

NORTIERN CALIFORNIA WORLD SERVICE COMITTEE

DUTIES AND RESPONSIBILITIES OF BYAWS AND INSURANCE COORDINATOR

A. DUTIES OF BYLAWS AND INSURANCE COORDINATOR

1. Shall review procedures currently being followed by the NCWSA, calling to the attention of the NCWSA Chairperson any variance between current practices, the NCWSA Bylaws, and the California Corporations Code.
2. Shall annually draft or cause to be drafted for review, discussion and vote by the NCWSA any changes to the Bylaws.
3. Shall maintain and update the Bylaws.
4. Shall review, analyze and make recommendations for the purchase of insurance.
5. Shall purchase insurance as authorized by NCWSA, including theft insurance for the protection of NCWSA funds.
6. Shall maintain and update NCWSC Guidelines.

B. RESPONSIBILITIES OF BYLAWS AND INSURANCE COORDINATOR

1. Submit a budget annually for the office of Bylaws and Insurance Coordinator.
2. Attend all meetings of NCWSA and NCWSC, and prepare a brief written report to be distributed at each meeting..
3. File annually the Report of Corporations with the Secretary of State.
4. Review the insurance needs of NCWSA against its current insurance coverage, and annually obtain the insurance policies covering NCWSA.
 - a. Send Chairperson a copy of the current insurance policy when received from Insurance Company.
5. Receive items from NCWSC members for placement in the NCWSC Guidelines Binder. Make copies and distribute to all NCWSC members to insert in their NCWSC Guidelines Binder.
5. Submit expense reports for all expenses of coordinator position (travel, supplies, duplicating, etc.) even if the expense will be returned to NCWSA as a donation.