

## ATTACHMENT D

### BOARD MEMBER DUTIES

The following is a listing of the major core duties for each of the Board positions.

#### SECTION 1 PRESIDENT

- A. Act as Club spokesperson
- B. Establish and publish goals/objectives for the year.
- C. Establish the required Board and General Membership meetings. Provide written agendas for and conduct these meetings.
- D. Write summary report regarding Club Administrator and Travel Consultant (if used) including recommendation concerning retention.
- E. Act as Club public relations director.
- F. Ensure the President-Elect has opportunity to become familiar with all Board positions as well as office of the Presidency.
- G. Attend TSC Bid Meeting and a quarterly meeting (may delegate to President-Elect), if deemed desirable.
- H. Attend if possible all DSC standing functions i.e. Happy Hours, New Member Orientations, etc.
- I. Ensure the Club is performing per the By Laws/Standing Rules and operates to the Simplified Robert Rules of Order.
- J. Incoming President must establish the Financial/Property Audit Committee, and see that the Committee performs financial/property audit, and presents audit findings at the last Board meeting of the previous administration.
- K. Incoming President must review Club Administrator and Travel Consultant (if used) contracts and revise (Board approval) if necessary.
- L. Incoming President must develop incoming Board Photo/Duties page and ensure it is published in DSC Directory.
- M. President must keep a balance between changes and tradition, and always lead in a prudent manner.

#### SECTION 2 PRESIDENT-ELECT

- A. Support the President as requested.
- B. Responsible for all DSC property including purchasing, assigning, repairing, maintenance, etc.
- C. Responsible with support from the Club Administrator for maintaining club storage, phone, and post office box.
- D. Responsible for maintaining an inventory of all club trophies including their location, etc. and ensuring they are maintained, displayed, etc.
- E. Assist each Vice President to become familiar with the detailed operation of each Board position.
- F. Provide support necessary to ensure Board members performance satisfies By Laws/Standing Rules.

- G. Attend TSC Bid Meeting.
- H. Attend, if possible all DSC standing functions i.e. Happy Hours, New Member Orientation, etc.
- I. Chair the Nominating Committee for the next election of Board members.

### SECTION 3 SECRETARY

- A. Take and provide minutes of all Board and General Membership meetings. Minutes shall be written and distributed by e-mail to all Board members within ten days. Maintain notebook with record of Board minutes and all handouts.
- B. Provide Notice of all meetings in accordance with the By Laws and Standing Rules.
- C. Have on hand latest copies of Simplified Parliamentary Procedure (League of Women Voters), and Roberts Rules of Order.
- D. Order flowers or write condolence letters as directed by Sunshine Committee. (see Standing Rules, Section 10)

### SECTION 4 TREASURER

- A. Review the receipt and disbursement of all club funds.
- B. Review the maintenance of accurate, complete, meaningful financial records.
- C. Review the preparation of all necessary tax reports for the Internal Revenue Service and any other government agencies.
- D. Review and coordinate the outside source of tax preparations with the Club President and Club Administrator.
- E. Review the bookkeeper's monthly preparation of balance sheets and statements of receipts and disbursements and make them available to the Board.
- F. Prepare quarterly Income/Expense Summaries of Administration and Trips and make available to the Board.
- G. Review the selection of the Club bank and insure that it is a reasonable proximity of the Club Administrator.
- H. Prepare and submit to the Board an Annual Financial Summary Report. Upon approval, publish report in the September Powder Hound.
- I. Revise DSC Budget allocation in conjunction with the President and submit to the Board for approval at the April meeting.
- J. Monitor Board members' compliance to the budget. Detailed financial accounting of each Board position/major category should be included in the monthly reports of each Board member.
- K. Maintain coordination with and provide financial oversight of the Club Administrator who serves as the DSC bookkeeper.
- L. Review the investment of all Club monies to ensure maximum interest vs. the availability of the required operational cash. Coordinate all Club investments with the Club President and Club Administrator.
- M. Review the purchase (with Board approval) and maintenance of financial software.
- N. Review and approve expense reports, receipts, invoices, and statements prior to reimbursement and/or payments.

## SECTION 5 TRIPS VICE PRESIDENT

- A. Review Trip Survey Result memo and trip planning goals, trip location histories, etc., and solicit members' desires regarding trip locations, etc.
- B. Develop tentative Trip Program by January 31 and present at the February Board meeting for tentative approval.
- C. Review Travel Consultant Contract (if existing) and decide whether to continue/revise/cancel relationship. Place new Travel Consultant under contract if desired and Board approves.
- D. This tentative program does not consider possible difficulty of implementation or the Texas Ski Council (TSC) Program. Program should include six to seven trips.
- E. Determine final TSC trip candidates and review feedback from both the members and Board.
- F. Integrate DSC and desired TSC candidates (select a minimum of two). Present this tentative integrated plan to the Board for approval at the March Board meeting.
- G. Attend TSC Bid Meeting in April with President and the President-Elect. Commit DSC to a minimum of two TSC trips. Make sure TSC trip dates do not preclude interspersing of DSC trip with ample time between trips.
- H. Initiate implementation of trips immediately. Utilize Travel Consultant, tour operators (check reliability), travel agents, etc.
- I. Integrate trip dates considering special airfares, tour packages, etc.
- J. Solicit potential trip leaders for training.
- K. Conduct training session(s) at times most convenient for potential trainees.
- L. Select Trip Leaders and brief all Trip Leaders at same session on the details of running a trip, especially their budgets.
- M. Monitor Trip Leaders performance. Solicit monitoring/support help from previous Trip Leaders who are on the trip and willing to help.
- N. Establish pre and post-party dates by December 31 (prior to ski season) and pass along to Activity VP.
- O. Ensure Trip Leaders provide their write ups and pictures to Publication VP. Trip Leaders review the write ups and select the pictures for their trip (this is a marketing opportunity).

## RACE DIRECTOR

- As soon as possible appoint Race Committee.
- Review DSC Racing Manual and revise (requires Board approval) if necessary.
- Review DSC Club Racing Flyer and revise if necessary.
- Develop and submit budget (via Trip VP) for DSC racing program.
- Select and purchase racing trophies.
- Appoint Racing Representatives for TSC trips and brief them on their duties.
- Recommend a suitable race course for club races on the Aspen trip. Consider availability to beginners and non-skiers especially if the subsequent "Mountain Picnic" is held in the skiing area. Obtain approval of the Trip VP/Board.
- Review and revise if necessary the race levels for those participating in the Club Races.

- Ensure members have completed NASTAR applications and liaison with Course Representatives. Ensure trophies are transported to Aspen.
- Conduct Club Races and ensure racing results, trophies, and NASTAR pins are available for Aspen Awards Banquet.
- Ensure race results and NASTAR medal winners are submitted to Club Administrator and entered into the racing database.
- DSC race results and NASTAR medal winners will be published in the annual Directory. NASTAR winners will only be listed under their highest medal.
- DSC racing trophies (traveling) will be presented to the winners at Changing of the Guard. They must be obtained from previous winners and they must be engraved with the names of the new winner.

#### SECTION 6 HAPPY HOUR VICE PRESIDENT

- A. Select monthly happy hour location.
  - Preference should be given to those establishments that offer us separate areas, reasonable costs, and mid-area location.
  - Repeating a preferable location should be favored.
- B. Costs should be at a fee of \$5-for members and \$7 for guests..
- C. Arrange to have sufficient check-in personnel at the entrance table.
- D. Ensure necessary information regarding the event is provided for in the monthly Communication Card.
- E. Prepare reconciliation report for Club Administrator and for the board (report given at Board Meeting) and ensure all checks, money collected and new member registration forms be delivered to the Club Administrator within a week after the Happy Hour.
- F. Maintain Club Volunteer Bank and act as the Club Volunteer (short-time duty) coordinator.

#### SECTION 7 MEMBERSHIP VICE PRESIDENT

- A. Ensure that applications for new memberships and membership renewals are processed. Coordinate with Club Administrator to maintain membership records.
- B. Review and advise the Board regarding status of new membership applications, dues collected, membership renewals, etc.
- C. Ensure the Club maintains a DSC membership database, a directory database, a mailing database, etc. These databases may be different and/or identical.
- D. Provide a monthly report on membership including the number of joint and single memberships. Also provide a monthly report (month after new term) on the number renewed, and a by-name list of those that haven't renewed.
- E. Arrange for a hospitality group to greet and involve all guests at DSC activities. Introduce all guests at DSC club activities.
- F. Ensure annual nametags are provided to each member and nametags are provided to new members within one month after their application submittal.
- G. Ensure new member packets are provided to recent members within one month of their application submittal.

- H. Contact each guest and new member after happy hour or DSC event as follow up and make them aware of all the trips, activities and benefits we have to offer and thank them for attending.
- I. Act as a public relations person for DSC and be creative in having annual membership drive and ensure DSC flyers and information is provided to ski shops, etc. throughout the metroplex.
- J. Send out renewal letters first week in May and 2<sup>nd</sup> renewal letters end of July.
- K. Select a location and conduct one or two new member orientation meetings, per Generic Calendar. Agenda should include meet the Board, questions, and tell about yourself.
- L. Maintain Club Volunteer Bank and act as the Club Volunteer (short-time duty) coordinator.
- M. Record monthly Happy Hour feedback and maintain a record in the Membership Book.

#### SECTION 8 ACTIVITY VICE PRESIDENT

- A. Generate and maintain an integrated calendar of all DSC Activities and interrelated support dates.
- B. Generate and publish (via Publication VP) a monthly Happy Hour card listing current and future activities. Also when necessary, publish single-purpose flyers featuring a special activity.
- C. Identify generic DSC activities and develop list of activities (all types/levels) to intersperse among the aforementioned generic activities. Present this general/tentative activity program to the Board for their tentative approval. Place activity on calendar with an indication of tentative status (T).
- D. Develop budgets and prices for each event and present each event for Board approval.
- E. When possible establish a leader (focal point) for each event. Provide oversight and training to the Event Leaders. Maintain Activity Reference Book listing bands, locations, meal/buffet prices, etc.
- F. Work with Membership to obtain short-term volunteers from the DSC Volunteer Bank to support your Event Leaders.
- G. Monitor Event expenses vs. budget estimates--inform the President/Board as soon as there is awareness of a problem.
- H. Summarize each Event, report to the Board, and include the summary in the Activity Reference Book.
- I. Encourage low-level activities (bike riding, hiking, etc.) not officially sponsored by the club.

#### SECTION 9 MARKETING VICE PRESIDENT

- A. The Marketing VP should establish a DSC Marketing Plan. If one exists, it should be reviewed and revised if necessary.
- B. Marketing VP is responsible for soliciting advertising for the *Powder Hound*, Directory, and DSC website. The Marketing VP is also responsible for ordering, stocking, and marketing of DSC logo merchandise.

- C. Soliciting of advertising consists of servicing existing advertising contracts, following up on suggested leads, and soliciting (cold) those contacts deemed obvious i.e. local ski shops, etc. "Cold solicitation" on an everyday basis is not considered a volunteer effort.
- D. DSC logo merchandise orders require Board approval. Merchandise may be stocked at the club storage or at the Marketing VP or assistant's homes. A running status is required i.e. merchandise ordered with prices and dates received, and record of sale and proceeds. Merchandise used for club promotions will be charged to the appropriate VP/event.

#### SECTION 10 PUBLICATIONS VICE PRESIDENT

- A. Publish and distribute the *Powder Hound* (six issues) to the general membership through email. The *Powder Hound* shall be published in early May, July, September, November, January, and March.
- B. Edit and layout material received from Board for publication in *Powder Hound*. The trip leader is responsible for timely submittal of a trip article and those pictures they desire for inclusion. Coordinate advertising with Marketing VP.
- C. Publish and distribute the DSC Directory (annual). Coordinate advertising contents with the Marketing VP and general contents and layout with the President. Publish Directory by October and ensure the newly elected Board is included.
- D. Act as focal point for all club mailings, graphic design, and printing.
- E. Review graphic designer, printer, and mailer contracts annually and provide recommendation to the Board.
- F. Maintain cost figures for generic mailings i.e. *Powder Hound*, Directory, Happy Hour Card, Flyer Card, etc.
- G. Serve as the interface between the Board and the Webmaster
  - Ensure that a qualified Webmaster is in place, and that the Webmaster is receiving Board support.
  - Ensure all information on the website is up to date.
  - Suggest improvements to the website, as appropriate, and present the recommendations to the Board. Work with the Webmaster for implementation.
  - Review all invoices from the Webmaster prior to submission for payment.

#### SECTION 11 PAST PRESIDENT

- A. At President's request, consider chairing ad hoc committees, performing an investigative/research tasks, etc.
- B. Monitor and advise on matters pertaining to By Laws/Standing Rules, etc.
- C. Establish an off-the-record oversight function. Minimize participation at Board meetings.
- D. The Past President will be the liaison between the Board and the PAC.

#### SECTION 11 CLUB ADMINISTRATOR

### **Membership VP Support**

- A. Process new members by making copy of check and membership card, depositing check, sending new member information to VP Membership.
- B. Maintain new member records and renewal records.
- C. Prepare laminated badges for members.
- D. Maintain DSC Mailing Database.
- E. Notify mailers (Dalton) of new member addresses and address changes.
- F. Maintain DSC General Database.

### **Marketing VP Support**

- A. Send out contracts with letters to advertisers.
- B. Send out publication deadlines to advertisers.
- C. See that ads are received at appropriate time.
- D. Furnish list to Publications and Marketing VPs.
- E. Send out invoice with copy of *Powder Hound* and Directory after each publication.
- F. Follow up to receive payment.
- G. Maintain advertising records.

### **Activities VP Support**

Receive checks and make deposits for each party.

### **Treasurer Support**

- A. Make all deposits.
- B. Write out checks and send to Treasurer to approve and sign.
- C. Mail out checks.
- D. Input financial information into QuickBooks.
- E. Have financial report copies ready for each board meeting.

### **President Support**

- A. Keep soft copies of all Board policies, By Laws, etc. Update as needed.
- B. Respond to ad hoc requests.

### **Trips VP Support**

- A. Receive checks, make copies, and deposit
- B. Maintain list of participants and deposits for each trip.

### **General Support**

- A. Check Post Office box at least three times a week.
- B. Pay monthly storage fee.
- C. Prepare monthly-itemized expense statement for office materials, postage, phone, and any other expenses relating to DSC business.
- D. Prepare monthly personal time sheet.