

# KIWI NATIONAL BOARD

## Duties and Responsibilities of Each Office

### President:

The President shall preside at all national meetings of the organization and the National Executive Board, shall act as head of the organization and superintend all activities thereof.

### Vice President:

The Vice President shall function as the official National Membership, Chapter Formation, and Members at Large Chairs.

A. **National Membership Chair:** As such, shall be responsible for public relations and getting The Kiwi Club's name and charitable activities before the public. In performing this duty, she/he shall be in contact with the media, including television, radio, newspapers, and magazines. She/he will be responsible for actively recruiting new members, including the newly retired American Airlines Flight Attendants, as well as on-line Flight Attendants. She/he will also be responsible for contacting by phone, email, and letters those members who have not renewed their membership, making every effort to bring them back to the Club.

B. **Chapter Formation Chair:** As such shall be alert to potential chapter formation in areas where a nucleus of members at large and/or relocated chapter members are situated. She/he shall seek these members out and promote the formation of a new chapter or reforming a defunct chapter. She/he shall provide guidance and materials in forming all new chapters.

C. **Member at Large Chair:** As such, shall extend membership invitations to potential members at large and shall be the direct liaison between them and the National Executive Board. She/he shall keep members at large informed of Kiwi events and meetings being held in their areas, and shall encourage chapters to extend invitations to these members at large for all such meetings and events

### 2nd Vice President:

The Second Vice President shall function as the Database Coordinator.

- C. She/he shall receive all changes of address and other pertinent changes received from Members and make the needed corrections, changes, additions, or deletions.
- D. She/he shall supply list for official mailings of The Kiwi Club, the quarterly newsletter, *Kiwi Kaleidoscope*, and convention Mailings.
- E. She/he shall update all pertinent lists and forward as requested.
- F. She/he shall supply labels for official mailings of the Club and the quarterly newsletter, *Kiwi Kaleidoscope*.
- G. She/he shall update the National Executive Board with a revised copy of the database on a quarterly basis and more frequently during the dues-paying period.

### Treasurer:

The Treasurer shall receive all funds due the organization and pay out funds as authorized by the organization, shall keep an accurate record of receipts and expenditures, and present a Statement of Account at each National Executive Board meeting and convention/delegates' meeting. She/he shall keep an accurate, up-to-date record of all members.

A. In the name of the organization, she/he shall sign all checks and deposit all moneys of the organization in a bank designated by the National Executive Board.

B. She/he shall submit all accounts for examination at the conclusion of each term.

C. She/he shall forward all changes of address and other pertinent changes from members to 2nd Vice President for the database.

### Secretary:

The Secretary shall take and keep a permanent record of minutes of all national meetings and National Executive Board meetings. Application for Affiliation, roster of charter members, and the approved chapter bylaws shall be kept in the National Archives. The Secretary will maintain a permanent, updated Chapter Affiliation List in her/his files.