Descriptions of Duties for NCMGA Officers

October 2008/updated August 2009

All officers are asked to make every attempt to attend all NCMGA meetings, particularly the fall business meetings.

Secretary/Treasurer

- Handle dues collection in the fall (collect dues, deposit to NCMGA account, keep account records in notebook, keep Excel list of members who have paid).
- Take the minutes at the business meeting in the fall. Send minutes for officers to review. Send minutes to Sonja for posting on the website.
- Report balance of NCMGA account at business meeting each fall.
- Reimburse speaker and host site expenses from NCMGA account.
- Maintain the NCMGA email list serve. Make updates to addresses, send out messages as needed.
- Pass on all information pertaining to duties to incoming officer.

Vice President

- Fill in for President when needed.
- NCMGA website oversight – contact Sonja when officers would like new content added or anything changed.
- When possible, attend the SERGG meeting (with NCMGA funds) and report back to NCMGA at next meeting with an overview of the meeting.

President

- Preside over the business meeting each fall.
- Work with other officers to actively recruit a new officer each year.
- Communicate with upcoming host site to be sure they know they are hosting next, provide them with a copy of the Guidelines for Meeting Planning for host sites, etc…
- Work on any projects you or other officers would like to pursue on behalf of the organization.
- Pass on this written description of duties to each new officer.

Past President

- Attend meetings or participate in conference calls of the officers, provide guidance based on experience with the group, work on projects as available, fill in for other officers as needed, help with duties of other officers as needed.

Sonja Eubanks can make any changes to the website as needed and can be responsible for paying the fee to Homestead, the website host, each year indefinitely. Sonja can be reached at (336) 256-1174 or Sonja_Eubanks@uncg.edu.

The NCMGA website address is www.ncmga.org.