

Title	General	Eligibility	Specific Responsibilities	Benefits	Term and Time	Miscellaneous
President	The President shall be the principal executive office of the Group and, subject to the Board's control, shall supervise and control all the affairs of the Group.	Any active member but must be elected to the position.	Preside over monthly Board Meetings. With the Secretary or other officer of the Group authorized by the Board, sign deeds, bonds, contracts, or other instruments that the Board has authorized to be executed. In general, he/she shall perform all duties incident to the office of President and such other duties as prescribed by the Board from time to time. The President shall be the final judge of KEGaBuck\$ for tasks that have a variable amount attached to them.	50 KEGaBuck\$ for each Board meeting attended. 250 KEGaBuck\$ to cover monthly administration duties including the General Meeting Agenda, and the monthly "Pres Says" for the Bulletin.	One year by Election at the Annual Meeting in December. Can require 20 to 40 hours per month depending on the support of other board members.	President is responsible for the Special Event Coordinator, the APCUG Representative, and the Community Services Coordinator
APCUG	Represent KEGS electronically or at APCUG functions and provide KEGS with APCUG information. Verify that APCUG benefits (discounts and/or user support info.) are distributed to appropriate KEGS Board members responsible for information distribution.	Any active member.	Maintain open communication with the Association of PC User Groups (APCUG). This can be done via web, e-mail, and chat sessions. If possible, the best way is to attend COMDEX because APCUG has its major meeting at that time and place.	No KEGaBuck\$ are awarded for performing the normal duties of this position.	One year minimum term.	May be elected to an APCUG board / office. KEGS does not normally cover travel expenses for the APCUG Rep.
Community Service Coordinator	Coordination all of KEGS' interfacing with other community service organizations, private and public.	Any active member.	This position is responsible for the coordination of KEGS' efforts interfacing with other community service organizations, private and public institutions, to carry out the programs approved by the Board of Directors. The chair should also be proactive in publicizing these efforts whenever the opportunity presents itself.	100 to 300 KEGaBuck\$ as determined by the President.	Recommend at least six months to one year.	The scope and direction of KEGS with respect to community service should be directed by the entire Board of Directors.
Vice President #1	The Vice President is the General Meeting Education Chair. In this position the VP coordinates the activities and is responsible for the Program Chair and is KEGS primary interface with vendors who provide both presentations and product donations. As primary vendor interface this position also must provide support to the Review Coordinator and has primary responsibility for collection of product associated with our yearly KEGS auction. Additionally, in the absence of the President the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to the restrictions upon the President.	Any active member but must be elected to the position.	If the President is unavailable, act as the President of the Group and preside over the Board Meeting or General Meeting. The Vice President is responsible for the completion of the duties of the Program Chair, Review Coordinator, and Chair the Education Committee. This will include the planning and execution of programs for increasing the skills and knowledge of the general membership. Ensure that programs and events are timely and entertaining. Provide continuity in materials being presented. Ensure that, as closely as possible, product reviews parallel and enhance program offerings. Assure that the Review Coordinator is getting products to review and the reviewers are completing reviews in a timely fashion. Collect and catalog products for the KEGS KEGABUCK\$ Auction.	50 KEGaBuck\$ for each Board meeting attended. Additional 50 to 100 KEGaBuck\$ for managing the duties of the Program Chair, Review Coordinator, and Education Chair, if delegated to another member.	One year, by election at the Annual Meeting in December. Can require 20 to 40 hours per month depending on the support of other board members.	The Program Chair and Review Coordinator will keep data on all the suppliers contacted.

<p>Vice President #2</p>	<p>The Vice President 2 is KEGS Facility Chair. In this position the VP negotiates contracts necessary for KEGS meeting facilities and assures that contractual agreements are met by both KEGS and the facility providers.</p>	<p>Any active member but must be elected to the position.</p>	<p>The Vice President #2 is responsible for the continued availability of meeting and lab facilities used by KEGS. While this position must ensure that existing contracts are adhered to and maintained it is also responsible for evaluating future facility possibilities and negotiating any new contracts. This position has the ultimate responsibility for administration of computer labs and facilities associated with any KEGS contracts and is responsible for ongoing implementation of hardware and software enhancements to these facilities.</p>	<p>50 KEGaBuck\$ for each Board meeting attended. Additional 50 to 100 KEGaBuck\$ for managing the duties of the Lab Administrators or time spent dealing with contract issues.</p>	<p>One year, by election at the Annual Meeting in December. Can require 20 to 40 hours per month depending on the support of other board members.</p>	<p>The Facility Chair will keep data on all contracts. The Lab Administrator(s) will keep data on all lab facilities.</p>
<p>Program Chair</p>	<p>This is one of the key activities of the club. The Program Chair ensures that there are informative and entertaining presenters at every meeting.</p> <p>This may be job of the 1st VP. If not the person is responsible to the 1st VP.</p>	<p>Any Board member.</p>	<p>Ensure that there are SIG and Vendor presenters for each of the Group's General Meetings. The presenters need to be confirmed at least 3 months prior to the presentation. The Program Chair finds out from the vendor who will be presenting; any product to be provided for the raffle; and a description of what the presentation will cover. The Program Chair provides this program information to the Newsletter Editor at least 3 months prior to the presentation. Establish the presentation needs of the presenters. Vendors are responsible for projection equipment. If the vendor doesn't have access to equipment, the Program Chair will arrange for the rental and delivery of equipment by no later than 6:15 PM on the evening of the General Meeting. Vendors needing rental equipment must provide the Program Chair with a payment in advance for the equipment. The payment will go to the Treasurer. The Program Chair will be responsible for the return of the rental equipment.</p>	<p>100 KEGaBuck\$ for each meeting presented. Additional 100 KEGaBuck\$ for picking up supplies, equipment, etc.</p>	<p>One year assigned at the first Board Meeting after elections or as needed to fill a vacancy. Can require 10 to 20 hours per month.</p>	<p>This job is the responsibility of Vice President #1 if it is not otherwise assigned to another Board Member.</p>
<p>Review Coordinator</p>	<p>A major contribution to the KEGS Newsletter is reviews. The Review Coordinator is responsible for acquiring hardware, software, or books from vendors and then ensuring that qualified members receive the products to review.</p>	<p>Any active member. Must have good negotiating skills, and be willing to hold reviewers accountable for promptly and thoroughly reviewing products.</p>	<p>Work with vendors to provide requested software to reviewers. Match up products received from vendors with knowledgeable and interested reviewers. Make sure that the review is completed satisfactorily and in a timely manner. The Coordinator is also responsible for ensuring the review gets to the Newsletter Editor, and that a copy of the review is sent to the vendor providing the product.</p>	<p>50 KEGaBuck\$ for each Package assigned to a reviewer and 50 KEGaBuck\$ for each product reviewed and published.</p>	<p>5 to 10 hours per week. Best if job is held for one year or more.</p>	<p>Qualified means demonstrated writing skills, proven ability to satisfactorily complete a review in less than two months. Though the coordinator may write reviews, it is not a requirement of this job.</p>

Reviewer	Review products and prepare a written report or summary for each product reviewed.	Any active member of KEGS.	Receive software, hardware, or other items to review. The review should be completed within 90 days including a report that can be published in the newsletter or on the web. Review should describe the product, explain how the installation and use compared to the reviewer's expectation.	200 KEGaBuck\$ for each completed and accepted review. May be reduced by the Review Coordinator due to time or content. The reviewer usually gets to keep the product that was reviewed.	Three months at a time for each product being reviewed.	Reviewer may request a product to review of select one from available products. If one is requested the VP #1 will request it from the vendor.
Secretary	The Secretary assists the President in all legal matters (unless that duty has been assigned to another by the Board.) In addition the Secretary is responsible for all of the written records of the Group.	Any active member but must be elected to the position.	Keep the minutes of the Board Meetings, the annual (election) meeting, and keep all correspondence. See that all notices are duly given in accordance with the provisions of the Group's Bylaws, or as required by law. Be custodian of the Group records and of the seal of the Group. Maintain an up-to-date roster of all members. Act as the Group parliamentarian to keep the by-laws from getting unwieldy. The bylaws supersede all duties in this job description.	50 KEGaBuck\$ for each Board meeting attended. 100 KEGaBuck\$ for the taking and publishing of the Minutes of the Board Meeting.	One year by Election at the Annual Meeting in December. Can require 20 to 40 hours per month depending on the support of other board members.	May be combined with the Treasurer's job. The Secretary is responsible for the Bylaws Committee.
Auction Chair	Responsible for setting up the annual KEGaBuck\$ Auction and building a support team as needed to accomplish the job.	Any active member of KEGS.	Coordinate getting auction items from vendors and members, documenting any special needs, and managing the auction item list. Building the team includes getting an auctioneer, spotters, and others as needed. Team size is to be approved by the President in advance.	1200 KEGaBuck\$ for completing the job as approved by the President.	Six months ending when the auction duties are complete. Hours will increase to 20 per week for the last 2 months of the project.	This position is responsible to the President. The Auction Chair should attend the Board Meeting for the three months preceding and including the auction.
Auction Committee Member	Support the annual KEGaBuck\$ Auction	Any active member of KEGS.	Duties as assigned by the Auction Chair.	250 KEGaBuck\$ for the Auctioneer 100 KEGaBuck\$ for Spotters 50 to 100 KEGaBuck\$ for helps as designated by Auction Chair.	Term is 1 to 6 months before the auction. Hours will vary depending on duties and the support of other members.	Position is responsible to the Auction Chair.

Treasurer	The Treasurer shall keep regular books of account, and shall submit them, together with all other records and papers to the Board at any meeting when required to do so.	Any active member but must be elected to the position.	Annually, prepare and present a report and budget forecast to be approval by the Board and available for distribution to members who specifically request it. Prepares monthly written finical report for approval of the Board. The written report should include beginning and ending balances and a summary of income and expense. Pay outstanding bills and report these expenditures against the Board approved budget. Be the direct contact with the IRS and prepare the annual tax return accordingly. Have charge and custody of (and be responsible for) all funds and investments of the Group. Maintain the equipment inventory and property insurance. Responsible for mail pick-up, postal box, and bulk mailing expenditures. Receive and give receipts for moneys due and payable to the Group from any source. Deposit all such moneys in the name of the Group in a banking or lending institution. The bylaws supersede all duties in this job description.	50 KEGaBuck\$ for each Board meeting attended. 100 KEGaBuck\$ for each Monthly Finical Report. 200 KEGaBuck\$ for monthly banking duties and duties at monthly General Meeting. 100 KEGaBuck\$ per year for other duties including the annual filing of the KEGS 501c3 with State, usually in November.	One year by Election at the Annual Meeting in December. Can require 20 to 40 hours per month depending on the support of other board members.	May be combined with the Secretary's job. The Treasurer is responsible for all grant writers.
Membership Chair	The involvement and growth of its membership determine the strength of any organization.	Any active member elected as a Board Member at Large.	Responsible to acquire volunteers for the Membership Committee, Greeters, and Phone Tree Committee. The Membership Chair is not expected to perform all these task but is responsible to oversee the activities of these groups and provide regular reports to the Board.	50 to 150 KEGaBuck\$ for each month as chair with an acceptable report provided to the Board. Value set by President each month.	Best if held for at least one year.	Membership Chair is responsible for the Greeters and Membership Committee. Committee members will be rewarded like SIG members.
Greeter	At General Meetings, the Greeter(s) welcome guests, help them get signed in, and find a seat for current activities.	Any active member. Needs to attend all General Meetings.	Arrive at General Meeting between 6 and 6:15 PM. Working with Secretary/Treasurer ensure non-members (guests) are welcomed to the meeting, given name tag, and their name entered into the guest log. For those arriving for the 6:15 programs (Beginner's Corner or Games and Technology) see that they get to the correct activity. At breaks locate guests and try to involve them with other members. If possible, check with guests at the end of the meeting to gather their impressions. When requested, provide the Membership committee with a guest log.	50 KEGaBuck\$ for each meeting that the Greeter duties are performed	This should be performed regularly for at least six months, longer is better. A maximum of two per General Meeting. Requires 1 to 2 hours per month.	Should be conversant with the working of KEGS and SIG.

Webmaster	KEGS maintains a multi-page web site on the KEGS Internet Service Provider. The Webmaster is responsible for updating and maintaining the contents of the web site.	Any active member. Should have experience with creating and changing web pages. Should also be able to use FTP to transfer new material to the web.	Create or modify web pages using input from Newsletter Editor. Update web site including transferring or deleting files.	250 KEGaBuck\$ per month. 250 KEGaBuck\$ for extra cycles or special needs as agreed by the President.	5 - 20 hours a month. Best if performed for at least six months.	May be combined with the Newsletter Editor job.
Web Site Assistant	The Web Site Assistant helps the Webmaster update and maintain the contents of the web site.	Any active member.	Provide specific support for such items as HTML or graphics as directed by the Webmaster.	50 to 200 KEGaBuck\$ for each newsletter supported, as determined by the Webmaster.	Term is as needed/directed by the Web Master.	We Master will determine the skills needed to perform assigned tasks.
Newsletter Editor	KEGS uses two principal methods for communicating with members, its web site (contains the KEGS Newsletter) and a Monthly News Letter.	Any active member with good communication skills that is willing to work on a tight schedule.	Produce a monthly KEGS News Letter containing the President's message, information on coming events, and a calendar of current SIG events. Take articles, reviews, information about upcoming events and incorporate them into a monthly KEGS Newsletter. Must provide Newsletter material to update web pages to the Web Master.	250 KEGaBuck\$ for each published New Letter.	10-20 hours a month. Best if job is held for one year or more.	The amount of time is dependent on the quality of the review and the amount of experience on the part of the editor.
KEGaBuck\$ Administrator	Responsible for the maintenance of the KEGaBuck\$ database and the printing and distribution of the coupons for KEGS.	Any active member elected as a Board Member at Large.	Maintenance of the KEGaBuck\$ database, restarted annually, running from one annual members' auction to the next. KEGaBuck\$ values will be entered as they are reported either on paper or by e-mail from the appropriate leaders. At a minimum, KEGaBuck\$ must be paid out before the members auction and may be cut off one month prior to the auction. For example, if the auction is held in June, payment can be through the end of April and KEGaBuck\$ mailed out before the June auction. A new database may be started for the next year starting on May 1 st . ongoing through April of the next year. Printing of the coupons is part of this responsibility, too. Responsible for collecting guest sheets from SIG leaders with the help of the SIG Coordinator.	100 KEGaBuck\$ per month for 10 months and 200 KEGaBuck\$ for the last two months before the Auction (e.g. May & June for July Auction).	This should be held for at least one year. It will require 10-15 hours per month, more when preparing for the auction.	It is expected that the KEGaBuck\$ chair will be proactive in working with SIG and Membership Chairs to get the information for database upkeep. Responsible for collecting guest sheets from SIG leaders with the help of the SIG Coordinator.
SIG Coordinator	KEGS supports the special interests of their members through Special Interest Groups (SIGs). There needs to be a communication link between each SIG and the KEGS Board which is performed by the SIG Coordinator.	Any active member elected as a Board Member at Large.	Act as the interface between the Board and individual SIG leaders. Provide continuity between SIGs. Report changes of meeting date, time, and/or location to the Communication Chair. Assure that KEGaBuck\$ are being recorded for members that are attending. Attend Board Meeting and report on SIG activities/issues as appropriate for the Newsletter Editor and Webmaster.	200 KEGaBuck\$ for each meeting of SIG Leaders chaired. 100 KEGaBuck\$ to others for assisting with or presenting at a SIG meeting.	Recommend one year term. 2 to 5 hours per month.	If possible should be Board Member. Since necessary to attend Board Meeting, represent Board with SIG leaders.

SIG Leader	Hold regular meeting for selected special interest groups. Track attendance, especially for members to get their KEGaBuck\$.	Any active member, preferably with knowledge on the area of the SIG or the ability to help others draw the necessary information to make the SIG meaningful.	Set SIG schedule and agenda. Coordinate with site for each meeting. Take attendance and send the list of attending members to the Secretary on a regular basis.	200 KEGaBuck\$ for each meeting chaired. 200 KEGaBuck\$ to others for presenting at a SIG meeting in lieu of the 50 KEGaBuck\$ for attending a meeting (net increase of 150 KEGaBuck\$).	2 hours for each meeting and another 4 to 5 hours preparation for each session is recommended.	Responsible for meeting agendas and notifying the SIG Coordinator and/or the Web Master of schedule changes.
Board Member at Large	The KEGS Board of directors is comprised of eight (8) elected members. Two of these are elected to position of President and vice-president. One or two are elected to the post(s) of Secretary and/or Treasurer. The remaining elected members (4 or 5) serve on the Board as Members at Large. Their duty is to assist the board in conducting the business of the organization.	Any active member but must be elected to the position.	Any active member but must be elected to the position.	50 KEGaBuck\$ for each Board meeting attended unless otherwise addressed in specific duties of other jobs.	One year by Election at the Annual Meeting in December. Can require 5 to 10 hours per month depending on the support to the board by performing other task as needed.	Board Members at Large are expected to take one of the following additional jobs: Membership Chair, Volunteer Coordinator, KEGaBuck\$ Administrator, SIG Coordination or Communication Chair.