

LINEC JOB DESCRIPTIONS

According to the LINEC Bylaws, the Steering Committee is the governing body elected by the membership at the Annual Meeting to manage the affairs of the organization, arrange courses, do all other appropriate business in the name of the organization, and report on same to the members at the Annual Meeting. The Steering Committee shall have nine members who are elected on staggered three-year terms.

Principal Officers are a Chair, Vice Chair, Secretary, Treasurer, Registrar and Auditor (elected). Committees include Curriculum, Catalog, Nominating, Marketing/Publicity and Mailing. We also have a College Liaison. At the first Steering Committee meeting after the Annual Meeting, open positions are filled first from the Committee and the remainder from the membership. Being a member of the Steering Committee is not a prerequisite for all positions.

CHAIR (Steering Committee Member)

- Presides at all meetings of the Steering Committee and at the Annual Meeting and prepares an agenda for each.
- Makes contact with the NEC president for introduction and to review the Memorandum of Understanding.
- Monitors the activities of all officers and committees to assure that the purpose of the organization as stated in the Bylaws is fulfilled.
- Establishes and publicizes the schedule for Steering Committee meetings in accordance with the Bylaws.
- Serves as spokesperson for and represents LINEC in interfacing with NEC, other organizations and the general public.
- Is an ex officio member of all LINEC committees.
- Is encouraged to attend Curriculum Committee meetings to remain current.
- Is responsible for keeping the Chair's notebook up to date.
- Is responsible for keeping all documents current on the Chair's Thumb Drive before passing it on.

VICE CHAIR (Steering Committee member)

- In the absence of the Chairperson, performs all the duties of that office.
- Performs such other duties as may arise as appropriately assigned by the Chair or the Steering Committee.
- Serves as Historian whose tasks are to:
 - Organize and maintain all training materials, equipment, and historical files in the LINEC closet at NEC;
 - Maintain a current Policies and Procedures document, to include all policies and procedures established by the Steering Committee;
 - Maintain a roster of all individuals approved for Honorary Lifetime Membership in LINEC;
 - Maintain a list of gifts to NEC by LINEC;
 - Serve as a resource to the Steering Committee concerning LINEC's history.

SECRETARY (Steering Committee member)

- Keeps a record of the proceedings of all meetings of the Steering Committee, the Annual Meeting and any special meetings of the members. The records/minutes shall be available at all times.
- Makes the minutes of meetings available to Steering Committee members as soon as possible following meetings for corrections.
- Presents minutes for approval by the Steering Committee at its next meeting.
- Presents minutes of Annual Meeting at the next Steering Committee meeting for approval, and same at the following Annual Meeting
- Provides safekeeping of the minutes and any other records or documents as directed by the Steering Committee.
- Maintains files of any other correspondence as directed by the Steering Committee.
- Maintains a file of the Bylaws and Policies and Procedures.

TREASURER (ex officio)

- Receives, records, and deposits all monies from membership and course registration fees, and any other income, keeping records of the source of all income for annual audit.
- Pays all valid due invoices and expenses; and maintains records necessary to justify and document each payment for annual audit.
- Reports on the current financial activities and financial condition of LINEC at each meeting of the Steering Committee.
- Provides an Annual Financial Report to the Steering Committee at its August Meeting and at the LINEC Annual Meeting.
- Prepares a proposed annual budget for approval of the Steering Committee at its August meeting and vote of the membership at the LINEC Annual Meeting.
- Maintains the LINEC post office box (NEC Box 75) and receives all mail addressed to LINEC. Assures that all mail received is provided to the appropriate LINEC individual.
- Maintains liaison with the Henniker, NH Post Office with respect to picking up returned mailings, paying any return postage due, and providing the returned documents to the LINEC registrar.

AUDITOR (elected position)

- Examines LINEC's accounting documents and financial information yearly to certify their accuracy and reports such to the Steering Committee.

MEMBERSHIP/REGISTRAR (ex officio)

Each term (fall, spring and summer,) collects LINEC registration forms and processes them as follows:

- Records the amount given both for membership dues and class fees and keeps the checks for the treasurer
- Updates the database with names, addresses, telephone numbers, email addresses and date of membership
- Sends out new membership packets as needed

Shortly before the start of classes, makes copies of class lists, which are distributed by the class facilitator at the start of each semester.

The Registrar's name and telephone number are used in the LINEC catalog, brochures, promotional material and the web page to facilitate requests or questions.

CURRICULUM CHAIR (ex officio)

- Schedules and conducts Curriculum Committee meetings in preparation for each semester's classes (spring, summer and fall)
- Recruits committee members
- Supervises the committee in designing LINEC curriculum, including instructors, for each course
- Provides all course and faculty information to the Catalog Chair ASAP for the printing of the LINEC course catalog and flier each semester
- Finds facilitators for each class
- Coordinates class facilities with the college
- Supports faculty (audio/visual, class logistics support, etc.)
- Provides class lists and parking information to facilitators

AV COORDINATOR

- Using the course schedule coordinates the two projectors between classes
- Finds someone to be responsible for set up for each class and instructs them as to where their unit should go at the end of class
- Finds a theater projectionist for film classes

CATALOG/FLIER (ex officio)

- Collects current course and instructor information and follows the Catalog/Flier Procedure so that the LINEC publications are in members' hands at least one month before the term begins. A consolidated version becomes the flier that is distributed by Marketing during the Fall and Spring terms.
- Works with the catalog chair to produce the pdf of the catalog and flier for printing each semester.
- Does the final edit of the catalog before sending the file to the printer.

NOMINATING (Steering Committee member)

- With the input of the Steering Committee, presents a slate of new Steering Committee members and an auditor for election at the Annual Meeting and fills any vacancies as they occur. Geographic distribution of the membership is considered when making recommendations to the Steering committee.
- Prepares a Steering Committee packet update for distribution at the winter Steering Committee meeting to include: Steering Committee List, LINEC Membership List (prepared by the registrar,) LINEC Bylaws, LINEC Policies and Procedures and LINEC Job Descriptions.

PUBLICITY/MARKETING (ex officio)

- Keeps the membership and the public informed of LINEC activity
- Manages Publicity budget
- Prepares all news releases for area newspapers.
- Designs and places LINEC paid ads for inclusion in newspapers/magazines and manages deadlines.
- Designs and produces all promotional materials for PR - posters, etc.
- Coordinates flyer distribution and ambassador responsibilities each term
- Coordinates promotional events, special programs

INFORMATION TECHNOLOGY/TECH EDITOR

- Fosters the use of information technology, where applicable, to improve the efficiency and effectiveness of LINEC.

MAILING

- Mails LINEC catalogs and Annual Meeting invitations according to the set procedures.

COLLEGE LIAISON

- Provides the Steering Committee with current policies and information pertinent to the work of the committee at any given time.
- Is the college contact for reservation of the room, the set up and food for the Annual Meeting.