

# MACSWEST OPERATING POLICIES AND PROCEDURES

## GENERAL

### Organization

MacsWest is the Macintosh users group of Computer West, a nonprofit recreational club in Sun City West, AZ. All residents of Sun City West are invited to join Computers West and the Macintosh user group.

### Compliance with the Policies of Computer West (CW)

Computers West is divided into two platform groups i.e..MacsWest (MW) platform group and the PCUG platform group. Each platform group operates independently but must operate in accordance with the Computers West By-laws. CW must have as its purpose recreational, social or leisure activities in accordance with the agreement with The Recreation Centers of Sun City West. The Recreation Centers provide both the Palo Verde Room and the Computer Lab rooms A, B, and C at no fee for use by the two platform groups and other operations of CW.

### PURPOSE

The purpose of MacsWest is to assist all members in the operation of their Macintosh computers. The club will offer hands-on classes, question and answer meetings, and informational presentations in the operation of their computers and related apple electronic equipment.

Social events will be offered periodically throughout the year. The clubs mission statement is...

**...TEACHING, LEARNING, HELPING, & HAVING FUN.**

## **WEEKLY MEETINGS**

MacsWest holds two informational meetings each week in the Palo Verde Room at the Palm Ridge Recreation Center. The meetings take place on Tuesday and Friday from 1:00 to 2:00 pm. The meetings may be suspended during the holidays and summer months at the discretion of the board.

## **CLASSES**

The Education Committee arranges for members to teach members how to use the various apple software applications. Also, the education committee offers classes for third party software that is compatible with the Macintosh computer. A list of classes can be found on the MacsWest website on the class page.

1. Fees charged members for classes are decided by the Education Committee. A fee can be waived for board members and members of the education committee auditing classes.
2. Instructors will not receive compensation for teaching a class. A teacher will be reimbursed for class materials needed to teach a class.
3. *Classes are provided for the benefit of MacsWest members and are limited to members in good standing. Mac classes may be open to other platform groups if space is available with the approval of the instructor (amended March 29, 2011)*

## **MEMBERSHIP**

### **Requirements**

Every member must be a current resident of Sun City West and have a valid photo ID card issued by the Recreation Centers of SCW. Members will be asked to monitor at least once during the year.

## **New Members**

New members to MacsWest may join the club between Jan. 1 and August 1 and will be considered paid through the current year. New members joining after September 1 and before December 31st will be considered paid for the current year and also the following year.

## **Processing procedures for New Members and Renewals**

The monitor at the Computer Lab desk will handle the membership envelopes for new members and renewals. All members must present their current Rec. Center Photo I.D. card to the Monitor when paying for their membership dues. Monitors will initial the membership envelope confirming they checked the Rec Center I.D. card with the information on the membership envelope. All checks must be made out to Computers West.

## **LAMINATED MEMBERSHIP CARDS**

1. All members will receive a membership card (badge) to be used to enter the Palo Verde Room and the Computer Lab.
2. All members are encouraged to use the badge (or their Rec Center I.D. Card) to gain access to the rooms. The count of members using the card to enter the rooms are forwarded periodically to the Rec Center office to confirm the number of residents using the club facilities.
3. The badge should be displayed at all times when in the Palo Verde Room or Room A-Computer Lab.

## **Membership Dues**

Annual Dues will be set by the MacsWest Governing Board and approved by the membership at an official MacsWest General Membership Meeting at least two months prior to the effective date of the change in annual membership dues. The approved

change in dues must be presented to the CW Board for approval in accordance with the CW By-laws.

## **OFFICERS**

The four elected officers are Chairperson, Vice-Chairperson, Secretary, and Treasurer.

## **TERM OF OFFICE**

The term of office will be from January 1st to December 31st.

## **Election of Officers**

Officers will be elected by a majority vote of the membership at an official General Membership meeting in November of each year. A nominating committee will be appointed by the Chairperson. The election of officers will be as stated in the CW bylaws.

## **Duties of the Officers**

### **Chairperson**

1. The chairperson is the chief executive officer and shall preside at all MacsWest General Membership meetings and all Board meetings.
2. The chairperson appoints all committee chairpersons .

3. The chairperson can change dates of any General Membership meeting and Board meeting after proper notification of 14 days prior to the meeting is posted on MacsWest bulletin board in Room A.
4. The meetings of the Board and General membership meetings must take place each month between September and the following May (per CW bylaws).
5. The chairperson can call for a special General Membership meeting providing proper notice of 14 days is given.
6. Make sure the CW By-laws are followed to the best of her/his ability.
7. Represent the MacsWest club at all CW meetings; and is a voting member of the CW board.
8. Officiates at Tuesday and Friday meetings. Prepares the weekly message to members.
9. Delegate any of the above duties to other MacsWest members in his or her absence.

## **VICE CHAIRPERSON**

1. Assumes the duties of the Chairperson in his/her absence.

2. Chairs the Program Committee. Secures presenters etc., for the Friday programs.
3. Introduces the Programs being offered at the Tuesday and Friday meetings.
4. Assists the Chairperson in maintaining the calendar on MacsWest website.

## **SECRETARY**

1. Prepares the minutes at all Board and General Membership meetings and distributes to Board Members.
2. Maintains a printed copy of all approved minutes and Treasurer reports in a secretarial binder for a minimum of three years. Also maintains all pertinent club records including a printed copy of the list of members each year.

## **TREASURER**

1. Makes deposits of all MacsWest funds, except membership dues which are deposited by the CW Treasurer.
2. Processes all expenditures for payment by the CW Treasurer in connection with the operation of the club.
3. Maintains an Income and Expense journal to reconcile MacsWest accounts with the CW Treasurer.
4. Makes a monthly report to members at the MacsWest Board meeting and the General Membership meeting.

## **JOB DESCRIPTIONS**

**An addendum showing the detailed job description prepared by each officer is attached.**

## **MEETINGS**

### **General Membership Meetings**

1. The first Friday of every month, September through May a General Membership meeting will be held in the Palo Verde Room at 1:00 pm in accordance with the CW By Laws.
2. General Membership Meetings require a minimum attendance of 20 members to have a quorum in accordance with the CW Bylaws.

### **Governing Board Meetings**

1. The Governing Board of MacsWest meets every month September through May. The meeting is on the Tuesday before the first Friday in the month. The meeting is either in Room C of the Computer Lab or the Palo Verde Room in the Palm Ridge Recreation Center. The meeting schedule can be adjusted for holidays and special occasions. All Officers & Committee Chairpersons should attend. All members are invited to these meetings.
2. Board Meetings require a minimum of seven (7) members listed in the current issue of the Mac Message as MacsWest Directors to be eligible to vote for any item requiring a vote.
3. The Governing Board is also referred to as MacsWest Directors in the Mac Message newsletter

## **MEETING ROOMS**

### **PALO VERDE (PV) ROOM**

The PV room is reserved on Tuesday and Fridays throughout the year for the scheduled meetings between 1 and 3 pm. Any additional times should be discussed with the CW room scheduler.

### **ROOM C -- CLASS ROOM & MEETING ROOM.**

The Room C scheduler should be contacted to reserve the room. The room has one teacher computer and a overhead projector, as well as eight (8) student computers for use by members attending classes.

### **ROOM A -- COMPUTER LAB - PUBLIC AREA.**

1, In addition to the meeting rooms, the club has a public area that can be used by all CW members. The room has both PC computers and Macintosh computers. The room is open from 8:00 am to 4:00 pm during the weekdays if monitors are on duty. The schedule can vary during the summer months and during the holidays.

2. MacsWest supplies a Macintosh computer in room A. All CW members are encouraged to use the computer. Your Computer West badge must be used to enter the room; and shall be displayed while in the Computer Lab.

3. MacsWest provides information about the club on the bulletin board on the north wall of Room A. This bulletin board is the place to post official notices.

## **OTHER REC CENTER FACILITIES**

1. Use of other rooms or outside facilities of the Rec Centers may be reserved through the Rec Centers Scheduling office by the CW President.

2. Expenditure to reserve other rooms in Palm Ridge must be approved by the board at an official board meeting.  
( The other rooms referred to are the Summit rooms; Acacia room, patios etc..)

## **FINANCIAL**

### **TREASURER PROCEDURES**

1. All money received must be deposited in the CW bank account and duly recorded.

a. All money received for social events, class fees, sale of equipment, etc.. must be paid by check with the check made out to COMPUTERS WEST.

b. The only authorized cash receipts are money collected from members for raffles. Because of the small amount of money paid for a ticket to a raffle it would be impracticable to require the purchaser to write a check for the raffle ticket. Purchase of raffle tickets will be the only exception to the “checks only” policy.

1. The person conducting the raffle must place all currency in an envelope and fill out the cash deposit slip and hand the cash to the treasurer. No currency is to be deposited in the Treasurer’s file in the file cabinet in Room A The payment of a check payable to Computers West is the preferred method of depositing large sums of money with the treasurer.

2. All money will be disbursed by the CW Treasurer using checks written from the CW bank account; and duly recorded in an appropriate bank register program.

3. The MacsWest Treasurer is strictly prohibited from ordering property.

4. Request for disbursement of money will be submitted to the MacsWest treasurer using a standard expense report form. Request for disbursements must be submitted in writing with the supporting receipt or invoice attached. Telephone request will not be accepted. The MacsWest treasurer will approve the expenditure and forward it to the CW treasurer for payment.

a. Expense report forms will reflect approval by the indicated user and signed by the MacsWest treasurer.

b. Expense forms will show purpose of the purchase and a copy of the invoice or paid receipt. When this includes a copy of a credit card purchase, the individual credit card number should be deleted.

c. Expenditures of \$ 1,000.00 or more must be approved at an official board meeting. The proposed expenditure must be approved by a vote of the General membership at an official general membership meeting with a minimum of 20 MacsWest members present.

d. A copy of disbursements, for items classified as Major Equipment (exceeding \$ 300.) will be recorded in the capital inventory record.

e. Individual petty cash disbursements shall not exceed \$15.00.

f. Any expense incurred by the MW treasurer must be approved by the MW chairperson before a request for disbursement is forwarded to the CW treasurer.

g. All subsidies for social events must be approved by the board; and approved at an official General Membership meeting. (Major social events are currently defined as the Winter party (Holiday party); Spring party (currently St. Patrick's day), and the Fall party (currently welcome back picnic).

h. Minor Social events may be subsidized by MacsWest. ( Minor social events are currently the ice cream social and refreshments before our General Membership meetings)

## **MEMBERSHIP DUES**

All changes to the membership dues must be approved by the members at the official General Membership Meetings by July 1st of the year.

## **SOCIAL EVENT FEES**

The amount charged members for social events will be approved by the board at an official Board Meeting. An estimate of the amount to be subsidized for the social event will include all incidental expense associated with the event. No food will be subsidized by the membership unless approved by the membership at an approved General Membership Meeting.

## **Capital Equipment**

### **Maintenance**

MacsWest shall provide skills and money to defray the cost of maintaining the equipment.

### **Replacement**

The recommended replacement of all currently inventoried MW Capital Equipment will be the responsibility of MacsWest.

### **Inventory of Capital Equipment**

1. The CW By Laws require an annual inventory of all capital equipment with a purchase price of \$ 300.00 or more must be inventoried during the month of December each year. The MacsWest System Administrator will submit the inventory to the Chairperson for approval.

2. The Capital Equipment inventory will be forwarded to the Recreation Center office by December 31st of each year.

3. The CW By Laws require a simplified inventory report with items costing less than \$ 300.00.

## **COMMITTEES**

### **APPOINTED STANDING COMMITTEES**

#### **APPOINTMENT OF COMMITTEE CHAIRPERSONS**

The Clubs Chairperson will appoint (or re-appoint) members for the committee chairpersons for the upcoming year.

#### **PURPOSE OF EACH COMMITTEE OR COORDINATOR**

**Education** - This committee's objective is to offer classes to our members.

**Green Apples** - The coordinator prepares and presents programs. The presentations are for members new to the Macintosh computer or members refreshing their knowledge of the use of a Macintosh computer.

**Librarian**--Operates and maintains MacsWest library of instructional books, CD's, DVD's, etc.. for loan to our MacsWest members.

**Mac Message** --Editor of the monthly publication. Assembles articles written by officers and committee chairpersons.

**Membership** --Processes all new members and renewal of membership to the club. Sends out welcome letters with information about the club. Maintains a list of members.

**Monitor** -- The Room A - Computer lab is open to the CW members from 8 to 4 pm during the week days. A monitor is needed to supervise and verify all persons using the facilities are CW members.

**Room C Coordinator** --Maintains a calendar of all members reserving the use of Room C classroom and meeting room.

**Systems** --The Systems Administrator is responsible for the operation and maintenance of all computer equipment on MacsWest inventory list. The administrator also recommends the replacement of all hardware and software in accordance with the classes being offered and the updates of the software.

**Webmaster** --The MacsWest webmaster is responsible for the operation and maintenance of the MacsWest website.

**Program** --This committee provides programs for the Tuesday and Friday informational meetings.

**Hospitality** -- At every monthly General Membership meeting refreshments are offered prior to the start of the meeting. The

hospitality chairpersons arrange for the cakes, cookies, and liquid refreshment at the meeting for members.

**Social Events** -- The social events chairperson arranges for the major social events offered by the club. An example is the Winter Holiday party, Spring St. Patrick party, and Fall welcome back party.

**At-Large Members** The at-large members can be defined as a member representing the interest of all other members at MacsWest board meetings.

**Genealogy** --Special Interest Group. This group was created to focus on the subject of Genealogy

**Calendar Coordinator** - Coordinates the Clubs calendars.

**Apple Ambassador** - Represents the club as our Apple Ambassador.

**Publicity** - The coordinator prepares all publicity about the activities of the club to be published in the newspapers, websites, and newsletters. etc.

## **TEMPORARY COMMITTEES**

### **Authority to Create Temporary Committees**

The MacsWest Chairperson may create temporary committees to assist the Chairperson in the operation of the club.

(An example of temporary committees are the Awards committee, Nominating committee, Membership dues committee, Replacement of Capital Equipment committee. )

**The approved operating policies and procedures manual will supersede any prior approved procedures manual.**

**Approved:**

signed **Yvonne Stone** \_\_\_\_\_ Date: 3/2/10  
Macswest Chairperson

( Approved by MacsWest Board on March 2, 2010 )

( Approved by Computers West Board \_\_\_\_\_ March 8, 2010 )

**Amendment:**

MacsWest board approved an amendment to Page 2 on March 29, 2011

**Addendum:**

The addendum of each job descriptions prepared by the Officers and Chairpersons of Standing Committees follow:

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**ADDENDUM OF JOB DESCRIPTIONS  
OFFICERS**

**Chairperson**

1. Shall preside over Mac Board meetings and General meetings. Includes developing an agenda and following Robert's Rules of Order in conducting the meetings.
2. A member of the Computers West Board.
3. Submits reports, and requests reports from other Mac Board members for assimilation to the Rec Centers through Computers West. RE: inventory of assets, membership, monitor listing, room reservations and scheduling, etc.
4. Works with the System administrator in developing the needs of the club in the area of software and hardware.

5. Works with the Hostess chairperson in co-ordinating refreshments and special parties.
6. Reviews the treasurers report, approves expenditures for the club.
7. Downloads the CW Excel file showing all membership data for Mac members and converts it to appropriate format. Shares the converted membership list with Vice Chair, Education Chair, and other appropriate board members.
8. Composes and sends out a weekly message by Sunday to all Mac Members listing the activities of the coming week. Includes advising the membership chairpersons of bounced email addresses for correction.
9. Maintains the Website calendar of all Mac club activities or assigns that duty to a club member.
10. Reviews a brochure about the club that is available for interested non-members to be distributed at SCW Visitor center and in room A.
11. Works with the program committee and vice chair in having presenters for the Tuesday Q & A sessions, and Programs for Friday meetings.
12. Works with the Awards committee (Past recipients), in developing appropriate awards, and thanks to members for helping out the club.
13. Attends the called education committee meetings to help inspire new and renewed education classes for the membership.
14. Chairs the opening remarks for the Tuesday and Friday meetings with welcoming new members, and encouraging members in getting more from the club. Asks someone else to do this duty if not available that day.
15. Helps to promote harmony, new ideas & programs for the Mac Club.

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### **Vice Chairperson & Program Chairperson**

1. Assumes the duties of the Chairperson in his/her absence.
2. Chairs the Program Committee. The primary responsibility of the Program Committee is to arrange for speakers and demonstrations of interest to the membership for the Friday meetings. Includes working with Q & A presenters and other Theme Friday presenters. Solicits ideas and suggestions from the membership for Friday programs.
3. Conducts monthly Program Committee meetings, prepares agendas and other necessary materials for monthly meetings of the Program Committee, notifies Program Committee members of upcoming meetings and other responsibilities.
4. Works with the Education chairperson in helping promote education classes at the Tuesday and Friday meetings.
5. Assists the Chairperson in maintaining the event calendar on the MacsWest Web Site.

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## **Secretary**

1. Takes notes at Board Meetings and write up the official club minutes of Board Meetings. E-Mail a copy of the minutes to the club Chairperson for approval. Upon receiving Chairpersons approval, e-mail a copy of Board Minutes to each Board Member
2. Take notes at Monthly General Meeting and write up official Club Minutes of General Meetings. E-Mail a copy of the minutes to the club Chairman for approval. Upon approval, e-mail a copy of meeting minutes to each Board Member.
3. Maintain a "hard copy" of both Minutes and the Treasurer's Reports in the secretarial binder.
4. Maintains a hard copy of all pertinent administrative records in the secretarial binder.

5. Assist with other jobs as assigned by the Chairperson.

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## **Treasurer**

1. Processes requests for payment of expenses incurred by members for the operation of his or hers committee. Approves and forwards request to CW Treasurer.
2. Processes checks received from members for class fees, social events etc.. Deposits checks in bank designated by Computers West .
3. Accepts cash from members for MacsWest raffles being conducted for the benefit of the club. Also may accept cash donations if less than \$15.00. Deposits all cash in Computers West bank account. No cash will be accepted for any other club activity without prior approval of the MacsWest Chairperson.
4. Maintains an Income and Expense journal to reconcile MacsWest accounts with the Computers West Financial Records.
5. Reports the financial conditions of MacsWest periodically at the MacsWest Board meetings and the General Membership meetings.
6. Prepares an annual cash flow projection of income and expenditures for the club to be used in connection with replacing capital equipment at the end of their useful life. The annual cash flow projection will commonly be called a "Budget".
- 7, Responsible for forwarding the "Annual Capital Equipment inventory" to Computers West during the month of December each year.

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## **STANDING COMMITTEES**

### **EDUCATION & ROOM C COORDINATOR**

#### Duties of Education Coordinator

1. Conducts a survey of members to determine the needs of the group.
2. Tally responses and share with Education Committee to decide on classes and teachers. Each year choice of classes is different as well as Teachers.
3. Officiates at education meetings. Send reminders to members. Invite new people to join the committee. 4. Post classes on the Macswest website.
5. Post current classes on bulletin boards outside Room A and Palo Verde room. Also post current classes in Mac Class Book in Room A.
6. Write a monthly report for newsletter.
7. Attend monthly board meetings.
8. Set up monthly Room C calendar and post on Bulletin board in Room A. Post classes, and meetings on respective dates. Keep current.
9. Send a monthly copy of Room C data to Mac Message editor.

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**Green Apples** - The Coordinator selects topics, prepares and presents demonstrations and/or videos, that explain the basics of the Macintosh Computer, or Apple Software. Green Apples is intended for beginning users, for those switching from PC's, or others that want their to refresh their knowledge. This is a Free walk-in class - No registration is needed.

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## **LIBRARIAN**

### **PURPOSE**

Monitor and secure all items, i.e., books, CD's, DVD's, etc., owned by Macswest in order to offer them for loan to registered members of Macswest.

### **DUTIES**

Place all items (usually on line) with companies suggested by the person(s) having given you the order. Pay with your own credit card and give receipt to the Macswest Treasurer for reimbursement.

PROCEDURE FOR RENTAL

Keep an updated list of library contents on the front of the cabinets (currently in the Palo Verde Room).

1. Register the date, borrower's name, phone number, and item borrowed in the book designated for this inside the cabinet.

Place the \$30 check (not cash) in the envelope marked for this purpose. Check is to be made out to Computers West with a memo for Macswest Library. Occasionally review the length of time borrowed items have been out and contact the borrowers to check on the whereabouts of these items.

2. Take an inventory of the contents of the library at least once a year and include a person on the Macswest education team in your decisions.

Remove outdated and excess items and reorganize others in the cabinets accordingly. Organize a White Elephant Exchange for the removed items.

3. Arrange to be present either before and/or after each meeting in the Palo Verde Room for the convenience of the members. Let an officer know if you cannot make it and make sure whoever takes your place is aware of the procedure. Mark dates of returned items next to date of loan and return the check. This is the manner in which you can double check which items are still missing. Don't allow checks to be 'left' in the envelope for the 'next time' as this IS the way of a double check.

4. Attend all Board and General meetings if possible.

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**MAC MESSAGE EDITOR**

The Editor of the Mac Message is responsible for providing the Random Access Editor and the Mac Webmaster the monthly Mac Message in a timely fashion. The Mac Message is published monthly nine times per year from September through May

To do this the editor:---

1. Notifies those individuals who have input for the Mac Message as to due date for information.
2. Collates the information received.
3. Reviews information received checking for misspellings and errors.
4. Using a suitable program, put the information together in a readable format for the members.

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## **MEMBERSHIP CHAIRPERSON**

Requires updatable database in membership chair's computer.

1. Receive member envelopes from CW Membership Chair
  - a. Member Renewal Envelopes
  - b. Keep Mac membership list updated, maintaining badge numbers, names, addresses, phones, email, join date, expiration date.
  - c. Keep envelopes for one year.
2. New Members
  - a. Send new member list to Random Access Editor monthly,
  - b. Send a copy of new members and e-mail addresses each month to Education co-ordinator. Also to Mac Chairperson.
  - c. Email new member letter with information on MacsWest organization.
  - d. Introduce new members and guests at Tuesday and Friday meetings.
3. Coordinate Membership list with CW Membership
  - a. Chair, trace rejected email addresses, phone numbers, address changes, etc..with CW counterpart, keeping MacsWest Chairperson apprised.
4. Chair any raffles for products as well as Chair 50/50 Raffle held at General Membership meeting and social functions.

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## **MONITOR CHAIRPERSON**

1. Help with sign up
2. Prepare sign up sheet
3. Call subs to fill in empty spots
4. Show how to sign up on the website
5. Monthly articles for mac message editor and random access editor
6. Send "reminder to monitor " info to the club chairperson for this week at macswest
7. Attend MW board meetings and CW board meetings
8. Attend the CW general meeting for monitor sign up announcements at meetings
9. Have signup sheets available at all meetings
10. Announce the training sessions (4th monday of the month)
11. Attend and assist at the monitor and training sessions in room c
12. Help members over the phone when needed
13. Hand out lanyards after the new monitor has monitored two times

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## **SYSTEMS COORDINATOR**

1. System Administrator provides operational maintenance on Macintosh computers and Room C projector.
2. Recommends the purchase of new equipment and software as needed.
3. Acts as a purchasing agent for the purchase of computers, software, and related equipment.

4. Maintains an inventory record of MacsWest equipment in Room A, Room C, and the Palo Verde Room. Prepares an annual inventory of capital equipment; and forwards the inventory to Computer West each December.

5. Administers all donations of used computers and related items from residents.

6. System Administrator recommends procedures and/or methods to keep Room C--Classroom & Meeting room hardware clean and tidy.

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### **WEBMASTER**

Webmaster - Maintain and update the MacsWest web site.

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### **PROGRAMS**

(included in Vice Chairperson job description)

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### **HOSPITALITY CHAIRPERSONS**

1 Plan & bake the goodies for our First Friday Program.

2 Keep the cupboards supplied with paper plates, spoons, coffee, ice & all the essentials that are necessary.

3 Keep a running account on what I spend & turn the bills in 2 or 3 times year.

4 Sometimes different people volunteer to bring cakes cookies etc .

5 Cleaning up

6 Helping the Special Party Person with all the setting up etc.. for the extra parties we have.

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### **SOCIAL EVENTS COORDINATOR**

1. Functions:

- a. Spring --(March) - St Patties day party  
held in Summit room B -( reserved by the CW president )

- b. Fall --(October) - Welcome Back Picnic  
Held at Beardsley Rec Center ramada -( reserved by the CW president )
- c. Winter- (January) -Holiday party - dinner & band: ( location to be determined )

2. Subsidy Budget (estimate to be submitted to Board for approval):

- a. Prepare a subsidy expenditure request for approval by the board for the Spring, Fall, and Winter expenses for social events.
- b. The maximum subsidy budget will include all expenses associated with the social events excluding food service.

3. All other duties.

- a. Arrange with Palm Ridge maintenance to set up number of tables and chairs needed two weeks prior to the party.
- b. Arrange with the CW Chairperson to reserve the room (or ramada ) for the social event.
- c. Prepare articles for Mac Message one or two months prior to the scheduled event.
- d. Post party info on the bulletin board outside Palo Verde room and Computer Lab.
- e. Send party info to the MacsWest chairperson to be included in the weekly email newsletter to members.
- f. Prepare name tags and set up room or ramada for the party.
- g. Submit all monies and receipts to club treasurer.

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**APPLE AMBASSADOR**

Apple Ambassador: is a role assigned to one individual from each user group in the Apple database. This person may order the resource mailing; and is considered Apple's primary contact for that group.

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**CALENDAR COORDINATOR**

- 1 Prepare calendars monthly for the following:
  - a display board outside Palo Verde Room
  - b display board outside Room A
  - c bulletin board inside Room A

- 2 Edit Macswest This Week for Macswest Chairperson.
  - a. Accuracy of Calendar
  - b. Proofread content, as a second person for the Chairperson.
  - c. Adding selected events to the Calendar

### 3 Attend Board Meetings for Macswest Computer Club

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## **PUBLICITY**

Publicity person is responsible for the publicity for Computers West, MacsWest, and PC Group.

1. Submit articles for the Club Section in the monthly Rec Center News (Articles are due by noon of the first friday of the previous month).
2. Keep Club Contact list in Rec Center News updated (When CW president changes)
3. Maintain MacsWest Bulletin Board in Room A
4. Attend monthly Board meetings & give reports.
5. Write articles for Random Access/Mac Message.
6. .Submit articles to PORA e-newsletter when events include all residents in the community. ( For example: Buying a Mac; Cell Phones for Soldiers; Special Club programs open to all residents.)
7. Attend Special Events with table display, brochures, information, and talk to visitors about club. (for example: the Newcomers meeting and Charter Club Expo).
8. Cover any special events and submit articles to local papers.

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