

Reno Ski and Recreation Club Board of Directors Job Descriptions

PRESIDENT

Oversees general operations for Club.
Runs Board and general meetings, writes agenda.
Ensures expenditures are approved before spent and activities approved before being promoted.
Oversees timeline for Board.
Appoints election & nominating committee.
Ensures that changes to Club policies, bylaws and/or constitution are updated.
Encouraged to attend a variety of club/related club functions.
Submits monthly newsletter article.
Serves as back-up for Treasurer.
Responsible for working with the Webmaster and communicating updates to events and news.

VICE-PRESIDENT

Responsible for duties of the President in his/her absence.
Serves as Parliamentarian at meetings.
In charge of annual club fund-raiser(s).
In charge of speakers for club meetings.
Oversees Club trips
Encourages members to lead trips.
Assists Trip Leaders with trip proposal and any/all aspects of trips.
Ensures that Trip Leaders understand trip policies and procedures, signs corresponding paperwork, and helps with presentation (or presents) of trip proposals to Board.
Ensures Trip Leaders market their trips via website and newsletter and present final report to Board

VP SOCIAL

Oversees all social activities that do not fall under Trip guidelines.
Schedules TGIF's.
Encourages members to lead social activities.
Presents social calendar of activities to Board of Directors.
Submits monthly article/calendar of activities for newsletter.
Provides an overview of activities to members at general meeting.
Coordinates paper products for social functions.
Organizes BBQ/potluck for summer general meetings.
Responsible for New Years, Spring, or other party if requested by the board.

VP MEMBERSHIP/PUBLIC RELATIONS

Maintains a current membership application/membership renewal form in conjunction with the Webmaster.
Organizes the membership drive held from September 1st through November 30th.
Prepares articles for publication in the newsletter as needed to promote membership and advertises membership activities and deadlines.
Reports current membership status monthly to the Board.
Conducts the member identification raffle at monthly general meetings and maintains a supply of prizes for the raffle.
Promotes the club at TGIF's and other functions. Sets up banner and marketing materials.
Responsible for a club booth at non-Club functions when requested by the board.
Responsible for Club Facebook page.
Orders name tags and business cards for Board.

SECRETARY

Responsible for taking minutes at all Board meetings and distributing to Board members.
Collects all handouts at the board meeting, documents in minutes and attaches to approved copy of minutes.
Maintains club files.
Handles correspondence.
Maintains inventory of all club property, including annual inventory of storage unit, and inventory of Club property at member's homes.
Maintains inventory of PO Box and storage unit keys
Responsible to ratify email motions and votes at the next regular board meeting (per Robert's Rules of Order)
Handles club insurance.

TREASURER

Responsible for overseeing all aspects of club finances.
Reconciles various accounts on a monthly basis and distributes reconciliation reports to the Board.
Prepares monthly profit and loss statements for board and submission for members only website.
Prepares annual budget and budget recommendations for the upcoming fiscal year.
Writes checks for budgeted and approved expenses.
Provides trip and activity leaders with deposit records and other information to monitor budgets.
Alert the Board of any potential budget overruns or problems.
Provides annual fiscal report for general membership.
Responsible for the preparation and submittal of Club taxes annually.
In charge of 50/50 raffle at general meetings.
Responsible to collect money at Club fundraisers.
Ensures Nevada Articles of Incorporation are renewed annually

VP SKIING

Responsible for all non-trip ski-related and snow sport activities.
Promotes skiing and snow sport activities and snow sport safety.
Appoints (or serves as) Race Chair.
Schedules and coordinates social ski days in conjunction with social calendar.
Responsible for promoting and scheduling year-round outdoor activities in conjunction with the VP Social.
Prepares and posts newsletter articles and forwards information for email blasts promoting scheduled activities, such as social ski days.
Oversees club participation in the UNR annual ski swap; attends ski swap meetings.
Serves as or appoints liaison for Sierra League and Far West.

NEWSLETTER EDITOR

Prepares monthly newsletter.
Sets deadlines for articles.
Ensures only articles for approved events/activities, etc. are published.
Prepares newsletter for email distribution.