

President

This is a one-year post with a subsequent year of board service as past president. The president oversees everyday affairs and activities of the ski club in the best interest of the majority of members and with the guidance of the board of directors. The president is responsible for selecting all committee chairs and may help recruit assistants. He/she moderates the general membership meetings, communicates with the Board about pertinent matters. Candidates for this office must have a history of prior service on the board, or chairmanship of a committee.

Vice President

This is a one-year post that involves supporting the President and helping to run the monthly meetings when necessary. Creating all policies and procedures for the club.

Treasurer

This is a one-year position. The treasurer manages the club's finances, including bank deposits, and cash disbursements. He/she is responsible for the preparation and timely filing of all tax returns, and shall render to the President and to the Directors, at the regular meetings of the Board of Directors, or whenever they may require it, and account of all his/her transactions as Treasurer, and of the financial condition of the Corporation. He/she also assists ski trip and activity leaders in reconciling the finances of their events and reporting the results to the board of directors on a monthly basis

Secretary

This is a one-year post. The secretary creates the Board Meeting agenda and takes the minutes of board meetings, prepares them for distribution to the board members. The secretary also maintains electronic versions of all pertinent club files, including policies, contact information for directors and committee chairs, and archives of board meeting minutes.

Director of Membership

This person is responsible for the Club's Membership Listing, collection of all Membership applications with dues, and distribution of Membership cards.

Director of Email

This person is responsible for all email communication within the club. This includes managing the distribution list with current emails.

Director of Website

This person is responsible for the upkeep of the website by conveying all pertinent information to the Web designer in a timely manner.

Past President

The past president supports and counsels the president regarding the transition of their duties, provides input and background on the previous board's actions and may serve as chair of an ad hoc committee at the request of the president. The past president serves in this board position for as long as the succeeding president is in office.