

Huggers Ski Club, Inc. Policy Manual 1.3 Officer Guidelines

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I. President

A. Primary responsibilities:

1. To administer the affairs of the Club and to officiate at all Board Meetings.

B. Board Meetings:

1. Plan the agenda for each Board Meeting.
2. Annual budget planning shall be in the June meeting.
3. Call each Board Meeting to order and direct the Board Members to follow the agenda.
4. Discuss topics/issues raised at the Board Meetings. Vote only in the event of a tie.

C. Monthly newsletter article.

D. Working knowledge of Policy Manual and By-laws:

1. Read and become familiar with both. Understand mechanisms necessary for motions, and procedures necessary to amend either or both.

E. General Meetings:

1. Plan the meeting agenda - work with the Vice President to fill the agenda with announcements from the Standing Chairs/Event Chairs.
2. Make announcements to the general membership regarding Club policies, major discussions at Board Meetings. Encourage members to attend Board Meetings.

F. Signing contracts:

Must have board approval.

II. Past President

A. Primary responsibilities:

1. To provide advice on past polices of the Club to the new Board (what happened and why). To assist with the smooth transition from one year's Board to the next.
2. The position of Past President is a commitment made when you decide to accept the Presidency (i.e., the Presidency is a two-year commitment to the Board of Directors of the Club).

B. Board Meetings:

1. Provide an oral report to the Board on any topic/issue for inclusion in the meeting minutes.
2. If unable to attend, send an email report to the board.
3. Discuss and vote on issues raised at the Board Meetings.
4. Assist other Board Members in understanding of and execution of their duties.

C. General Meetings:

1. You are the “eyes and ears of the Club”. Talk to members, find out what it is they would like from the Club and what they are willing to do for the Club.

D. Committee Responsibilities:

1. No official committee responsibilities (Traditionally). However, may chair major committees (reporting to the Board Member responsible for that committee) and may have other duties assigned at the direction of the Board of Directors.

III. Vice President

A. Primary responsibilities:

1. To assist the President in administering the affairs of the Club. To be prepared to carry on the duties/responsibilities of the President in his/her absence.
2. Responsible for running the following events. See HSC Policy 1.5 Party Planning. Recruit a committee to assist if desired.
 - a. Summer 1st Quarter General Meeting (August Picnic)
 - b. Christmas dinner
 - c. Winter 3rd Quarter General Meeting (Valentine’s Day, Chili, Hawaiian etc.)
3. This office should oversee only one committee (Legal and Constitutional). Handling the General Meeting and keeping in readiness to serve as acting President requires much time and effort.

B. Board Meetings:

1. Review the previous month’s minutes prior to attending, noting any amendments needed.
2. Act as Sergeant at Arms (keep discussions on track, etc.)
3. Responsible for assigned committee. Traditionally this has been Legal and Constitutional.
 - a) Represent assigned committee to the Board of Directors.
 - b) Contact chair(s) of assigned committee for monthly reports to the Board.
4. The Vice President should run one General Meeting and one Board Meeting as if the President were absent. This should be done in the first half of the Fiscal Year. This would further ready the Vice President for the continuation of leadership for the Club in the absence of the President.
5. Working knowledge of Policy Manual and By-laws:
 - a) Read and become familiar with both.
 - b) Understand mechanisms necessary for motions, and procedures necessary to amend either or both.
6. Discuss and vote on issues raised at the Board Meetings.

C. General Meetings:

- a) Officiate in one general meeting. This is meant to prepare the Vice President for the responsibility of officiating at the General Meetings should the Vice President become President.
- b) Coordinate with President to create the agenda.

IV. Secretary

A. Primary responsibilities:

1. To record, type and distribute the minutes of the meetings of the Board of Directors.

B. Board Meetings:

1. If unable to attend, must recruit someone to record minutes. Still responsible for typing and distribution.

2. Summarize Board Meetings according to the agenda provided by the President.
3. Record motions verbatim, including who made it, who seconded, and vote (Abstentions, Oppositions, and Those in Favor).
4. Record specific discussions only at the direction of the President. Record only the consensus of the Board in most discussions.
5. Email Board Meeting Minutes within three days after the meeting to request Board members' input after review and send to all board members prior to the next Board meeting. Use the Board group email address.
6. Upload minutes to club website after they are formally approved at following month's board meeting. Steps to upload:
 - a. Log in
 - b. Click "Board Only"
 - c. Click "Archives/Board Meeting Minutes Library"
 - d. Click "Upload File" after naming the minutes document accordingly with month and year.
7. Report any Policy Manual changes to the Chairperson of the Legal and Constitutional Committee.
8. Discuss and vote on issues raised at the Board Meetings.

C. Correspondence:

1. Type correspondence for matters of Club business for any Officer or Board Member by request (Examples: late membership dues, thank you letters, etc.)
2. Board Members/Officers who request this service from the Secretary should provide a rough draft of the letter they want typed. You are not expected to compose letters, only type them. Always sign letters with your name and title as a representative of the Club.

V. Treasurer

A. Primary responsibilities:

1. To administer the financial affairs of the Club.

B. Board Meetings:

1. Submit reports electronically to all board members prior to each board meeting.
 - a. The Working Budget (Excel)
 - b. Monthly Reports (Quicken. For deposits and payments).
 - c. A separate monthly report for additional membership funds received after July 1st.
2. Discuss and vote on issues raised at the Board Meetings.

C. Fund collection

1. Collect funds from Standing Chairs and/or Event Chairs.
2. Review event expenditures (final budgets vs. receipts provided by standing and/or event chairs).
3. Issue checks to Standing Chairs and/or Event Chairs.

D. Management of Club Accounts

1. The Treasurer is authorized to transfer money between the checking account and the savings account to maximize interest income if interest rates warrant carrying a savings account.
2. Opening of any new account must be done by the president and treasurer together and only as authorized by the board.

E. File 990-N with IRS

1. Prepare and file annually (it's all done electronically) Form 990-N with the IRS. This filing is required and allows the club to maintain its not for profit status. This should be done no later than August 1st of each year.

F. Maintain financial records for 6 years.

G. Pick up mail from the Club post office box monthly.

H. Must have board approval for signing contracts.

VI. Board Member-at-Large

A. Responsibilities:

1. Responsible for 1 - 4 committees (decided on at the June Board Meeting).
2. Contact the committee chairs and let them know they should come to you with any questions/concerns they have.
3. Contact your committee chairs prior to every Board Meeting asking for a report.
4. Bring these reports and any concerns/questions from your committee chairs to Board Meetings.

B. Board Meetings:

1. If unable to attend send an email report to the board.
2. Provide an oral/written report to the Board on assigned committees for inclusion in the meeting minutes.
3. Discuss and vote on issues raised at the Board Meetings.

C. General Meetings:

1. You are the "eyes and ears of the Club". Talk to members, find out what it is they would like from the Club and what they are willing to do for the Club.

VII. All Positions

A. Outgoing Board members shall give incoming, newly elected Board members be a walk-through of the Huggers website and especially the Board-Only web page and its contents to ensure that the incoming officer is aware of the resources that are available.

B. Any exiting officer, as appropriate and depending on their Board position:

1. Will participate with the incoming Board members during a walk-through of the Huggers website Board-Only web page and its contents to ensure that the incoming officers are aware of the resources that are available.
2. Will provide adequate transfer of responsibility to the incoming, newly elected officer.
3. Will engage with the incoming officer and any other Club members who can aid with the incoming officers (i.e., matters having to do with computer software, website, email, etc.)