

KAA Officer Duties and Responsibilities

Revised 9/2025

President:

- 1) Conduct business meetings and keep things moving in a timely fashion.
- 2) Generate monthly meeting agenda.
- 3) Generate yearly business meetings, observing sessions and work sessions calendar.
- 4) Contact club officers when necessary to reschedule or cancel business and observing sessions and inform the membership of any changes.
- 5) Send out reminder notices of business meeting and observing sessions.
- 6) Conduct routine checks of the observatory for any problems and needed repairs and any work on the property needed.
- 7) Keep overall tabs on progress of on-going club activities.
- 8) Ensure all club by-laws are followed.
- 9) Issue observatory keys to non-officers upon completion of opening and closing of the observatory training program.
- 10) KAA is the care taker of the Keene Public library loaner telescope and also maintains the telescopes at the Frost Free Library in Marlborough and Fitzwilliam Library. KAA provides telescope training, observing activities and helps with special events, which the president coordinates with the libraries. We also provided observing and astronomy talks for the Chesterfield Library.
- 11) Coordinate annual spring dinner at Papagallos. With the Brooks's.
- 12) Contact Mike Brooks if field needs mowing at jen.mike@thebrookshome.net.

Vice President:

- 1) Assume the presidents duties in his/her absence.
- 2) Assist the KPL in the annual fall International Moon observing event at the Ashuelot Park.
- 3) Maintain and issue KAA's Orion loaner 4.5" telescope to club members.
- 4) Assist members in getting involved with the Astronomical Leagues astronomy programs such as the constellation, moon, double star and many more categories to receive certificates and pins of accomplishment and be mentioned in the Reflector Magazine.

KAA Officer Duties and Responsibilities – revised 9/2025
Continued

- 5) Help president generate astronomy talks or discussion topics at club meetings.

Secretary:

- 1) Take monthly business meeting notes and submit formal minutes to the president for review prior to submitting them to the club members via email.
- 2) Assist president in generating the yearly club calendar.
- 3) Email monthly and other documents/photo's to the webmaster for the club website.
- 4) Assist at scheduled club events.

Treasurer:

- 1) Submit monthly income and expenses and current bank balance at business meetings.
- 2) Keep monthly and annual written record of membership dues paid and other expenses in log book.
- 3) Keep copies of TD bank deposits and withdraws and TD bank statements.
- 4) Collect yearly dues and deposit in TD bank.
- 5) Submit AL membership dues cost at October business meeting.
- 6) Pay semi-annual Sullivan building taxes.
- 7) Fill out yearly Sullivan tax inventory form.
- 8) Deposit financial gifts and withdraw money as necessary for club activities and needs such as maintenance, astronomy equipment, that the membership has approved.
- 9) Reimburse Gabe Klueh for payment to the state of NH for our non-profit incorporation every 5yrs of \$25.00, which is next due in 2030.
- 10) Astronomical League Coordinator (Alcor): Submit yearly KAA membership dues and membership Roster list in Excel format to AL to receive the Reflector magazine. Where to send the Roster and the dues will be noted in their submittal.

KAA Officer Duties and Responsibilities – revised 9/2025
Continued

- 11) Position requires a minimum of a three year commitment.
- 12) Present signatory on the TD saving account is Ed Lotkowski, Robert Taylor and Junie Esslinger. The reason we have a savings account and not a checking account is a \$550.00 vs a \$1,500 balance required respectively to not incur a monthly service charge. Because it is a savings account the treasurer will need to pay the bills and then get reimbursed from the savings account.
- 13) Essential items to be given to the next treasurer are the ledger book, past bank statements, past town tax receipts, past inventory sheets, a copy of the latest excel spread sheet sent to the AL, a copy of the AL dues sheet. Our AL membership number is 2701.

Additional Responsibilities of all officers:

- 1) Know how to open and close the observatory and understand how to operate the two telescopes.
- 2) Assist with maintaining the observatory and grounds.
- 3) Participate in scheduled observing sessions at the club and other outside observing venues, such as at schools and libraries.
- 4) Officers should make every effort to make the monthly business meetings.

Non – Elected Responsibilities:

Webmaster:

- 1) Maintain the club website and incorporate new information when requested, make changes to existing information or delete it as needed.
- 2) Liaison with the Night Sky Network.
- 3) Liaison with the state of NH for payment of maintaining our NH non – profit incorporation.

Newsletter:

- 1) One terrific addition to the club is Susan Rolke’s monthly newsletter.

KAA Officer Duties and Responsibilities – revised 9/2025
Continued

Non Member Assistance:

- 1) Contact Erik Schmitt to conduct observing sessions and astronomy talks or lectures for us at ErikTSchitt@gmail.com

Note: This request for attendance is not limited to the officers as we truly need every cub member's participation, input and help to keep KAA a successful astronomy organization that it's been since 1957. We are continually trying to provide as many services as we can with the manpower we have available. We can only improve our services and expand our goals with the help of all our members. We can always use help with schools and libraries observing sessions and talks or topics for discussion at the monthly meetings.

Adopted at club meeting 09.19.2025