

**By-Laws  
Of  
Keep Oconee Beautiful Association  
May 2001**

**ARTICLE I                    Name**

The name of this non-profit Association shall be: Keep Oconee Beautiful Association.

**ARTICLE II                    Objectives**

The objectives of the Association shall be, as its name implies, to keep Oconee County, South Carolina, beautiful through efforts, projects and programs to preserve and enhance the County's natural beauty, especially to discourage its defacement by litter.

**ARTICLE III                    Membership**

Membership is open to all individuals, groups and organizations interested in the Association's objectives. Any individual, group or organization will be enrolled as a member on payment of the required dues. The Board of Directors shall establish an appropriate schedule of dues.

**ARTICLE IV                    Annual Meeting**

The annual meeting of the general membership shall be held in the spring of each year at a time and location in Oconee County to be determined and announced by the Association's Board of Directors. The Board also may call additional special meetings of the general membership when it deems necessary. A majority vote by those general members attending shall be needed to approve any matter coming before the annual meeting, except for amendment of the By-Laws for which approval is hereafter prescribed.

**ARTICLE V                    Board of Directors**

The Association's Board of Directors shall be comprised of eleven (11) elected members, each serving a two-year term. The terms of six (6) Directors shall expire on even-numbered years while the terms of the other five (5) shall expire on the odd-numbered years. No Director may serve more than two consecutive terms. Successors to Directors with expiring terms shall be elected by the general membership at the annual meeting. Terms of Directors shall begin with the adjournment of the annual meeting at which they are elected and end

when the terms of their elected successors begin. Directors shall fill, by election, on an interim basis, vacancies occurring between annual meetings. In addition to the Directors elected as prescribed above, the heads of the Association's standing committees, during their service in that capacity, shall automatically also become full members of the Board of Directors.

## **ARTICLE VI                    Nominating Committee**

A nominating committee of three members, including a chairperson, to recommend candidates for election as Directors by the general membership shall be appointed by the Board at least one month before the annual meeting. This committee shall aim to recommend the best available candidates whose election will help maintain good countywide representation on the Board. The committee shall make a report of its recommended candidates at the annual meeting. Further nominations from the floor shall be in order. If there are more nominees than vacancies to be filled, election shall be by ballot and the nominees receiving the largest number of votes shall be elected to the vacancies to be filled.

## **ARTICLE VII                    Board Meetings and Officers**

The Board of Directors shall meet at least six times between annual meetings at times and places of its own choosing. The outgoing Chairperson shall call and attend, in an advisory capacity, the first meeting following an annual meeting. At its first meeting, the newly constituted Board shall elect a Chairperson, Vice Chairperson, Secretary and Treasurer to serve for the coming year. These officers shall have the same duties and responsibilities that customarily are associated with these offices. The Vice Chairperson shall preside at any meetings at which the Chairperson may be unavailable. The Treasurer whose term as a Director has expired shall serve until a successor is elected.

## **ARTICLE VIII                    Board Function**

The Board of Directors shall transact the general business of the Association in the furtherance of its stated objectives. It may appoint appropriate committees of Directors and/or general members to assist. The presence of six (6) Directors at any Board meeting shall constitute a quorum. The terms of such committees shall expire each year with the election of new Board officers, at which time such committee members may be reappointed or newly appointed.

## **ARTICLE IX                      Funds**

The Association's expenses shall be defrayed from funds received as dues, contributions, grants and other donations from those wishing to supports its objectives. The Association's accounts, as maintained by the Treasurer, shall be audited as soon as practical after the close of the fiscal year by a committee appointed by the chairperson. The fiscal year shall run from April 15 to April 14.

## **ARTICLE X                      Amendments**

Any member may propose an amendment to these By-Laws to the Board in writing no less than thirty (30) days before any annual meeting. Approval of two-thirds of the members in attendance at the annual meeting will be required for ratification of any such proposed amendment.

# **KOBA OFFICERS AND COMMITTEES RESPONSIBILITIES AND FUNCTIONS**

## **Board of Directors**

### **Officers**

Chairperson  
Vice Chairperson  
Treasurer  
Secretary

### **Board Member**

### **Committees**

Adopt-A-Highway  
Annual Meeting  
Audit  
Awards  
Community Relations  
Education  
FOLKS Liaison  
History  
Legislation & Law Enforcement  
Membership Records  
Newsletter  
Nominations  
Promotions  
Publicity  
Recycling  
Website  
Volunteers

### **Advisors**

# **BOARD OF DIRECTORS**

## **Responsibility**

The KOBA Board of Directors shall have the responsibility for establishing the Association's organization, objectives and policies, as well as directing its activities.

## **Functions**

The KOBA Board shall:

1. Elect from its membership, at its first meeting following each annual meeting, a Chairperson, a Treasurer, and a Secretary to serve as the Board's officers until their replacements are elected for the following year.
2. Appoint the heads of standing committees for the coming year.
3. Meet a minimum of six times a year at a location and time to be at the discretion of the Board with a quorum of 6 Board Members present.
4. Periodically review and update KOBA's broad objectives stated in the Association's By-Laws.
5. Establish and maintain appropriate committees, both standing and ad-hoc, comprised of Board Members and/or general members, to achieve the Association's objectives.
6. Set operating policies consistent with KOBA's By-Laws to guide the work of these committees.
7. Maintain KOBA on a sound financial basis to assure the effective conduct of these activities.
8. Transact the general business of the Association in a manner that will merit public respect.

## **CHAIRPERSON**

### **Responsibility**

The Chairperson of KOBA's Board of Directors has the responsibility of serving as Chief Executive Officer of KOBA and providing it with the necessary leadership to keep its organization strong and its activities effective.

### **Functions**

The Chairperson shall:

1. Establish the agenda and serve as presiding officer at meetings of the Board of Directors and the Annual Meeting of KOBA's General Membership.
2. Conduct these meetings observing the Roberts Rules of Order and KOBA's By-Laws while following the established agenda.
3. Lead the Board in the development of a program of activities aimed at achieving KOBA's goals.
4. Organize and maintain, with the aid of the full Board, a strong committee structure with effective leaders to implement the programs.
5. Bring before the Board all matters, problems and suggestions requiring its decision.
6. Serve on public occasions as KOBA's chief representative and spokesperson reflecting KOBA policies.

## **TREASURER**

### **Responsibility**

The Treasurer shall be responsible for receiving all KOBA monies, paying all KOBA financial obligations and maintaining custody of all KOBA funds.

### **Functions**

The Treasurer shall:

1. Establish and maintain a checking account and a savings account at a local bank.
2. Receive, hold and disburse KOBA funds as necessary for the proper conduct of KOBA's financial affairs.
3. Pick up the mail received at KOBA's mailbox at the Seneca Post Office at least once a week, retaining for proper handling that mail requiring the attention of the Treasurer and transferring other KOBA mail to the appropriate KOBA recipient. Advise the Membership Committee, for investigation and further action, of KOBA mail returned by the Post Office as undeliverable.
4. Record the dues, contributions and other monies received from existing and new members, including notation of their category – Family (F), Business (B), Club (C), and Dues-Paying Public Officials (PF), showing addresses and phone numbers, if available. Update the list, generally monthly, and supply a copy to the Membership Chairperson and Membership Records Keeper.
5. Supply the Volunteers Committee Chairperson promptly with the names, addresses and telephone numbers of any new members who, on their membership application, had expressed interest in serving as KOBA volunteers.
6. Send a Thank You letter to those Family members contributing \$25 or more and Business members contributing \$100 or more in excess of their annual dues.
7. At the monthly KOBA Board meetings submit in writing (with copies for each Board Member) a brief financial summary showing receipts and disbursements for the previous month, as well as the cash balances in the KOBA checking and savings accounts, callings to the attention of the Board any financial matters requiring its attention or action.
8. Distribute an annual financial statement at each KOBA Annual Meeting.
9. Make available to the Audit Committee the records needed for an annual audit of KOBA's financial accounts.
10. Prepare and file, on a timely basis, any required federal, state or local tax forms, making any payments required.

# **SECRETARY**

## **Responsibility**

The Secretary shall be responsible for issuing advance announcements of Board meetings, the Annual Meeting and specially called meetings, recording their proceedings and serving as custodian of KOBA's official documents.

## **Functions**

The Secretary shall:

1. Keep complete and accurate minutes of all actions and significant discussions by the Board at all its officially called meetings.
2. Distribute to all Board Members, in advance of the Board's next scheduled meetings, a reminder of the location, date and time of the meeting, together with a draft of the minutes of the previous meeting for corrections and approval at the coming meeting.
3. Keep a complete file of approved minutes of Board meetings as a legal and historical record.
4. Issue to the General Membership and other interested parties the call for the Annual Meeting with indicated date, time and place.
5. Present a brief written summary, at each Annual Meeting, of the minutes of the previous Annual Meeting and keep a complete file of all approved minutes of these meetings.
6. Maintain and distribute to Board members an official and current roster of Board members and principal supporting volunteers, with addresses and telephone numbers, fax numbers and email addresses.
7. Maintain and distribute to all Board Members a current copy of the "Descriptions of Functions and Responsibilities of KOBA Officers and Committees" booklet.
8. Serve as a custodian of all KOBA legal and historical materials.
9. Preside, as stipulated in the By-Laws, at Board meetings and Annual meetings when the Chairperson is unavailable.

## **BOARD MEMBER**

### **Responsibility**

A member of the KOBA Board of Directors shall be responsible, together with the other Board Members, for establishing the Association's objectives and policies, as well as directing its activities.

### **Functions**

A Board Member shall:

1. Serve, as an elected-member for no more than two consecutive terms or until a successor has been appointed by the Board.
2. Attend and participate in transacting business, including voting on matters requiring action at the monthly meetings of the Board and the Annual Meeting of KOBA's General Membership.
3. Serve as Chairperson of a Standing Committee if appointed by the Board if such a post is available and is of interest to the Board Member.
4. Assist in building a strong KOBA membership by recruiting new general members.
5. Help transact the business of the Association in a manner that will merit public respect.
6. Serve, when succeeded as a Chairperson of a Standing Committee, as a transaction period advisor to the replacement.

## **ADVISOR**

### **Responsibility**

The KOBA Board may invite to serve as Advisors those individuals whose special expertise or resources are essential to KOBA but whose participation in KOBA, for various reasons, can only be in an advisory, not official, capacity.

# **KOBA REVISED COMMITTEE STRUCTURE PER MASTER PLAN RECOMMENDATIONS May 2004**

## **EXECUTIVE COMMITTEE**

While this committee will not have projects to complete per se, they will ensure the proper administration of the Board and its committees. This shall include the annual audit of KOBA's financial records to verify their adequacy and accuracy, and grant oversight. Also, the nomination of new Board members will fall under their purview. Financial records and minutes shall be filed under the discretion of this committee. By Laws review shall be under the discretion of this group.

## **PROMOTIONS COMMITTEE**

- Annual Meeting
- Awards Committee
- History Committee
- Newsletter
- Publicity/editorials
- Photo Contest
- Bike Ride Committee
- Website

## **LITTER CONTROL/BEAUTIFICATION COMMITTEE**

- Law enforcement Committee
- Recycling
- Adoption Programs
- Special Clean-up Projects

## **COMMUNITY RELATIONS COMMITTEE**

- Legislative Liaison
- FOLKS Liaison
- Establishes partnerships

## **EDUCATION COMMITTEE**

- Elementary School
- Middle and High School
- Adult Education
- Volunteer Training

## **MEMBERSHIP COMMITTEE**

- Volunteer Recruitment
- Membership Records

# **Adopt-A-Highway Committee**

## **Responsibility**

The Adopt-A-Highway Committee shall be responsible for the effective operation of the Adopt-A-Highway program for Interstate, State and County roads in Oconee County.

## **Functions**

The Adopt-A-Highway Committee shall:

1. Recruit groups (or individuals) to adopt an assigned section, usually two miles long, of Interstate, State or County road in Oconee County, with a commitment to pick up all trash or litter along its right-of-way at least three times a year.
2. Maintain records of the name, address and telephone number of the leader of each adopting group, as well as identifications of the section of road adopted by the group
3. Advise the Oconee Office of the State Highway Department of the names of A-A-H groups and the section of Interstate and State roads they have adopted, or the County Supervisor's Office if the section is a County road, so signs may be installed recognizing the adoptive person or group of each road section.
4. Obtain a report from each group after each of its pickups showing the pickup date, the weight of litter/trash picked up, the number of individuals participating in the pickup, the number of hours taken for the pickup and the length of the road-section picked up.
5. Monitor the effectiveness of the adopting groups to assure they live up to their commitment and replace with new groups those that prove ineffective or drop out of the A-A-H program
6. Coordinate the Oconee County A-A-H program with that sponsored by the State Highway Department, including making such reports to the State as required.
7. Meet periodically with heads of the Oconee A-A-H groups to discuss issues and concerns, as well as to stimulate their continued interest.
8. Arrange public recognition for those A-A-H groups that perform in an outstanding fashion.

## **Annual Meeting Committee**

### **Responsibility**

The Annual Meeting Committee shall have the responsibility of assisting the KOBA Board Chairperson, who sets the agenda and presides at the business session, with overall planning for the Annual Meeting to attract maximum attendance by KOBA's general membership.

### **Functions**

The Annual Meeting Committee shall:

1. Select, with the approval of the KOBA Board, a suitable location, date and time for the Annual Meeting of KOBA's general membership.
2. Assist the board Chairperson in planning a program of activities at the Annual Meeting that will be both informative and attractive to the general membership and the interested public, keeping in mind this could be KOBA's only opportunity for direct communication with them for the year.
3. Handle the details involved in implementing the agreed on plans in advance of, and during, the Annual Meeting, requesting Board approval of any budget deemed necessary.
4. Coordinate with the Secretary and the Publicity Committee in announcing and publicizing in advance the plans for the Annual Meeting to generate maximum attendance by KOBA members, the general public, government officials and the media.
5. Work with the Publicity Committee to achieve good coverage of the Annual Meeting business session and any collateral activities.

## **Audit Committee**

### **Responsibility**

The KOBA Audit Committee shall be responsible for conducting an annual audit of KOBA's financial records and accounts to verify their adequacy and accuracy.

### **Functions**

The Audit Committee shall:

1. Be comprised of at least two KOBA members who are trained and/or experienced in accounting procedures.
2. Obtain from the KOBA Treasurer, as soon as practical after the close of each KOBA fiscal year, all pertinent KOBA financial records and accounts needed to conduct an audit in accordance with generally acceptable auditing practices.
3. Report its findings, promptly and in writing, to the KOBA Board after the completion of its audit, the report to include any recommendations the Audit Committee may have to improve the handling, recording and reporting of KOBA's financial transactions.

## **Awards Committee**

### **Responsibility**

The Awards Committee shall be responsible for making periodic awards to recognize outstanding contributions by others toward keeping Oconee County clean and beautiful, as well as seeking merited awards for KOBA and its activities.

### **Functions**

The Awards Committee shall:

1. Select periodically, at least six times each year, an individual, troop, or business that has made an exceptional effort to enhance the beauty of an Oconee County area or areas through anti-litter or clean-up activities, including landscaping or other beautification projects.
2. Present those selected with an appropriate award from KOBA, in recognition of their effort.
3. Publicize the presentation in the local media, together with a picture of the presentation if possible, to give public recognition to the award recipient.
4. Apply on KOBA's behalf, for merited awards made by other groups or agencies for public service such as KOBA performs, and publicize any such awards KOBA may receive.
5. Work with the Publicity Committee to publicize all awards given or received by KOBA.

## **Community Relations Committee**

### **Responsibility**

The Community Relations Committee shall be responsible for maintaining liaison with appropriate groups and individuals that can help advance KOBA's objectives.

### **Functions**

The Community Relations Committee shall:

1. Identify and maintain a list of public officials and organizations not covered by other Committees that could be of direct and effective assistance in helping KOBA achieve its goals.
2. Establish and maintain liaison with them through personal contact.
3. Help keep them informed on KOBA's activities by making sure they are on the mailing list to receive appropriate KOBA communications such as the Newsletter.
4. Answer questions or concerns about KOBA and KOBA related activities.

## **Education Committee**

### **Responsibility**

The Education Committee shall be responsible for conducting programs to educate the population of Oconee County to observe proper control of litter.

### **Functions**

The Education Committee shall:

1. Develop and present anti-litter educational programs targeted at various segments of the county's populations with priority emphasis on those of school age.
2. Recruit, train and coordinate volunteers to present the appropriate program to the intended audience.
3. Build and maintain close relations with educational authorities to gain their acceptance and support of KOBA's educational programs and presentations.
4. Prepare capital and operating budgets in support of the committee's efforts and seek financial support from outside sources by applying for relevant grants and donations.

## **FOLKS Liaison**

### **Responsibility**

KOBA's FOLKS (Friends of Lake Keowee Society) Liaison shall be responsible for maintaining good relations and communications with that organization.

### **Function**

KOBA's FOLKS Liaison shall:

1. Serve as KOBA's communications channel with the Officers and Board members of FOLKS.
2. Attend meetings of the FOLKS Board to keep apprised of its activities and policy decisions, as well as to apprise them of the KOBA Board's activities and policy decisions on matters of mutual interest.
3. Keep KOBA Officers, Board members and Committee Chairpersons informed, usually with reports at meetings of the KOBA Board, on pertinent activities and policy decisions of FOLKS.

## **History Committee**

### **Responsibility**

The History Committee shall be responsible for preserving for the record items and material of value to the history of KOBA, other than those basic documents for which the Secretary is custodian.

### **Functions**

The History Committee shall:

1. Collect and keep an annual scrapbook of all publicity (primarily news items, editorials and photos) appearing in the press pertaining to KOBA.
2. Arrange for a month-long display of the annual scrapbook at the close of each year in each of the County's four libraries to help keep the public informed of KOBA's efforts.
3. Maintain in a safe, central location, records and reports of KOBA activities and the accomplishments of individual committees.

# **Legislation & Law Enforcement Committee**

## **Responsibility**

The Legislation & Law Enforcement Committee shall be responsible for promoting effective State and County laws and regulations against littering/dumping and encouraging their full enforcement.

## **Functions**

The Legislation & Law Enforcement Committee shall:

1. Keep apprised of all existing State and County laws and regulations against littering/dumping.
2. Propose, and with the help of the Board of Directors, seek enactment of appropriate amendments needed to make them more effective.
3. Work closely with the Oconee County Litter Control Officer, as well as the heads of all State, County and local agencies that have law enforcement authority, to seek compliance with these laws and regulations.
4. Maintain liaison with the County Magistrates and Municipal Judges and encourage them to impose sentences for littering/dumping that would deter others from committing similar unlawful acts.
5. Complete semi-annually for the preceding six month, for release to the County media, data on the number of arrest by each law enforcement agency and the resulting number of convictions with the range of fines imposed.

## **Membership Committee**

### **Responsibility**

The Membership Committee shall be responsible for maintaining the highest possible level of KOBA membership, in all categories, to keep KOBA strong in workers, influence and finances.

### **Functions**

The Membership Committee shall:

1. Conduct a vigorous and aggressive and ongoing program to recruit dues paying members in all categories, as well as seek to give KOBA's membership good countywide representation.
2. Transmit to the Treasurer the name, address, telephone number, date of membership, dues payment and membership category for each paid member recruited.
3. Supply to the Volunteer Coordinator the name, address and telephone number of any new member who expresses willingness to serve as a volunteer.
4. Attempt to follow up, by phone or personal contact, those members the Records Keeper classifies as Inactive after two reminders have been issued.
5. Investigate, when requested by the Treasurer, the cause of member mail being returned as undeliverable and advise the Treasurer and Membership Records Keeper of any address changes.
6. Assist the Membership Records Keeper to keep up to date those memberships in the Special (S) non-dues paying category- Media (M), Government Officials (G) and Heads of Law Enforcement Agencies (LE).

# **Membership Records Committee**

## **Responsibility**

The Membership Records Committee shall be responsible for maintaining a complete and up-to-date list of all KOBA members.

## **Functions**

The Membership Records Committee shall:

1. Show on the membership list each member's proper classification as Family (F), Business (B), Club (C) and dues-Paying Public Officials (PF), with address, telephone number and month-year of the initial membership.
2. Indicate on the list whether the membership is Active (A) as having paid dues before, or by one month following, renewal date, or Late (L) as not having paid dues within one month past the renewal date.
3. Send a renewal reminder to each member at the beginning of the month in which their dues should be renewed and, if necessary, another during the third month of non-renewal.
4. Maintain for reference an Inactive (I) list of those who have not paid their dues for one year and not responded to two reminder notices.
5. Keeps the Membership Committee advised, for the possible follow-up, of those members being classified as Inactive, particularly Business and Club members.
6. Supply the Treasurer with changes in a member's address or telephone number, as well as any member's resignation.
7. Maintain a separate (S) mailing list of complimentary (no dues) members classified as Media (M), Government officials (G) and Heads of Law Enforcement Agencies (LE) to whom KOBA periodically may send materials such as the Newsletter.
8. Supply, on request, usually for mailing the KOBA Newsletter, mailing labels preprinted with the names and addresses of all (A) and (L) members, as well as those on the (S) list.
9. Provide, on request, to Board Members or other members of KOBA committees' printouts of appropriate lists of KOBA members that fit their needs.

## **Newsletter Committee**

### **Responsibility**

The Newsletter Committee shall be responsible for publishing a quarterly Newsletter as a major KOBA communications channel to keep the general membership, the public, government officials and the media informed of the Association's activities and progress as a means of winning support and building membership for KOBA.

### **Functions**

The Newsletter Committee shall:

1. Be in charge of the preparation, printing and distribution of the Newsletter on a quarterly basis.
2. Prepare informative articles and reports, with the cooperation of KOBA Officers and Head of Committees, for each issue.
3. Seek paid advertising to appear in each issue to help defray the cost of publication.
4. Oversee the commercial printer as well as the volunteers who help assemble and mail the completed Newsletter.
5. Work with the Membership Records Keeper to assure that the mailing labels used for distribution of the Newsletter cover the intended readership.

## **Nominating Committee**

### **Responsibility**

The Nominating Committee shall be responsible for recommending the candidates for election at the Annual Meeting to fill vacancies on the Board of Directors.

### **Functions**

The Nominating Committee shall:

1. Consist of three members, including its chair, appointed by the Board at least one month before the Annual Meeting.
2. Determine how many Board vacancies will exist at the time of the next Annual Meeting.
3. Develop a slate of the best available candidates, while maintaining good countywide representation on the Board, for election to fill the open Board positions.
4. Present its slate of recommended candidates at the Annual Meeting with the understanding that nominations from the floor will be in order.

## **Promotions Committee**

### **Responsibility**

The Promotions Committee shall be responsible for planning and using promotional devices and projects to advance KOBA's objectives.

### **Functions**

The Promotions Committee shall:

1. Develop and maintain a plan to help enhance the image, and broaden the reach of KOBA by developing and distributing a variety of displays, programs and promotional tools, such as posters, displays, bumper stickers and litterbags with messages that would encourage proper trash disposal.
2. Plan and conducts projects and events that will serve to persuade the public that proper trash disposal practices will keep Oconee beautiful.
3. Seek financial support for its promotional efforts by actively inviting contributions and applying for grants.
4. Coordinate its efforts with the Publicity Committee, which has the responsibility for promoting KOBA's objectives through the print and broadcast media, as well as with the Education Committee, which has the responsibility for educational programs encouraging proper trash disposal by the County's youth and adult populations.

## **Publicity Committee**

### **Responsibility**

The Publicity Committee shall be responsible for keeping the County's general population and public officials informed of KOBA's goals, programs and accomplishments through the dissemination of pertinent information through the media covering Oconee County.

### **Functions**

The Publicity Committee shall:

1. Prepare and distribute press releases (with photographs when possible) reporting such information to the media on a regular basis.
2. Maintain liaison with representatives of the media, both print and broadcast, covering Oconee County and assist them with any requests they may have for KOBA information, including interviews and on-site coverage of KOBA activities.
3. Assist other KOBA committees in publicizing their newsworthy activities.
4. Coordinate KOBA's response, whether it is made privately or through publicity, to any media misinformation about KOBA.
5. Keep the Membership Records Keeper informed of any changes in names, addresses or telephone numbers that should be made in the Media (M) mailing list.

# **Recycling Committee**

## **Responsibility**

The Recycling Committee shall be responsible for encouraging the recycling of waste materials so they won't be improperly discarded as litter in Oconee County.

## **Functions**

The Recycling Committee shall:

1. Coordinate its activities with the Oconee County Solid Waste Department.
2. Support the Director and his Office by developing projects, speaking engagements and other presentations to encourage recycling by all segments of the County's population.
3. Promote awareness by the people of Oconee County of the need for replacing wasteful trash disposal actions with recycling all forms of consumer items.
4. Make available to the public, by all available means, information on what, how and where to recycle and then support and honor their recycling cooperation.
5. Work with the Promotions and Publicity Committees utilizing their capabilities for promotion and publicity.

## **Volunteers Committee**

### **Responsibility**

The Volunteer Committee shall be responsible for finding an appropriate assignment for anyone interested in serving as a KOBA volunteer.

### **Functions**

The Volunteer Committee shall:

1. Work closely with the Membership Committee and the Treasurer to obtain the names of those new members who, in their application for membership expressed willingness to serve as volunteers and promptly advise those members that steps will be taken to work out a mutually agreeable assignment.
2. Advise those who offer to serve on the Board that their name will be supplied to the Nominating Committee, which will propose a candidate for election to the Board at the next KOBA Annual Meeting and ask them if, in the meantime, they would be willing to serve on a Committee of their choice to gain KOBA background.
3. Inform the appropriate Committee Chairperson of the availability of any volunteer who has expressed a willingness to work on an activity within that Committee's scope. If that Committee has no vacancy, try to find another Committee assignment acceptable to the volunteer.
4. Maintain a current list of volunteers who have not yet been assigned, as well as those KOBA Committees in need of volunteers, with the goal of matching volunteers and vacant assignments as soon as possible.
5. Make known to the KOBA Committee Chairpersons the names of unassigned volunteers available to serve KOBA and assist in getting these volunteers appointed to a mutually agreeable Committee.
6. Assist in recruiting members for any Committee when requested by that Committee Chairperson.

## **Website Committee**

### **Responsibility**

The Website Committee shall be responsible for maintaining a KOBA Website on the Internet as an information source about KOBA.

### **Functions**

The Website Committee shall:

1. Provide a brief statement on KOBA's funding and objectives with its current dues structure and size of membership.
2. Maintain current information on how to communicate with KOBA by email, regular U.S. mail or telephone.
3. Display KOBA's organization chart, including the names of each Committee with a brief description of its responsibility and function.
4. List the current officers of the board and Committee Chairpersons, giving their mailing address, email address, and telephone number.
5. Review briefly KOBA's activities and accomplishments and give information on how to apply for KOBA membership.
6. Give the time and location of the monthly Board meetings, inviting those interested to attend.
7. Maintain a calendar that lists all KOBA activities and other relevant events for the current month.