

# Tech Club Officers

## Directors and Committees

# Club President

**Shall preside over all Club meetings and be responsible for the administration of all Club business; shall act as the principal liaison between the Club and the Association; shall appoint committees as deemed necessary; and shall ensure the financial and administrative integrity of the Club.**

# Club Vice President

Shall perform the duties of the Club President in the latter's absence; and shall perform such other duties as may be assigned by the Club President.

Suggestions from current President:

1. Actively seeking speakers for the General Meeting
2. Welcome New Members
3. Review Suncatcher Articles

# Club Treasurer

Shall receive all dues and other moneys paid to the Club; shall disburse Club funds in timely payment of all bills owed by the Club; shall maintain appropriate books, ledgers and other accounting records reflecting the financial transactions of the Club and its current financial condition; shall furnish the Association with such reports as may be called for and shall report to the Membership on the financial condition of the Club at the business meeting in December and at such other times as the Club President may direct. The Treasurer will ensure that the Treasurer's records are retained for seven years and upon leaving office will pass the records to his/her successor.

# Club Secretary

Shall keep all records and minutes of the meetings of the Membership and Club Executive Board; shall conduct all correspondence relating to the Club; shall maintain a roster of the Members; shall issue notices and agendas of all meetings; and shall furnish the Association with such reports as may be necessary. The Club Secretary will ensure that the Secretary's records are retained for three years and, upon leaving office, will pass the records to his/her successor.

# Committees and Special Interest Groups

Currently the Tech Club has the following groups:

- **Tech Team** – Overseeing the operation of the Computer Lab. Currently have 5 members
- **Apple Group** – A special group aimed to assisting Apple users, currently operating as the MAC group
- **Help Sessions** – Open to anyone interested in assisting homeowners with computer, tablet, and phone questions. We welcome the Marana High School Honor Society members who have volunteered to come to Sunday Help Sessions.
- **Directors:** Two other Directors are elected from the Club membership for 1-year terms. Their duties may include serving as liaison between the Board and the Tech Team, and/or other duties as appointed by the President

# Other Committee Options

Marketing, Planning, Fund-Raising and Development – the Board may appoint members to such committees as interest warrants from our membership.