

HUG Officers Duties and Responsibilities – Ratified Approved September 2023

President shall be the Chief Executive Officer and shall:

- conduct all business meetings of the Organization and the Executive Board
- be an ex-officio member of all committees except the Nominating Committee
- be authorized as a signatory on checks drawn on the Organization's general account
- perform such other duties as may be assigned by the Executive Board

Vice President of Customer User Membership shall:

- maintain records of names and address of members
- responsible for maintaining all HUG Customer membership records in the StarChapter database and meeting registrations on StarChapter Meeting Manager
- perform such other duties as may be assigned by the Executive Board.

Vice President of Programming shall:

- plan, prepare, and co-present an agenda of all quarterly meeting educational programming for each regular meeting
- obtain and coordinate program speakers
- make meeting arrangements for regular meetings
- authorized as a signatory on checks drawn from the general account
- if the President is absent, act in the place of the President
- perform such other duties as may be assigned by the Executive Board.

Vice President of Sponsor Membership shall

- maintain records of names and address of HUG Sponsor Members
- responsible for maintaining all HUG Sponsor membership records in the StarChapter database and StarChapter Meeting Manager
- design the HUG Sponsor Membership level packages and elicit approval from the HUG Executive Board of Directors
- manage the Director of Member Marketing in coordinating recruitment, promotion and retention of HUG Sponsor Members
- shall perform such other duties as may be assigned by the Executive Board.

Vice President of Finance shall:

- maintain proper records of all cash receipts and disbursements
- deposit all moneys received in the Organization's general checking account
- be authorized as a signatory on checks drawn from the general account, shall maintain legal documents of the Organization
- quarterly financial reports
- perform such other duties as may be assigned by the Executive Board.

Vice President of Public Relations shall:

- be responsible for management of all external communications of the organization to ensure continuity of our organizations mission and objectives including but not limited to membership brochures, flyers, websites, social media, minutes of each general meeting and Executive Board meeting
- responsible for reviewing and approving all mailings to members, shall maintain a copy of the current bylaws of the Organization and make copies available to any member who requests such
- perform such other duties as may be assigned by the Executive Board.

Vice President of Logistics shall:

- be responsible for all venue contract and event management for all meetings
- arrange hotel accommodation information for membership quarterly meetings then relay that information to the webmaster for publication
- shall be authorized as a signatory on checks drawn from the general account
- shall perform such other duties as may be assigned by the Executive Board.