

COUNCIL CHAIRPERSON (required position)

1. Responsible for conducting council and board meetings.
2. Responsible for assuring that all reporting procedures are met.
3. Appoints nominating committee for Board vacancies.
4. Directs council activities and events.
5. Sends welcome letter to all new council members.
6. Works with CUES on unpaid membership dues.
7. Represents council at CUES' CEO/Executive Team Network.



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COUNCIL VICE CHAIR (required position)

1. Acts in the absence of the Chairperson.
2. Works closely with the nominating committee in the selection of board candidates.
3. Informs Marketing Director when new releases are appropriate for CUES and credit union publications.
4. Responsible for maintaining a supply of membership flyers and for distributing them to potential members at council meetings or as requested.
5. Arranges for hotel sites and menus for meetings.
6. Coordinates meeting notices with program director and marketing director.
7. Works with hotel staff before and during the meetings to ensure smoothly run programs.



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COUNCIL SECRETARY

(may be combined with Treasurer position)

1. Takes minutes at all council and board meetings. Prepares minutes according to guidelines and mails to all members within 30 days of meeting dates. Sends copies to CUES in accordance with reporting procedures.
2. Maintains attendance records.
3. Notifies CUES of new officers either via phone, fax or mailing of minutes.
4. Maintains officer roster.
5. Obtains mailing labels and lists from CUES as needed.
6. Maintains files of all minutes and correspondence.



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COUNCIL TREASURER

(may be combined with Secretary position)

1. Pays all bills from approved documented invoices.
2. Reconciles all financial records.
3. Generates financial reports on an as needed basis (at least twice each year).
4. Forwards financial reports to CUES, in accordance with chartering agreement.
5. Maintains council name badges, distributing them and collecting them at each meeting.
6. Orders name badges from CUES as needed.
7. Submits meeting expense receipts to CUES for yearly reimbursement.

8. Submits council booth/hospitality suite expense receipts from state league meeting to CUES for yearly reimbursement.



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COUNCIL MARKETING DIRECTOR (optional director position)

1. Works in conjunction with council program chairman to coordinate efforts on council meetings.
2. Writes, designs, prints and mails notices of all meetings. (Notices should be mailed at least one month prior to the meeting dates).
3. Obtains mailing labels from council secretary. Adds CUES council liaison to mailing lists.
4. Keeps sample files of meeting notices.
5. Sends all invoices to treasurer.



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COUNCIL PROGRAM DIRECTOR (optional position)

1. Arranges programs for spring and fall meetings including:
 - Topic Selection
 - Speaker Selection
 - Schedule of events
2. Coordinates facility needs with Vice Chairman, who makes hotel arrangements.
3. Supplies program information to Marketing Director, who develops and mails meeting notices.
4. Serves as coordinator of meetings at hotels:
5. Checks meeting room
6. Arranges for audio/visual aids
7. Introduces speakers

8. Prepares evaluation forms for participants, and tabulates results for officers.
9. Mails thank you letters to conference speakers.

