

Prime Timers of Central Florida

Board of Directors Responsibilities

President

- Shall preside at all meetings of the Chapter, both General and Board meetings.
- Shall appoint any ad-hoc or standing committees deemed necessary to effectively carry out the work of the chapter.
- Shall maintain regular contact with PrimeTimers® Worldwide and other Chapters as needed.
- Shall provide overall leadership for the Chapter and shall strive for a positive attitude and decorum.
- Shall work with the Events Chairman to set up special projects or programs.
- Shall work each year to set up "Good Deeds" projects to help our local community and LGBTQ+ organizations.
- Shall work with the Vice-President to locate speakers for our General meetings or special events.
- Authorized to sign checks in the event the Treasurer is unable to fulfill his duties.
- Will each month prepare an article to be added to The Marquee newsletter.

Vice-President

- Shall serve as President in the absence of the President.
- Shall arrange for a guest speaker to present a program at the monthly General meetings.
- Shall provide leadership to the different activities coordinators and encourage the forming of special interest activities.
- Will manage the "meeting, greeting and welcoming" at monthly meetings to make guests and new members feel welcome.
- Shall fill in wherever needed, both at the direction of the President and the various activities coordinators.

Treasurer

- Shall receive all monies from dues, meeting fees and events fees.
- Shall pay out all proper expenditures, with proper expense reports or invoices.
- Will be responsible for a complete fiscal accounting to the Chapter.
- Will maintain the Chapter's checking account and record all deposits and checks written, noting the source of the monies deposited and the purpose of the checks written.
- Shall balance the checking account. Any shortage or overage of funds shall be reported to the Board of Directors at the next Board meeting.
- Will prepare a treasurer's report to be presented at each monthly Board of Directors meeting and General meeting. A copy of the report will be printed in the monthly Chapter newsletter.

Secretary

- Shall record the minutes of all Board and General meetings.
- Will read the minutes of the last Board meeting at the monthly Board meeting.
- Will maintain the official records of the Chapter and send any and all correspondence requested by the Board of Directors.
- Will notify PrimeTimers® Worldwide of changes in our Chapter, either with the Board or Chapter membership.

Events Chairman

- Shall seek out day trips, restaurants, theater, plays, museums, movies, etc. that would be entertaining to the Chapter membership.
- Will assist in arrangements for members who offer their homes for special parties or other occasions.
- Shall encourage the members to attend any Chapter sponsored event.

- Shall arrange with club membership to provide the lite snack at the monthly General meeting.
- Shall provide a list each month of planned events for publication in the monthly newsletter.

Membership Chairman

- Will keep the membership records current and publish a periodic membership roster (at least once per year).
- Will send out a Welcome letter to all new members.
- Will inform the President and Board of Directors of any new Chapter members or changes in a club member's status.
- Will check attendance at the monthly General meetings.
- Will send any printed material distributed at the General meeting to Chapter members who were unable to attend.

Publicity Chairman

- Will assure that all local, pertinent newspapers, fliers and related published materials have current information about Prime Timers of Central Florida and its relationship to PrimeTimers® Worldwide.
- Will seek ways and events that will help attract future members.
- Shall assume responsibility in contracting for booths/tables at appropriate events in the local community.
- Shall send card, text message or email to members with birthday or anniversary wishes.
- Shall help at all events with 50/50 cash raffle ticket sales or special gift donation presentations.
- Shall help with any special fund-raising event for the Chapter.