

## Sample Club Board Job Descriptions

**President** – It shall be the duty of the president to take charge of the club; to preside at all meetings of the club and of the Board of Directors. The president shall be responsible for the entire supervision and management of the club and its property, pending the action of the Board of Directors; have the power to suspend any member for violating the bylaws or regulations of the club, pending the approval of the Board; may call special meetings and club meetings.

**Vice President** – It shall be the duty of the vice president to assist the president in the discharge of his/her duties and in the president's absence to assume his/her duties and officiate in his/her stead.

**Treasurer** – The treasurer shall have charge of the funds of the club and shall keep a record of all receipts and disbursements and shall render a written report when requested by the president or Board of Directors.

Specific duties include:

- Pay out reimbursements
- Keep track of checkbook
- Report to President on finances
- Be responsible for handling tax issue of club or for finding a resource to handle these issues
- Help in the budgeting process for the club
- Help provide for a checks and balance system for the club's finances
- Make bank deposits and do all bank dealings
- Attend board meetings and report monthly

**Secretary** – It shall be the duty of the secretary to keep the minutes of the meeting of the club and of the Board of Directors and to supervise all reports.

Other specific duties include:

- Supervise correspondence of the club
- Prepare and issue notices
- Reserve rooms for all meetings of the club and Board of Directors
- Responsible for club handbook updates
- Notify U.S. Figure Skating of club officer and board changes

**Membership Chair** – It shall be the responsibility of the membership chair to handle all applications for membership to the club and U.S. Figure Skating.

Other specific duties include:

- Distribute U.S. Figure Skating membership cards to club members
- Notify U.S. Figure Skating of address changes for club members
- Distribute information to prospective members
- Handle the yearly membership drive

**Sanctions Chair** – It shall be the responsibility of the sanctions chair to ensure that events being sponsored by the club are sanctioned, if necessary.

**Test Chair** - This person is responsible for the planning, executing and reporting of each session.