

Reno Ski and Recreation Club
Board of Directors Job Descriptions

PRESIDENT

Runs Board Meetings, writes agenda.
Runs general meetings, writes agenda.
Ensures expenditures are approved before spent and activities approved before being promoted.
Oversees timeline for Board.
Submits monthly newsletter article.
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.

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).
Handles club insurance.
In charge of speakers for club meetings (with Board approval).

VP SOCIAL

Oversees all social activities that do not fall until Trip guidelines.
Schedules TGIF's.
Encourages members to lead social activities.
Presents social calendar of activities to Board of Directors.
Updates hotline as needed.
Submits monthly article/calendar of activities for newsletter.
Provides an overview of activities to membership at general meeting.
Schedules meeting locations (with Board approval).

TRIP CHAIR

Oversees all trips.
Encourages members to lead trips.
Assists Trip Leaders with trip proposals.
Ensures that Trip Leaders understand trip policies and procedures, signs corresponding paperwork, and helps with presentation (or presents) of trip proposals to Board.
Assists Trip Leaders with any/all aspects of trips.
Ensures Trip Leaders present final report to Board.
Ensures trip information is submitted to newsletter on a timely basis.
Upon completion of each trip, signed release forms and completed packets are submitted to the Secretary to keep for club records.
Responsible for Facadamies awards banquet.

VP MEMBERSHIP

Keeps current record of membership.
Provides information and applications to prospective members; encourages membership.
Provides a list of members for newsletter email and postal distribution.
Provides monthly reports for newsletter for new members and member birthdays.
Organize a fall membership drive.
Creates the membership roster.

In conjunction with Treasurer, distributes mail from PO box.

VP PUBLIC RELATIONS

Assists the VP Membership position with encouraging membership.

Promotes the club at TGIF's and other functions.

Submits monthly articles to the newspaper regarding meetings and other relevant activities.

Oversees/supervises club Webmaster and website.

Reviews website on semi-monthly basis to determine what may be outdated and takes action to bring site up to date.

Orders name tags for Board.

SECRETARY

Responsible for taking minutes at all Board meetings and distributing to Board members.

Collects all handouts at the board meeting, documents the handouts in minutes and attaches to approved copy of minutes.

Maintains club files.

Handles correspondence.

Maintains inventory of all club property, including inventory of storage unit.

TREASURER

Responsible for overseeing all aspects of club finances.

Presents a Treasurer's report for each Board meeting.

Prepares annual budget.

Writes checks for budgeted and approved expenses.

Provides annual fiscal report for general membership.

Prepares and submits club taxes annually.

In charge of 50/50 raffle at general meetings.

With VP Membership, distributes mail from PO box.

Ensures Nevada Articles of Incorporation are renewed annually.

VP SKIING

Responsible for all ski-related and all snow sport activities.

Promotes skiing and snow sport activities in general.

Appoints (or serves as) Race Chair.

Schedules social ski days in conjunction with VP Social.

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 mailing or email distribution.