

PROFILES & RESPONSIBILITIES OF DIRECTORS/OFFICERS OF SOLGLYT LODGE

Notes: these are guidelines taken from Sons of Norway main website and tailored to Solglyt Lodge. It just gives us an overall description of the roles of the executive - compiled by Brenda Carlstad with input from other members

HQ = headquarters, Sons of Norway, Minneapolis, MN

President –

- oversee the appointment of committees
- prepare agendas
- arrange acceptable meeting dates & conduct board & lodge meetings
- ensure the development of an annual program schedule
- obtain input, provide advice & make decisions on lodge matters
- make arrangements for activities & events, if necessary
- review & provide comments on lodge documents & other materials
- encourage smooth transition and succession (*previously some directors just passed their materials over; hopefully with some kind of instructions/directions – Brenda*)
- play a role in voting and signing authority

Vice-President –

- *basic description: officer in charge of membership growth and retention and relevant campaigns and programs*
- receive monthly Activity Reports from HQ
- contact members named on the Activity Report to remind them about their dues or inquire if they require assistance
- replace the President if called upon

Secretary –

- record minutes at meetings, correspondence, supplies
- update lodge officers via website www.sofn.com
- collate info for lodge of the year forms and submit to District 4
- maintain secretarial records & archive the Minutes in a binder – storage room .

Membership Secretary –

- handle membership records
- send Activity Reports (new members/suspended members) to newsletter editor, President & Membership Committee
- be a 'resource' for membership information
- order pins as required from head office
- collect any membership application money & forwarding to HQ
- send out reminder emails to members about renewing

Treasurer –

- handle all incoming and outgoing funds
- keep accurate accounting records, preparing fiscal reports
- report on condition of the treasury at each meeting
- receive semi-yearly offset cheque from Headquarters
- apply for grants at the direction of the Board

Social Director –

- select a Social Committee, if desired, and request members to assist with food/snacks at meetings and events (keep a list for people to sign)
- ensure there are sufficient supplies of coffee & cream for meetings
- help/work with culture, youth and sports directors for programs
- determine a theme or table setting for the meetings and special events: Lutefisk Supper, Flag Day (eg. January) Valentine's Day, Easter, Syttende Mai (May), etc.

- organize the BBQ in June – phone/email the Dutch to arrange the BBQ. People bring their own meat and a dessert and/or salad. Get the coffee on!
- organize or select a Committee to plan the Christmas parties

Cultural Director –

- coordinate events and programs that enhance members understanding of and appreciation for Norwegian (Norwegian-Canadian) culture, i.e. plan for activities at regular lodge meetings such as guest speakers
- work closely with social, youth and sports directors
- appoint a cultural committee if possible or recruit on an 'as needed' for special events such as Lutefisk Supper & Syttende Mai
- determine members' interest, such as sports, genealogy, language, rosemaling, etc.

Sports and Recreation Director –

- plan and supervise an activity program that will enhance members' well being
- coordinate with social and cultural directors
- work with zone director and sports directors from other lodges to promote events
- arrange demonstrations by a sports figure or coach, etc. cross-country skier
- organize tournaments

Publicity Director –

- publicize the lodge, and Sons of Norway
- help with website information and updates
- submit photos to District 4 Cultural/Publicity Director for submission to the *Viking* magazine
- submit a Member's Profile and photo to District 4 Cultural/Publicity Director as per request

Foundation Director –

- increase members' awareness of the Foundation, types of grants and scholarships
- promote Sons of Norway Foundation in Canada
- help the Foundation grow financially

Editor –

- plan for the newsletter, designing, writing and editing newsletter
- produce and distribute newsletter
- receive Activity Reports from Membership Secretary
- inquire with members as to whether they wish to continue to receive newsletter
- send out newsletter to potential members
- send out Solglyt activity updates by email to members
- maintain the membership list for email purposes

Auditing Committee –

- examines financial statements; verifies year-end bank & investment balances
- conduct audits upon request; reviews D17 Financial Statement
- [the Lodge should select a standing auditing committee of 2 persons or a CMA or CA; see auditing guidelines available from SON]

SUPPORT OFFICERS:

Counselor –

- aid, assist and counsel other officers in the performance of their duties
- share your experience and offer new executive/directors guidance
- affirm the importance of all our Sons of Norway benefits, the lodge system, travel, heritage, sports, youth and foundation programs
- set a positive example in the lodge for the transition of leadership from one president to the next

Greeter(s) - 2 per meeting suggested

- the member organizing the greeters will ask a member to be the greeter
- remind members to sign in (The members should also pick up their nametags.)
 - greet and welcome current members, new members and any guests at the door, and if they are alone, ensure they sit at a members' table. Most often they will arrive with a member and that member will introduce them during the meeting. Solglyt – no one sits alone
- ask if the guest is a member from another lodge, a new member or a guest, and give his or her name to the President so a special introduction and welcome can be made after the anthems are sung.

Trustees –

- *basic description:* custodian of the property of assets of the lodge. It is the Trustee's duty to know what the lodge owns and where it is located.
- **A.** Once a year, make a list of all the property the lodge owns, its value and location including contact information. At the end of the year, present a copy to the president and all the other officers, or as needed. If the lodge acquires new items during the year, advise the membership at the next lodge meeting and add it to the list.
- **B. Suggested by HQ:** *When the new officers take their positions, the list should be updated and passed on to the successor along with other books, papers, etc.*
 - **At Solglyt,** the outgoing directors have generally passed on their Guides for Leadership materials to the next slate of directors and the President or Secretary prepares the new list of Directors & Officers and passes or emails it out.

Historian –

- archive all newsletters in chronological order and place in binder along with other material eg. newspaper clippings of possible relevance to Norway or lodge activities
- summarize the Lodge's significant historical events and activities if not included in album/archives/newsletters
- maintain a photo album, whether paper or digital (Through Blurb or other means)
- update Solglyt's digital photo archives (on Flickr or other means) account regularly

Librarian –

- supervise and control the lending of books, CDs, DVDs
- aid and assist members in the selection of books

Musician – if available

- assist at keyboard/piano or any other suitable instrument
- choose songs for meetings with assistance of social director

Youth Director –

- engage young people in the lodge activities
- develop youth programs
- help gain cooperation and support from parents/guardians and interested lodge members solicit their expectations for the group(s) as well

Sunshine Member –

- identify our ill or bereaved members and send out sympathy or get well cards
- show the member that the members of Solglyt Lodge care about their well-being
- keep the lodge informed about the condition of these members and encourage others to show their concern through visits, cards, letters
- send relevant cards to these members and follow up with a phone call or visit (suggested)