

## **Responsibilities for Members at Large(3)**

**There are 3 Members at large. Members at large are voting members of the board. Responsibilities vary and will be divided and shared amongst the three Members at large. The following are some of the responsibilities, which will vary depending on the Club's needs:**

**Coordination of Club name badge purchases including- announcements at gatherings that nametags are for sale, collect of money, ordering, vendor notification, and pick up before the next meeting for member distribution.**

**Publicity Liaison: You will submit announcements for club activities weekly to the Independent, and monthly to the Rec Center. One of the officers will provide you up to date information for submission.**

**Goodwill Ambassador: Duties can range from making a quick welcome call to new members, to sending a get well/sympathy card on behalf of the club.**

**Clubhouse and space utilization coordinator- responsible for enlisting volunteers to make sure our venues are left in good order.**

**Special Interest Group Coordinator- serve as a liaison for our special interest group leaders, such as book group, outing group, poker group, etc. Report back to the monthly board meeting about the groups welfare, needs from the board, attendance numbers, etc.**

**Membership Coordinator Assistant-** Assist membership coordinator at club functions with sign in, enrolling new members, and welcoming newcomers to our gatherings.

**Safety Chairperson-** This position is in addition to other Member at Large duties because it is rarely active. This person is responsible for reporting any incident or injury occurring in the Association's facilities within 24 hours, by using form RC-20-5. (see attached.) They should also report any conditions they deem to be unsafe.

**Facilitate events, raffles, discussions etc. at club functions**