

## Election Slate for 2017:

### Directors

Dave Nathanson

Arnold Silver

George Wilde

Joan King

Pete Myers

### President

Kent McDonald

### VP

vacant

### Treasurer

CW Mitchell

### Secretary

Wayne Inman

SBAMUG depends on its member volunteers to perform the many functions that keep it running. The positions that correspond to these activities are listed below. Currently, the VP and Greeter and two Director positions are not filled. Also, these positions are filled, but we are looking for new blood: Secretary, Newsletter Editor, Program Chairman. The Refreshment Director position is filled, but Arnold needs some help since he can't get to the meetings early enough to set up.

President - supervise, direct, and control the business and the officers of the corporation. He or she shall preside at all meetings of the members and all meetings of the Board of Directors. He or she shall have such other powers and duties as may be prescribed by the Board of Directors or the bylaws.

Vice President - perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the president. In the past the Vice President was tasked with heading the Nominating committee.

Secretary - keep a copy of minutes, mail and other forms filed in a big book, available at the office during business hours. Experience with small business management and/or bookkeeping is desirable but not necessary for this position. Secretary must have an office or home office which is accessible 9 - 5, Mon - Fri.

Directors at large - attend meetings and Core Group meetings, help out with club activities as needed.

Greeter - attend meetings, greet members as they arrive, make sure non-members are welcomed and provided with newsletters and flyers.

Program Chairman - attend core group meetings where topics and presenters are discussed. Make arrangements with presenters.

Newsletter Editor - gather articles for newsletter, use page layout software (Pages, for example) to produce newsletter, send completed pdf to printer.

Treasurer - keep the bank account, write checks, collect the mail and deposit checks or cash received at the meeting. Has records available upon request of paid up members. Also file taxes with the IRS online and reports to the CAG Office a yearly report.

Membership Chairman - maintain the data base using FileMaker Pro client version, send out renewal letters, and Membership Cards. The database is on a server on the internet.

Circulation Manager - keep track of our newsletter, print labels and take them to the post office in El Segundo. Also make out the Yearly Circulation report to print in the Oct Newsletter, and take a copy to the Post Office.

Member Development Director - arrange for local periodicals/email lists to publish MUG meeting notices and for MUG Newsletter to be displayed in local libraries, Senior Citizen Centers, etc.

Server Director - manage & maintain the club data servers including: web server, email server, FTP/SFTP server, Wiki, and membership database server. Manage the domain registration of [sbamug.com](http://sbamug.com) so that it does not expire and we do not lose control of it. Manage the DNS so those servers can operate. Manage the hosting of the servers, and the relationship with the hosting company. Manage email accounts on the club email server, including creating new accounts. Monitor the club membership database for operation and regular back ups. Be the person to contact the web hosting company when necessary. Manage FTP & web accounts on the club server. Monitor the club Paypal account, and inform the treasurer when there is a transaction. (This should be automated, but has been very low traffic). Manage backups of all the servers except email server. Manage security and passwords for all of the above.

PD Disk Editor - Produce list of new software for Newsletter and CD disk to be on sale at meetings.

Refreshment Director - Buy refreshments and bring them to meetings. Prepare for meetings by putting the water on to heat and laying out the supplies. Package and store the supplies after the meetings.