

# Computer Booters Duties and Responsibilities Board Members and Chair Officers

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## Officers and Chairpersons

### I. President

#### General Responsibilities:

1. The President shall preside at all general membership meetings and meetings of the Board of Directors.
2. The President shall sign, on behalf of the group, such documents as may be approved for signature by the Board of Directors.
3. The President shall act as managing and directing head of the Group, subject to general policies and objectives approved by the Board of Directors.
  - a. The President shall continually evaluate the adequacy of meeting facilities, presentation capabilities, budgets, communications, etc., to insure a satisfactory level of all group activity. Actions deemed appropriate shall be formulated and presented to the Board of Directors.
  - b. In the event of the absence of a Board of Director, the President shall insure proper coverage of the absentee's duties and responsibilities.
  - c. The President shall serve as the official focal point for all group communications, contracts, etc. related to rental facilities. The President shall prepare required documents and maintain them.

### II. Vice President/Program Director

#### A. General Responsibilities

1. To perform such duties as directed by Board of Directors.
2. In the absence or inability of the President to carry out the duties of that office.
3. To plan, organize and present the presentation/demo at the monthly general meeting.
4. To write monthly newsletter column regarding programs.
5. To provide sufficient background data on the upcoming program to the Publicity Director at the Board Meeting.

#### B. Duties

1. Regular Meeting - prior to:

- a. Send letter to upcoming presenter confirming date, time, location, topic and name of presenter. Confirm your request for a back up presenter (in case of emergency.)
  - b. Request list of equipment needed for presentation. Provide written directions to Meeting location.
  - c. Provide the Equipment Committee with a written request of equipment needed for coming meeting, which includes all pertinent data.
2. Regular Meeting - during:
    - a. Deliver Raffle Prizes to Treasurer upon arrival at meeting.
    - b. Act as a Greeter to members and guests.
    - c. Introduce program presenter.
  3. Regular Meeting - After: Send Thank You letter to presenter.
  4. Board Meeting:
    - a. Prepare report for Board Meeting.
    - b. Deliver to Editor, both hard and disc copies (or e-mail) of program column for newsletter.
    - c. Deliver to Publicity Director background material needed to write media release on upcoming program.
    - d. Deliver to Equipment Committee written equipment request.

### III. Secretary

#### A. Responsibility:

1. Take minutes at each board meeting.
2. Set up booth at the Art-Share Fair for clubs and crafts. Call Dixie Watcher during the Summer to make sure what date, time and booth space is assigned to the Computer Booters. Her phone# is 895-5495. Secretary is also in charge of volunteer time sheet.
3.
  - a. Setting up Board Meetings at S.L. Country Club #1: As long as there is no changes in schedule you do not need to talk to Schedule/Calendar Coordinator (1997: "Lucky"). If you want to change meeting dates call Lucky at 895-9270. I have a standing schedule of 2<sup>nd</sup> Weds at 6:30 p.m. Jan through Oct. 1<sup>st</sup> Weds in Nov and Dec In Card Room. Notice of any changes must be given to Coordinator before the 21<sup>st</sup> of the preceding month.
  - b. Send a reminder through e-mail to board members of the upcoming Board Meeting date each month.
4. Responsible for setting up and heading By-Lays Committee when needed.

#### B. Duties:

Type up minutes and e-mail (or save to ASCII and hand deliver hard copy and disk) to Editor before noon on the Saturday following Board Meeting.

#### IV. Treasurer

##### A. Responsibilities

1. Maintain custody of all financial records of Computer Booter of Sun Lakes, Sun Lakes, Arizona.
2. Ensure that such financial records are accurate and that such club account/s are in balance at all times.

##### B. Duties

1. Maintain detailed records of the club's income and expense. Such records shall be retained safely for a period of seven (7) years.
2. Deposit funds received as a result of the club's activities/operations in the designated bank on a timely basis. Such funds deposited shall be identified as to source and specific value.
3. Issue payment checks for club expenses on a timely manner. Such payments shall be supported by detailed documentation to show:
  - a. Payee, b. amount, and c. the reason/purpose or justification for the approved expense.
4. On a monthly basis, reconcile the club account with that of the bank using the Bank's Monthly Statement.
5. Prepare monthly financial statements reflecting accurately, the financial condition of the club account. Such statements at a minimum are for a) Newsletter, b) Executive Board and c) General Membership.
6. Create and maintain a Equipment Inventory of all assets owned by the Sun Lakes Computer Booter Club. Such inventory to include equipment identification, location, original cost and all upgrades that may occur.
7. Prepare and maintain Annual Operating Budgets that are used by the Executive Board for monitoring of financial management and decision making during the course of a budget Year. Such Budgets are to be prepared after extensive impute from the members of the Executive Board with final adjustment and approval by the December Executive Board Meeting prior to the Budget Year being considered.

#### V. Membership Chairperson

##### A. General Responsibilities

1. Maintain current "List of Active Members"
2. Prepare and manage name tags for guests, members and hosts
3. Prepare and distribute "Membership Booklet"
4. Recruit members to function as Host/Hostess at regular meetings

## B Duties

1. Regular meetings- prior to:
  - a. Prepare name tags (Badge) for new members
  - b. Prepare documents and supplies for membership table.
  - c. Assure volunteers to greet guests and others.
2. Regular meetings- during:
  - a. Arrange for "sign-in" of guests and new members
  - b. Provide new members with materials, as directed by the Board of Directors. These may include, but are not limited to Survey forms, Application slip, Membership Booklets etc.
  - c. During the business meeting, introduce new members and guests.
3. Regular meetings- after:
  - a. Collect application slips (dues payment receipt) from treasurer.
  - b. Add and delete names from the membership list.
  - c. Coordinate and validate membership list with Treasurer
  - d. Maintain file of Guests and New Members who attended
4. Board Meetings
  - a. Distribute copies of current membership list and such membership statistics, as are requested by the Board.
  - b. Deliver to Editor, both hard and disc copies (**or e-mail**) of a Membership column and Membership News column for newsletter. The format is as directed by the Editor.

## VI. Newsletter Editor

### A. General Responsibility

1. The Newsletter Editor is responsible for compiling, editing, printing and distributing the newsletter, The Computer Booter. According to the Bylaws, the newsletter must be published the months in which a general meeting is held. This distribution includes publishing the newsletter on The Booters Home Page by the Web Master.
2. The Newsletter Editor is responsible for maintaining the Newsletter Exchange Program, in which newsletters are exchanged with other computer user groups.
3. The Newsletter Editor is responsible for mailing newsletters to vendors who have expressed an interest in receiving our monthly publication.
4. The Newsletter Editor is responsible for mailing newsletters to those publications whose articles are reprinted.
5. It is desirable that the Newsletter Editor subscribe to the Association of Personal Computer User Groups (APCUG) mailing list, [ug-nl@apcug.org](mailto:ug-nl@apcug.org). It is also desirable that the Editor participate in the weekly Editor teleconferences on GlobalNet, the APCUG BBS.

6. America Online provides Newsletter Editors with a free Ambassador account. It's desirable that the Newsletter participate in this program.
7. Submit to the Treasurer a yearly budget showing anticipated expenses.

## B. Duties

1. Deadlines
  - a. The monthly Board meetings are held on the second Wednesday of the month. The newsletter deadline is the following Saturday at noon.
  - b. The newsletter should be published no later than the third Wednesday.
2. Procedure
  - a. Articles are compiled from computer publications, newspapers, other computer user group newsletters, vendor press releases and member's submissions.
  - b. Copyright laws are taken into consideration at all times. Several publications allow reprinting of their articles for non-profit groups. These publishers are contacted and permission received as needed.
  - c. Members articles are submitted to the Editor via e-mail or diskette. Diskette submissions must be in ASCII format with a .TXT file extension or Microsoft Word format and include a printed copy. Contact the Editor for instructions regarding graphics.
  - d. The Membership Chairman provides a copy of the current membership roster. Revisions are noted and the Editor's label database is updated as needed and labels are printed.
  - e. Copies are currently printed at Staples. The general rule is to print 30 more copies than are mailed out. The extra copies are given to guests at the next general membership meeting and saved for Art Share Fairs, Regional Conferences and Comdex.
  - f. Copies are folded in half and stapled. An envelope is not used. Labels and stamps are affixed and the newsletters are hand carried to the US Post Office annex at True Value Hardware on Riggs Road. Sun Lakes copies are separated from the others. If this is done prior to 3:30 PM, next day Sun Lakes delivery is guaranteed.
  - g. Receipts for postage and printing are given to the Treasurer. Indicate the purpose for the expense, date and sign them.
  - h. To allow publication of the newsletter on The Booters Home Page, the Editor must strip all formatting and graphics from the computer file copy of the newsletter and transmit the results to the Web Master. This can be done via diskette or electronic mail.

## C. Newsletter Exchange Program

Due to our membership in the Association of Personal Computer User Groups

(APCUG), the Editor receives several newsletters each month from user groups around the country. The purpose is to exchange ideas with other user groups. Every couple of months, our outside mailing list must be checked against those newsletters being received. *This will ensure that all user groups to which we are sending newsletters are sending theirs in return.*

D. Newsletters Mailed to Vendors

At Comdex as well as Regional Conferences, several vendors indicate they would be interested in receiving our newsletter on a monthly basis. As these vendors are usually the ones who are "user group friendly", we comply with their requests.

E. Reprinted Articles

When an article is reprinted from another newsletter, the Editor must ensure that a copy of *The Booter* is mailed to that publication's Editor. As articles are gleaned from America Online and GlobalNet as well as the Newsletter Exchange Program, those publications are not necessarily on our mailing list. The article's title is highlighted in the index before mailing, so the Editor can quickly ascertain why they are receiving *The Computer Booter*.

F. It is desirable that the Newsletter Editor subscribe to the APCUG-sponsored mailing list, [ug-nl@apcug.org](mailto:ug-nl@apcug.org). To subscribe, access the APCUG home page, <http://www.apcug.org> and fill out the form provided.

G. America Online (AOL) provides Newsletter Editors with a free Ambassador account. Responsibilities for receiving this account include uploading at least one article per month to the User Group Forum (UGF) and participating in online chats. The registration form and guidelines may be obtained from the APCUG Representative.

H. A yearly budget should be submitted to the Treasurer when requested. This budget should include postage and printing costs and should be based on anticipated member count.

VII. Librarian

A. General Responsibilities

1. Maintain the Club's Software Library
  - a. Shareware - Programs made available by their authors for evaluation.
  - b. Demonstration Software - Working and view-only versions of commercial software for evaluation
  - c. Commercial software owned by the club.
2. Maintain current catalog of available software

3. Prepare diskettes for purchase by club members
4. Maintain control of VCR tapes.

## B. Duties

1. Acquire programs for the Shareware library from various sources
  - a. Club members
  - b. Other Club's libraries
  - c. Purchases from Shareware distributors
  - d. Downloads from on-line bulletin boards
2. Prepare a Disk-of-the-Month containing one or more programs and make it available to the membership at the monthly meeting
3. Prepare other diskettes requested by the members for their purchase
4. Purchase blank diskettes
5. Turn over money from the sale of diskettes to the treasurer

## C. User Procedures

1. User Responsibility when purchasing diskette containing Shareware programs
  - Shareware programs are programs distributed by their authors for evaluation. When a diskette containing shareware is purchased, the cost covers only the diskette and duplication. Should the user decide to continue to use the program after evaluation and allotted trial period (as stated with each program), he/she is personally responsible for registering the program with the author. Registration information accompanies each program.
2. A Disk-of-the-Month is offered in the club newsletter, The Computer Booter. It will contain one or more programs from the club library. A member may make a telephone request for the diskette and pick it up at the regular meeting for the current Disk-of-the-Month price of \$2.50 (3 ½").
3. Any other program in the library may be requested at any time at the current price of \$3.00. The member need not wait until the meeting, but may arrange to pick up the requested diskette from the librarian at a mutually agreed upon time.

## VIII. Hardware Manager

### A. General Responsibilities

The Hardware Manager is responsible for ensuring that the Club Owned computer equipment is available and in proper working order for use at all club meetings and Board of Directors approved events. The Manager is also responsible for training those who volunteer to assist in preparing the equipment for use, or in packing and securing the equipment after use.

## B. Duties

1. Maintains control of the Club's computer related assets. This includes the security and maintenance of the equipment.
2. Makes the equipment available to those authorized to use in accordance with Board approved guidelines.
3. Arranges for and supervises the proper transporting of the equipment for authorized use at other locations.
4. Makes recommendations and acquires new hardware or upgrades following Board approval.
5. Sees to it that non-club owned software is removed from the machine following presentations or demonstrations.

## C. User Procedures

1. Program presenters or the Program Chairperson should contact the Hardware Manager well in advance to discuss equipment needs for the meeting.
2. Users other than program presenters must first obtain Board approval to use the equipment, then contact the Hardware Manager to arrange making the equipment available.

## IX Publicity

### A. Responsibility

The Publicity Chairman is to place articles concerning the meetings of the Computer Club in the Booters Newsletter, Splash, Sunlaker, Independent and Bulletin Boards at Phase I and Cottonwood Resource Center

### B. Duties

1. To meet Deadlines. Double space all articles. Count words
  - a. Splash comes out on the 1st of each month and the deadline for articles is on or before the 12th of the preceding month. As of Sept 1994 Splash office is in the Basha's shopping center in Northwest side near Hair Salon.
  - b. Sunbird Deadline is the 20th of the preceding month. When you give a copy for Splash on the 12th also give one for Sunbird.
  - c. Sunlaker comes out around the 15th of each month and the deadline is the 20th of the preceding month. When you give copy to Splash and Sunbird on 12th, give a copy at the desk in the Clubhouse at Sun Lakes Phase I.
  - d. Independent article should be mailed to the newspaper so as to be received by the 1st or 2nd Friday of the month. The article will then appear in the paper on Wednesday, a week before the meeting. Best time to send in

article is to fax it the day after board meeting.

Chandler-Sun Lakes

Independent Newspapers

Fax: 926-1019

Attn.: Calendar

Phone: 497-0048

Chandler, AZ 85224

- e. Computer Booters deadline is noon on Saturday after Board Meeting.
  - f. Make Posters for Bulletin Boards.
  - g. Ad for the Cable system. If you know several programs in advance ad can be on the cable for several months. But it should not be on the cable less than two weeks. Deadline is before Wednesday of each week.
2. To accept article information from Program Manager:
    - a. The Vice-President/Program Mgr should have the program information available at the Board Meeting the second Wednesday of the month.

#### X "BITS" (Beginner Interactive Training Session) Trainer

##### General Responsibilities

The first 45 minutes of each regular meeting includes a beginner training session. The trainer leads the session, taking an in-depth look at some area of Windows 3.1, Windows95 or a look at Computer hardware configuration, terminology, etc.

The content of the beginner session is at the discretion of the trainer, taking into consideration recommendations and suggestions of the board or the general membership. Member participation is encouraged.

#### XI Evaluation Manager

##### A. General Responsibilities

1. The Evaluation Manager is responsible for obtaining evaluation software, hardware and computer related books for evaluation by the Booters membership and publication in The Computer Booter newsletter. These items can be: a) requested by the members, b) sent to The Booters by vendors in a mass mailing (unsolicited) or, c) requested by the Evaluation Manager in anticipation of a member being interested in evaluating the product.
2. The Evaluation Manager is responsible for maintaining a log tracking the items under review.
3. The Evaluation Manager is responsible for ensuring the evaluations are concise and worthy of publication.
4. The Evaluation Manager is responsible for submitting a yearly budget to the Treasurer showing anticipated expenses.

## B Duties

1. Using several methods, obtain software, hardware and computer related books for evaluation purposes.
  - a. The Association of Personal Computer User Groups (APCUG) maintains a Vendor Database that is updated semi-annually. This database contains all pertinent information concerning vendors, including phone number, best way of contact, etc. This database can be downloaded from GlobalNet.
  - b. Several vendors have user group registration forms. These forms are sent through the mail using the APCUG mailing list. Fill out all the forms and send them back to the vendor. Register The Booters everywhere possible.
  - c. Keep every business card handed out at Comdex, Regional Conferences and computer shows.
  - d. If the vendor doesn't have a User Group Liaison Office, work with the Public Relations or outside sales department. Call the 1-800 number listed in magazine ads and ask for the PR department. In most cases, they will give you a toll number to call.
  - e. When requesting evaluation items, request two copies; one for evaluation and one for the raffle to be held the month the evaluation is published in the newsletter. In most cases, the vendors are agreeable.
2. If the evaluation item is unsolicited or requested by the Evaluation Manager, it should be offered to the membership at the next general meeting. If it is an updated version of something previously evaluated by a member, contact that member and see if he/she would want to review the update. If it is an evaluation item requested by a member, contact that member to see if he/she wants to pick it up rather than wait for the general meeting.
3. Maintain a log indicating the evaluation item, to whom and when it was assigned, and when the evaluation is due. As most software is on a 90 day update cycle, vendors need an evaluation no more than 90 days after receipt. This means the members must provide an evaluation a little over 60 days from when they accept the item. For example, if an item is accepted at the January meeting, an evaluation is due to be published in the April newsletter. Any longer than this and the evaluation is useless to the vendor. Follow up with members whose evaluations are delinquent.
4. When an item is given out for evaluation, include instructions on what is to be in the evaluation, how to submit it and when it is due.
5. Work with the evaluator to ensure the evaluation is of value to both the members and the vendor. In some cases, this will include returning the evaluation to the member with questions, suggestions, etc.
6. Submit the evaluation to the Newsletter Editor in a timely manner.

7. If the Evaluation Manager requests an item for evaluation and it isn't handed out at the next meeting, it is the responsibility of the Evaluation Manager to evaluate the product.
8. If the item for evaluation is unsolicited and it isn't handed out at the next meeting, turn the product over to the Director of Promotions for the monthly raffle. Write a letter to the vendor thanking them for the product and telling them why it won't be evaluated. In most cases, it's because the product is business oriented. The Director of Promotions ensures a picture is taken of that product together with the raffle winner and mailed to the vendor.
9. When the evaluation is published, send a copy of that evaluation in letter format to the vendor, together with a cover letter and the newsletter containing the evaluation.
10. A yearly budget should be submitted to the Treasurer showing anticipated expenses. This budget should include costs for postage, letterhead and other paper and ink supplies.

## XII. Association of Personal Computer User Groups (APCUG) Representative

### A. Background

The Association of Personal Computer User Groups (APCUG) is a non-profit international umbrella organization to which The Booters belongs. Its mission is to encourage, promote and enable communications and the exchange of information among personal computer groups; to assist them in the fulfillment of their educational and charitable missions; to promote the awareness of the value of user groups to the community and the computer industry; and to facilitate communication among user groups, the community and the computer industry.

### B. General Responsibilities

1. The APCUG Representative is the primary contact between The Booters and the APCUG.
2. The APCUG Representative is responsible for ensuring that The Booters' information in the APCUG Combined Data Base (CDB) is current.
3. The APCUG Representative, together with the President, is responsible for voting in the yearly APCUG elections.
4. The APCUG Representative is the liaison for enrolling Booter officers in APCUG-sponsored Comdex events.
5. Submit a budget showing anticipated expenses to the Treasurer.

### C. Duties

1. In order to maintain contact between The Booters and APCUG, the APCUG Representative should maintain a presence on GlobalNet, the APCUG BBS. Access is available at no charge through the CompuServe communications network. To access GlobalNet, dial the direct line at 408-431-2001. You will be asked to provide personal information and information about The Booters. Once you have provided this information, you should be granted access within 48 hours.
2. The APCUG Representative should enroll in the APCUG-sponsored mailing lists, [ug-apcug@apcug.org](mailto:ug-apcug@apcug.org), [ug-meet@apcug.org](mailto:ug-meet@apcug.org), [ug-mgmt@apcug.org](mailto:ug-mgmt@apcug.org) and [ug-misc@apcug.org](mailto:ug-misc@apcug.org). To enroll, access the APCUG Website at <http://www.apcug.org> and fill out the form provided.
3. The APCUG maintains a Combined Data Base (CDB) on its member user groups. This includes officer and SIG Leader information as well as user group data. APCUG mails the existing information to the Representative just prior to the election. It is the responsibility of the Representative to update this information and forward it to APCUG. Any changes occurring during the year must also be sent to the APCUG so that the CDB remains current for The Booters. This can be by marking up the incorrect information and mailing it to the APCUG Dallas, TX office or by sending e-mail to [office@apcug.org](mailto:office@apcug.org).
4. The APCUG mails the ballots for the yearly election for Board of Directors and Board of User Group Advisors to the APCUG Representative. It is the responsibility of the Representative, together with the President, to vote for the candidates. This is where a presence on GlobalNet is vital. Short of attending Spring or Fall Comdex, It is only through GlobalNet that you will have contact with some of the candidates.
5. The APCUG mails all Comdex information and registration data to the Representative. It's the Representative's responsibility to enroll those officers who are planning to attend either Spring or Fall Comdex. Early enrollment lowers the registration fee significantly. Enrollment entails completing the form provided and mailing it in, together with the registration fee check, obtained from the Treasurer. This registers the officers for the APCUG events only. A secondary registration involves the vendor-sponsored meals and events throughout Comdex week. This registration limits attendance at the various events. The Representative should work with the attending officers to register them for the events.
6. A yearly budget should be sent to the Treasurer when requested. The budget should include anticipated APCUG dues; Comdex and Regional registration fees.

### XIII Director of Promotions

#### A. Responsibilities

1. Contact Vendors asking for monthly raffle items.
2. Maintain door prize card file.
3. Maintain inventory of items available for raffle and store items

4. Document winners of major items by taking pictures and sending the picture with a letter of thanks to each vendor.
5. Make the required monthly posters, value of each raffle, etc.

## B. Duties

### CONTINUOUS

1. Contact vendors asking for monthly raffle items. Attend trade shows, use the APCUG vendor database, etc. to accomplish this goal. Work with the Evaluation Editor when both evaluation and raffle software is received. When a vendor provides two copies of the same software, one for evaluation and one for raffle, the latter should be put in the raffle the month the evaluation appears.
2. Write monthly newsletter column showing the monthly winners and alerting members to door prize information.
3. Attend monthly Board meeting.

### PRE MONTHLY MEETING

1. Select the raffle prizes with a sensitivity of aging, balance between software and other prizes, making it possible to meet the monthly meeting fee.
2. Attach sign up sheet to each raffle prize.
3. Adjust inventory.
4. Investigate the value of each raffle item raffle using various catalogs, calls to vendor, etc.
5. Prepare monthly poster showing total value of raffle items.
6. Receive new member listing from Membership Chair.
  - a. Prepare new Rolodex cards for the door prize file.
  - b. File new cards and re-file used cards.

### MONTHLY MEETING

1. Arrive a minimum of one hour before the meeting to set up the display of raffle table, tables for selling tickets and table for door prize drawing with name file and basket.
2. Sell tickets for the raffle with help of 2 to 3 other committee members until after the business meeting.
3. Count the money, record and give to the Treasurer.
4. Draw the required quantity of tickets for the raffle and make a list in numerical order of winning numbers to help committee member in verifying winning tickets.
5. Announce the winning ticket numbers.
6. Take pictures of people winning major prizes.

## POST MONTHLY MEETING

1. After all the members are gone, pick up all remaining raffle material, close up raffle tables, etc. and place in the required place.
2. Write thank you letter to those vendors providing major raffle prizes. Include the picture taken at the meeting. Add label indication winner's name, *Computer Booters of Sun Lakes* and the month on each picture.

### XIV. INTERNET WEB Master:

#### A. General Responsibilities:

1. Serve as the WEB Master for all official Computer Booters INTERNET activity. In this capacity the WEB Master serves as the primary group contact to all interfacing INTERNET organizations and individuals.

#### B. Specific Responsibilities:

1. Insure the availability of an URL supporting the groups WEB pages.
2. Create and maintain the group's official WEB page(s). Use free Home Page sources when ever possible. Otherwise, prepare yearly expense projection and submit to the Executive Board for approval.
  - a. Periodically solicit member evaluations of WEB page adequacy and upgrade appropriately.
  - b. Monitor group WEB costs and continually attempt to minimize expenses.
3. Maintain a library of programs required for efficiently creating and maintaining the groups WEB pages and associated functions.
4. Create and maintain the groups e-mail data base supporting required communications (newsletters, text, data, files, ..).