



Call For Volunteers to Serve on the Board

Our Club is looking for volunteers who have been members in good standing for at least two years to fill positions on the Board for June 1, 2019 to May 31, 2020. Our election will be held at the April General Meeting. We will conduct the first round of nominations at our February General Meeting and the second at our March General Meeting. We will be accepting nominations for the following elected positions:

- **President**
- **Vice President / Ski Trips**
- **Vice President / Special Activities**
- **Vice President / Socials**
- **Treasurer**
- **Secretary**
- **Member-at-Large**



We need your help for our Club to succeed next year. If you are interested, please contact Supervisor of Elections Jim Eberhard at ebby113@msn.com or (303) 570-6144.

Directors (**Membership Director, Communications Director, and Event Comptroller Director**) will be appointed at the June Board Meeting. If you are interested, please contact Club President Patti Bochniak.

Except for Member-at-Large, these positions include a Board Benefit of \$500 to be applied towards a Club trip. All positions have two year term limits.

The duties for the elected Board Members and for the Appointed Directors are described on the back of this flyer.

Please volunteer to help your Club – we need you!!!



Duties of Elected Officers and Appointed Directors

President: Chief Executive – Enforces bylaws, policies, and board motions; appoints and is a member of all committees; manages and oversees the Board; chairs Board and General Meetings .

VP / Ski Trips: Sets up ski trip destinations, dates, cost, and budget; selects travel agents, trip leaders, and assistant trip leaders; trains trip leaders; handles planning and promotion.

VP / Special Activities: Sets up non-ski trips with transportation destinations, dates, cost, budget, and contracts; selects travel agents, trip leaders, and assistant trip leaders; trains trip leaders; handles planning and promotion; in charge of sports-related activities; runs Social and Special Activities Committee with VP/Socials.

VP / Socials: Organizes local social events; sets dates, cost, budget, and contracts; selects event leaders; handles planning and promotion; sets up happy hours; runs Social and Special Activities Committee with VP/Special Activities.

Secretary: Records minutes, action items, and tabled motions for Board Meetings; writes official correspondence; stores records, seal, logo, minutes, and correspondence; writes and distributes newsletters; does mailings; updates policies.

Treasurer: Creates budget; in charge of accounting records, bank accounts, investments, disbursements, receipts; financial reports and audit preparation; tax filings; detailed activity reports; complaints with regulations; inventory; has check signing authorization.

Member-at-Large: Liaison between members and the Board; represents members who file complaints with the Board; sends sympathy cards.

Membership Director: Maintains membership database, club directory, and elections roster; collects membership dues; enforces membership requirements for trip participants, officers, trip leaders, elections, and events; promotes membership; mailbox custodian.

Communications Director: Maintains website; promotes events; in charge of email blasts and social media; head of Communication Committee; creates promotional material, business cards, and pamphlets.

Event Comptroller Director: Maintains event rosters; tracks participation limits; computes fees; creates invoices; tracks payment schedules; records invoice payments; sends website reports to Trip leaders; forwards received checks to Treasurer.