

ROLES OF THE BOARD

1 PRESIDENT:

She must be fluent in English and have a basic knowledge of French. The President must be computer literate. Her duties include the following: presiding at all meetings of the Board of Directors and representing the Club or appointing a suitable replacement. She provides leadership and encourages communication amongst the Board of Directors, Group Leaders and Coffee Group Leaders and members upholding at all times the Statutes of the Club. She ensures that the Club functions in an orderly, efficient, congenial manner. She handles any disputes and dismissals with diplomacy. All duties include but are not limited to the above.

1 DEPUTY PRESIDENT:

She will be appointed by the President from the Board of Directors to serve as Deputy President during the President's term. She will perform the duties of the President in her absence; if the President is unable to complete her term she will act as President until the next AGM. All duties include, but are not limited to the above.

2 SECRETARY:

She must have a good level of French and computer skills. She keeps an accurate record of all Board Meetings, AGM's, EGM's, Group Leaders' and Coffee Group Leaders' meetings. She distributes Minutes, Agendas, invitations and notices by email. She prepares the AGM notice and the Agenda. She is responsible for the translation of the AGM Minutes in to French and taking relevant papers to the Sous-Préfecture. She is responsible for other administrative tasks relating to the Statutes and Insurance and maintaining Club records as required by law. All duties include but are not limited to the above.

3 MEMBERSHIP SECRETARY:

She receives all communication regarding membership. When contacted by potential members, she sends membership forms or directs them to the IWCR website in accordance with Article 5 of the Statutes. She sends membership cards and current newsletters to new members. She receives cheques and cash payments from new and current members which she deposits in the bank and advises the Treasurer of these deposits. She keeps an accurate and up-to-date list of all members, both new and old, this data is kept on a database held on the Club computer provided.

She prepares an address list of paid-up members five times a year which is used by the printer for the labels for the mailing of the IWCR Info. The Membership Secretary must have good computer skills including knowledge of database management and Excel or be prepared to learn. She should have fluent English and a good knowledge of French. All duties include but are not limited to the above.

4 TREASURER:

She receives statements and other information from the bank, keeps a check on the current and savings accounts and records all financial transactions of the various groups and club activities on an Excel sheet. She writes cheques when necessary on behalf of the Club, verifies all event and expense forms and carries out monthly bank reconciliations. When required she deposits cheques and cash at the bank.

She gives regular financial updates to the Board. She provides the Board with a monthly review (except July and August). She prepares a financial report for the AGM and submits it to an external Auditor before the AGM. The Treasurer should be a fluent English speaker with a good level of French. She should be at ease using Excel (or willing to learn). All financial information is held by the Treasurer. All duties include but are not limited to the above.

5 DIRECTORS:

Board Members should attend all Board meetings as well as Club events. They should support Board decisions, be computer literate, and have a good command of English. They are responsible for overseeing that there is a rich variety of events for the members. All duties include but are not limited to the above.