

Redwood Empire Division Staff Duty Jobs

Superintendent's Job

Duties as per by-laws:

PLUS

- **Set meeting dates:** By-laws require 4 meetings, with the Spring meeting as the Annual Business Meeting.
- **Set meeting locations:**
- **Appoint committee heads:** PCR By-laws only require Nominating, Contest and Membership. Also recommended are CALLBOARD, Achievement Program, Program, Train Show, Layout Tours, Estate Counseling .

Chief Clerk's Job

Duties as per by-laws:

PLUS

- **Contact National** with meeting locations and dates to obtain free insurance coverage provided by the MNRA.
- **Report to PCR** Secretary changes in R.E.D. personnel.
- **Report to PCR** Treasurer amount of interest earned on accounts.
- **Door Prize** collection and dispersment

Director's Job

Duties as per by-laws:

PLUS

- Attend PCR meetings.
- Write a column for the CALLBOARD.
- Write a column for the BRANCHLINE.

CALLBOARD Editor's Job

- Attend Staff meetings
- Collect articles from staff members
- Assemble into CALLBOARD
- Order labels from PCR
- Print and mail each issue aprox. 3 weeks before each meet