

MAGIC

Officer Duties

All Board Members shall:

- serve on the Macintosh Appreciation Group of Island County (MAGIC) Board with voting and decision making rights as described in the organization's Bylaws;
- provide direction for and approval of the programs and services of the organization;
- attempt to be present at each monthly meeting or notify the President or Secretary of intended absence a week in advance;
- ensure proper financial responsibility of the organization, expenditures which are not budgeted are presented for approval by the members of the board;
- approve annual budget for the organization; and
- approve financial audit for the organization annually.

President shall:

- be the principal executive officer of the organization and subject to the Board's control;
- shall supervise and control all of the business and affairs of the organization;
- preside over membership meetings and over all Board meetings, when present;
- with another officer, sign deeds, mortgages, bonds, contracts, or other instruments that the Board has authorized to be executed, except under conditions described in the Bylaws

Vice President shall:

- preside over membership meetings and Board meetings, in the absence of the President;
- shall supervise and control all of the business and affairs of the organization in the absence of the President; and
- assist the President or other Board members as needed.

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Vice President of Presentations shall:

- provide its members with a full array of informational presentations at regular monthly meetings except December. These various programs, will provide skills that will enhance members' ability to get the most out of Apple products, including the iMac, MacBook, iPod, iPhone and iPad;
- work with the Education Committee to identify the member and community interest in classes that will benefit the greatest number of people;
- seek out the special skills that exist within the membership so that they can present and expand the knowledge base of all members;
- query members to help identify others in the larger Island community with special interests or skills that would benefit our organization; and
- make contact with a presenter and schedule a program, monthly.

Vice President of Education shall:

- assess the training needs and desires of the MAGIC membership annually;
- review and recommend to the Board of Directors various means of meeting the training needs and consider such means as qualified trainers, discussion groups, consultants and tutorials.
- establish the training curriculum, based on the needs, relative dates, times and locations;
- arrange for the training facilities and assistants for training;
- arrange for the means of training, scheduling trainers and/or consultants;
- order or recommend necessary training materials, books, tapes, CDs, etc.;
- oversee collection and depositing of course and course content revenue; and
- provide a report annually to the Board of Directors on the training program.

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Vice President of Membership shall:

- enter new applicants into the MAGIC membership list in Address Book;
- **may** collect dues at meetings and give to the Treasurer to deposit;
- notify new members of their acceptance, etc;
- notify the President and Newsletter Editor of new members;
- keep the membership address list up to date, deleting inactive members;
- see that members are welcome at meetings; and
- provide name badges at meetings.

Secretary shall:

- record minutes of monthly meetings and meetings of the Board of Directors;
- email prepared minutes to both the President and Newsletter Editor at least two weeks before the next monthly meeting;
- **an approved copy of each board meeting's minutes will be held in the corporate minute book;**
- develop and maintain current policies and procedures; and
- maintain permanent files of the corporate minute book containing all legal documents, contracts, and policies of the organization.

Newsletter Editor shall:

- prepare a monthly newsletter for distribution to members;
- share with president who proofreads it and helps make corrections;
- send to webmaster to upload corrected issue onto the website;
- send newsletter notice to membership group email list with a link to the MAGIC website;
- send a notice to local publications to announce meetings, including: <http://pnwlocalnews.com/whidbey> and www.whidbeyexaminer.com/calendar; and
- encourage members to submit material to the newsletter editor, citing references and credits.

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Treasurer shall:

- have charge and custody of and be responsible for all funds and securities of the organization;
- receive and give receipts for moneys due and payable to the organization from any source whatsoever;
- deposit all such moneys in the name of the organization in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the Bylaws;
- file all required reports with the State of Washington and the Internal Revenue Service;
- perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board;
- submit a financial report at the annual meeting. This report will be audited by one or more appointee(s) of the Directors of the Organization prior to submission.
- Ensure any rental dues for regular monthly meetings are paid in a timely manner;
- in cooperation of the Vice President of Membership, collect meeting dues and other funds and deposit in a timely manner;
- provide receipts for cash payments;
- compensate board members for club-related expenses; and
- maintain accurate records of general fund, donations and education fund transactions.
- yearly duties:
 - January present annual business meeting report
 - May file IRS tax report
 - November pay \$10 nonprofit corporation fee to Washington Secretary of State

Social Director aka Party Animal shall:

- inventory materials on hand for potluck holiday event: plates, cups, napkins, tablecloths, knives, forks, spoons, etc. and purchase any additional supplies as needed;

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- purchase drinks for the event such as cider and sparkling cider, juice, soda, tea, coffee, etc.;
- locates a volunteer to purchase a liquor permit and liquor for the event;
- determines any activities to be held during the event, such as games or computer displays, etc.; and
- arranges volunteer help to set up and clean up.

Directors-at-large shall:

- provide support to officers of the organization on projects undertaken by the organization; and
- provide assistance to the officers of the organization regarding policy development or refinement.