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Annual Calendar

Date	Action	Responsibility
January 1	New Board takes office (except Treasurer, as below)	N/A
January	Board appoints Auditor	Board
January	President appoints Nominations Chairperson and Parliamentarian	President
February	Operations Manual Update procedure initiated	President
February 1	New Treasurer takes office	
March 15	Audit Report due to the Board	Treasurer
March	Department of State Corporation annual fee	Treasurer
March	Operations Manual ready to vote in April	President
May 15	Federal 990 form for Non-Profit Organizations to be filed	Treasurer
May 31	HCC Domain Registry due (as required by expiration date)	Webmaster alerts Treasurer
August	Nominations Chairperson opens nominations for next year's Board members	Appointed by President
September	Nominations Chairperson presents a slate of nominees to the General Membership	Nominations Chairperson
September	Budget forms to Directors	Treasurer
September	Liability Insurance due	Treasurer
October	Post Office Box Renewal	Treasurer
October	List of Board candidates published in The official Club Publication. Nominations are accepted from the floor for candidates	Nominations Chair
October	Building Contents insurance premium due	Treasurer
October	Budget forms due from Board members to Treasurer	Department Heads
November	President [at a minimum] meets with the church to review verbal rental agreement and to firm up usage dates of the Fellowship Hall for the year	President Church Liaison
November	Annual Business meeting, including introduction and election of Board for the upcoming year	President Nominations Chair
December	Nominating Chair Conducts Special Board Meeting to elect new officers	President Nominations Chair
December	Board to approve the budget	All
December	Vote on next year's Event Calendar at Special Board Meeting with new Board	All

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Monthly Calendar

Date:	Action:	2016 Responsibility
Wednesdays & Saturdays	Update Website (index page)	Webmaster
1st	Publish Newsletter Online, discontinued	
1st	Pay rent to Grace Presbyterian	Treasurer
1st	Pay Security Storage Fee, Discontinued	Treasurer
2nd Tuesday, 9:30 a.m.	Board Meeting	All Directors
1st Monday, 10 a.m.	Open House/Newcomer Orientation	President, Education, Membership, Social & Communication
10 days after Board Mtng.	Draft of minutes to all Board Members	Secretary
10 th -16 th	Send comments to Board meeting minutes	All
20th	Post finalized master schedule in google docs	Education
20th	Pay Spectrum - Auto pay	Treasurer
20th	Straight Talk – Auto pay	Treasurer
15th	Hands-On class assembly calling starts	Education
Friday before General Mtg.	Phone Committee calling	Membership
4 th Monday evening	General Meeting	All
20th	Class schedule with descriptions to media	Education, Communications
20th	DoDs commit to time slots for upcoming month	All
Continuously	Update Master Schedule and pin to cork board in the hall, maintain volunteer lists	Membership
For General Meeting	Create various schedules and put online	Education
Scheduled as needed	Membership Committee Meeting	Membership
25th	Newsletter contributions due, Discontinued	All
Sunday before Board Meeting	MemCom Meeting Notes to Board	Membership Director
Thursday before Board Meeting	Report reminder to Board Members	President
Friday before Board Meeting	Send out first Agenda draft	Secretary
Sunday before Board Meeting	Directors Reports submitted	Directors with Departments

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By-laws of Hernando Computer Club, Inc.

(As approved by the Board of Directors March 9, 2010
and by the General Membership on April 19, 2010)

ARTICLE 1: NAME

The name of the organization shall be HERNANDO COMPUTER CLUB, INC.

ARTICLE 2: PURPOSE/MISSION STATEMENT

The purpose of the organization is to provide its members with a forum for education in the use of computers. Our mission is to foster fellowship and helpfulness within our membership using our expertise to advance our organization while providing learning opportunities and participating in activities which support the needs of the community.

ARTICLE 3: MEMBERSHIP

Section A: Membership Requirements

To be a member the following criteria must be met:

1. A new applicant, or an applicant upon expiration of their current membership, must submit a completed and appropriate form with dues.
2. Adhere to the rules of the Club as published.
3. To be eligible to vote or run for a Board position a person must have been a member for a minimum of three months prior to any vote.
4. To be eligible to fill a vacancy on the Board of Directors, the three months' membership requirement may be waived by a unanimous vote of the Board of Directors.
5. Sign a Release form.

Section B: Dues

The Board of Directors will propose fees for dues. Any such proposal, including changes from current amounts, must be published in the Official Publication and be approved by a majority vote of the membership present at the following General Membership meeting. Dues are payable during a member's anniversary month. There will be no grace period.

ARTICLE 4: MEETINGS

Section A: General Membership Meetings

The organization will hold monthly General Membership Meetings on a day and time to be determined by the Board of Directors. It will be noted in the Official Publication of the Club (See ARTICLE 12)

Section B: Annual Meeting

The Annual Business meeting will be the General Membership meeting in November.

Section C: Special Meetings

The President and/or the Board of Directors may call Special General Membership meetings.

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ARTICLE 5: OFFICERS AND BOARD OF DIRECTORS (Amended November 27, 2017)

Section A: Board of Directors

The Board of Directors shall consist of no more than seventeen members. The immediate Past President is an honorary non-voting member of the Board but shall not be included in the total number. The immediate Past President shall be eligible to fill any other Board position or Office, in which case he/she shall be a voting member in that new capacity. The Board members shall be elected by the membership in November to serve three-year terms and the President will have the authority to adjust the terms in order to stagger their expiration dates. Re-election of Board Members is staggered, so approximately one-third of the Directors are up for re-election each year. The term of office will commence on January 1 of the following year with the exception of the Treasurer-Director, whose term shall start February 1. Vacancies on the Board may be filled by appointment by the Board of Directors. The length of the appointed Director term will conform to the staggering rule. Incoming Directors may assume Open/Close duties as soon as they receive their keys.

Section B: Officers

The Officers shall consist of a President, Vice President, Secretary, and Treasurer. Each shall serve a term of one year commencing on January 1, with the exception of the Treasurer, who serves one year starting February 1, such that the previous Treasurer shall have closed the books for the year and provided the Treasurer's reports.

ARTICLE 6: FUNCTIONS AND RESPONSIBILITIES OF THE OFFICERS

Section A: President

1. The President shall be the chief spokesperson for the organization and shall preside at all Board and General Membership meetings.
2. The President shall be responsible for providing direction and guidance to all Board members. The President appoints board members to hold the following organizational positions: Education, Facilities, Membership, Social, Program, Community, Communications, Parliamentarian, and Directors at Large. See Job Descriptions in the Operations Manual. (See ARTICLE 12)
3. The President appoints the Nominations Chairperson, the Parliamentarian and the Auditor from the membership whose responsibilities are described in the Job Description section of the Operations Manual.

Section B: Vice President

The Vice President shall serve in such capacities as assigned by the President. The Vice President shall perform the duties of the President in the absence of the President.

Section C: Secretary

It shall be the duty of the Secretary to record and report accurate minutes of the Board of Directors and any meetings where business is conducted. Additional duties shall include communications with members and other correspondence as assigned by the board or the President.

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Section D: Treasurer

It shall be the duty of the Treasurer to maintain financial accounts in the name of the organization, in financial institution(s) approved by the Board of Directors. The Treasurer shall keep accurate records of all money, receipts and disbursements, and provide financial reports.

ARTICLE 7: FUNCTIONS AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Section A: Duties

1. The Officers and Directors shall supervise the affairs of the organization and transact all business of the organization.
2. Each Director is assigned a specific organizational position as specified in the official Position Descriptions approved by the Board and is expected to perform the tasks identified in a manner satisfactory to the President and the Board.
3. The Director must also perform satisfactorily in accordance with the Board Member Position Description, as contained in the Operations Manual. (See Article 12)
4. Each Director must perform Open/Close duties.

Section B: Meetings

The Board of Director's monthly meetings are held at a location and time determined by the Board of Directors. These meetings are open to Members. Monthly scheduled Board Meetings are published on the Web site. The President may call special board meetings and/or initiate an e-mail vote for time sensitive issues.

Section C: Removal of a Director

Any Director may be removed for just cause by a simple majority of the members present at a General Membership meeting. The Board must present the grievance in writing to the Director involved and must publish notice of the action in the Official Publication, HCC.ORG, in the month prior to the General Meeting at which the vote shall be taken. The Director involved shall be given the opportunity to respond to the grievance at that General Meeting.

Section D: Interpreter of Bylaws

The Board of Directors is the sole interpreter of the bylaws. A majority vote shall determine all decisions for the settlement of disputes. Decisions of the Board are final.

Section E: Quorum of Directors

A quorum shall consist of more than 50% of the current Board of Directors. For a motion to pass a simple majority of the quorum is required.

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ARTICLE 8: NOMINATIONS AND ELECTIONS

Section A: Election of the Board

1. At the August General Membership meeting, the Nominations Chairperson shall open the nominations for the next year's Board Members.
2. At the September General Membership meeting, the Nominations Committee shall present all qualified nominees to the General Membership.
3. At the October General Membership meeting, nominations will be accepted from the floor. The nominee must be present or must have submitted a nomination form to the Nominations Committee. Nominations shall be closed at the end of this meeting.
4. Ballots will be prepared when there are more nominees than open positions.
5. At the November General Membership meeting, the Nominations Committee shall be responsible for running the election.

Section B: Election of Officers

After the last Board meeting of the outgoing Board held in December, a Special Board meeting, conducted by the Nominations Chairperson and consisting of the incoming Board members shall be held to elect the following, in the order of succession: The President, Vice President, Secretary and Treasurer. The President and Vice President must have prior Board experience on the Hernando Computer Club's Board. At that time, the President shall appoint the newly elected Board members to their respective organizational positions.

ARTICLE 9: FISCAL MATTERS

Section A: Spending Limit

The Board of Directors shall be empowered to authorize Club expenditures. All such expenditures must be approved by a majority vote of the Board. Under no circumstances shall this provision authorize the incurrence of debt, should the treasury not have sufficient funds.

Section B: Refund Policy

No refunds will be made for membership fees except in cases of hardship. In cases of hardship, the Board will decide on refunding on a case by case evaluation.

Section C: Dissolution of the Club

The Board of Directors shall call a Special Membership Meeting to determine if the Club should be dissolved. The general membership shall be given written notification of this special meeting. Ballots on dissolution shall be mailed to all members in good standing. If the results of the vote are for dissolution, assets must be distributed in accordance with the Articles of Incorporation and Federal 501 (c) (3) tax laws.

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Section D: Auditor

The Auditor is selected by the President and approved by the Board. The Auditor shall prepare a written financial report to the Board no later than March 15.

ARTICLE 10: AMENDMENT OF BYLAWS

Section A: Submitting an Amendment by Proposal to Board of Directors

Any member may recommend an amendment to the Bylaws by submitting a written proposal to the Board of Directors. If approved by the Board, the proposed amendment shall be published in the next issue of the Official Publication of the Club. Following publication, the proposed amendment shall be presented to the general membership for a vote. A simple majority of the membership present is required to ratify the changes.

Section B: Submitting an Amendment by Petition

The Bylaws may be amended by petition of 25% of the membership. The proposed amendment shall be published in the next issue of the Official Publication of the Club. Following publication, the proposed amendment shall be presented to the general membership for a vote. A simple majority of the membership present is required to ratify the changes.

ARTICLE 11: PARLIAMENTARY RULES

Roberts Rules shall be subordinate to the Bylaws and the Articles of Incorporation of the Club.

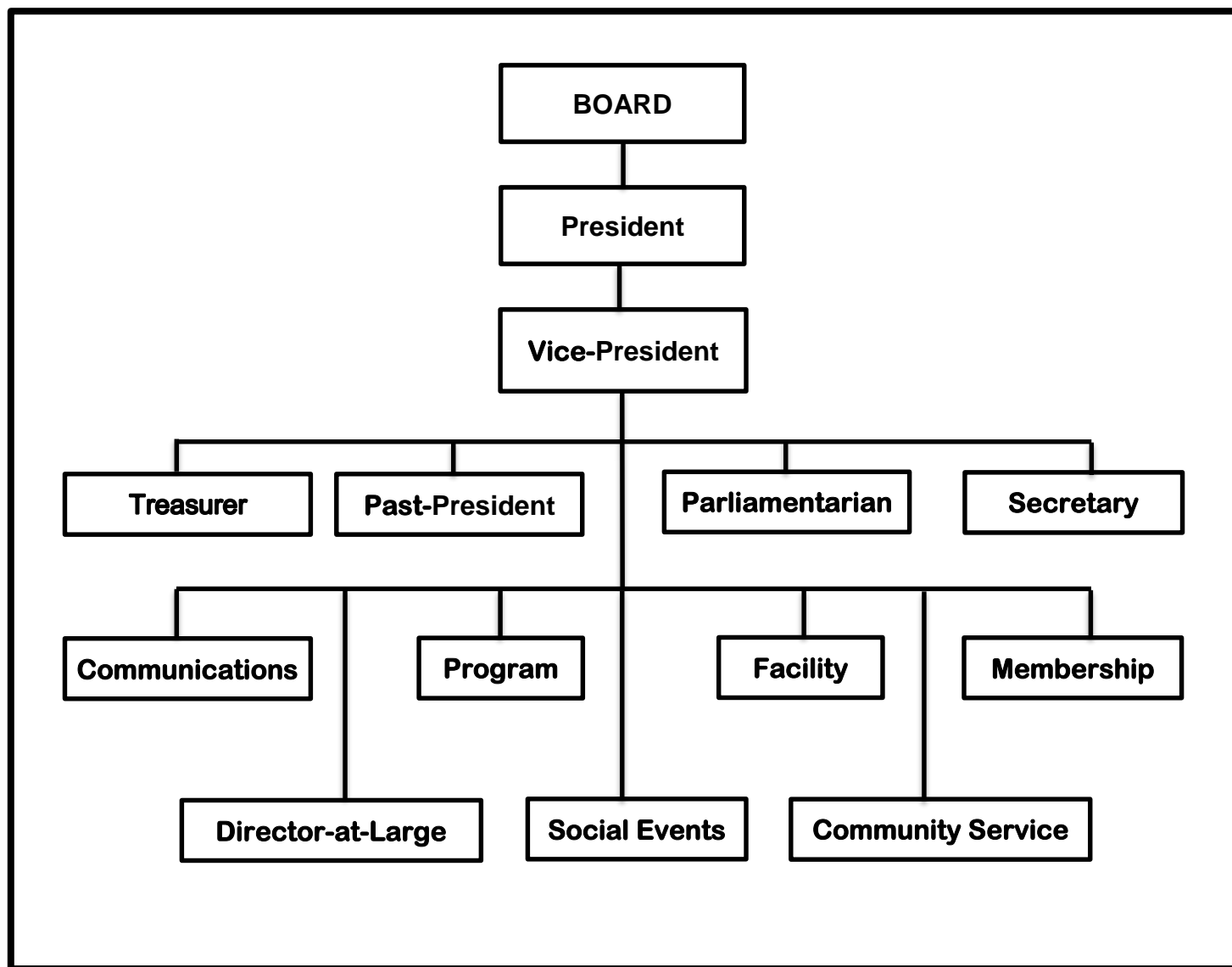
ARTICLE 12: ORGANIZATION OF THE COMPUTER CLUB

The Hernando Computer Club is organized as a non-profit 501 (c) (3) organization. Its Operations Manual describes the organization of the Club, the responsibilities of the Officers, Board, and Volunteers, as well as the rules and procedures to be followed.

A copy of the Operations Manual is located in the Club's office and is available for inspection by any member. The Official Publication published at www.hcc.org.

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Organizational Chart



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2018 Responsibility Chart*

President	Club Representation Coordination of Committees Preside over Board Meetings General Meeting
Vice President	Fills in for President as needed
Treasurer	Financial Record Keeping and Finances
Secretary	Meeting Minutes Correspondence Record Keeping
Education	Class Selection Instructors Scheduling Software Decisions and Purchases Sign Up Sheets Class Assembly Open and Close Schedule
Program	Membership Meeting Speakers
Community Service	Coordinate all Comm. Service activities Evaluate and collect donations Prepare monthly report
Facilities	Maintenance Hardware Purchase Installation of Hardware and Software Asset Control of hardware and software
Communication	External: <ul style="list-style-type: none"> - Press Releases - Press Relations - Club Promotion - Publicity and Promotion Internal: <ul style="list-style-type: none"> - Newsletter - Web Site Open House/Newcomer Orientation Phone Committee ID Team
Membership	Member Management Database Volunteer Coordination
Social	Social Events
Director-at-Large	Assistance to other Board Members

***Some responsibilities of Directors are delegated**

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Rules and Regulations

Rules and Regulations of Membership

1. All new and renewing members must complete an application form, which is subject to Board approval, pay membership fee, and sign a Release Form before becoming a member.
2. Members must wear their badges when attending Club classes and meetings.
3. Members must pay the designated fees for specified club services.
4. Members must not promote organizations other than those specified by the Club.
5. Members must not use Club information or property for personal or monetary gain.
6. Only a member may vote and become a member of the Board of Directors; i.e. their dues must be paid as specified, and they must adhere to the rules.
7. Cell phones must be turned off or set on vibrate.

Revocation of Membership/Disciplinary Action

Board members or regular membership may be revoked or be disciplined for serious violations as follows;

1. Stealing Club property
2. Physical altercation with members, guests or other persons authorized to attend club functions at the Club meeting site.
3. Conviction of criminal activity by a governmental body authorized to convict.
4. Failure to adhere to Club rules which have been published.
5. Conduct detrimental to the well-being of the Club such as malicious verbal or written communications against members of the Club.
6. Failure to perform in the position according to the position description.

For Items 1 and 2 above revocation may be immediate. For Items 3 through 6, a member must receive one written warning by the Board before action can be taken.

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Board Member Election

Nominations Chairperson:

1. Consults with the President to determine how many Director Positions need to be filled in the coming year.
2. Selects two Club members to complete the Nominations Committee.
3. Distributes nominations forms to the current Board members whose terms expire to determine whether they wish to run again.
4. At the August General Membership meeting informs membership of the open positions and solicits members who may be interested in serving.
5. Distributes nominations forms to all persons seeking nomination.
6. Requires each person seeking a position on the Board to complete a Nomination Form.
7. At the September General Membership meeting presents all qualified nominees to the general membership.
8. At the October General Membership meeting, nominations will be accepted from the floor. The nominee must be present or must have submitted a nomination form to the Nominations Committee. Nominations will be closed at the end of the meeting.
9. The complete list of qualified candidates will be published in the November issue of the official publication, HCC.ORG.

Board Member Appointment

The Board may appoint any member to the Board according to the staggering rule. This potential member has to go through the same procedure as described above in point 5 and 6. In addition the Nomination Committee will review his or her qualifications and make a recommendation to the Board.

Qualifications to be a Board Member

- Has been a member of the Hernando Computer Club for a minimum of 90 days.
- Have good communications skills.
- Be proficient and be willing to use email for information exchange. If not proficient, must be willing to be trained.
- Has a history of Volunteering on a regular basis.
- Has met all Volunteer Commitments reliably.

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Voting at General Membership Meeting

- The requested action shall be publicized in the Club's official publication, the Website, explaining the reason the action is required and notifying the general membership that a voice vote will be taken at the General Membership meeting the following month.
- Qualified voters, as determined by the Data Base Membership roster, will be identified as they enter the meeting and handed a colored card.
- The action requested will be discussed during the General Membership meeting and a voice vote will be called.
- Qualified voters will raise their colored card for a "yes" or "no".
- A majority of qualified votes present at the meeting will prevail.

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Budget and Operating Expense Guidelines

Budget Process

- Directors are to be provided budget forms by the Treasurer in September.
- Completed, realistic budget forms are to be returned to the Treasurer in October.
- A meeting of all Directors involved with a budget will meet to finalize budget for Board review
- Board will review, evaluate and approve budget in December.
- Directors are to report on budget progress in their monthly reports.

Operating Income and Expenses

- All income received, by any means, is the property of the Hernando Computer Club.
- This income shall be distributed by the Board of Directors.
- Directors are authorized, upon notification to the Board, to spend monies on necessary club expenditures up to the limit placed on them in the expense portion of the budget.
- Expenses required in excess of the budget or new expense requires Board approval prior to implementation.

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Actions Requiring Board Approval

This is a preliminary list, which may be amended as needed.

President or General

Board Approval for:

Appointments of Operational Positions
Appointment of Members to Board
Changes in Membership Fee structure
New, Renewing and Rejoining Member applications
Refund Policies
Exceptions of refund policy
New Club Policies or changes of Club Policies
Operations Manual changes
Director on Duty duties

Vice President:

Treasurer:

The yearly budget

Secretary:

Monthly meeting minutes

Program:

Education:

Board Approval: Changes in class fees

Communications:

Newsletter:

Facilities:

Board Approval: Software or hardware purchases exceeding budgeted limits

Social Events:

Board Approval: Yearly calendar of events

Board Approval for new event if it is expected to incur costs to club

Board Approval: if expenses for an event exceed budgeted limits

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Refund Policy

Our instructors are Volunteers with the best intentions to serve the membership, and are not paid professionals. Instructors and other members are not perfect. Classes are very inexpensive considering the usage of facilities and equipment. Members should be aware of and consider these facts.

Membership Fees

The refund of a Membership fee, less a processing fee of \$10.00, may be granted by a majority vote of the board of directors, at the request of the member, provided the following criteria are met.

1. The request for a refund is submitted to the HCC board, in writing, within 30 days of acceptance of the application and fee.
2. That the new member has attended no more than the two drop-in classes, in an effort to determine suitability.

Hands-On Classes

Refunds are given only if notice is given in enough time to find a replacement before the class starts.

A member may decide during the class sessions not to attend anymore for various reasons (such as, not liking the subject, not liking the instructor, not liking a fellow member's attitude). These are not acceptable reasons for a refund since the Club is delivering what was promised.

If a member is prevented from attending classes due to valid travel, illness, or scheduling problems, the member will be offered the opportunity to attend the missed session in a following month with the same or a different instructor with the following understanding: (a) if stations are sold out, the member is entitled to watch the class, or (b) if a station is empty the member can use the unoccupied lab PC. No refund will be given in such cases.

Right to Refuse to Instruct a Disruptive Member

The Instructor has the right to refuse to instruct a difficult member. If a member is asked to leave the class for disruptive behavior, no refund will be given for that class.

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Education Department Policies

The goal of the Department is to offer classes in a wide variety of subjects that will cater to both the beginning and the existing member.

The Department supports the instructors in their tasks by providing information, help with outline creation, and if desired, education.

The Department identifies possible new instructors and helps them to get started.

The Department develops upcoming schedules balancing member needs with instructor availability.

The Department prefers quality over seniority with the motto; the club is for its members not for the volunteers who run it.

Scheduling Procedure:

The future scheduling procedure will be based on 4 items:

Placing all fixed and must have items.

Choosing classes according to Sign Up sheets (subjects with longest waiting lists first)

Placing all instructors according to their availability and the number of classes, they want to do.

Placing all assistants according to their availability and the number of classes, they want to do.

Schedules

Current schedules are on the club website Hcc.org, click on Class Schedules in the navigation pane. Lectures and Hands-On classes are shown on separate sheets. There is also a Master Schedule showing both lectures and hands on classes on one sheet as well as the Open/Close Director for that time period.

This is at the bottom of the Class Schedule page.

Future classes, (the next month) will be available on the website Class Schedule page as well as the Master Schedule with the Open/Close Directors as soon as they are available.

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Sign Up Sheets

Sign Up sheets with class descriptions for all Hands-On Classes are located on a stand, usually displayed in the hall between our two rooms. Members are encouraged to choose the classes they want to take and fill out the form. The volunteer will collect the signed forms and contact the member when the requested Hands-On class is available.

Members may also sign up for hands on classes on our website. On the opening page that you see when you go to our website, you will see a box saying, "Put your name on the Hands-on Class Signup sheets right here on our website." Clicking this box reveals a form for the member to fill out, and submit. This then goes right to the volunteer handling the filling of these Hands-On classes.

Procedure of assembling the Hands-On classes

Once the class is scheduled, the instructor will be asked to confirm his availability. If an instructor is not available, another is asked. Instructors are asked to respond to these inquiries within 24 hours.

The Education Department will arrange to contact members on the waiting list and assemble the classes. The instructor can observe the progress on filling classes at the online Google doc file. If the contacted person has not responded or paid in time, but shows up for a class, it is the instructor's decision to accept or reject the person for his/her class. If any questions arise, please contact the Hands-On Class Coordinator.

Before each new Hands-On class starts, the Education Director or Class Coordinator will email the instructor a list of class participants that have paid or are expected to pay at the class.

Instructor Availability

The Department would like to avoid: Only one person can teach a subject. If the instructor is the only one that can handle a certain subject, he or she is encouraged to train another instructor in that field.

Lead and assistant should exchange their roles frequently for mutual benefit.

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Timing and transparency

Preliminary schedules will be online ahead of time, for members to see what is coming. These preliminary schedules could always change before the 20th of the preceding month.

Communications

All instructors are encouraged to communicate their availabilities, preferences, suggestions to the Edu Department. If a break is needed or the instructor would like to teach a new subject, let the Edu Director know right away.

Class Preparation

Hardware and Software

Contact the Facilities Director to confirm if the software you need is installed on the Lab or demo PCs at least 2 weeks before your class is scheduled. Proof the equipment well before the class starts, to ensure all will be working to your liking.

Class Outlines

Outlines are the backbone of instructing. It keeps the instructor self-confident and the security to be on a systematic path.

An instructor, who develops his or her own outlines, might be the best-prepared instructor. By creating the outline, he/she has familiarized him or herself with the subject more thoroughly. Instructors are encouraged to date the outlines and note the updated revisions.

Frequently, instructors share their outlines to save some time in preparing to teach a class. If you are using another's outline, please be sure to study the outline thoroughly and work through it before using it in a class.

Once the instructor has agreed to teach a class, the Education Director has to be informed which outlines are to be used. If these are new outlines, a copy has to be provided at least one week prior to the new month to the Education Director.

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Examples used in your classes to teach your subjects

Equally important as the Class Outlines are the examples that the instructor uses to show the tools of the software being taught. Develop colorful and entertaining examples to show the use of the software, to have material to modify and if possible amuse the student.

Handouts

Handouts help the student to make notes and gives the student the chance to practice at home, what he/she was exposed to in the class. The instructor might use his outline as a handout.

Instructors and Assistants

Each Hands-On class is facilitated by the Lead Instructor who follows his outline and sets the pace of the learning progress.

There can be up to 5 assistants, one for each student. The purpose of the assistant is to help the student and to train to become a lead instructor. The assistant's role is to help the lead instructor to lead and the student to follow. The assistant is most useful by keeping the slower students up to speed. The assistant does not offer or show his/her own way of doing a project, but follows the methods the instructor is using.

Instructor Entitlements:

Assistant Instructor

Once a member is declared an Assistant Instructor, he or she may attend any Hands-On Class as an observer. Lecture Hall classes and Workshops have to be paid.

Instructor

After the member has been a lead in a Hands-On Class, or has held a lecture in the Hall, he/she is officially an instructor. As instructor, the member is encouraged to attend any event to further his/her knowledge. His role in the Lab is an observer. If the station is empty, the instructor may participate as a student. If the instructor wants a guaranteed PC station, (taking away a seat that could be sold) then he/she is required to pay. Lecture and workshop classes are no fee.

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Teacher Recruitment

The Education Department will make a strong effort to encourage members to become instructors. A person that shows interest will be interviewed by the Education Director to find out interests and abilities. The prospective instructor will meet with the Edu Director to discuss the general subject of teaching, the availability and role of outlines, our procedures, and more. All efforts will be made to make new instructors feel welcomed.

All Instructors – both hands on and lecture:

- 1) The Education Director should be notified immediately of any change in availability once a schedule is released to members so appropriate actions can be taken. If someone is going to cover the class, it should be known as well. In the event a class needs to be cancelled there are several people who need to be notified once the Education Director is aware.
- 2) Handouts – An important piece of information the student can take home and refer to. The more information your handout has, the better the student can review and learn from it.

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HANDS-ON CLASSES Procedures and Policies

The following guidelines and procedures have been designed for member and club benefit.

- There will be Hands-on Classes with required or recommended Registration. The following relates to "Registration and Prepayment required" classes
- Members need to communicate which classes they are interested in taking. This can be done by submitting a filled-out form online on our Website, or the printed form that can be found at the Sign-up Sheet Board. Sheets are to be placed in the "Completed Sign-up Sheets" pocket of the stand. Member should print their name, email address and phone number clearly.
- Sign-up sheets will be logged onto rosters for each class by the date the sheet is filled out. Please note: not all classes are held every month and there are only five (6) openings each month for some hands-On Classes.
- Approximately the middle of each month, calls will be made for the upcoming month (i.e., mid-June for July classes).
- Members will be called for those classes where registration is required starting with the earliest requests. They will be given the dates and times scheduled for that particular month and asked if they are willing to commit to taking that month's class.
- If the member makes the commitment, payment must be received within 4 days. There are 3 ways to pay: mail a check, drop off at club, or go online and pay with Credit Card or PayPal.
- Checks dropped off at the Club must be given to the DoD, who will place it into the "Pay for Hands-On Class" envelope. The envelope must say amount, name of person paying and the name of the class, then placed into the Wall pocket named "Education".
- If payment is not received by the fourth (4th) day after the "Yes", it will be assumed the person is not interested anymore and the station will be offered to another member. The amount of the check will be based on the number of class sessions for that particular class. 2 session classes are \$10; 3 session classes are \$15 and 4 session classes are \$20.

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HANDS-ON CLASSES - Guidelines and Policies (Continued)

- If our caller cannot reach a member at the number provided and leaves a voice-mail message, it is the member's responsibility to return the call if they are interested in taking the class in question. Call backs are first come, first serve, so a delayed response may result in the class already being filled. Repeated non-response will result in their name being removed from the list.
- Calling is the most efficient way to accomplish this task and it is the member's responsibility to ensure the club has an accurate phone number(s), that they have a connected phone and an answering machine.
- At times, we send information regarding classes via e-mail. It is the member's responsibility to ensure that the club has an accurate e-mail address.
- Refunds are given only if a replacement can be found before the class starts so it benefits the member to let us know immediately if they cannot attend a class after they have committed– this allows us an opportunity to find a replacement.
- A member may decide during the class sessions not to attend any more for various reasons (i.e., not liking the subject, not liking the instructor, not liking a fellow member's attitude). These are not reasons for a refund since the club is delivering what was promised.
- If a member is prevented from attending classes due to valid travel, illness, or scheduling problems, the member will be offered the opportunity to attend the missed session in a following month with the same or a different instructor with the following understanding: (a) if stations are sold out, the member is entitled to watch the class; or (b) if a station is empty, the member can use the unoccupied lab PC. No refund will be allowed.
- The instructor has the right to refuse to instruct a difficult member. If a member is asked to leave the class for disruptive behavior, a refund will be given for that class.

Hernando Computer Club Operations Manual

Fuel Policy

A Fuel Policy is in effect due to the increase in the cost of gasoline.

The purpose of this policy is to support and retain Board Members and Instructors.

Instructors, scheduled Assistants and Board members performing DoD duties are eligible for mileage reimbursement.

To calculate the reimbursement:

Multiply the round trip miles to and from home and club by \$.18. per mile. This is based on the Standard Mileage Rate authorized by the IRS for Charitable Organizations.

Every director and instructor desiring a reimbursement needs to submit a request at the end of each month to the treasurer, who will verify the request with the schedule and make the payment. The request needs to be made on the form provided by the treasurer and can be mailed, delivered or emailed.

This Policy may be revised or revoked by the Board of Directors.

Hernando Computer Club Operations Manual

Treasurer's Guidelines

Books are to be kept in QuickBooks.

Pay rent to Grace Presbyterian Church with electric bill. Reduce by \$77.00 (for their usage).

Pay Spectrum- Brighthouse Bill (Covers Internet and Telephone)

When presented a "payment request form" a check is written to the person requesting reimbursement of approved purchases.

Monitor the PayPal account for deposits for new membership, and purchases by approved board members.

All funds collected should be deposited as close to the end of month, to be able to reconcile with membership records.

Record all deposits and checks in QuickBooks software. Bank reconciliations are done to give a complete and accurate accounting to the board. (This will require going to each website for a statement.)

Reports to BOD at month end:

- Treasurers Report – Excel
- Income – Expenses Report – Excel
- Budget Performance Report – QuickBooks
- Profit & Loss Report – QuickBooks

Annually the Treasurer is responsible for assembling the budget for the Boards review.

Changes should be made as requested by the board.

Tax Reporting – 990 forms

Tax Exemption Certificate update is to be done as follows: At 59 days until expiration, go to myflorida.com. At forms and publications update contact information. The new certificate will be mailed to us at that time. *Do not update info earlier as they will throw it in the garbage per their office.*

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Hernando Computer Club Operations Manual

Communication Department tasks:

Press Relations (before the event)

- Write text about upcoming events and classes and submit to the appropriate media.

Press Relations (after the fact)

If possible, take or collect photos of each

Social event

General Meeting

Promotional event

New volunteer or

Any unusual occurrence and

Write a story about what the picture is about and send to the appropriate media.

End each press release with the club phone number and website address.

The Monitor (monthly Newsletter)

The Monitor has been discontinued. The weekly email by the Vice President will take its place. Other various reports are posted at the Club and on hcc.org as they become available.

Website

Once a week update the "What's coming up this week" on the index page.

Add pictures of very recent events

Create banners and post flyers to advertise upcoming social events.

Post General meeting flyers featuring guest speakers.

Update schedule page monthly.

Keep content current on all pages.

Promotional Events

Pursue getting speaking engagements at other organizations. Take club laptop and use Website as guide to talk about our Club, or create PowerPoint show. Consider Participating at events like, Hurricane Expo, Swamp Fest and Chamber of Commerce.

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Hernando Computer Club Operations Manual

Donated Computer Equipment Policy

All donations of computer hardware and software that meet the Club's current policy of approval shall be accepted with the intention of donating for a Community Service activity. Refurbished computer equipment shall be donated to schools, charitable and non-profit organizations that are included in a list of such organizations maintained by the Community Services Director. Donations to individuals are not allowed without approval of the Board of Directors.

All computers donated to the club must have a currently acceptable operating system and be in good working order. Currently acceptable are complete computer systems that were designed for Windows Vista or newer operation systems. We occasionally have a need for and individual item, such as a computer tower or monitor. *Printers and scanners should not be accepted.* No equipment shall be accepted without the approval of the Facilities Director.

The person acting as Community Service Director will be advised of all equipment accepted by the Club, which meets the criteria for donation. The Facilities Director or other approved technical representatives shall inspect and test the equipment, identify current software applications and remove or install software that may be appropriate. Any personal data the donor may have left on the system shall be erased. Preferably, a clean install of a new operation system should be done.

The Community Service Director will receive status updates from the Facilities Director and be advised when the equipment has been processed and is available for donation.

Revised May 8, 2018

Hernando Computer Club Operations Manual

Facility Usage Policy by Outside Parties

To enhance community service, the club facility will be provided to non-profit organizations providing services at no cost. Board to approve on a case-by-case basis.

Lab and club equipment use will not be provided.

Use will be limited to that of the lecture room for the purpose of using the wireless internet. The organization or their participants must furnish their own laptops.

Hernando Computer Club Operations Manual

E-mail Voting Policy

The board of directors may ask for a vote to be held via e-mail as long as no monetary expense is involved.

Placing motions, asking for a second and requesting a vote count on the motion should only be done when time constraints require a decision prior to the next regularly scheduled board meeting.

Since a full discussion via email is not efficient, it is allowed that a board member has the right to veto an email vote. In absence of any veto, an email vote is permitted. In the case of a veto, a special meeting may be called.

For a final email vote to be valid, it must pass by a quorum of the board.

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Instructor/ Director/ Technicians and Administrative Support Entitlements

Assistant Instructor:

Once a member is declared an Assistant Instructor, he/she may attend any Hands-On class as observer. Lecture hall classes and Workshops have to be paid.

Instructor:

After the member has been a lead in a Hands-On class, or has held a lecture in the hall, he/she is officially an instructor. As an instructor, the member is encouraged to attend any event to further his/her knowledge. His/her role in the Lab is an observer. Only if the station is empty may the instructor participate as a student. If the instructor wants a guaranteed PC station, (taking away a seat that could be sold) then he/she is required to pay. Lecture hall classes and Workshops are also no fee.

Board Members/ Technicians/ Administrative Support

As a Director/Technician or designated Administrative Support staff, the member is encouraged to attend any event to further his/her knowledge. His/her role in the Lab is an observer. Only if the station is empty may the Director/ /Technician or designated Administrative Support staff participate as a student. If the Director//Technician or designated Administrative Support staff wants a guaranteed PC station, (taking away a seat that could be sold) then he/she is required to pay. Lecture hall classes and Workshops are also no fee.

Hernando Computer Club Operations Manual

Volunteers

Definitions and Guidelines

HCC is an all-Volunteer organization so our Volunteers are crucial to our existence. In an effort to provide continuity, here are some guidelines.

The Membership Director will find and train volunteers for tasks as defined by the needs of the club. There are trainings videos available at the kitchen PC and on our Website.

Although Volunteers are needed for General Meetings and special events, the greatest need is on a daily basis for Lecture Classes. Two Volunteers are needed for each Lecture Class. Volunteers are asked to help for about 3 hours per lecture but they may leave after the break once their duties are completed. While the volunteer is on duty, both the lecture and refreshments served are free.

A Volunteer's duties should not interfere with the class. The Director on Duty is there to assist the Volunteer with any help needed.

The Volunteer Schedule is available online at the club website www.hcc.org. Volunteers can view the online schedule and select the time and date to volunteer. The Membership Director will confirm the volunteer's duty time by email.

The off line Volunteer schedule is posted on the corkboard in the hall. Volunteers may select a duty time by writing their name in the space provided. The Membership Director will confirm the volunteer's written request by e-mail or phone. The volunteer is encouraged to check the on-line schedule for the most up to date information. A Volunteer Coordinator may also make calls for volunteers to fill vacancies.

If a volunteer is unable to do his/her scheduled duty time, it will be the volunteer's responsibility to notify the Membership Director by phone or email.

To show our appreciation and thank our Volunteers, HCC provides an annual Volunteer Appreciation Dinner. In order to be invited to this special event a member needs to volunteer a minimum of 6 times in a calendar year. The Board of Directors, consistent with the needs of the Club, can revise the qualification.

Each month all Volunteer names are published on the club's website at www.hcc.org. A Volunteer of the Month drawing is held at the Monthly General Meeting and the volunteer whose name is drawn wins a prize.

ALL MEMBERS, Directors, Instructors and Assistant Instructors must wear a badge.

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Hernando Computer Club Operations Manual

Mass E-Mail to the Membership Guidelines

Mass E-mail can only be sent out by Directors.

The mail cannot exceed 99 e-mail addresses per batch.

E-mail addresses must be placed in the bcc field. We do not want to share e-mail addresses throughout the membership.

The subject line must begin with: HCC, Dept. and topic

End each e-mail with your name, department or title, website address and club phone number.

Make every effort to make your message upbeat and enthusiastic.

Send e-mail to the President for approval PRIOR to sending it out.

Forward all mail delivery problems immediately to the individual maintaining the membership database.

Mention your e-mail in your monthly report.

Vice President sends out an email every Saturday with the week's news and Classes.

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Director Duties

Keys:

A Director, duly elected by the membership and installed, will be issued a set of keys to building B and the rooms therein for use during that director's term of office.

A set of keys may be issued and assigned to various additional HCC members in good standing, for reasons considered sufficient to warrant that action and approved by the Board of Directors

A complete set of keys is located near the copier/printers in the South "Hands On" room of the HCC suite of rooms.

In addition to the keys described above, the keys to the storage facility located on Rt.19, across from the I HOP.

The exterior doors of the HCC are to be closed and locked whenever the building is unoccupied. Certain interior doors; Kitchen and south "Hands On" room doors and all lockable cabinetry in those rooms are to be locked whenever the building is unoccupied.

Responsibilities:

Areas of responsibility are assigned by the President. If no organizational position is assigned, the Director (at Large) will assist other Directors.

Duties

Each Director is expected to do their fair share of Open and Close Duties, as described in the Open and Close procedures in the Operating Manual. As of Fall 2010 the expected frequency is 4 per month.

Reporting:

Reporting to the Board: Each Director holding an organizational position composes a monthly report about activities in his/her area of responsibility and sends it via email to all other Directors on or before the Saturday prior to the Board meeting.

Document Storage

Official documents such as the monthly reports to the Board and information relating to the Club's operation are stored online in the Virtual Filing Cabinet. Contact the President for log in information.

Attendance

Each director is required to attend Board Meetings and General Meetings. Each Director is encouraged to attend Membership Committee (MemCom) Meetings, Instructor meetings, Newcomer Orientation / Open House and special events.

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Communication

Many items that need Board Approval might be discussed previously through email exchanges. Sometimes a director looks for guidance and asks for an opinion poll before making a decision. Often information is sent during the month so all directors are informed of new developments. Therefore, a Director is expected to have basic email skills and to read and respond daily to email. Training is available.

Hernando Computer Club Operations Manual

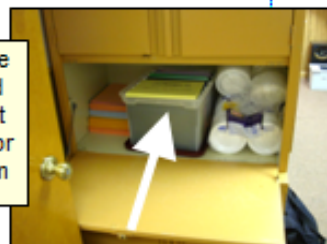
HCC Director, Open/Close....Picture Views

Make sure 8.5 X 11 inch cards showing classes for the day on the north and south doors are current and posted in their holders.



There is usually one card for each door if there are activities in the room that day

Door cards for the month are stored inside the cabinet just inside our door to the South room



Be sure there are blank Forms in the top pocket.

Various form masters we need are located in the wall pocket on the right side of the monitor cabinet.



VERY IMPORTANT

Overhead storage cabinet – If you need to get into this top cabinet, the nearby ceiling fan MUST be turned off (wall switch beside door) before opening any of the storage cabinets above the metal cabinets.


Monitor the comfort of the members and adjust the thermostats as needed for their comfort. There is one thermostat in each room we use, they both look alike.

When we are done with our rooms for the day, Please check that the thermostats are set for the current policy on the note above them. If the weather is cold, turn the thermostats off when leaving for the day. Turn off all lights, and computers when leaving for the day.

If another group is using the North room, it would be to our benefit to check and see if they set the thermostat as stated on the note above it. (Or turned the thermostats off in cold weather)



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Directors mailbox located here

INTERNET
Reset routers if the internet is not working.

Two routers located here. Unplug them both, wait 30 seconds, then plug them back in.

This should fix an internet problem if it is not the fault of Brighthouse.





Keys to outside bulletin board and the keys to kitchen, supply cart, Welcome Center cart, and outside dumpster are located here.

Map and key to storage unit is located here

Be sure to return these keys to this hook when finished with them.

Hernando Computer Club Operations Manual

Setting Up The Lecture, (North) Room

(The Instructor takes care of this unless he/she doesn't know how.)

The room has two projectors now, both projectors and the wiring stay in this room. We will always use the projector and screen in the front of the room, and depending on the size of the class, we may use the back projector and screen as well.

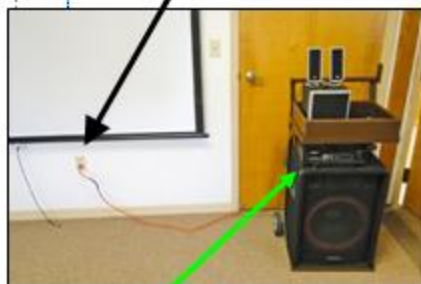
(The front projector has a white remote. Using both projectors involves using a splitter to feed both projectors. (Pictures to follow.)

If needed, the instructor has the DoD get the club laptop out of the storage cabinet if it is locked. (all Directors have keys) The instructor may use his own laptop if he/she prefers.

Bring the laptop and the wireless mic sound cart into the North room.

Instructor must use the mic if he/she has more than a few attendees.

Sound cart plugged in here



The sound cart should already be turned on, but if it is not, turn on here



The sound cart holds the wireless mic, the remote for any of our 3 projectors and the splitter (seen later) for when we use both projectors in the North room.

Hernando Computer Club Operations Manual

There are 2 black video wires coming from the ceiling now to the table where the laptop sits.

They are marked, Front, meaning front projector and Back, meaning back projector.



If the class is small, and all attendees can see the front screen, then there is no need to use the back projector.

When using just one projector, (the front one) the cable marked Front is plugged into the appropriate connection on the laptop. (VGA out, usually only one)

Pictured at right is a VGA cable. There is also a HDMI cable here, which is what most newer laptops use now.



If the audience is larger, then we will use both projectors and screens to better accommodate the attendees. We use a splitter for this. The splitter can only accommodate the VGA type plug.

Plug the rear projector into the wall outlet just below it.

To use both projectors you will need to use the splitter. (kept in the sound cart)

The plug on the splitter plugs into the laptop. The plugs marked Front and Back plug into the connectors on the splitter. The red usb plug must also be plugged into the laptop for the splitter to work.

This red USB plug is from the splitter and it plugs into any USB connector on the laptop. The splitter will not work if this red plug is not connected.



Dec. 2015, Ron P.

Hernando Computer Club Operations Manual

When we are done with the room:

1. Unplug the electric cord from the back projector, (if used)
2. Disconnect the splitter from the laptop, (if used)
3. Disconnect the black video cables from the laptop or splitter
4. Unplug the power strip.. (very important)
5. Put the splitter, remote, and wireless mic in the sound cart.
6. Return the laptop and sound cart to the South room.

Roll up the screens please.

Turn off the lights and set thermostat per directions on the wall.



Very Important to
unplug this when we
are not in the room.

Kitchen/Break room



Unlock both locks to use,
then re-lock when done for the day.

The key for the Kitchen door, computer cart and supply cart are all on a ring with a long aluminum stick.

The is kept on the left side of the monitor cabinet in our lab room. Be sure to return the keys to the lab room after using.



The three
Kitchen keys
here.

Hernando Computer Club Operations Manual

Be sure the wires on the floor are covered with the rubber wire covers we have in this room.



Outside Bulletin Board

Check to see that enough Monthly schedules are available in the Brown Box underneath the Bulletin Board.

- Only Current flyers and schedules should appear behind the glass. Anything outdated needs to be removed.

Location of Bulletin Board key is on the hook in Lab. (Same place as kitchen keys. Current Monthly Schedule, and if available, the next month's Lecture Class need to appear behind the glass in the Bulletin Board.



Leaving for the day

When leaving the building, Turn off all lights, (restrooms also) and set both AC units per directions posted above them.

Put all trash collected in the dumpster outside in the parking lot.

The church requires that no trash be left in the building sitting on the floor by the drinking fountain.

Key for the dumpster is on the key ring in the lab pictured previously.

Be sure lab room and entrance doors are locked.



Dec 2015, Ron P.

Hernando Computer Club Operations Manual

Minimum Age Requirements

Applicants for club membership under the age of 18 are required to have their membership application signed by a parent or guardian. Those under the age of 16 must be accompanied by a parent, grandparent or legal guardian at all club functions. The accompanying adult must be a club member.

If any problems arise during classes, the instructor has the right to remove or reject the student. If for any reason, the member is deemed to be causing a disruption of the club's functions, the member may be removed from the membership by the Board of Directors. Such removal will result in forfeiture of all dues.

Upon reaching age 18, the member becomes eligible for a standard membership.

Policy on Sending Floral Arrangements

The Board will be permitted to send flowers from the club to any Board member that has been admitted to a hospital. (\$30-\$40 range)

The same policy will apply for any hospitalized instructor on the current "active instructor" list furnished by the Education Dept.

One Board member is designated to monitor the need and arrange to send the flowers.

This function is usually assigned to the Vice President.

Hernando Computer Club Operations Manual

Florida Association of User Group's Conference*

***Membership in FACUG has been terminated by vote of the BOD Oct. 2017**

The Hernando Computer club has been participating at most FACUG Conferences in the past. The Club encourages this by reimbursing the Registration Fees for up to 3 participants. Cost for lodging and food up to \$500 will be provided for President or Board designated Stand-In. The event is educational for persons in leadership positions or instructors.

Calendar of Social Events

During October & November the MemCom members are encouraged to discuss and plan the social events calendar for the following year. The Calendar, along with their proposals, is presented to the Board for approval.

The Annual Calendar includes the business and social functions of the club and is maintained by the Secretary. In December the Secretary presents the final draft of the Calendar to the Board for approval. The approved Calendar is then presented to the church for their approval and confirmation of the dates needed for the use of Fellowship Hall.

Annual Calendar includes:

- Monthly General Meetings
- Monthly Open House
- February: Volunteer Appreciation Dinner
- Apr: Picnic in the Park
- Summer or Fall Event
- Oct: Expo
- Dec: Christmas Party

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Hernando Computer Club Operations Manual

Board Members Duties & Responsibilities

Reports to: Board of Directors/President

Summary: Every Board Member is responsible for a specific area of responsibility except Director at Large. Each is expected to manage that area of responsibility by planning, organizing and executing their duties within the guidelines of their Position Description and to work with other Board Members to ensure the smooth operation of the Club. Perform Open and Close Duties

Requirements: Member for a minimum of three months prior to any vote unless waived by a unanimous vote of the Board

Sequence of Duties Performed:

- Read and understand the Job Description of the Director position assigned
- Review predecessor's monthly Board reports
- Establish goals for the new term
- Review all other Director Job Descriptions with a view toward understanding the communication and connections among them
- Some Directors provide an e-mail report to all Board members three days prior to regular monthly Board meetings
- Attend all Board meetings unless excused for a good reason
- Attend scheduled General Membership meetings
- Take turns with other Board Members with Open and Close Duties
- Support Board actions approved by the majority

Hernando Computer Club Operations Manual

President

Job Title: President

Reports to: Board of Directors

Summary: Chief Executive of the Hernando Computer Club. Responsible for planning, organizing and implementing goals and recommendations of the Board of Directors. Ensures that the bylaws and operating rules are followed. Serves as primary liaison with other agencies and organizations.

Requirements: Position can only be held by a Board Member with prior Board Experience.

Position Description

- Ensure that the Annual Calendar is implemented in a timely manner
- Maintain close communication with the Program Director to ensure interesting and timely meeting topics
- Oversee all special events
- Conduct monthly Board of Directors' meeting, and prepare the meeting agenda with the Secretary
- Conduct monthly Club meetings according to written agenda
- Appoint a Nominations Chair
- Appoint other committees as needed, subject to Board approval
- Plan corrective actions to problems and execute them with Board approval
- Work with Directors to ensure they are performing according to their position descriptions, Operations Manual and Bylaws
- Request written status reports from Directors
- Ensure annual review and update of position descriptions
- Provide guidance and direction in the development of a strategic plan for the Club
- Prepare monthly article for the Club Newsletter
- Act as an ex-officio member of all committees and provide guidance to them
- Initiate and maintain contacts with other clubs and organizations
- Attend functions at other organizations as the representative of the HCC as approved by the Board

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Hernando Computer Club Operations Manual

Vice President

Job Title: Vice President

Reports to: President/Board of Directors

Summary: Assists the President as required and other committees that need assistance

Requirements: Position can only be held by a Board Member with prior Board Experience.

Position Description

- Assist the President as required
- Resolve any conflicts before they are escalated to the president
- Assist Board members as requested
- Maintain Roster Membership Data Base
- Assume the functions of the President if the president is unavailable

Hernando Computer Club Operations Manual

Secretary

Job Title: Secretary

Reports to: President/Board of Directors

Summary: Record and report minutes of all HCC meetings. Maintains records of all legal documents in the Virtual Filing Cabinet and in print. Communicates with members and with the public as required.

Requirements: Only a Board Member may hold position

Position Description:

- Take minutes at Board of Director meetings
- Distribute these minutes to Directors for review and possible corrections
- After Board approval at the next meeting, upload minutes to Virtual File Cabinet and place in offline binder with Director Reports.
- Instruct and support the other Board Members in the procedure of data entry at the Virtual File Cabinet
- Create and maintain the Annual Calendar of important dates for business functions of the Club
- Assist President in creating meeting agendas, to ensure that carry-over items do not get lost.
- Take notes at the monthly General Meeting and Membership Committee Meetings
- Maintain a copy of all contracts virtually and in print
- Maintain a copy of all sections of the Operations Manual virtually and in print
- Pick up mail and insure it gets proper attention and distribution

Hernando Computer Club

Operations Manual

Treasurer

Job Title: Treasurer

Reports to: President/Board of Directors

Summary: Chief Financial Officer of HCC. Maintains financial records for the Club. Invests excess funds at competitive rates. Provides required reports

Requirements: Only a Board member may hold position

Position Description

- Maintain financial records as requested by the Board
- Receive all monies collected by the Club from all sources and deposit same in Board approved checking account
- Maintain up-to-date signatures on record with financial institutions as necessitated by change in Board Members and signing authority granted
- Prepare and sign all checks for expenditures and ensure they are presented to the proper person or company in a timely manner
- Reconcile all checking accounts or any other financial instruments monthly
- Provide each Board member a copy of the monthly financial report prior to or at the monthly Board meeting
- Ensure that all requests for expenditures are within guidelines as approved by the Board
- Remind Board of spending limits set by Board in the annual budget.
- Recommend investment options to the Board
- Deposit excess funds as determined and approved by the Board in financial instruments and maintain records thereof
- Provide recommendations to the Board for the preparation of the annual budget
- Report the financial status of the Club to the membership annually in November
- When required, prepare Form 990 for the IRS and the Report of Non-Profit Organizations to the State
- File Annual Electronic Notice with IRS by 15th day of 5th month after close of tax period, even if gross receipts are \$25,000 or less. (May 15th)
- Ensure that Asset Inventory is updated annually in January
- Submit to an annual audit by a committee of three members. Report to be reported to the board at the earliest convenience.

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Hernando Computer Club Operations Manual

Past President

Job Title: Past President

Job Definition: A Past President is considered a Past President until the current President leaves office and becomes a Past President.
(Added December 2010 after a Board Decision)

Reports to: Board of Directors

Summary: Advisor to the President and Board of Directors regarding policies and procedures. Assists as requested by the President

Requirements: Previous President of the Board.

Position Description

- Attends Board meetings as available and advises as needed
- Reviews Board e-mail and comments as appropriate
- Serves as advisor to the President in matters of policy and procedures
- Assists with Board responsibilities such as opening and closing the Club as designated by the President
- Serves as Parliamentarian when asked to do so
- Serves as Past President until the current president is replaced

Hernando Computer Club Operations Manual

Membership Director

Job Title: Membership Director

Reports to: President/Board of Directors

Summary: Oversees all functions related to membership for the HCC. Develops programs that will attract new members and retain current membership in close cooperation with Social Event Dir.

Position Description:

- Volunteer Management
 - Maintain and improve procedures for Volunteer functions like Coffee Maker, Greeter, new Member materials (Welcome Pak, Greeter Table) etc.
 - Maintain records on all volunteer activities in a transparent manner: Google document
 - Create list of volunteers, who qualify for the volunteer appreciation event.
 - Hold Volunteer Training sessions as deemed necessary
 - Arrange for volunteers for General meetings and Special Events
 - Monthly Report to Board (includes minutes of the MemCom meeting if available)
 - Report at monthly General Meeting to Membership
 - Manage Volunteer of the Month
 - Organize and maintain a telephone committee for monthly calls
 - Send out emails to General Membership as needed.
 - Prepares New and Renewing Members list for Board of Directors
 - Posts all volunteering efforts in Volunteer spreadsheet
 - Prepares list of all volunteers monthly to be published
 - At year end, tallies all volunteering by members to prepare listing for Volunteer Appreciation Dinner
 - Act as back up for Social Events Director when he/she is unavailable
 - Assist Social Events Director with all special events and general meetings
 - Prepares abbreviated monthly class schedule for ID team and for use by Directors
- delegated: Volunteer calling to Volunteer Coordinator.
- delegated: Volunteers for Special events to various event Chair Persons
- delegated: Welcome Packs
- delegated: Phone Calling Committee
- delegated: Emails to Membership
- delegated: Database entries of new memberships

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Education Director

Job Title: Education Director

Reports to: President/Board of Directors

Summary: Provides overall direction for planning of educational activities for the Club. Recruits and trains educational staff. Maintains class supporting material.

Requirements:

Position Description:

- Assess Club education needs regularly
- Plan, schedule and staff broad educational programs and specific classes according to the needs of the Club
- Encourage instructors to create outlines and handouts
- Review and evaluate class outlines and other educational aids
- Provide training and feedback to instructors as required
- Coordinate with Program Director to facilitate scheduling of General Meetings, and support programs chosen by the Program Director
- Purchase software to support classes and other training requirements
- Coordinate with Facilities Director to ensure equipment and facilities are available
- Coordinate with Facilities Director to develop appropriate equipment use guidelines and ensure education staff follows those guidelines
- Maintain the Sign-Up Sheets and the Hands-On Class assembly
- Prepare and distribute Directors Open and Close Schedule

Delegated: Hands On Class Coordinator
Assembling of class schedules with descriptions

Hernando Computer Club Operations Manual

Facilities Director

Job Title: Facilities Director

Reports to: President/Board of Directors

Summary: Oversees all functions related to facilities for HCC. Monitors equipment performance. Reviews and suggests the purchasing, repair or disposition of supplies and computer equipment

Requirements:

Position Description:

- Review equipment performance for the purpose of improving efficiency
- Ensure all equipment is in working order
- Approve repairs within spending authority or recommend repair options to the Board
- Review equipment requests to ensure quality and consistency with currently installed equipment
- Establish and maintain a current asset inventory of all hardware and software
- Account for expenditures incurred by Facilities in the procurement of equipment.
- Ensure that the most efficient equipment, programs and procedures are in place for managing membership administrative processes (Welcome Center).
- Research, justify and present recommendations to the Board for equipment purchases required to support membership operations
- Keep a supply of ink and paper on hand so we don't run out.
- Responsible for all club keys, and maintain the required list for the church.
- Should be willing to move items in and out of storage facility when needed.
- Responsible for the Sat maintenance work
- Responsible for making sure the internet is working in the fellowship hall on the days of our uses.
- Responsible to be sure the hall is set up and returned to the church specifications when we use it for general meetings.

Delegated responsibilities Facilities Coordinator

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Communications Director

Job Title: Communications Director

Reports to: President/Board of Directors

Summary: Manages internal and external communications, including public relations, press releases, and speaking engagements outside the club.

Requirements:

Position Description:

- Maintain communication with Newspapers, Newsletters, TV and other publications with the purpose to raise awareness in the community about the Club's existence and to supply information to the public.
- Supply media regularly with press releases about upcoming or past events
- Communicate with any persons taking photographs to have a steady supply of event photography
- Coordinate all Club functions involving public relations. For example, set up speaking engagements, in coordination with Education Director, for availability of instructors.
- Assure that all activities of the other Directors are consistent in the content of their communications to both internal and external audiences
- Represent the Club at Public meetings as necessary
- Keep the Board informed in a timely manner of any issues/major developments pertaining to the Communications Director responsibilities.

Delegated: Duties to Communication's Coordinator
ID Team Coordinator
Phone Calling Committee

Hernando Computer Club Operations Manual

Program Director

Job Title: Program Director

Reports to: President/Board of Directors

Summary: Plans and implements programs for the Club's general business meetings. Contacts and coordinates with vendors and speakers as needed to provide presentations for monthly general meetings. Programs are generally planned and set up months before they are presented.

Requirements:

Position Description:

- Meet with the President and Education Director to plan a program calendar
- Keep the Board informed of planned events
- Make necessary contacts to obtain guest speakers for the General Membership Meetings. Speaker dates should be set and confirmed at least two months prior to the meeting date to allow for creation and publication of flyers
- Maintain a list of promising contacts made including pertinent information, such as organization, name, title, phone, cell and e-mail
- Secure commitments for each presentation and review content with the speaker
- Solicit contributions of hardware and software products for raffles and extra copies for Club use
- Receive all vendor contributed hardware/software and related documentation and turn it over to the Facilities Director
- Prepare monthly Flyer to advertise General Meeting

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Community Service Director

Job Title: Community Service Director

Reports to: President/Board of Directors

Summary: Plans and implements activities benefitting the Community as a whole.
Collect donations, identifies recipients for donations.
Arranges the presentation and delivery to the recipients.

Requirements:

Position Description:

- Meet with the President to plan activities in the Hernando County
- Coordinate all activities of community service, maintain file of all reports of each activity by the various contributors
- Prepare a monthly report of all activities regarding Community Service
- Maintain a list of promising contacts made including pertinent information, such as organization, name, title, phone, cell and e-mail
- Evaluate and collect donations
- Refurbish donated computers if considered worth the effort
- Identify recipients for available donations
- Prepare a monthly article for the Newsletter, discontinued
- Garden Club

Delegated: Evaluate and Collect Computer Donations

Delegated: Computer Refurbishing

Delegated: Garden Committee Chairman

Hernando Computer Club Operations Manual

Social Event Director

Job Title: Social Event Director

Reports to: President/Board of Directors

Summary: Organize Social Events to retain current membership and to attract new members

Position Description:

- Create Yearly Calendar of Events for BOD approval during October & November
- Plan and Execute Social Events
- Appoint Chairpersons for each event if available
- Report to Board monthly regarding Social Event Planning
- Provide a report monthly to the Club's Newsletter
- Have report for monthly General Meeting
- Share responsibilities for MemCom meetings with Membership Director

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Webmaster

Job Title: Webmaster

Reports to: Communications Director

Summary: Develop and maintain the HCC Web Site

Requirements:

Position Description:

- Is responsible for the Web site design, organization and maintenance
- Keep information on Web site current
- Place Newsletter online by the first of each month
- Place current schedules online
- Enable directors to place important files in the Virtual Filing Cabinet

Hernando Computer Club Operations Manual

Director-at-Large

Job Title: Director-at-Large

Reports to: President

Summary: Duties as assigned by President and approved by Board of Directors

Requirements:

Position Description:

- Perform any special assignments requested by the President
- Assist other Directors on specific projects delegated by the Director and approved by the President
- Make suggestions to Directors and entire Board regarding any observed improvements or changes for consideration and/or implementation.

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Operations Manual

Nominations Chair

Job Title: Nominations Chair

Reports to: President/Board of Directors

Summary: Solicits candidates for Board of Directors positions, and oversees the Nominations Committee. Conducts the annual elections of Directors at the November General Meeting

Requirements:

Position Description:

- The Nominations Committee Chair will select two other members; one (1) non-board member and one (1) Board Member, to serve on the committee. A candidate may not serve on the committee.
- The Nominations Committee will inquire if existing Board members are seeking re-election
- The Nominations Committee Chair, in accordance with Article 8, Section A of the Bylaws, will open nominations at the August General Meeting through the October General Meeting and solicit the membership for candidates at the meetings and in the Club Newsletter
- Distribute candidacy forms to all candidates to be elected or appointed and review returned forms
- Publish a profile of each qualified candidate in the Club Newsletter
- Provide monthly updates of nominations to the board. Provide a final report of qualified nominations to the board prior to the November General Meeting.
- Present the final slate of qualified candidates to be voted upon to the membership at the General Meeting in November. Every effort should be made to have twice as many candidates as there are positions available
- Conduct the election of Directors at the General Meeting in November
- Nominations Committee Chair conducts the Election of Officers at a Special Board Meeting early in December. The President will be elected first, followed in sequence by Vice President, Secretary and then Treasurer.
- The President will review each Director's interests and announce their appointment to specific positions, subject to Board approval, at the regularly scheduled December Board Meeting. The new Board will assume their positions immediately, except the Treasurer whose position is effective February 1st
- The new Officers and Directors are reported in the Club Newsletter

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- If a member is considered for appointment to the Board, the Nominations committee will evaluate his or her qualifications and make a recommendation to the Board for appointment.

Nominations Committee Calendar:

August	Chairperson opens nominations to membership
September	Chairperson presents the slate of nominees to the membership
October	Candidates published in the official club publication
October	Nominations from the floor accepted
November	Election of candidates to the board by the membership
December	Board positions are filled – New board presented to the membership

Hernando Computer Club Operations Manual

Parliamentarian

Job Title: Parliamentarian

Reports to: President

Summary: Assists the President in conducting business in the frame of the By-Laws

Requirements:

Position Description

- Ensures that all General and Board Meetings are conducted in accordance with the Club's By-Laws
- Supervise the election of Board Members and new Officers
- Advisor to the President, Officers, Board Members, Committees, and Members on matters of parliamentary procedure

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Kitchen Manager

Job Title: Kitchen Manager

Reports to: President/Treasurer

Summary: Purchases kitchen supplies needed to serve beverages and refreshments at all classes workshops, General Meetings and Open House events.

Requirements:

Position Description

- Establish and maintain a current list of all kitchen items.
- Purchase and replenish items as needed within spending authority.
- Account for all expenditures in writing to the Treasurer as instructed.
- Review all additional purchase requests with the President for approval.
- Deposit money from the Donation Box. Keep a bank of \$20.00 in the box.
- Ensure all appliances are in working order.
- Maintain the storage cabinets and refrigerator in good order.
- Replenish the coffee cart items needed for daily use.
- Maintain a tidy kitchen.
- Recycle items in the recycle bin.

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