

British Commonwealth Society of Puerto Rico

Executive Committee – Duties by Role



The job descriptions below are General Guidelines and may be modified at the discretion of the President, based upon the ability of the elected Member to fulfill all aspects of the position.

President (Must be a Commonwealth Member)

- Leadership:** To Manage, Coordinate and Delegate all necessary duties within the Executive Committee and Membership in accordance with the **Objectives of the Society:** *“The promotion of friendship and fellowship between members of the Society, British Commonwealth visitors to the Island and the people of Puerto Rico.”*
- Meetings:** To arrange and prepare an agenda for the monthly meetings of the Executive Committee. To act as Chairperson at these meetings to make sure they are conducted in an orderly manner and abide by the Constitution and Bylaws.
- AGM:** Present a “State of the Society” to the Membership, summarizing the past year’s activities, status of the membership and financial position of the Society.
- Events:** To suggest the theme for future events and coordinate the execution of all activities with the Executive Committee.
- Newsletter:** Write a monthly letter to the Membership, updating them on the affairs of the society, ready by first week of the month. Coordinate with the Secretary to prepare the monthly Newsletter and assist with the logistics of preparation and delivery, electronically and hard copy.

1st Vice-President

- Contingency Plan:** To take over the responsibilities of the President in the event that that this person is absent or unable to perform his/her duties.
- Bar Stock:** Manage and account for the BCS bar and liquor stock. Arrange for the stock to be delivered to the party destination and picked up after the party. To replenish the stock and provide consumption cost and accounting information to the treasurer on a per event basis.

2nd Vice-President

- Contingency Plan:** To take over the responsibilities of the 1st Vice-President in the event that this person is absent or unable to perform his/her duties.
- Sundries:** Manage and account for the stock of cups, plates, napkins, knives, forks, spoons, etc. Arrange for the stock to be delivered to the party destination and picked up after the party. To replenish the stock and provide consumption cost and accounting information to the treasurer on a per event basis.
- Food:** Coordinate the food for an event with the various membership cooks. Delegate as necessary and coordinate the table layout and serving of the food at an event. To make sure that we work within our budget for the food costs and to provide the necessary receipts and accounting for the treasurer on a monthly basis.

Events: Coordinate with the Event Hostess regarding table, chair and tablecloth rental.

Secretary

Contingency Plan: To take over the responsibilities of the 2nd Vice-President in the event that this person is absent or unable to perform his/her duties.

Newsletter: Collect information, prepare, write and print in conjunction with the President. Distribute electronically or by mail as appropriate.

Minutes: Take minutes at the monthly Executive Committee Meetings. Type up and distribute to Executive Committee members.

Correspondence: With the Executive Committee Members, Society Members, Potential, New Members and write Thank-you letters.

Gifts: Organize leaving gifts, life membership awards, flowers and gift bags for hostesses.

Survey: Prepare, print and collate feedback.

Records: File and organize a copy of all Newsletters, Minutes and Correspondence for the year.

Events: Coordinate with the Regular and Associate Directors (Phoning Page Persons) the confirmations on attendance and communicate with 2nd Vice-President to organize the appropriate quantities of food for the event.

Membership: Process all applications for membership and maintain an up-to-date roster to be distributed to the membership at least annually. Coordinate with the Treasurer regarding dues etc. Maintain a mailing list of members and others to which the society would like to keep informed of activities etc.

Treasurer

Contingency Plan: To take over the responsibilities of the Secretary in the event that this person is absent or unable to perform his/her duties.

Dues: Collection of Membership dues and Event Income, manage and deposit funds to the BCS Bank Account.

Accounting: Provide detailed monthly accounting to the Executive Committee Meetings.

Auditable: Make sure that the accounting has a supporting audit-trail.

Payments: Arrange payments and issuance of checks based upon the completion of a Check Request Form with supporting invoices or receipts.

AGM: To present at the AGA or upon demand from the Membership a "Financial State of the Society". Presenting a summary of the year's beginning balance, income from membership, and activities, major expenses and operational overheads, closing balance and any observations or recommendations.

Director – Assistant to 1st V.P.

Assistance: Coordinating and assisting the 1st V.P. in the responsibilities of that role.

Attendance: Coordinating with the membership via an assigned contact list which members will be attending the event and working with the 2nd Vice-President what menu items a Member is willing to prepare to support the events theme menu.

Director – Assistant to 2nd V.P.

Assistance: Coordinating and assisting the 2nd V.P. in the responsibilities of that role.

Attendance: Coordinating with the membership via an assigned contact list which members will be attending the event and working with the 2nd Vice-President what menu items a Member is willing to prepare to support the events theme menu.

Director – Assistant to Secretary

Assistance: Coordinating and assisting the Secretary in the responsibilities of that role.

Attendance: Coordinating with the membership via an assigned contact list which members will be attending the event and working with the 2nd Vice-President what menu items a Member is willing to prepare to support the events theme menu.

Director – Assistant to Treasurer

Assistance: Coordinating and assisting the Treasurer in the responsibilities of that role.

Attendance: Coordinating with the membership via an assigned contact list which members will be attending the event and working with the 2nd Vice-President what menu items a Member is willing to prepare to support the events theme menu.

Non-Executive Committee Members

Web-Master

Website: Update the www.BCSPR.com website with information on the society, newsletters, events calendar, recipes, photographs of past events, etc.

Historian

Support: To support the President and Executive Committee, offering advice and helping with continuity and certain aspects of tradition.

Public Relations/Marketing (To be assigned or shared within Executive Committee)

Marketing: Actively work on enhancing awareness of the Society within the local community.

Membership: Coordinating with the PR-UK Chamber of Commerce, Newcomers Club, British Honorary Consul, Pharmaceutical companies, Rotary Club, etc. To attract new Regular Members and selective Associate Members.