

KAA Officer Duties and Responsibilities

Revised 10.07.2016

President

- 1) Conduct business meetings and keep things moving in timely fashion.
- 2) Set the yearly and monthly agenda.
- 3) Keep overall tabs on progress of on-going club activities.
- 4) Ensure all club by-laws are followed.
- 5) Issue observatory keys to non-officers upon completion of training program.
- 6) Contact club officers when necessary to reschedule business and observing sessions and inform membership of any change.
- 7) Coordinate Keene Library activities such as: maintaining KPL's loaner telescope, summer science day (loaner telescope training), observing events, telescope training classes, etc.
- 8) Send out reminders of up-coming events and cancellations.
- 9) Coordinate annual spring dinner.
- 10) Coordinate use of mower with Mike Brooks.
- 11) Coordinate with CALL astronomy class for use of KAA observatory.
- 12) Coordinate special club activities.

Vice President

- 1) Assume the President's functions in his/her absence.
- 2) Assist with astronomy presentations at KPL.
- 3) Maintain and issue KAA's Orion loaner 4.5" telescopes to club members.
- 4) Assist President in Astronomical League programs for certificates such as, the constellation and moon programs.
- 5) Assist President in special events such as telescope training at KPL and the annual science day at KPL.

Secretary:

- 1) Take monthly business meeting notes and submit formal minutes to the President for review prior to sending to members via email.
- 2) Prepare yearly business meeting and KAA monthly observing schedules.
- 3) Maintain the membership database.
- 4) Maintain and distributes current club membership list.
- 5) Email monthly minutes and other documents/photos to the webmaster for the club website.
- 6) Assist at scheduled club events.

Treasurer:

- 1) Submit monthly income & expenses and current financial balance at business meetings.
- 2) Keep monthly and annual written record of membership dues paid and other income & expenses.
- 3) Keep copies of current bank deposits and periodic statements.
- 4) Collect yearly dues and deposit them in a timely manner in the KAA bank account.
- 5) Submit yearly membership dues costs to secretary in October for inclusion in KAA business meeting summary.
- 6) Issue yearly KAA membership cards upon receipt of membership dues.
- 7) Pay semi-annual Sullivan building taxes.
- 8) Fill out and submit yearly Sullivan tax inventory forms.
- 9) Deposit financial gifts and withdraw money as necessary for club activities and needs such as maintenance and astronomy equipment.
- 10) Ensure compliance with necessary IRS and NH tax regulations.
- 11) Submit payment to NH State for non-profit incorporation every 5 years starting in 2020 for \$25, presently. Currently, the Secretary is the NH State legal contact.
- 12) Notify KAA members when Observer Handbooks need to be ordered and their cost.
- 13) Astronomical League Coordinator (AlCor): Submit yearly KAA membership dues and membership list in Excel format to the Astronomical League.
- 14) Position requires a minimum of a three-year commitment.

Additional Responsibilities of all officers:

- 1) Know how to open and close the observatory and understand how to operate the two primary telescopes.
- 2) Assist, if available, with maintaining the observatory and grounds.
- 3) Participate in scheduled observing sessions at the club and other outside observing venues, such as schools and libraries.
- 4) Assist the President in KAA activities and events as needed.

Additional Non-Elected Functions

Webmaster

- 1) Maintain the club website with input from elected officers and general membership.
- 2) Liaison with the Night Sky Network.

Historian

- 1) Maintain KAA archive information.

Additional Officer and Membership Roles:

- 1) Officers must make every effort to attend monthly business meetings.
- 2) Officers should attend monthly observing sessions, special observing events, work sessions etc., when available.

Note: This request for attendance is not limited to the officers as we truly need every club member's participation, input and help to make KAA a successful astronomy organization. We are continually trying to provide as many services as we can with the manpower we have available. We can only improve our services and expand our goals with the help of all our members.

Adopted at club meeting: 10.07.2016