

## HUG Jobs

### People & Jobs

Kurt Loudon	<b>Vice President / Secretary / Board Meeting Host / <i>SIG Leader</i></b>
Ken Hodges	SIG Leader Liaison / Fill-in Secretary
John Krzysztow	Marketing
Tim Gordon	HUG Newsletter / SIG Leader Prep List / Meeting Room Scheduler / HUG Survey
Nancy Lehti	Webmaster
Ramona Webb	<b>Treasurer</b>
Michael Newby	<i>SIG Leader</i>
Dave Walden	<i>SIG Leader</i>
Larry Gordon	<b>President / Database Person / Mail Person / Fill-in Webmaster / Web Account Manager / <i>SIG Leader</i></b>

## HUG Board Jobs/Duties Proposed

### President: *Larry*

- Preside at Board meetings
- Set agenda for board meetings in conjunction with other board members, HUG members, and current computer user related news or as events/necessity dictated.
- Worked to create consensus on the board.
- Broadcast event/informational emails as requested by the board as needed.
- Work with treasured on filing non-profit organization paper work including taxes with the federal and state governing authorities.
- Be second signatory on checks
- **March** – Set up election for Board
- **By June-15** - Fill out and send in Kansas form NF (Non Profit) (See link below)

[http://www.kssos.org/forms/business\\_services/NP.pdf](http://www.kssos.org/forms/business_services/NP.pdf)

**DUE DATE** -Annual reports are due when the Kansas annual income tax report is due, generally the 15th day of the sixth month following the close of the tax period. *State law provides that, in addition to penalties, the failure to file the annual report or to pay its annual taxes within 90 days of the time for filing and paying will result in the forfeiture of the corporation in Kansas.* The annual report must be filed every year if the corporation wishes to remain in good standing in Kansas.

- **June** - Renew Jonathan Bacon's Membership
- **Sept** – Talk about Web Survey
- Document duties for *HUG Duties Sheet*.
- Make deposits of any checks picked up at the PO Box.

### Vice President: *Kurt*

- Preside at Board meetings when the president is not available.
- Be second signatory on checks
- Document duties for *HUG Duties Sheet*.

**Treasurer: *Ramona***

Manage day-to-day accounting/book keeping for the organization.

- Deposit dues collected and other income in the bank. (Note: President will make some deposits)
- Do reconciliations on a monthly basis
- Approve expenses.
- Write checks to cover expenses.
- Record deposits and expenses in (Quicken).
- Send electronic copy of the books to the HUG President for backup.
- Produce quarterly and annual balance sheet and present at board meetings.
- Product quarterly and annual income statements and present at board meetings.
- Assist board president on filing non-profit organization paper work including taxes with the federal and state governing authorities.
- Work with the Database Person to make sure we have balances at each meeting for each SIG's money.
- Getting Information *Special*:
  - 1) In January (for publishing in February), Email the Newsletter person:
    - a. Asset balance on January 1st last year
    - b. Asset balance on January 1st this year
    - c. Income between these two dates
    - d. Expenses between these two dates
- The difference between the two.
- Document duties for *HUG Duties Sheet*.

**Secretary: *Kurt – Ken is backup***

- Take board-meeting minutes indicating:
  - \* Minutes of the meeting
  - \* Jobs assigned to different board members
  - \* Passed Policies, Procedures & Resolutions voted on.
- Email the above to the President for review. Once a conversation with the President do the following.
- Email the above out to the members for approval. Once approved, e-mail to Webmaster for publication
- Be second signatory on checks
- Document duties for *HUG Duties Sheet*.

**SIG Leader Prep List: *Tim* (This process should be automated from the Web – See Database Person)**

- On the 10th of each month:
  - 1) Get updates of the membership database.
  - 2) Create the .PDF format attendance sheet from the database.
- On the 25th of each month send an email to each SIG leader including:
  - 1) Attendance sheet for next month
  - 2) Application for HUG
  - 3) Document duties for *HUG Duties Sheet*.

### **HUG News Letter Person: *Tim***

- From the SIG leaders if they are willing to give:
  - 1) Last month's member attendance names and non member attendance name, e-mail and postal address.
  - 2) Next months presentation and presenter – also future months info.
  - 3) Other information SIG leaders want in the newsletter.
- Getting Information *Special*:
  - 1) In January (for publishing in February), I send an email to the treasurer asking for:
    - e. Asset balance on January 1st last year
    - f. Asset balance on January 1st this year
    - g. Income between these two dates
    - h. Expenses between these two dates
    - i. The difference between the two.
- Getting Information (*Final date for Information 20<sup>th</sup> of the month*):
  - 1) Go to each SIG's website and get the presentation information if needed.
  - 2) Send an email to the Database Person asking for a copy of the database.
  - 3) Update the calendar on the HUG website.
  - 4) Put newsletter together in .PDF format and get it to Webmaster.
- Once notified by Webmaster newsletter is published:
  - 1) Send an email to everyone on the list that have been made from the database with a web link to the new newsletter.
  - 2) Resend any emails that are returned.
    - a. If any emails are returned twice, I call them to get their new email address.
  - 3) Anyone with a bad email that I couldn't get a new email address for, I print and mail the newsletter with a piece of paper stapled to the cover asking them for a new email address.
- Send to the Database Person:
  - 1) Send an email to the Database Person with any updates that I have received for the database.
  - 2) Updates to the SIG leader email forwarding.
  - 3) Changes to standard calendar.
  - 4) New website for address.
- Document duties for *HUG Duties Sheet*.

### **HUG Survey Person: *Tim***

- We do a survey about the first of November.
- At the November Board Meeting – go over last years survey and get the board to agree on any changes.
- Put together the survey – Send a paper survey or electronically on the web and send an e-mail.
- Notify the Newsletter person in time to publish notification of the survey prior to the survey being sent to the members.
- Report the results to the board in December and give a letter to the Newsletter publisher to publish the results to the membership.
- Document duties for *HUG Duties Sheet*.

**Webmaster: Nancy – Larry is backup**

- Communicate with *SIG Leaders, SIG Leader Liaison, and HUG Board members* to see if any changes need to be made to the HUG website. Make said changes
- Teach the *Newsletter Person* how to Post monthly newsletter.
- Work with *Database Person* to be able to add/update members and e-mail addresses.
- Work with each *SIG Leader* to update their own website information. (We will give any SIG a directory that they have complete control of
- Document duties for *HUG Duties Sheet*.

**Web Account Manager: Larry**

- Make sure our domain names are paid for at <https://www.godaddy.com/> (HUGKC.org & HUGKC.com)
- Manage the rented web server at <http://www.webhost4life.com/>
- Manage email forwarding from the website.
- Create any FTP Sites and passwords for SIG websites
- Document duties for *HUG Duties Sheet*.

**Database Person: Larry**

- Build a process (Web or Otherwise) to share all Membership information with All SIGS
- Build and maintain automatic e-mail process for HUG SIGs
- Build a report for SIG Leaders to use at their meetings.
- Work closely with the Webmaster to accomplish the above.
- Update membership database.
- Document dues tracking and collection.
- Send out renewal notices to expiring members.
- Send out letter and card to new/renewed members.
- Document duties for *HUG Duties Sheet*.

**Mail Person: Larry**

- Pickup mail from post office
- Get new/renewal applications and funds to treasurer before HUG meetings.
- Get a copy of new/renewal applications to database person
- Document duties for *HUG Duties Sheet*.

**Meeting Room Scheduler: *Tim***

- Schedule meeting rooms at Johnson County Community College - (Beth Ramirez JCCC 913-469-8500 X3670 email: BRamirez@jccc.net) for:
  - A) Access SIG
  - B) SQL Server SIG
  - C) Windows/Freeware SIG
  - D) Any others as requested.
- Beth works for Jonathan Bacon.
- Jonathan Bacon 's office at Johnson County Community College is the agency that provides us our facilities at the college and we have extended him an honorary membership to the HUG. This membership expires each July and the board needs to reconsider whether to renew him as an honorary member in June. When a motion is introduced and approved or disapproved, please notify the Database Person if not at the board meeting to hear the results of the motion vote. The President needs to write Jonathan a letter letting Jonathan know.
- Some ideas for meeting rooms:
  - \* JCCC, Johnson County Community Center
  - \* Maxim Group
  - \* Intellimark
  - \* CompUSA
  - \* Johnson County Library
  - \* Microsoft
  - \* MicroCenter

**SIG Leader Liaison: *Ken***

- Communicate with SIG leaders at each board meeting and make sure the each SIG is not having problems.
- Confirm each SIG has a yearly election of leadership. Currently elections are held as follows:
  - a. SQL Server – April
  - b. Windows & Freeware – April
  - c. Java – April
  - a. Web – April
  - d. Access – April
- Make sure the SIG leaders are taking advantage of all the resources available from HUG.
- Work with *Meeting Room Scheduler* to make sure all SIGs have a place to meet.
- Work with SIG leaders to make sure they have equipment for presentations.
- If an annual meeting is required, plan the holiday party as the annual meeting. (see Lawyer Committee)
- Any time there is a new SIG Leader do the following:
  - a. Send an email to the SIG Leader congratulating them on being the new leader, giving them the HUG Door Prize policy and asking them for their contact information including:
    - 1) Name
    - 2) Email address-used to forward the SIG leader email to you
    - 3) Company name-if they want it published
    - 4) Company website-if they want it published.
    - 5) Phone number
  - b. Send an email to the Webmaster with the updates you have for the SIG.
  - c. Send them the past HUG survey.
  - d. Send an email to the board telling them who the new SIG leader is.

**Marketing/Public Relations (PR) Person: *John***

- Solicit New Members.
- Contact Corporations about what we have to offer their employees who are learning one of our disciplines. Work with SIG Leader Liaison to communicate an effective promotion campaign.
  - a. Employees can learn from the presentations.
  - b. Employees can learn by networking with others working on similar tasks.
  - c. Employees can gain recognition in the industry by providing presentations.
  - d. Businesses can gain recognition in the industry by providing presentations.
  - e. Businesses can gain recognition in the industry by hosting meetings.
  - f. Businesses can improve employee commitment by promoting HUG and rewarding employees for attending.
- Promote HUG to Individuals.
  - a. Individuals can learn from the presentations.
  - b. Individuals can learn by networking with others working on similar tasks.
  - c. Individuals can make new friends, share what they know, and learn from others.
  - d. Individuals can gain recognition in the industry by providing presentations.
  - e. Individuals can learn about new job opportunities and get to know people they may work with in the future (networking).
- Promote HUG to Educational Programs and Training Companies.
  - a. For students, same as promoting to individuals above.
  - b. For program, same as promoting to businesses above.
- Work with the SIG leaders to see if we can do something for charity.
  - a. Educational forms on the SIGs disciplines.
  - b. Members writing applications for organizations.

**Board Meeting Host: *Kurt***

- Find places to hosted HUG Board meeting each quarter.

**Filled-in as Secretary: *Kurt***

- Filled in as Secretary if secretary was not at the meeting.

**Filled-in as Webmaster: *Larry***

- Filled in as Webmaster posting the newsletter to our sit if Webmaster was not available.

## **SIG Leader: Kurt Loudon, Dave Walden, Michael Newby, Larry Gordon**

### **Requirements**

\* Take roll at their SIG and return a copy to the Board within 3 days of a SIG meeting. (Know who attended who was a member and who attended who was not a member.) This can be done through a copy of HUG's database or through filling out and mailing HUG's form to the newsletter person.

- \* Forward to the Newsletter person within 3 days of a SIG meeting:
  - + receipt(s) for reimbursement,
  - + Content of future meetings
  - + Winner(s) of door prizes and a description of the door prizes.

\* Deliver any reimbursements from the Board to the SIG members for expenses incurred on their behalf

- \* All SIG Leaders must be paid up Members of HUG.
- \* All decisions are made for the benefit of the members and not the benefit of the individual.

### **Recommendations**

- \* Have a website (HUG will furnish website) with:
  - + Link back to <http://www.hugkc.org> (This is required on the website if you have one)
  - + Agenda for your next meeting
  - + Past meeting information and code from past meeting available to HUG members
  - + Contact information for your SIG
  - + Resources for your SIG's area of expertise.
- \* Give away door prizes beyond what some vendor brings to a meeting. Make sure the HUG members see a benefit of their dues. (Books, software, gift certificates, etc.)
- \* Door prizes are only given to HUG Members (remember this is a recommendation, not a requirement.)
- \* Only have presenters who can give away code and white papers to your members. People want to see how to do something, not just look at someone's nifty application they wrote.
- \* Only members of HUG receive the above code and white papers. We want to make sure HUG has a value.
- \* Send 2 emails (first one 1 ½ weeks before the meeting, the second one 3 days prior to the meeting) to everyone in the HUG database, members and non members, who have shown an interest in your SIG. The email should show an agenda for the meeting, who is speaking and what subject, place, directions, and times.
- \* Bring blank applications to each meeting. Ask those who are not members to join.
- \* Have the people at the meeting do a written evaluation of the speaker, which the SIG leadership goes over and makes decisions for future meetings.

# 1.1 SIG Check List This is just an example - Your checklist might be different.

	<b>Responsibility</b>
Send an email - <b>a week and a half before</b> your meeting, showing: >>Location and Time of meeting >>What you are presenting >>Who is presenting (See this document section 1.2)	
Send an email - <b>3 days before</b> your meeting, showing the above information.	
Get Books or other <b>giveaways</b> for the meetings.	

<b>Print out:</b> If your <i>not using the database</i> the Newsletter or Database person will email * Tickets for giveaways and evaluations for speakers. (Section 1.3) * Blank Applications for people who may want to join HUG at your meeting (Sec 1.4) * SIG Attendance Sheet (See this document section 1.5)	
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<b>Take Roll</b> (Members, Expired Members and Visitors).	
Ask if any non Members want to join (Have Blank <b>Applications</b> ).	
Ask if anyone wants to present and decide what the subject of the next meeting is and who will present.	
Have the <b>presentation</b> .	
Point out AT Least 2 things the presenter did well and <b>complement the presenter</b> in front of the group with specifics they did well. NEVER be critical of the speaker in front of the group.	
Give away <b>door prizes</b> .	
Have those who came, evaluate the presentation(s) along with written comments.(Sec 1.3)	
Go over the evaluations & comments with your group's leadership committee and decide what you have learned and how your group needs to change. (Steady improvements will keep your group viable.)	

Send in to the Newsletter Person or the Database Person * Membership applications with check. (If they gave cash - write a check and keep the cash) * Attendance Sheet With: > Door Prize Winners > Receipts for Reimbursement > Next Month's Presentation > Attendance Sheet if not using the database	
Database: * Put the people who are not in the database in the database. (Section 1.6) * Put the people who came to your meeting in the database. (Section 1.7) * Send the updates to the Master Database. (Section 1.8)	