

Template for Board Positions

Overview:

A Board of Directors, consisting of (7) voting members shall manage the business of the organization. The Board consists of 4 officers: President, Vice President (VP), Treasurer, and Secretary, and 3 at-large members. The immediate Past President will provide continuity as a non voting member of the Board. Board members are elected for (3) year terms.

The Officers are elected by vote of the club members at the annual meeting of the members. The President and Vice President terms shall be staggered with the Secretary and Treasurer. (Again for continuity and to avoid the entire board being replaced every 3 years.)

Elected Officer Duties:

President:

- Presides at the Board meetings and has general supervision of the affairs of the corporation.
- Signs documents and contracts as approved by the board.
- Prepares agendas for meetings in cooperation with VP or Secretary.
- Prepares agenda and presents an annual report of club affairs at the Annual Membership meeting.
- Provides leadership to the board and members to improve club affairs and efficiency of club business.

-Provides information to the club about WCF, USCA, MOPAC and regional club news keeping the board informed of important changes in policies and of curling events and opportunities.

Vice President:

- Succeeding to the powers and duties of the President in his/her absence.
- The VP shall assist the President in the affairs of the organization.
- Serve on committees as requested to support the Board.
- Attend Board meetings
- Work closely with the President to transfer knowledge and history to prepare for leadership

Secretary:

- Attend Board meetings and prepare official minutes of meetings that record all motions and decisions made.
- Safely and systematically keep and store all books, papers, records, files, and documents belonging to the organization.
- Assures that documents (bylaws, Form 990, Roster, rules and regulations) are filed and accessible to members.
- Maintains historical documents and knowledge bank for future boards.
- Working with (Membership Committee Chair and Treasurer) Ensures all annual fees and paperwork are in order for USCA and MOPAC

Treasurer:

- Attend Board meetings

- Account for all moneys, credits, and property of any nature of the organization, and keep an accurate record of all moneys received and disbursed and of money and property on hand.

- Provide regularly updated financial statements of the organization at Board meetings.

- Is the signatory on all bank accounts and manages the funds for online payment systems.

- With assistance of other direct Committee Chairs (Bonspiel, Membership, Merchandise) will Solicit, Track, Deposit, Pay funds and ensure proper record keeping is maintained.

- Prepare and provide documentation for taxes

- [If necessary] Seek non profit corporation status with IRS and with state taxation agencies.

At-Large Members:

- Attend Board Meetings

- Each At-Large member will represent a voting body present at Board meetings,

- Each At-Large member should be assigned to one or more committees.

