should determine possible event themes, agendas, locations and timings. They should give due consideration to including door prizes, decorations, and centerpieces. Volunteers are also necessary to perform tasks during an event. Examples also include checking in participants, serving dishes and taking photographs. Selling raffle tickets to subsidize door prizes is an option to consider.

### Paying for an Event:

Most events involve meal planning and appetizers. At least 2 week before the party, meet with the Computers West Treasurer to submit invoices to pay for these expenses. Such invoices should include all extra charges such as tax, service fees, delivery, gratuities, etc.

### Entertainment:

Entertainment is optional, however a minimum of background music is usually appropriate. Sometimes live entertainment may be desired. Several business cards of past recommendations are in the social Coordinator's folder. A CR 8 or CR 8a as applicable (downloadable from <https://scwclubs.com/documents/>) must be submitted to the Rec center

for approval. If having “live” entertainment be sure to have a check to pay them that night (See procedure in “Event Planning” above).

## **Event Cost and Club Subsidization:**

Cost of an event is necessarily an early consideration. When an event is in its early planning stages the Social Coordinator should present possible events and their estimated total costs at a monthly MacWest Board meeting. At that meeting the Chairperson of the Board should gather opinions from the board members regarding theme preference and cost including funding to subsidize member’s cost. Funds must also consider amounts to be spent for door prizes and such. The board should vote on the minimal amount of subsidy, if any, and the individual member cost of attendance so that the Social Coordinator has no further funding questions.

**The Recreation Center provides the club with two indoor and one Beardsley Park venues for club events each year at no charge.** If additional venues are needed a fee established by the Recreation Center will be charged to the club.

## **Members/Guest Payment:**

Members cost will be paid via check to be collected before and after normal Tuesday and Friday meetings. Checks will also be accepted via mail. Checks will be sent to the MacWest Treasurer for reconciliation and then forwarded to the Computers West Treasurer. Names and entree choice (if one) should be tabulated and forwarded to the Hospitality and Social Committee member responsible for making name tags. The Hospitality & Social Committee Coordinator must also remain aware of sales progress and meal choices to be ordered to ensure proper communication with vendors. Receipts for all costs should be forwarded to the MacWest Treasurer for their records.

## **Rec Center Requirements and Event Publicity:**

- Fill out CR14 Forms\*\* (downloadable from <https://scwclubs.com/documents/>) including the desired primary and secondary event date to Chairperson of MacWest who will forward them to the President of Computers West no later than April 1st for the following year’s on site events.
- If possible, two weeks before the party confirm the event’s needs including the numbers of people expected with the Rec. Center and all vendors involved. If any changes need to be made, the person in charge of Tours and Scheduling should be contacted at 623 544 6032. The office is located at 19803 N. RH Johnson Blvd in Sun City West, and a business card is in the file folder. In the building where the event is to take place, you work with whomever is in charge of that Recreation Center Building.
- Articles must be provided to the publicity Coordinator for the club news in the Independent newspaper.
- A single page flyer\*\*\* shall be made and available at least 1 month before kickoff of the party. Copies of the flyer shall be put in the glass display cases and bulletin boards throughout Computers West. Have additional flyers available to show when signing up

participants for the party. An electronic copy should be sent to our Newsletter Coordinator for inclusion in the Sunday newsletter.

- Work with membership committee to get the names and email addresses of all new members to ensure sending invitations to them. Verify that all potential event participants are indeed members.

## **Paperwork and Preparations**

### **CR8 - CR 8a\***

Independent Contractor Agreement (8) or Independent Contractors Members' Agreement (8a) are necessary to provide a legally binding contract explaining the obligations and rights of said contractors as well as those of the Rec Centers of Sun City West (RCSCW). This applies to any/all outside service providers such as, but not limited to, catering companies or entertainers. Such forms must be completed and on file with RCSCW before and relevant event.

### **CR14\*\***

The information that is needed on the CR14 for the recreation center is which rooms you want, (historically Summit B at the Palm Ridge Recreation Center) or how many ramada's. Also the approximate number of participants, time and date, number of tables with chairs (include tables for registration with chairs, door prize table, tables for serving the food, beverages, and deserts), podium with microphone, and coffee urn for number of attendees. Often, we also ordered an ice cooler for ice for the drinks and ice to put the bottled water in.

### **Flyers\*\*\***

Flyers can be made by anyone willing. Historically, Wally's wife has been willing to help out. Obtain here email address and/or phone number from Wally. Flyers should include the name of the party, date, time, place, price, (both member and guest/s) as well as entertainment (if any), food and beverage, if applicable.

If space permits the flyer may include how and when to buy tickets (Tuesday and Friday meetings) as well as where to send check made out to Computers West (name on checks and if a choice of entree).

### **Name tags and Awards, if applicable:**

Name tags and tickets for the door prizes and a place card with the entree ordered (if needed) must be prepared. Also an Awards Committee presentation is part of the holiday/winter event.

### **Raffle tickets**

Officiate any raffles for products as well as 50/50 Raffle held at " General Membership meeting and social functions.

### **Entertainment:**

Some business cards that have been collected are in the Social Chair's folder. A possible external resource is Joyce Bowlby phone: 623 975 5321, email: joyce.bowlby@hotmail.com. She was the Social Coordinator for the photo club and is involved with some of the music clubs.

**Centerpieces and Party Decorations:**

To be determined by the Event Coordinator.

**Additional Items to Consider:**

Snacks or appetizers, beverages, door prizes, entertainment.

Keep all receipts to turn in to our treasurer, email: [treasurer@macswest.org](mailto:treasurer@macswest.org).

**Door Prizes:**

They are at your discretion to purchase, however they are an accepted tradition and a method of increasing attendance. If there is a variety of prizes, we have found that putting the prizes on a prize table and letting the attendees "choose" what they may want to win went over well (ie. Ticket in blind draw jar). **It is necessary to have the winner sign a receipt that they won a prize to turn in to Sue with your receipts.** (This is done so the Recreation Board can account for each item.) Tickets will be added behind the name tags if there are door prizes.

**Vendor Payments:**

Coordinator should submit copies of invoices to both the Macswest's Treasurer and Computers West Treasurer at least 2 weeks prior to the event to pay for purchases and outside contractors/vendors as well as venue expenses. Make sure the Macswest Treasurer or the CW Treasurer will be in town, and plan accordingly to receive the payment check/s.

**Member Checks:**

Should be made out to Computers West.

**Miscellaneous:**

While unusual, Coordinators may find it appropriate to reserve spaces at tables and may optionally include that information in the event flyers.

NOTE:

It is advised that these details be reviewed and, if applicable, updated yearly by the Social Coordinator.