

M-SPIN OFFICER DUTIES LIST

All Positions

A. Tasks

- a. Attend Steering Committee meetings
- b. Participate in decision making process
- c. Sponsorship of refreshments at SPIN meetings, no more than once a year, on a rotating basis, except for committee members with on-going, significant, in-kind duties

President:

A. Tasks

- a. Create and print name tags and attendance receipts for each meeting
 - i. Visit web site to get names for all registered
 - ii. Estimate number of blank name tags needed
- b. Create and print new sign-in sheet(s) based on anticipated attendance
- c. Create and print agendas for each Monthly Meeting (based on estimate above)
 - i. Update Monthly Meeting template
 1. for this months speaker
 2. for next months speaker
 3. any new announcements
 4. Introduce the speaker and make announcements
- d. Send out email reminder regarding each Board Meeting with RSVP
- e. Create and print agendas (based on RSVP) for each monthly Board Meeting
 - i. Update Board Meeting template
 - ii. Review previous minutes and adjust accordingly
 - iii. Run the meeting

Secretary

A. Tasks

- a. Take minutes at the board meetings.

Treasurer:

A. Tasks

- a. Deposit all funds received by the Milwaukee SPIN organization.
- b. Pay all expenses incurred by the Milwaukee SPIN organization after receiving proper notification and required forms.
- c. Maintain the checking or any other account with the financial institutions that hold the accounts.
- d. Verify that the amounts reported by the financial institutions matches the amounts in the organizations records. Resolve any discrepancy.
- e. Provide the Milwaukee SPIN board with regular reports of the financial status of the organization including deposits, payments and any other transactions.
- f. Utilize commonly accepted accounting practices and procedures to help insure the integrity of the organizations finances.

Nomination Committee

A. Tasks

- a. Maintain the By-Laws document.
- b. Recruit slate of candidates for elections.

Marketing/Membership Committee

A. Tasks

- a. Responsible for soliciting and enrolling new members into the organization
- b. Maintain the list of current SPIN participants
- c. Maintain the e-mail list of current SPIN participants
- d. E-mail all SPIN event announcements
- e. Organize the registration table for the monthly SPIN general meetings
- f. Maintain the SPIN web site with up-to-date information about the Steering Committee and past and future programs

Program Chair:

A. Tasks

- a. Contact and arrange speakers
- b. Market speakers to the community at large (website/publications) etc.

B. Purpose

- a. To promote SPIN by bringing in 12 speakers for the meetings during the next year that will be beneficial to the SPIN mission

C. Measure of success

- a. Attendance raising
- b. Positive Feedback from meeting participants
- c. Corporate sponsorship increasing

Director-at-Large

A. Tasks

- a. Attend Board Meetings
- b. Participate in the annual financial audit