

THE TALL CLUB OF MONTREAL
EXECUTIVE RESPONSIBILITIES

THE EXECUTIVE COMMITTEE

August 13, 2005

PRESIDENT:

1. The President is directly responsible for all Club matters.
2. The President will preside at all regular and special business meetings.
3. The President will serve as Chairperson of the Executive Committee.
4. The President will be the main spokesperson of the Club, with authority to delegate that responsibility.

VICE-PRESIDENT:

1. The Vice-President performs Presidential duties, in the absence of the President.
2. The Vice-President assists the President in seeing that the various duties of Officers are carried out.
3. The Vice-President will scan out-of-town Tall newsletters, websites and e-mail for any information of use to the Club.

TREASURER:

1. The Treasurer will receive and disburse all monies pertaining to the business functions of the Club (see item 4 under "Membership Chair").
2. The Treasurer will maintain accurate and up-to-date accounts of the Club receipts and disbursements on a monthly basis.
3. The Treasurer will make all payments by cheque when directed by the President, or Vice-President, with the approval of the Executive Committee where required.

4. The Treasurer will at all times, keep the books of the Club available for inspection or audit.
5. The Treasurer will prepare annual financial statements.
6. The Treasurer will present a monthly financial report at the Executive Committee meetings.
7. The Treasurer will pay Tall Club International annual dues.
8. The Treasurer will prepare all necessary governmental reports for the non-profit statement.

SECRETARY:

1. The Secretary will take and transcribe the minutes of all regular or special business meetings and Executive Committee meetings.
2. The Secretary will receive and transcribe agenda submissions for Executive Committee meetings.
3. The Secretary will have custody of all current documents and records pertaining to the business affairs of the Club, with exception of those pertaining to the offices of the Treasurer and the Membership Chair.
4. The Secretary performs Presidential duties in the absence of both the President and Vice-President.

EDITOR:

1. The Editor is responsible for assembling, publishing and distributing the newsletter of the Club. The newsletter is called *Journal Haute Culture*.
2. The Editor will delegate jobs to volunteers to assist with the production of the newsletter.
3. The Editor will transmit to the Website Administrator, prior to publication, all pertinent newsletter items for simultaneous inclusion on the Club's website www.grandiose.ca.

MEMBERSHIP CHAIR:

1. The Membership Chair will maintain current records of all members and membership applications.
2. The Membership Chair will answer telephone enquiries about the Club that are received on the Club's answering service.
3. The Membership Chair will distribute Club announcements to the Club's e-mail distribution list.
4. The Membership Chair will receive all membership applications with necessary fees. The fees and proper information are to be forwarded to the Treasurer. (See item 1 under "Treasurer".)

ACTIVITIES COORDINATOR:

1. The Activities Coordinator will manage the development of a calendar of activities on a monthly (bi-monthly) basis. The activities are to be approved by the Executive Committee.
2. The Activities Coordinator will provide appropriate written descriptions of monthly activities to the Newsletter Editor.
3. The Activities Coordinator will oversee long-term activities planning which considers major events throughout the year.

PUBLIC RELATIONS CHAIR:

1. The Public Relations Chair will actively seek publicity favourable to the Club and its aims and functions.
2. The Public Relations Chair will maintain an up-to-date media contact list.
3. The Public Relations Chair will oversee advertising of the Club and its activities.
4. The Public Relations Chair will coordinate and direct the public service activities performed by members of the Club in the interest of charity and its own promotion.

WEBSITE ADMINISTRATOR:

1. The Website Administrator will maintain the Club's website, www.grandiose.ca , and update it in a timely manner.
2. The Website Administrator will receive all official e-mail directed to the Club via its website and will forward or tend to all such communication as required.
3. The Website Administrator will receive and format the Editor's photographic and text submissions for inclusion on the website.
4. The Website Administrator will maintain contact with TCI's website and will list the Club's activities on that website as required.

SERGEANT-AT-ARMS

1. The Sergeant-at-Arms will be responsible for measuring the height of all prospective members and will duly record the measurements.
2. The Sergeant-at-Arms will insure new prospects correctly complete their application forms and they submit the forms and membership fees to the Membership Chair.
3. The Sergeant-at-Arms will carry out the Executive Committee's directives in cases of revocation of membership status or other forms of censure.

Suggested additional office:

ARCHIVIST OR HISTORIAN:

1. The Historian will maintain an archive of the Club's publications, including the newsletter, website and any other Club material the Executive Committee may deem appropriate.
2. The Historian will prepare the archive in a permanent, portable and secure format such as a CD-ROM.
3. The Historian will archive material from TCI's general membership when such material might provide easily accessed reference information for the Club.