

HEWLETT PACKARD  
RETIRES CLUB  
OF  
SOUTHERN CALIFORNIA

**DUTIES AND RESPONSIBILITIES**

# Contents

STATEMENT OF PURPOSE .....	3
I. Statement of Purpose .....	3
OFFICERS DUTIES AND RESPONSIBILITIES .....	3
II. President:.....	3
A. Primary Duties.....	3
B. Additional Duties .....	4
III. Vice President .....	5
A. Primary Duties.....	5
B. Additional Duties .....	5
IV. Treasurer .....	5
A. Primary Duties.....	5
B. Additional Duties .....	5
V. Secretary .....	7
A. Primary Duties.....	7
B. Additional Duties .....	7
COMMITTEE DUTIES AND RESPONSIBILITIES.....	8
VI. Membership Committee and Chairperson .....	8
A. Duties of the Chairperson.....	8
B. Duties of the Committee .....	9
VII. Events Committee and Chairperson.....	10
A. Duties of the Chairperson.....	10
B. Duties of the Committee (including event leads).....	12
VIII. Interest Groups Chairperson and Leads .....	12
A. Duties of the Chairperson.....	12
B. Duties of the Interest Group Leads .....	13
IX. Nominating Committee and Chairperson .....	14
A. Duties of the Chairperson.....	14
B. Duties of the Committee .....	15
OTHER DUTIES AND RESPONSIBILITIES .....	15
X. Newsletter Editor [section approved 10 Feb 2011] .....	15
A. Primary Duties.....	15
B. Newsletter Requirements .....	17
XI. Postmaster [section approved 10 Feb 2011] .....	17
A. Primary Duties.....	17
B. Email Requirements .....	19
XII. Webmaster [section approved 10 Feb 2011] .....	19
A. Primary Duties.....	19
B. Website Requirements.....	20
XIII. HP Liaison .....	20
A. Primary Duties.....	20

## STATEMENT OF PURPOSE

### I. Statement of Purpose

1. This document
  - a) Provides information for incoming Directors, officers, chairpersons, interest group leads, and committee members as to the general practices and interrelationships of each of those roles
  - b) Captures the standard operating practices and principles of the day-to-day workings of the Club
2. Any perceived conflict between this document and *Bylaws of HPRCSC* should be interpreted in a manner consistent with the bylaws.
3. These guidelines are intended to be flexible and modified as the practices of the Club evolve.
4. The individual sections may contain varying levels of detail, as they are generally written by the users of that section.

## OFFICERS DUTIES AND RESPONSIBILITIES

### II. President:

#### A. Primary Duties

1. Primary duties of the President are listed per Section 5.09 of the current *Bylaws of HPRCSC* and may be changed per Section 8.01 of the same document.

B. Additional Duties

1. Represent HPRCSC issues during the regular Retiree Advisory Board (RAB) teleconference meetings. Report information back to the Board of Directors at the next month's meeting following the teleconference.
2. Understand and assure complete Club operating compliance with the HPRCSC Corporate Purpose as well as all Articles and Sections of the current bylaws.
3. Establish an agenda before every HPRCSC Board of Directors meeting using practices outlined in the current bylaws and Robert's rules of Order and conduct the BOD meeting to those same referenced standards.
4. Act as Master of Ceremonies with guest speakers and other club functions.

The following duties of the President may be delegated to others, as required. The committee has the responsibility to report back to the President on the execution of the duty.

5. Each year, write an article for the first edition of the newsletter, introducing the coming year's programs and offering general comments on the new Directors, membership and other items of interest.
6. Recruit managers from the San Diego site or other interest areas to serve as guest speakers for targeted events. The selection of any speakers shall be in compliance with *HPRCSC Business Interaction Guidelines*.
7. Assure that on site conference rooms are reserved for all Board meeting and special event which require use of the HP Facility.
8. Interface with HPRCSC Sponsor (HP Manager) for picnics and other club uses of the HP Site Facility. Assure any liquor usage forms and all other affected Site policies i.e. equipment club member usage policies, are currently know and shared with the Board of Directors.
9. Assure that HPRCSC has a complete compliance with HP site Security and maintain and update the HPRCSC access Exemption list as required.
10. Interface with and coordinate events which involve Addison Avenue Credit Union participation.

### **III. Vice President**

#### **A. Primary Duties**

1. Primary duties of the Vice President are listed per Section 5.10 of the current *Bylaws of HPRCSC* and may be changed per Section 8.01 of the same document.

#### **B. Additional Duties**

1. Understand and assure complete Club operating compliance with the HPRCSC Corporate Purpose as well as all Articles and Sections of the current bylaws.
2. Closely attend to current Club business, so as to provide effective leadership in the absence of the President. Likewise, be familiar with parliamentary procedure and the running of the Board of Director meetings.
3. Maintain a list of the current assets of the Club. Conduct an annual inventory of the location and status of the assets, by surveying the Directors, Committee Chairpersons, and Interest Group Leads. Report to the BOC on the results of the inventory and provide a consolidated report for posting on the Private page of the website.

### **IV. Treasurer**

#### **A. Primary Duties**

1. Primary duties of the Treasurer are listed per Section 5.12 of the current *Bylaws of HPRCSC* and may be changed per Section 8.01 of the same document.

#### **B. Additional Duties**

1. Manage Bank Accounts
  - a) At the end of each month, balance the checking account to agree with the statement from Addison Avenue Credit Union.
  - b) Order new checks as required.

2. Manage Income and Expenses

- a) Pick up the mail on a regular basis from the Post Office box.
- b) Receive, copy, and document for future audit, all monies and checks made out to HPRCSC, prior to depositing at the HPRCSC's account at the Addison Avenue Credit Union.
- c) Prepare an expense budget for the coming calendar year for the Board of Directors' review and approval.
- d) Write checks for all expenses incurred by HPRCSC or its members. Usually these expenses should be approved by the board before payment but they may be approved by the President if a more timely payment is required.
- e) Collect and retain receipts for future audits.
- f) Maintain a spreadsheet of all receipts and expenditures for any future audit and make the data available to the Directors through the website or ad hoc reports as required.
- g) The outgoing Treasurer is to pass on to the incoming Treasurer the accounting spreadsheet software which the incoming Treasurer will use or elect to modify as required, for ease of understanding by the Board of Directors.

3. Assist Committee Chairpersons

- a) Provide the Membership Committee Chairperson with the check numbers of checks received in payment of membership dues. If needed, provide a copy of the actual check.
- b) Provide receipts for any funds received from the HPRCSC members for membership dues received.
- c) Provide Events Committee Chairperson a report of any payments received from the membership for attending scheduled events.

4. Accountability

- a) Provide a Financial Statement to the Board of Directors in conjunction with each monthly meeting. Ideally this should be done by email prior to the meeting so the Directors may review the statement before the meeting.

- b) File, with the required fees, any reports or forms as required by the IRS and/or the State of California regarding the financial status of the HPRCSC. The HPRCSC is a 501c7 organization.

## V. Secretary

### A. Primary Duties

1. The primary duties of the Secretary are listed per Section 5.11 of the current *Bylaws of HPRCSC* and may be changed per Section 8.01 of the same document.

### B. Additional Duties

1. The Secretary provides and maintains documentation of each board meeting:
  - a) Take and transcribe minutes of each board meeting.
  - b) Send minutes to board members prior to the next meeting.
  - c) Provide copies of the minutes at the beginning of each meeting.
  - d) If necessary, make corrections to the minutes.
  - e) File a copy of each month's minutes in the HPRCSC Records Binder.
  - f) Provide copies of approved minutes to the Webmaster for posting on the website.
2. The Secretary maintains the HPRCSC records binder, including hardcopies of meeting minutes, bylaws, and policy documents.
3. The Secretary takes notes of the speaker's presentation at the annual Membership meeting and provides a written summary to the HPRCSC Board.
4. The Secretary documents the roles and responsibilities of officers, chairpersons, and committees in the document *HPRCSC Duties and Responsibilities* as directed by the Board of Directors.
5. The Secretary sends cards (sympathy, get well, etc.) to Club members and their families.

## COMMITTEE DUTIES AND RESPONSIBILITIES

### VI. Membership Committee and Chairperson

#### A. Duties of the Chairperson

1. The Chairperson may be either a member of the Board of Directors or a Club member-at-large. The position is treated as a Standing Committee Chairperson of the Board of Directors as defined in Section 4.09.2 and Article VI of *Bylaws of HPRCSC*.
2. The Chairperson should be available to attend the BOD meetings in order to present updates on membership numbers and activities.
3. The Chairperson is responsible for leading the Membership Committee in attracting and retaining Club members and in managing the records and dues of those members.
4. The Chairperson will solicit volunteers to form the Membership Committee. The Chairperson shall provide the list of committee members to the BOD for their information and to the Webmaster for posting on the Board & Committee page of the website.
5. The Chairperson will periodically distribute updated versions of the Mailing List and Roster to the BOD and to the Webmaster for posting in the secure area of the website.
6. The Chairperson should manage all emails which come into the Club's email account that are related to membership topics.
7. The Chairperson is responsible for:
  - a) Submitting to the annual budget process a budget for any costs associated with the membership activities
  - b) Tracking all such expenditures,
  - c) Advising the Board of Directors of any changes recommended or necessary to the approved budget

B. Duties of the Committee

1. Membership Renewal and Records

- a) The committee is responsible for preparing the New Member Packet, which should include one copy each of:
  - (1) HPRCSC Amended Articles of Incorporation
  - (2) President's Letter of Welcome
  - (3) Latest newsletter
  - (4) Current year Events Calendar
- b) The committee will maintain and update membership lists as needed, including the:
  - (1) Membership mailing list (distributed to BOD and the Postmaster)
  - (2) Membership roster (distributed to BOD and to the Webmaster, for posting on the secure area of the website)
  - (3) Inactive member list (used by Membership)
- c) Membership and Renewal Applications
  - (1) Each year the committee will review and update as necessary the new member and renewal applications. Applications will be provided to the credit union for distribution and to the Webmaster for posting on the Join the Club page of the website.
  - (2) The committee will coordinate the mailing of membership renewal forms with the Nominating Committee Chairperson, with the goal of sending the forms in conjunction with the mailing of the ballots for the election of new Directors.
  - (3) When a new or renewal member application is received, check for complete information. If the form is complete, the Membership Chairperson signs, dates, stamps with HPRCSC Seal, notes payment check number and files. The mailing list and roster are also updated. The new member packet is e-mailed or mailed. If there is missing information on the form, it is returned to applicant to complete. Track and follow-up with applicant until information is completed.
  - (4) The committee will maintain three years of hard copy file(s) for each member

(5) Members not renewing by January 31 will be moved from the Mailing List and Roster and placed on the Inactive Member list. Two reminders will be sent before moving members supplemented whenever possible by personal phone calls made by the Directors.

2. Email Communications

- a) The Membership Chairperson will supply the Postmaster with the information necessary to maintain the integrity of member email addresses within the Club email account. Membership changes should be communicated in a timely manner, to ensure that communications reach all members.
- b) Twice a year, in February and September, the Postmaster will meet with the Membership Committee to audit the contacts list and the primary distribution lists, based on the current membership records. Any necessary corrections are made at the time of the audit.
- c) The Postmaster will notify the Membership Chairperson when email address error (non-deliverable, etc.) notifications are received by the email system. The Postmaster and the Membership Chairperson will coordinate on the resolution of the issue and any subsequent updates to the member's information profile.

3. Recruitment and Retention

- a) The committee is responsible for developing and implementing plans to recruit new members
  - (1) Develop materials to promote the club (poster, brochure, etc.)
  - (2) Present at retiree and employee events hosted by the Credit Union.
  - (3) Develop and implement activities to recruit new members
- b) The committee should make an effort to understand what draws new members to the Club and why some past members chose not to renew.

## **VII. Events Committee and Chairperson**

### **A. Duties of the Chairperson**

- 1. The Chairperson may be either a member of the Board of Directors or a Club member-at-large. The position is treated as a Standing Committee

Chairperson of the Board of Directors as defined in Section 4.09.2 and Article VI of *Bylaws of HPRCSC*.

2. The Chairperson should be available to attend the BOD meetings in order to present updates on the status of Club events.
3. The Chairperson is responsible for leading the Events Committee in planning an annual calendar of events which has broad appeal to the Club membership. All events should be in compliance with *HPRCSC Business Interaction Guidelines*.
4. The Events Chairperson will solicit volunteers to form the Events Committee. The Chairperson shall provide the list of committee members to the BOD for their information and to the Webmaster for posting on the Board & Committee page of the website.
5. The Chairperson will submit the calendar of events, and any subsequent updates, to the BOD for review and approval.
6. The Chairperson will submit the calendar of events, associated publicity fliers, and subsequent updates to the Editor, Postmaster and Webmaster for communication to the Club membership. The information should also be submitted to the Membership Chair for inclusion in the new member welcome packets.
7. The Chairperson should make arrangements to present the calendar of events at the Annual Meeting and other gatherings of the Club membership.
8. The Chairperson should manage all emails which come into the Club's email account that are related to the general subject of interest groups. In addition, the Chairperson should help make the interest group leads aware of any incoming emails which pertain to their particular group.
9. The Chairperson is responsible for:
  - a) Submitting to the annual budget process a budget for any costs associated with the Club events, on an event-by-event basis
  - b) Tracking all such expenditures,
  - c) Advising the Board of Directors of any changes recommended or necessary to the approved budget

**B. Duties of the Committee (including event leads)**

1. The committee shall create an annual calendar of events, which has broad appeal to the Club membership and secure leaders for each event.
2. The committee shall create and manage a publicity plan for each event which includes regular and timely communication with the Club membership. Typical aspects of the plan may include fliers for mailing and publication, reminder messages emailed to the Club, personal invitations, etc.
3. If an event with a minimum attendance level is at risk of not meeting the minimum, the committee will send a recommendation to the BOD as to the best action to pursue, so as not to disappoint the membership or to unnecessarily lose funds.
4. Events and event leads are listed on the Future Events page of the Club website. Photos of past activities of past events should be provided to the Webmaster for posting on the Past Events page.
5. Committee members shall pre-approve all expenses with the Events Chairperson. In order to obtain reimbursement, receipts must be submitted to the Club Treasurer using the standard reimbursement form and process.
6. Committee members will manage all emails which come into the Club's email account that are related to the Club's events, including the duplicate registration emails. Managing email includes timely response to inquiries from the membership and filing or deletion of messages so the In Box does not become crowded.

**VIII. Interest Groups Chairperson and Leads**

**A. Duties of the Chairperson**

1. The Interest Group Chairperson may be either a member of the Board of Directors or a Club member-at-large. The position of Interest Group Chairperson is treated as a Standing Committee Chairperson of the Board of Directors as defined in Section 4.09.2 and Article VI of *Bylaws of HPRCSC*.
2. The Chairperson should be available to attend the BOD meetings in order to present updates on group activities.

3. The Chairperson should manage all emails which come into the Club's email account that are related to the general subject of interest groups. In addition, the Chairperson should help make the interest group leads aware of any incoming emails which pertain to their particular group.
4. The Chairperson is responsible for
  - a) Submitting to the annual budget process a budget for any costs associated with the interest groups
  - b) Tracking all such expenditures
  - c) Advising the Board of Directors of any changes recommended or necessary to the approved budget

#### B. Duties of the Interest Group Leads

1. Interest group leads are selected from within the group, based on their passion for the activity of the group. If a lead does not step forward, it is likely the group will phase out of existence.
2. Interest group leads should create a calendar of activities for the members of the interest group and then communicate the activities to their group members. When sending email communication, interest group leads have the choice of using the Club Yahoo account or their personal email account.
3. Interest group leads may submit publicity information about their activities to the Editor, Postmaster and Webmaster for communication to the Club membership. Information may be about upcoming events or it may be a report (including pictures) of past events. Information sent to the Editor should conform to publication deadlines. Requests to the Postmaster or Webmaster should provide one week notice, except under unusual circumstances.
4. Interest group leads and activities are listed on the Interest Groups page of the Club website. Photos of past activities are posted on the Past Events page.
5. Interest group leads shall pre-approve all expenses with the Interest Group Chairperson. In order to obtain reimbursement, receipts must be submitted to the Club Treasurer using the standard reimbursement form and process.

6. Interest group leads will manage all emails which come into the Club's email account that are related to the group's activities. Managing email includes timely response to inquiries from the membership and filing or deletion of messages so the In Box does not become crowded.

## **IX. Nominating Committee and Chairperson**

### **A. Duties of the Chairperson**

1. The Nominating Committee Chairperson shall be a Club member-at-large. The Chairperson may not be a current Director and is not eligible to be nominated as a future Director. The position of Nominating Committee Chairperson is treated as a Standing Committee Chairperson of the Board of Directors as defined in Section 4.09.2 and Article VI of *Bylaws of HPRCSC*.
2. The Chairperson is responsible for leading the Nominating Committee in:
  - a) Preparation of a slate of candidates for the position of Director
  - b) Conducting the annual election of Directors
  - c) Conducting the annual election of Officers
3. The Chairperson shall establish the number of candidates needed and the date span for the election process. The Chairperson should be available to attend the BOD meetings during this period in order to present updates on the status of the election.
4. The Chairperson will solicit volunteers to form the Nominating Committee. The Chairperson shall provide the list of committee members to the BOD for their information and to the Webmaster for posting on the Board & Committee page of the website. It is an asset for committee members to be familiar with the workings of the Board of Directors and the responsibilities of the officers and chairpersons.
5. The Chairperson will head the counting of votes cast by members in the election of Directors.

B. Duties of the Committee

1. The Nominating Committee shall propose a slate of candidates for the position of Director in accordance with Sections 4.02 and 4.04 of *Bylaws of HPRCSC*.
2. The Nominating Committee shall conduct the election of Directors in accordance with Section 2.06.1.c.1, Section 3.10, and Section 4.05 of *Bylaws of HPRCSC*.
3. The Nominating Committee will facilitate the election of Officers in accordance with Section 5.04 of *Bylaws of HPRCSC*.
4. See *HPRCSC Nomination and Election Process* for a detailed description and timeline of the nominating and election processes.

## **OTHER DUTIES AND RESPONSIBILITIES**

**X. Newsletter Editor** [section approved 10 Feb 2011]

A. Primary Duties

1. The newsletter Editor may be either a member of the Board of Directors or a Club member-at-large. The position of Editor is treated as a Standing Committee Chairperson of the Board of Directors as defined in Section 4.09.2 and Article VI of *Bylaws of HPRCSC*. The Editor should be available to attend the board meeting during months when the newsletter is being published.
2. The Editor is responsible for gathering content, assembling, publishing, and distributing a periodic Club newsletter to the membership in a format and manner as generally defined by the Board of Directors. The content of the newsletter shall be in compliance with *HPRCSC Business Interaction Guidelines*.
3. Editor will manage all incoming emails related to the newsletter, including content submissions and distribution requests.

4. The Editor will maintain a list of members who request a printed hardcopy version of the newsletter, as well as a list of other interested parties (non-members) that should receive a copy of the newsletter (e.g. credit union contacts, HP sponsors, other retiree clubs, etc.) The list of interested parties should be presented to the Board of Directors annually, for review and approval.
5. At the time of distribution of the newsletter, the Editor will send a PDF file of the newsletter to the Webmaster, in order to trigger publication of the newsletter on the Club's website.
6. The Editor is not expected to write all articles for publication, but should actively seek information and articles from Club members, Club activity and interest group leads, and other sources as appropriate.
7. The Editor is responsible for preparing and communicating Submission Guidelines for content submitted for publication in the newsletter. All articles submitted for publication are subject to review, editing, and formatting by the Editor as needed to conform to publication requirements and style guides.
8. The Editor may generally use whatever publication tools and processes he/she deems are appropriate and necessary to develop and distribute the newsletter in accordance with these responsibilities and the HPRCSC Communications Strategy. The Board of Directors is expected to ensure the Editor has the appropriate tools necessary to accomplish these responsibilities in a timely and efficient manner.
9. The Editor is responsible for preparing and maintaining a written style guide for the newsletter. The guide should include the specifications for the formatting and appearance of the newsletter and for the processes and procedures used to distribute the newsletter.
10. The Editor gathers statistics concerning the newsletter publication and distribution and provides them to the Board of Directors on a regular basis.
11. The Editor is responsible for
  - a) Submitting to the annual budget process a budget for any costs associated with the printing and distribution of the newsletter
  - b) Tracking all such expenditures

- c) Advising the Board of Directors of any changes recommended or necessary to the approved budget

## B. Newsletter Requirements

1. The newsletter publication and distribution requirements are outlined in *HPRCSC Communications Strategy*.

# XI. Postmaster

## A. Primary Duties

1. The Postmaster may be either a member of the Board of Directors or a Club member-at-large. The position of Postmaster is treated as a Standing Committee Chairperson of the Board of Directors as defined in Section 4.09.2 and Article VI of *Bylaws of HPRCSC*.
2. The Postmaster shall act as the primary manager of the Club's email account and manage the process for distribution of email messages to the general Club membership, while maintaining a consistent Club brand, style, and name recognition. The content of all emails shall be in compliance with *HPRCSC Business Interaction Guidelines*.
3. The Postmaster is the keeper of the email system password, including providing it to authorized Club members and making a determination as to when it should be changed.
4. The Postmaster accepts information from members of the Board of Directors, committee chairpersons, and other such responsible persons, which is to be sent to the general Club membership. The Postmaster will reformat this incoming content as necessary, to conform to established email requirements and style guidelines.
5. The Postmaster is responsible for assuring that all Club electronic communications meet the definition of, and conform to, appropriate HP and government communications standards and requirements.
6. The Postmaster uses information supplied by the Membership Chairperson to maintain the integrity of member email addresses, the primary distribution lists within the email account, and any other email distribution services that

- may be utilized for general Club communications. Membership changes should be reflected in the contacts list and distribution lists in a timely manner, to ensure that communications reach all members.
7. Twice a year, in February and September, the Postmaster will meet with the Membership Committee to audit the contacts list and the primary distribution lists, based on the current membership records. Any necessary corrections are made by the Postmaster at the time of the audit.
  8. The Postmaster is responsible for initiating action when email address errors (non-deliverable, etc.) notifications are received by the email system. The Postmaster should coordinate with the Membership Chairperson on the resolution of the issue and any subsequent updates to the member's information profile.
  9. The Postmaster monitors and acts upon messages received in the Club's email account to assure that the sender receives a prompt reply and attention to their requests. Although chairpersons and leaders are expected to monitor the email account for messages related to their area of responsibility, the Postmaster may need to direct an unattended message to the appropriate board member or activity chairperson in order to ensure a timely or appropriate response.
  10. The Postmaster may generally use whatever publication tools, processes, and technologies he/she deems are appropriate and necessary to develop and distribute email communication in accordance with these responsibilities and the HPRCSC Communications Strategy. The Board of Directors is expected to ensure the Postmaster has the appropriate tools necessary to accomplish these responsibilities in a timely and efficient manner.
  11. The Postmaster is responsible for preparing and maintaining a written style guide for email communications. The guide should include the specifications for the formatting and appearance of the emails, and define the processes and procedures for distributing all forms of electronic communications.
  12. The Postmaster gathers statistics regarding the Club's electronic communications processes and provides them to the Board of Directors on a regular basis.
  13. The Postmaster is responsible for:

- a) Submitting to the annual budget process a budget for any costs associated with the email account
- b) Tracking all such expenditures,
- c) Advising the Board of Directors of any changes recommended or necessary to the approved budget

## B. Email Requirements

1. The email communication requirements are outlined in *HPRCSC Communications Strategy*.

## XII. Webmaster

### A. Primary Duties

1. The Webmaster may be either a member of the Board of Directors or a Club member-at-large. The position of Webmaster is treated as a Standing Committee Chairperson of the Board of Directors as defined in Section 4.09.2 and Article VI of *Bylaws of HPRCSC*.
2. The Club Webmaster is responsible for maintaining the Club website architecture, content, organization, and format in a timely fashion and in a manner consistent with HP Retiree website guidelines. The content of the website shall be in compliance with *HPRCSC Business Interaction Guidelines*.
3. The Webmaster may occasionally generate content for the website, but in general the website content is supplied by the Board of Directors, committee chairpersons, and interest group leads. The submitted content may be reformatted and enhanced as necessary, by the Webmaster, to conform to established style guidelines.
4. The Webmaster should proactively remove expired content from the web in a prompt manner, so as to maintain the look and feel of a current, well maintained website.
5. The Webmaster will maintain secure content by means of username/password sign-in, which is changed annually in conjunction with membership renewals.

6. The Webmaster serves as point of contact (liaison) with the HP Corporate website team and webmasters from other HP retiree clubs. The Webmaster should attend the bimonthly RAB teleconferences as necessary, based on the meeting agenda.
7. The Webmaster should select and train a back-up webmaster, in order to ensure continual maintenance of the website.
8. The Webmaster will manage all incoming emails related to the website, including, but not limited to, requests for password assistance.
9. The Webmaster may generally use whatever editing tools and processes he/she deems are appropriate and necessary to develop and maintain the website in accordance with these responsibilities and the HPRCSC Communications Strategy. The Board of Directors is expected to ensure the Webmaster has the appropriate tools necessary to accomplish these responsibilities in a timely and efficient manner.
10. The Webmaster gathers statistics concerning the usage of the website and provides them to the Board of Directors on a regular basis.
11. The Webmaster is responsible for:
  - a) Submitting to the annual budget process a budget for any costs associated with the website
  - b) Tracking all such expenditures
  - c) Advising the Board of Directors of any changes recommended or necessary to the approved budget

#### B. Website Requirements

1. The website requirements are outlined in *HPRCSC Communications Strategy*.

### **XIII. HP Liaison**

#### A. Primary Duties

1. The HP Liaison may be either a member of the Board of Directors or a Club member-at-large. The position of Liaison is treated as a Standing Committee

Chairperson of the Board of Directors as defined in Section 4.09.2 and Article VI of *Bylaws of HPRCSC*.

2. The Liaison is responsible for managing the Club's relationship with the HP San Diego site and with the local branch of the Addison Avenue Credit Union.
3. The Liaison should be available to attend the BOD meetings as needed in order to provide updates as needed.
4. The Chairperson should manage all emails which come into the Club's email account that are related to the relationship of the Club to the active HP community.
5. The Chairperson is responsible for
  - a) Submitting to the annual budget process a budget for any costs associated with this set of activities
  - b) Tracking all such expenditures
  - c) Advising the Board of Directors of any changes recommended or necessary to the approved budget