**List of Duties of PON Executive**

**An outline is provided in the Policies and Code of Conduct from 2018-01-31 section 1.5.**

**Below is an expanded list of duties.**

All members of the Executive agree to be engaged in Executive matters and

reply with feedback within 24 hours including Membership matters.

Communicate to all the Executive to ensure everyone is informed.

**President/Chair**

* Lead meeting via outline (see below)
* Conflict resolution
* Membership bylaw enforcement (ethical behavior, late payment, straying from seat held)
* Booking Executive Meetings
* Group emails are to go through the Chair prior to being sent.
* Review Treasurer’s report quarterly before presenting to the group.
* End of year wrap up. Draw up letter of direction to bank to appoint new Executive members to the bank account
* End of year Charitable donation vote. Ask members for suggestions, then vote. Generally we have given $500 to charity.
* Advise Windermere of address or email for invoices to be sent. We could use [powerofnetworking.ca@gmail.com](mailto:powerofnetworking.ca@gmail.com)

**VP/Vice Chair**

* Lead meetings when President/Chair is not available
* Take a picture of the speaker and upload to Facebook page as a promotional item for that member.
* Follow-up week prior with upcoming speaker to remind the speaker of the time parameters 10 minutes and any other helpful suggestions to have a successful presentation. Q&A after 10 minutes.
* Congratulations, cards, notes to members.
* Schedule Annual General Meeting at the beginning of the year, speaker spots and other pertinent events on the website via goggle calendar.
* Update PON website (adding new members with photo, email, phone website and photo. Delete members who are no longer with the group

**Membership**

* Answering inquiries regarding membership (website, phone, personal inquiries)
* Processing new members, application of new member, including voting emails to Executive and then to general membership. Goal to get new members into the group within a week, certainly no longer than the time between the meetings.
* Ensure new members have paid, given photo or logo for website and send to VP/Vice Chair.
* Communicate with new members when they should attend the next meeting once accepted.
* Announce new members.
* Follow up with new members, with welcome email from Executive. Direct to complete the application and review Final Policies and Code of Conduct on website. After approval have them sign the Signature Page for Final Policies and Code of Conduct. Advise them about speaker opportunities.

**Treasurer**

* **Minimum** of 1 bank deposit per month, need to complete deposit form supplied by bank.
* Send invoices to members for quarterly dues (2018 Tiny Invoice app was used). Excel was used prior.
* Receive invoices and write cheques for expenses (Windermere Manor), have Chair sign and drop off at the front desk by Grand Hall as you enter the facility.
* Collect dues from members
* Post on facebook reminders to bring cheques.
* 1/4ly Treasurer’s report. See form on PON website. Gather supporting documentation such as invoices for cheques written and list of members paid on bank deposits. Meet with Chair to review quarterly report. Present final report to Members. *This was put in place in 2018 to ensure accountability and a second set of eyes on the account.*
* We do not take “Cash” payments as there is no paper trail.
* The account is deposit only. No online access, no EMT as this opens the group up to unscrupulous business practices.

**Secretary**

* Minutes of annual general meetings, minutes of Executive meetings
* Make notes of any voting situations
* Send meeting reminders for attendance via Google Forms
* Send results of RSVP to all executive so we are aware of guests etc.
* Attendance at meetings, notion of representative sent instead of self, note of meetings missed by members
* Update code of conduct when changes are made – provide a copy to all members and have VP Vice Chair upload to PON website.
* Send emails to the group re: resignations
* Send cards when required/suggested by Executive. Example: Sympathy, get well.

**Power of Networking**

**Meeting Agenda**

11:25 am Buffet Line Up

11:45 am Welcome – Acknowledge Guests

11:58 am Infomercial for Members – Followed by Guests

(60 seconds for Members, generally we give a bit longer for guests.

12:25 pm 10 minute break

12:35 pm Speaker

12:50 pm Testimonial/Referrals

1:05 pm Special Announcements

1:15 pm Close – we have committed to Windermere to be out at 1:15 pm.