

Trilogy of Vistancia Genealogy Club
ADMINISTRATIVE RESPONSIBILITIES
Original Version 0.0 August 13, 2023

This Administrative document complements the Trilogy Genealogy Club Bylaws. These guidelines may be changed by majority vote of the Executive Board and do not need membership approval. Administrative items may change by Club needs, Individual skills and Board needs as well as technology of the day.

Included here:

- **Executive Board responsibilities**
 - **President**
 - **Vice President**
 - **Treasurer**
 - **Secretary**
 - **WebMaster**
- **Changing/Amending the Administrative Duties**
- **Membership Responsibilities**
- **Trilogy at Vistancia – Lifestyle Director**
- **Calendar and Required Forms (separate documents) for Lifestyle Director**

EXECUTIVE BOARD RESPONSIBILITIES

- Read and understand Trilogy Genealogy Club Bylaws for basic responsibilities not outlined in this document.
- Approve monthly Board minutes in timely manner.
- Report all meeting safety incidents to Lifestyle Director (Form TVACA-6).
- When an officer position changes:
 - Retiring position to share records and responsibilities with incoming position.
 - Change names/signatures on bank accounts (President, Vice President and Treasurer).
 - Change names on Membership Application, the Genealogy Club website and My Trilogy Life website .
 - Change Membership Application to Treasurer's name, address and phone number.

PRESIDENT

- Communicate new officers to Lifestyle Director within 14 days of change (Form TVACA.5).
- If Audit Committee formed, President to appoint members. No officers on Audit Committee.
- Provide any Bylaws update to Lifestyle Director after Club Membership approves changes.
- Plan General Meetings for calendar year. Another officer may be designated to help plan.
- Chair general Trilogy Genealogy Club meetings or designate another officer to do so.
- Membership Communication. Another Board Member may be designated:
 - Club Newsletter.
 - Club announcements including publications with Lifestyle Director.
 - Meeting notices to Club members.
 - Ensure My Trilogy Life (MTL) genealogy club page is correct and current; and respond to email queries via (MTL) web page in a timely manner.
 - Together with Webmaster respond to email communication via Trilogy Genealogy Club site in a timely manner.
 - Provide Webmaster with all documents and narratives to be posted on the website in a regular and timely manner.

- Communication with Lifestyle Director at Trilogy at Vistancia Association:

- President may assign an Executive Board member to be responsible for communications. (TVACA forms 7, 8 and 10) with Trilogy Lifestyle Director to ensure the Club's facility, marketing and Audio/visual requirements are met.
- President may assign an Executive Board member to make sure all necessary Lifestyle Director forms are submitted in a timely manner as required.
- Advise Lifestyle Director of assigned Board Member.
- MTL club announcements shall be prepared and submitted per the "Lifestyle Director communication Timeline" table. *Separate document.*
- Ensure all Lifestyle Director requests are fulfilled.

VICE PRESIDENT

- Work with President to plan speakers and programs.
- Work with Speakers: Send written expectations via Speaker Welcome letter, notify Trilogy gate, meet guest at Kiva Guest Service and escort to meeting room.
- If President and Vice President not available to Chair monthly Membership Meeting, VP should select another chair for meeting.

TREASURER

- Understand fiscal responsibilities defined in Bylaws including spending limits, associated approval processes, year-end reporting and required signatures.
- Maintain the Trilogy Genealogy Club's financial records and prepare reports as required. Financial records must be maintained for seven (7) years and archived on Club website.
- Create Trilogy Genealogy Club budget for the following year by October of current year. Budget needs to be voted on and approved by Executive Board prior to January 1st.
- Club expenses may be paid either by Club Debit card, Club check or current digital payment method approved by Board.
- Primary signatory on Club financials. Club checks always require two (2) signatures.
- Check New Member applications: Information complete, lives in Trilogy, payment included. If any information is incomplete, contact potential new member.
- Membership badges. Confirm name with member, full name or nick name and magnetic or pin badge.
- Transmit New Membership Form to all Board members after confirming all information and payment received.
- Staff General Meeting Check In Desk with Secretary or find a substitute.

SECRETARY

- Take minutes of Board meetings
 - Post draft of minutes in a timely fashion to all Board members to review.
 - Minutes may be approved digitally by three (3) board members. When approved, send final to Webmaster for posting in a timely manner.
- Provide Webmaster three (3) years of meeting minutes for the archives on Club website.
- Promptly update Board about New or Deleted members.
- Maintain membership list by month with updated list to Board prior to any Board meeting.
 - Membership: New and renewals close Jan 31st. List is cleared of all but paid members two (2) days prior to February Board meeting.
 - Renewals may be made after Jan. 31st, but are added to the list in month they renew.
- Staff General Meeting Check In Desk with Treasurer or find a substitute.

WEBMASTER

- Maintain the Trilogy Genealogy Club's website regularly updating information and posting documents provided by the Executive Board.
- Provide and control Member access to the Club website.
- Update Club membership list after February Board meeting to delete lapsed members access to Club website.
- Send digital welcome letter to new members including how to access website and find bylaws.
- Maintain and archive TGC documents required by Lifestyle Director on TGC website.
 - Executive Board Records maintained on Club website for three (3) years.
 - Trilogy Genealogy Club year-end Financial Records maintained on Club website for seven (7) years.
 - Trilogy Genealogy Club newsletters as requested by the Board.
 - Trilogy Genealogy Club General Meeting charts and/or handouts as requested by the Board.
- Regularly optimize website's design and functionality as needed or as agreed by the Executive Board.

CHANGING ADMINISTRATIVE RESPONSIBILITIES/DUTIES DOCUMENT

- This document may be revised by the Executive Board as needs of Club and responsibilities change.
- Documents must always have an original creation date and "revised date" at top of document along with page numbers.
- Changes should be in writing and will be discussed at Executive Meetings. Changes must be recorded in Board meeting minutes.
- Approval by majority of Board members at a Board meeting.

LIFESTYLE DIRECTOR

- The President of the Club or the designated Board Member Point Of Contact is the only Club member who is permitted to work with Lifestyle Director.
- Current Active Forms are listed on a separate page attached.
 - Additional Trilogy Charter Club forms are for future HOA needs.

MEMBERSHIP

- Members will receive Trilogy Genealogy Club name badges as part of dues.
 - Replacement Badges will be paid by member at actual badge cost.
- Members will have access to Trilogy Genealogy Club website (www.tvgenealogy.club)
- Members must have access to ByLaws and Administrative Duties and Responsibilities on Club website.
- Members dues are determined yearly by Executive Board and changes approved by Board and membership.
- Dues are due on or before Jan 1st of each year and will be delinquent Jan 31st.
 - Renewals are taken after Jan 31st along with a renewal Membership application and payment.
- Residents of Trilogy at Vistancia who are not members of the Genealogy Club may attend a regular monthly meeting on a one-time basis at no charge. Events such as Family History Conference, may be handled with Lifestyle Director approval.
- Visitors from outside Trilogy at Vistancia are not permitted to attend meetings without prior Lifestyle Director approval
- Members must be resident in good standing with Trilogy at Vistancia. This is Lifestyle Director item— and no one confirms this step

Club President Uche Reisenfeld Date: 9/13/23

Club Secretary HAMEL DORON Date: 9/13/23