

# PREMIER ETITILELIEN™ USERS' GROUP ROLES AND RESPONSIBILITIES

## PRESIDENT

1. Run the users group meetings with the aide of the Vice President and Secretary.
2. Work with DDI to schedule and set-up users' group meetings and agenda
3. Forward all issues and information from the users to DDI.
4. Welcome all new users via e-mail, regular mail, or in person when possible
5. Prepare information for newsletter and forward to Vice President and Secretary to compile and then send out to the users' group.
6. Provide information to potential members about contacts to promote the product and current users for advice for integrating and improving use.
7. Aide DDI in recruitment through visits, testimonials, letters of recommendation, and helping set up meetings.
8. Assisting other officers with any other duty necessary.

## VICE PRESIDENT

1. Work with DDI to set-up users' group meeting agenda
2. Take users request/ ideas and compile to present to the President for submission to DDI.
3. Bring changes to a vote at the users' group meetings.
4. Compile newsletter (frequency to be determined) for users' group members about what is coming in upgrades, upcoming meetings, addition of new members, and success stories.

5. Provide information to potential members about contacts to promote the product and current users for advice for integrating and improving use.
6. Aide DDI in recruitment through visits, testimonials, letters of recommendation, and helping set up meetings.
7. Assisting other officers with any other duty necessary.

## SECRETARY

1. Maintain "Users List" of contact information for all users' group members.
2. Maintain minutes of all meetings of both the users' group and elected officials.
3. Provide information to potential members about contacts to promote the product and current users for advice for integrating and improving use.
4. Compile newsletter (frequency to be determined) for User's group members about what is coming in upgrades, upcoming meetings, addition of new members, and success stories.
5. Aide DDI in recruitment through visits, testimonials, letters of recommendation, and helping set up meetings.
6. Assisting other officers with any other duty necessary.
7. Maintain and update bi-laws for users' group as necessary