



EC Member Orientation



Summary

- The purpose of this meeting is mainly to get acquainted with the new members and try to assign at least one person to each of the main departments.
- Agenda:
 1. Members Introduction (10 minutes)
 2. HEC Informational Presentation (20 minutes)
 3. Current Assignments (10 Minutes)
 4. Corporate – Departments & Assignments (10 Mins)
 5. Open floor (10 Minutes)



Introductions

- Each member will take the floor for a minute or so to introduce themselves (where do you live, what you do etc.)
 - Bomis, Helen (administration / treasurer)
 - Chinas, Marios (Cyprus/campaign)
 - Dritsas Terry (fundraising)
 - Eleutheriadou, Fotini (technical/design)
 - Gatzoulis, Bill (list moderator)
 - Lawless, Anna (director, operations, technical)
 - Maniass, Stelios (technical/systems)
 - Michael, Nico (technical/systems)
 - Rigos, Evangelos (co-founder, director, operations)
 - Stamatis, Gus (technical/web)
 - Voudouris, Thanos (co-founder, director, operations, technical)



Corporate - Departments & Assignments

1. **Administration**
2. **Human Resources (HR)**
3. **Finance / Treasury**
4. **Management (general)**
5. **Information Technology (IT)**
6. **Addenda**
7. **Promotion / Marketing**
8. **Social Media**
9. **Fundraising**
10. **Associations Lead**
11. **Projects Lead**
12. **Editor**
13. **Reporting**
14. **Bookstore**
15. **Training**
16. **Legal**



HEC Major Departments & Responsibilities

Human Resources (HR) [Eleni]

- Responsible for maintaining the Members database
- Responsible to create and maintain a job openings database
- Responsible to create orientation material for new members
- Responsible to work with Associations & the Associations Dept.
- Monitors registrations (members, Projects, Associations)
- Welcomes new members
- Conducts voice & multimedia orientation and interview with new members
- Assigns new members to open positions
- Communicates with all departments and is aware of personnel needs

IT [Thanos, Anna, Stelios, Nico]

- Responsible for keeping the servers running
- Responsible for installation and maintenance of software packages
- Responsible for e-mail systems i.e. Listserv, Exchange
- Responsible for the Joomla environment
- Provide support to all departments, projects, and associations
- Application development
- Content Management (application)
- Databases
- Social Media (interfaces)

Administration – Secretary [Eleni]

- Communicates with all departments
- Organizes records from all departments in a centralized location
- Responsible for all HEC external communications
- Facilitates Board meeting
- Records meeting minutes
- Handles Motions

Finance – Treasurer [Eleni]

- Acts as the Treasurer
- Have access to all bank and PayPal accounts
- Responsible to set up a financial system using Quickbooks or Quicken
- Responsible to record all daily transactions in the financial application system
- Keeps up-to-date a corporate financial statement
- Responsible for all financial filings with the US Federal & State Government

Web Design [Fotini, Thanos]

- Responsible for web designs and implementation
- Work closely with projects
- Web design and development
- Bulk email design and creation
- Graphics design for HEC promotion and Project support

Editor [*TBD*]

- Prepare newsletters
- Review/Edit promotional material
- Review/Edit all external communications
- Review certain web as necessary
- Author editorials

Promotion & Marketing [*TBD*]

- Gather current status from projects to feed Newsletter production
- Prepare brochures and marketing material
- Communicate with other organizations
- Promote HECs name
- Utilize Social Media

Bookstore [Evangelos, Thanos]

- Publishing
- Selling via Amazon, CreateSpace
- HEC Online Bookstore

Projects Lead [*TBD*]

- Responsible to maintain the Projects database
- Collect progress reports and accomplishments
- Prepare Projects progress report and submit to Marketing for publishing

Web Content [*TBD*]

- Review the content of the websites
- Constantly update content with fresh/current information
- Monitoring of all news and utilize the website as necessary

Fund Raising [*TBD*]

- Responsible to organize and conduct fundraising
- Prepare material for Grants requests
- Actively look for new sources of income engaging with major donors
- Work closely with the Treasurer

Associations Lead [*TBD*]

- Responsible to maintain a list of all Associations
- Interface in regular basis with Association representative
- Recognize their needs and offer help and support
- Actively engage in seeking new members

Legal [*TBD*]

- Acts as the copyright authority on published material
- As needed



Thank You!

www.greece.org

Official HEC email: hec@greece.org

EC Member privilege: yourname@greece.org

Useful Links:

- Administration pages: <http://www.greece.org/hec/admin>
- HEC Bylaws <http://www.greece.org/hec/admin/docs/HEC-ByLaws-08Oct2010.pdf>
- HEC Tri-fold <http://www.greece.org/hec/admin/docs/trifold-hec-02.pdf>
- HEC Guide & Regulations <http://www.greece.org/hec/admin/docs/hec-guide®ulations-draft-v03.pdf>
- HEC Overview in PDF : [\[http://www.greece.org/hec/admin/public/HEC-Overview-23Nov2013.pdf\]](http://www.greece.org/hec/admin/public/HEC-Overview-23Nov2013.pdf)