

The New Villagers Club of Tellico Village

2022 Board of Directors

is looking for people just like you!



- Full training and orientation begin in September and end in December when new officers are installed for 2022.
- Positions require a 1-year commitment with options to extend as desired.
- Depending on the position, anywhere from a couple hours a month to a couple hours a week is required.

If you are on the fence about diving into a new volunteer experience or have been thinking if volunteering is right for you now, you might find yourself pleasantly surprised at just how much you can gain by taking the plunge!



PRESIDENT

Organizational Leader
Team Building
Interpersonal Skills
Public Speaking
Attends All Meetings

ASSOC ACTIVITIES V.P.

Assist Activities V.P.
Coordinate Event Planners
Can Use MS-Word
Detail-minded
Organized

MEMBERSHIP V.P.

Organizes Member Data
New Member Ombudsman
Attends All Monthly Socials
Uses MS-Word and Excel
Liaison with Tellico Life

SOCIAL V.P.

Coordinate Monthly Social
Logistics and Materials
Assigns Info Tables
Organizes Raffle Prizes
Attends All Monthly Socials

Please contact

nvtv.communications@gmail.com

for more information about
the position(s) you are
interested in. A current
board member will contact
you to answer any of your
questions and explain in
greater depth what the
position is all about so you
can make an informed
decision.

It's fun and rewarding to be
"in the know," and you will
meet some really great
people along the way!

Take the plunge!



SECRETARY

Attend All Board Meetings
Record Minutes
Distribute Minutes
Maintain Historical Records
Uses MS-Word and Excel

TREASURER

Maintain Financial Records
Prepare Annual Budget
Manage Receipts
Reconcile Bank Account
Uses QuickBooks, Excel,
and MS-Word

WEBMASTER

Manage Website
Annual Website Licensing
Maintain Dropbox Folders
Tellico Life Liaison
Manage WordPress &
Excel Plugins

HOA LIAISON

Attend Monthly HOA
Meetings
Attend Monthly NV Board
Meetings and Share HOA
Reports

POA LIAISON

Attend Monthly POA
Meetings
Attend Monthly NV Board
Meetings and Share POA
Reports