

NNSC Board Positions

President

- With the Board, develop a calendar of annual events
- File the annual report to maintain tax-exempt status (State of Illinois).
- Purchase liability insurance for the club (and officers.)
- Preside at member meetings.
- With Board input, identify and resolve member issues.
- Facilitate development of a club mission statement and goals for use in articles, brochures, on the website, and so on.
- Plan agenda and preside at Board meetings.
- Identify and resolve club issues.

Treasurer

- Receive member dues and other payments; disburse funds for trips, events, insurance, etc.
- Reimburse leaders for club expenses.
- Provide a detailed annual cash-flow report.
- Share PayPal receipts for trip deposits with trip leaders.
- Share PayPal receipts for member dues with the Website Admin.
- Transfer funds from PayPal to the club checking account.
- Issue refunds as deemed appropriate by leaders.
- File the IRS 990-N form at the end of the fiscal year (September 30).
- Present treasurer's report at Board meetings.

Social Media

- Using the membership list provided by the Web Admin, add new members to the Google Group.
- Review and approve requests to join the NNSC Facebook Page.
- Monitor postings on the FB page for appropriate content; remove inappropriate content as necessary.
- Encourage club members to upload event/trip photographs to the FB page.
- Create an Instagram page for NNSC and upload photos and other content.
- Report on progress at Board meetings.

Membership/Marketing

- Send annual renewal reminder via email by October 1.
- Submit articles to local newspapers to highlight the club.
- Distribute a club brochure to local outlets such as REI and public libraries.
- Follow up with people who submit information requests on the website.

- Welcome new members by email or phone and answer questions; encourage engagement in the club.
- Encourage new members to attend their first meeting or activity.
- Recruit new members through outreach to bike clubs and community organizations.
- Greet new members and match them up with a "buddy" the first few times they show up at an activity.
- Report progress at Board meetings.

Website Administrator

- Update website content with event and trip information.
- Grant club/website membership after confirming receipt of dues via PayPal.
- Modify the website according to evolving needs and member feedback.
- Facilitate efficient operation and usability of the website.
- Post an updated member directory on the website.
- Generate and transmit a list of paid members to Board members.

Meeting/Social Event Chair

- Recruit hosts for in-home events.
- Reserve restaurants for meetings and banquet.
- Send meeting/event notices/reminders via email, and monitor RSVP's.
- Bring name tags and marker pens to social events and meetings.

May 2023