

## 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 attend other TSC meetings as needed if the VP of Trips is unable to attend.
- 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 in accordance with the Simplified Parliamentary Procedure Rules prescribed by the Standing Rules, Attachment F.
- J. 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. Review Club Administrator and Travel Consultant (if used) contracts and revise, with Board approval, if necessary.
- L. President must keep a balance between changes and tradition, and always lead in a prudent manner.
- M. Award up to two free memberships annually, with approval of the Board, to persons who have made outstanding and significant contributions to the DSC

#### 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 (10) days. Maintain a digital archive of Board minutes.
- B. Provide Notice of all meetings in accordance with the By Laws and Standing Rules.
- C. Provide e-mail reminder to all Board members of monthly Board meeting seven (7) days before meeting.
- D. Review and have on hand latest copies of Simplified Parliamentary Procedure (League of Women Voters), and Roberts Rules of Order.
- E. 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. Provide Board Members financial reports as requested..
- F. Prepare monthly 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.
- 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. Attend annual TSC Bid Meeting. 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 or interfere with the DSC's annual Aspen ski trip.
- C. Request from previously used Tour Operators (i.e. Ski.com, Rock Mountain Tours, etc.,) proposals for additional DSC only ski trip destinations.
- D. Integrate proposed DSC only trips in with the TSC trips selected at the TSC Bid Meeting, and present a tentative ski trip schedule to the Board, following the TSC Bid Meeting, for discussion and approval to proceed with the selection of final destinations and negotiations of contracts; this tentative list may be amended or modified by the Trip VP in order to achieve the most favorable signed contracts.
- E. Prepare the final ski trip destination schedule with pricing to the Board for final approval prior to the DSC's annual Ski Trip Sign-Up event
- F. Working with the SC club administrator, establish dates deposits and other payments must be made with each of the resorts/tour operators and notify the club administrator of the amount of payment required two weeks prior to the date(s) established so that payments will be made in time.
- G. Attend at least one TSC Quarterly Delegates meeting as the DSC's representative as 80 percent of the discussion is trip related.
- H. Solicit potential trip leaders for training; solicitation of the Trips VP's spouse or significant other shall be avoided to eliminate any appearance of partiality.
- I. Conduct training session(s) at times most convenient for potential trainees.
- J. Select Trip Leaders and brief all Trip Leaders at same session on the details of running a trip, especially their budgets; firmly stress to the Trip Leaders that they must be present at the DSC's Trip Sign-up event and each DSC monthly Happy Hour until their trip is sold out AND a wait list is established to replace any cancellations.
- K. Select time and location for the DSC's Trip Sign-Up event and advertise this to the DSC membership at least one month prior to the event and with a follow-up notice(s) to the membership as needed to ensure a good turn-out.
- L. Ensure all checks/monies collected by the Trip leaders are recorded and given to the club administrator for deposit within one week of their receipt from trip participants.
- 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 October 1 (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).
- P. Ensure marketing materials are received for trip promotion.

- Q. Update the website with trip details including the home page, the trip overview page and the trip details page.
- R. Create tri-fold flyers for members and ski stores.

### 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 recorded in the Club records maintained by the Race Director..
- 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. Establish fees designed to offset actual costs of the Happy Hour.
- C. Arrange to have sufficient check-in personnel at the entrance table.
- D. Prepare and send the monthly Communication Card to printer including upcoming Activity information provided by Activity VP..
- E. Prepare reconciliation report for Club Administrator and for the Board (report given at Board Meeting) and ensure all checks and money collected be delivered to the Club Administrator within a week after the Happy Hour. Provide VP of Membership with a list of all guests that came to the Happy Hour.

## 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. Periodically provide a report on membership including the number of joint and single memberships. Also provide a report, at each board meeting, on the number of renewed memberships, and a list of those that have not 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. VP of Happy Hours will supply a list of guests each month to the VP of Membership. 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 are provided to ski shops, etc. throughout the metroplex. Ask for help distributing from other board members.
- J. Send out renewal letters a couple of weeks after the first renewal email blast has gone out and send out 2<sup>nd</sup> renewal letters/emails at the end of July.
- K. Host a “New Member/Volunteer Party” honoring new members and volunteers in the spring.
- L. VP of Membership will make sure all guests are greeted and made to feel welcome at the Happy Hours and other events at which guests are present. This includes the following activities; making sure someone is at the front desk to sign in and greet the guests, circulate and mingle with guests during the event, and assigning greeters to assist in mingling with guests during the event.

## SECTION 8 ACTIVITIES VICE PRESIDENT

- A. Generate and maintain an integrated calendar of all DSC Activities and interrelated support dates.
- B. Provide Happy Hours VP with upcoming activity information in a timely manner for inclusion in the 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. Establish, when possible, 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. Monitor Event expenses vs. budget estimates--inform the President/Board as soon as there is awareness of a problem.
- G. Summarize each Event, report to the Board, and include the summary in the Activity Reference Book.
- H. Encourage low-level activities (bike riding, hiking, etc.) not officially sponsored by the club.

## SECTION 9 MARKETING VICE PRESIDENT

- A. 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.
- B. The Marketing VP should establish a DSC Marketing Plan. If one exists, it should be reviewed and revised if necessary.
- 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.
- D. The Marketing VP is responsible for the DSC logo merchandise. This includes selecting a vendor to supply the merchandise, presenting the merchandise to the board for approval, ordering and inventorying the merchandise, overseeing the website marketing and selling of the merchandise.

## SECTION 10 PUBLICATIONS VICE PRESIDENT

- A. Publish and distribute the *Powder Hound* (six issues) to the general membership through email. The *Powder Hound* publishing schedule is January, March, May, July, September, and November to be delivered the first week of the month,
- 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. Review graphic designer, printer, and mailer contracts annually and provide recommendation to the Board.
- E. 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. Chair DSC Website Committee.
- B. Act as liaison between the Board and the President's Advisory Council.
- C. Minimize participation at Board meetings
- D. Monitor and advise on matters pertaining to By Laws/Standing Rules, etc.
- E. Establish an off-the-record oversight function
- F. Consider chairing ad hoc committees and performing investigative/research tasks, etc., at the request of the President.

## SECTION 12 CLUB ADMINISTRATOR

### **Membership VP Support**

- A. Process new members by recording their check number on the membership card, depositing check, sending out a "welcome" letter, badge, and directory; sending new member information to VP Membership.
- B. Maintain new member records and renewal records.
- C. Prepare laminated badges for members.
- D. Maintain DSC General Database on the website.
- E. Notify mailers (Copy Solutions) of new member addresses and address changes.
- F. Update e-mail addresses on website.
- G. Maintain DSC General Database.

### **Happy Hour VP Support**

- A. Prepare Happy Hour Sign-In Sheet each month and e-mail it to the VP two (2) days before the Happy Hour Event
- B. Reconcile HH deposit each month

### **Marketing VP Support**

- A. Maintain advertising records
- B. Furnish list to Publications and Marketing VPs.
- C. Send out invoice with copy of *Powder Hound* and Directory after each publication and follow up for payment.

### **Activities VP Support**

- A. Receive checks and make deposits for each activity.
- B. Post names of participants to the website.
- C. Reconcile all Activities deposits

### **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 and reconcile bank and Club Express statements.

### **President Support**

- A. Keep soft copies of all Board policies, By Laws, etc. Update as needed.
- B. Respond to ad hoc requests.
- C. Prepare report for Non Profit Corporations every 4 years (due in May, 2017).

### **Trips VP Support**

- A. Receive checks, make copies, and deposit
- B. Maintain spreadsheet of participants and deposits for each trip.
- C. Work with VP of Trips to promote and process trips. These activities include: finalize trip details, update DSC website regarding upcoming trips, send mass emails regarding trips, support Trip Leaders with issues regarding upcoming trips.

### **General Support**

- A. Check Post Office box at least three times a week.
- B. Prepare monthly-itemized expense statement for office materials, postage, phone, and any other expenses relating to DSC business.
- C. Prepare monthly personal time sheet.
- D. Make sure stationary, envelopes, and any other office supplies are ordered and on hand when requested by the VPs.
- E. Send e-mail to Texas Ski Council officers with hyperlink to *The Powder Hound* every other month.