

Shore Area NOW Elected Positions

• Elected Positions

- President - the principal spokesperson and administrator of the Chapter. The President is an ex-officio member of all task forces and committees. The President can delegate other members to act as spokespeople and can delegate administrative functions and legislative activities. Duties include:
 - Presiding at all Leadership Team (aka Board) and Chapter meetings, encouraging a climate of free and open discussion.
 - Preparing the agenda for every Chapter and Leadership Team Meeting with input from the members and the Leadership Team.
 - Relaying state and national communications to the membership. The President should review leadership communications and other alerts from the NOW Action Center about NOW's issues and activities. Such communications should be shared with the Leadership Team and membership as soon as possible, in the most reasonable way (e.g., email, web posting, social media, etc).
 - Responding to calls for legislative action from the National and State NOW Coordinators and staff. Can initiate calls on the local level with the consent of the Leadership Team.
 - Organizing Chapter Demonstrations and Rallies as appropriate.
 - Providing Annual Chapter Reports to National NOW and Quarterly Reports to NJ NOW.
 - Managing the day-to-day affairs of the Chapter between Leadership Team and Chapter Meetings.
 - Providing a smooth transition of all new leadership.

Note: The President will assume the responsibilities for any unfilled Vice-Presidential position below via prioritization and time constraints.

- Vice-President – Program Management – the principal party responsible for:
 - Planning the Program Component of Monthly Chapter Meetings.
 - Procuring and Securing Speakers for the Monthly Chapter Meetings Supporting the Program Component.
 - Ensuring back-up plan if speakers don't show.
 - **Note: the above responsibility will fall to the President and Leadership Team if this position is not filled.**

Vice President – Program Management – may also chair Chapter Meetings.

- Vice-President – Fund Raising – the principal party responsible for:
 - Developing fund raising ideas for the chapter (solo or assembling a team).
 - Securing buy-in from the Leadership Team on select ideas creating fund raising events.
 - Planning and executing those fund raising events (solo or with a team) for the Chapter.
 - Reporting on Fund Raising Status at Chapter Meetings.

Vice-President – Fund Raising - may also chair Chapter Meetings.

- Vice-President – Membership – the principal party responsible for:
 - Keeping a complete file on all members, past, present, at-large and prospective.
 - Keeping account of member's skills, availability and interests that will be helpful to Chapter Officers and Committees, when possible.
 - Setting increased membership goals and pursuing moving prospective and At-Large Members to Shore Area NOW Chapter Members.

- Planning and executing a program of membership and activist recruitment for the Chapter. This should include creating and distributing new membership brochures and applications, meeting and making prospective members feel welcome at meetings, and making sure that all activities of the chapter have a membership recruitment component. A working knowledge of the national and/or state membership processing system is necessary to help (prospective) members with problems or questions.
- Reporting on Membership Status and Program Progress at Chapter Meetings.

Vice-President – Membership – may also chair Chapter Meetings.

- Treasurer – the principal party with fiscal and fiduciary responsibility for the Chapter. Duties include:
 - Filing all forms (annual or otherwise) with the Federal and State (as appropriate) Governments to ensure 501(c)4 compliance. Included are all tax filings with the Internal Revenue Service and NJ Division of Taxation (as appropriate).
 - Receiving all funds of the Chapter, and depositing them in the bank as may be designated by the Board.
 - Disbursing the funds by check in accordance with the budget or vote of the Leadership Team or Membership (when appropriate).
 - Balancing the checkbook(s).
 - Making written quarterly reports to the Leadership Team and annual written reports to the membership.

The Treasurer may also chair Chapter Meetings.

- Secretary – the principal party who shall take and keep the minutes of both the Leadership Team and Chapter Meetings. The Secretary will also attend to general Chapter correspondence.
The Secretary may also chair Chapter Meetings.