



# **HUNTINGDON VALLEY SKI & SNOWBOARD CLUB**

## **DUTIES OF THE OFFICERS & GOVERNING BOARD MEMBERS**

*(Ratified August 2023)*

There are five elected officers of the HVSC. They are elected by the general membership on a yearly basis and serve a minimum of one year. The yearly term starts on the 1<sup>st</sup> of May. The elected officers are; the president, the vice president, the recording secretary, the corresponding secretary and the treasurer.

The governing board members are volunteers serving at the pleasure of the elected officers. The governing board members are; those serving on the constitutional committee, the awards chairperson, the council representative, the bike chairperson, the hospitality chairperson, the sunshine chairperson, the trip chairperson, the membership chairperson and the webmaster.

### **OFFICERS/ELECTED BOARD MEMBERS**

#### **President's Duties**

1. The President shall provide leadership and direction for the HVSC Board and it's membership.
2. Preside over all club and board meetings.
3. Generate the agenda for all club and board meetings.
4. Set required tasks and appoint individuals and/or committees to serve the needs of the club; comply with all timetables as provided in the By-Laws.
5. Follow-up on all tasks assigned to members/committees; ensure goals are met and take corrective action(s) if required.
6. Represent the club at all external functions e.g. EPSC activities and meetings.
7. Maintain good communications with board and club members; encourage their participation and seek out their recommendations/suggestions for improving the welfare/activities of the club.
8. Encourage and promote new membership.



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### **Vice President's Duties**

1. The Vice President shall support the HVSC President fulfill their duties as directed by the President.
2. In the absence of the president, should the president be incapacitated/absent or unable to perform the duties of the president in a timely manner, the vice-president shall assume all of the above specified duties for the president, until such a time that the president is able to resume those duties.
3. Be responsible for the 50/50 sales at each meeting.

### **Recording Secretary's Duties**

1. Using an agenda the recording secretary should take notes in the order that business occurs. The notes should include but not be limited to the following:
  - a. The recording secretary should read the minutes of the last meeting and records any changes authorized.
  - b. Reports by officers, committee chairpersons and special reports, recording any actions required and by whom.
  - c. All motions made and the outcome (pass/fail) and any other pertinent discussions; recording any actions required and by whom.
  - d. If an election is conducted a full report of all votes should be recorded.
2. From these notes the minutes should be written up and submitted to the president for review and distribution. The minutes should also include the following:
  - a. Kind of meeting (board, committee, etc.)
  - b. Name of club – Huntingdon Valley Ski and Snowboard Club
  - c. Date and place of meeting
  - d. Attendees
  - e. Beginning and ending times of meeting
  - f. Name of recording secretary of substitute
3. Once the minutes are approved they should be forwarded to the HVSC Webmaster for uploading onto the HVSC website.
4. Copies of the minutes dating back four (4) years should be retained.



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### **Corresponding Secretary's (SC) Duties**

1. The corresponding secretary's role is to communicate with membership, delivering meaningful messages from the HVSC Board and all other HVSC leaders.
2. The SC should write well and have proficient photography and computer skills to write and develop website and social media content and develop email communication.
3. The SC shall gathering pertinent information from members to share to promote new membership and support and retain members.

### **Treasurer's Duties Summarized**

*(A treasure's statement & other financial documents are also available to guide the treasurer.)*

1. Take possession of, and be responsible for, the HVSC checkbook and checkbook register.
2. Compile all funds collected for activities by committees, trip leaders, etc. Deposit funds into the designated club checking account in a timely manner.
3. Pay all bills with club checks, after receiving "check request forms" from the responsible parties.
4. Keep separate files for each activity, to enable monitoring and verification of all accounting activity.
5. Regularly Coordinate with activity leaders, and at the conclusion of each activity, compare and verify activity summaries.
6. Prepare Year-to-Date Income/Expense Statements and Trial Balances, at least, monthly. Present these at the HVSC Board Meetings for review.
7. Prepare Year-End Statements and Balance Sheets after each board meeting to be used as a foundation for any budget adjustments proposed for the following fiscal year.
8. Assist the Incoming Treasurer with familiarization of protocols and transfer of signature cards and mailing address at HVSC banking establishments.



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**GOVERNING BOARD MEMBERS**

**Awards Chairperson**

1. Develop award categories, criteria and the awards each year.
2. Seek approval from the full board.
3. Write-up the categories and criteria for sharing with the membership and posting on the website.
4. Create a process for tracking participants and potential recipients.
5. Hold an award ceremony to honor the award recipients and ensure awards are posted to the website and on social media.

**Bike Chairperson's Duties**

1. Choose weekly bike outing locations wisely and keeping safety as a paramount consideration.
2. Communicate outing specifics via email to all participants and the Webmaster.
3. Bikers will sign a HVSC waiver since they are participating in a club-sponsored event.
4. Cancel outings when severe weather or other circumstances warrant it.
5. Add new participants to the email list as requested.
6. Submit photos and stories to the Webmaster for posting to the website and social media with the intention of honoring participants.



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### **Constitution & By-Laws Committee's Duties**

1. Manage and process all amendments to the HVSC Constitution and By-Laws in support of the Board of Directors, assuring that the content of amendments are grammatically and technically in order, and consistent with the remaining content of the documents.
2. Maintain the official version of the HVSC Constitution and By-Laws.
3. Provide upon request interpretations of the Constitution and By-Laws for the Board of Directors and/or any club members.
4. Serve upon request as Parliamentarian relative to club operations and the conduct of club meetings.
5. Apply on occasion and as required the fundamentals of Roberts Rules of Order as applicable to club operations

### **Council Representative's Duties**

1. Attend Eastern Pennsylvania Ski Council meetings regularly.
2. Act a liaison between HVSC and EPSC.
3. Provide important and relevant updates to the board and membership.
4. Ensure that information posted on the HVSC website properly conveys the relationship and offerings of EPSC.
5. Submit new information to the Webmaster for posting on the website and social media.

### **Hospitality Chairperson's Duties**

1. Ensure new and existing members feel welcome at all club events.
2. Be recognizable and have a presence at all club meetings.
3. Organize special events with approval of board.

### **Membership Chairperson's Duties**

1. Collect all membership applications and acknowledge receipt of membership.
2. Forward payments and turn in receipts to the treasurer in a timely manner; no less than once per month.
3. Notify the HVSC Board of all new members at board meetings or as necessary.
4. Continually up-date the membership list and forward that list to the HVSC Board, the Webmaster and the corresponding secretary.



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5. In November, take a new list of members to the printer.
6. Have the membership booklet and membership cards (with EPSC stickers) ready for distribution to members at the Holiday Party.
7. Distribute membership booklet and cards to all members that did not receive them.
8. Create and lead efforts to attract and retain new members by seeking opportunities to promote HVSC. Report progress to the HVSC Board.
9. Support the retention of existing members by surveying their satisfaction and reporting findings to the HVSC Board.

### **Endowment Committee's Duties**

1. Identify current or former long time members who may be experiencing; an inpatient hospital stay, having medical difficulties, an injury received during a HVSC event, or a bereaved member who should receive some kindness from the HVSC.
2. Determine the most meaningful way that the member should hear from the club and what a meaningful gift should be.
3. Follow all financial spending protocols and procedures.

### **Trip Chairperson's Duties**

1. Provide leadership to the board of directors in choice of trip leaders.
2. Supply information and options about suggested possible trip destinations.
3. Review the planning process and necessary materials to all designated trip leaders.
4. Assist and backup trip leaders in promoting trips, negotiating prices.
5. Train the trip leaders on how to run a successful trip and to understand their responsibilities as a trip leader, before during and after a trip.
6. Assist and backup trip leaders in keeping records correctly.
7. Ensure that the trips produce enough income to offset operating costs of the club.



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### **Webmaster's Duties**

1. The Webmaster will learn the basics of the contracted cloud-based website builder who hosts the HVSC website. As of 7/2023 – Wix.com LTD.
2. The Webmaster will be designated as the owner of the website and be responsible for ensuring that the yearly plan bill, including the domain renewal, is paid.
3. The site will be checked and maintained frequently, and at a minimum on a monthly basis.
4. The Webmaster will work with the web designer to ensure proper messaging to potential members and current membership and that the experience of being on the HVSC site is positive.
5. Ensure that the website properly represents all trips, activities, affiliates (EPSC) and operational aspects of the HVSC. Toward that end, the Webmaster is responsible for uploading all information provided by the Board. *(Photos, membership information, newsletters, trip info etc.)*
6. Ensure that the website functions properly and that website problems are resolved in a timely manner.
7. During the off-season, the webmaster will ensure that club trip information is made available quickly
8. The Webmaster should learn the basics of web-based email campaigns and other functions that may benefit the HVSC.
9. Regularly report and make recommendations regarding the website to the HVSC Board.