

ACTIVITIES of the OFFICES of President *and* Vice President

Description of overall responsibility

The President is an Officer of the Greensboro Ski & Outing Club, and is elected by the membership at annual meeting according to the By-Laws. The President is the chief executive officer of the club, serving as the official business manager and Chairman of the Board. Article V, Section 5 of the By-Laws provide:

The President shall be the principal executive officer of the corporation and shall in general supervise and control all the business and affairs of the corporation. He shall preside at all meetings of the members and of the Board of Directors. He may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgage bonds, contracts, or other instruments which the Board of Directors have authorized to be executed, except in the cases where the signing and execution thereof shall be expressly delegated by the board of Directors or by these bylaws or by statute to some other officer or agent of the corporation; and in general he shall perform all duties as may be prescribed by the Board of Directors from time to time.

The overall responsibility of the President includes enforcement of the club's legal and fiduciary obligations, financial and business health and well-being of the club, overseeing the administration and management of club organizational responsibilities.

The Vice President is an Officer of the Greensboro Ski & Outing Club, and is the first assistant to the President in all club responsibilities. The Vice President is actively involved in the club administration so as to fill the absence of the President in any official capacity. Article V, Section 5 of the By-Laws provide:

The Vice-President acts in the absence of the President, or in the event of his inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

Note: See the Chapter on Activities of the Past President for further information. A Past President is NOT an Officer of the club, however holds an active position on the Board, with voting privileges. The primary duty of Past President is to serve in an advisory capacity to the President and the Board of Directors, and to provide continuity from tenure to tenure.

The following activities describe overall responsibilities of the President. The President may delegate day-to-day activities to the Past President and to the Vice President: Specific details of the duties and activities of these overall responsibilities follow.

Enforcement of club legal and fiduciary obligations

Ensure Financial health and well-being of the club

Oversee the administration and management of club organizational and leadership responsibilities

Oversee Annual Election of Officers

Ensure compliance with Crescent Ski Council

Conduct Business of the Club

➤ ***Enforcement of club legal and fiduciary obligations***

- Articles of Incorporation, By-Laws and club policy, ensuring compliance with federal, state and local laws;
- Ensure access to, and enforcement of Articles of Incorporation, Club By-Laws and Club Policy
- Enforce legal and fiduciary obligations in a professional manner with other officers and members of the Board
- Sign and Execute Official Club Obligations and Correspondence

➤ ***Ensure Financial health and well-being of the Club***

- Wachovia Bank checking and savings accounts and investments
- Approval of Club Disbursements
- Oversee Financial management – club financial stability

The officers of the corporation are official authorized persons of the Club to endorse and authorize payment of expenditures to the extent permitted by the Club policy. Approval of Club Disbursements depends upon financial practices established with the Treasurer in conformity to bank requirements, federal, state and local laws.

It has been the practice of GSOC since April 1998 that club checks require two signatures. There is an authorization card on file:

Wachovia Bank on Green Valley Road. Phone: 856-5220.

When new officers of the Club are elected, it is important to update the Bank Authorization card with the new signatures. The Bank will require the approval by at least one person on the existing card to transfer the authorization of the account to other club officials.

➤ ***Oversee the administration and management of club organizational and leadership responsibilities***

Establish and manage an organizational structure of the Club's leadership;

Oversee and ensure appointment of Club Committee Chairs

Ensure smooth administrative operation of the club's activities in filling the club's mission and purpose

Oversee the day to day Club operations

Oversee Membership, Publicity, Newsletter Activities

➤ ***Serve as Leader to preserve professional relationship, rapport with community, members and leaders***

➤ ***Respond to needs of members, complaints, phone calls***

➤ ***Set goals, accomplishments to encourage Board of Directors***

➤ ***Oversee Annual Election of Officers***

In conducting the business, the President oversees the responsibilities of Officer and Board positions, to ensure the timely announcement and publication of annual elections of officers and Board members. At other times, the President ensures the filling of vacancies in accordance with Club By-Laws. While the President oversees the process, the Secretary ensures that administrative tasks of the elections are conducted, such as ballots, newsletter articles, and process for voting and ballot counting.

Following annual election of officers, the new President must ensure that the Secretary notifies the CSC of new officer names, titles, address, phone and e-mail. Ensure that Financial responsibility has been accounted and agreed upon by the Past President. A periodic audit of the Treasurer books should be performed to ensure appropriate transition of duties. The President should ensure that all chairs and officers have transitioned the Club materials to new members.

➤ **Ensure Compliance with Crescent Ski Council, Inc. rules and obligations**

There are two specific requirements to remain in good standing with the Crescent Ski Council, Inc.

1. Attendance at CSC annual meetings
2. Payment of CSC per capita dues

➤ **1. Attendance at CSC annual meetings**

Being a member club of the Crescent Ski Council, Inc. is a privilege of vote. GSOC is a charter member since 1968. Membership in the council is voted upon by member club representatives at annual meetings and upon petition to the CSC.

The Crescent Council requires two representatives at its annual meetings. Crescent reps attend CSC Board meetings and represent your authorized club. CSC reps must attend two Board meetings yearly and cannot miss 2 consecutive meetings in order for an authorized club to meet attendance requirements.

The representatives must be designated by the member club, and does not have to include an Officer or Board Member of the club.

➤ **2. Payment of CSC per capita dues**

The membership dues of the Crescent Ski Council is outlined in the CSC By-Laws, Article X, Section 2 – Annual Dues

The member club shall pay its dues based on the highest count of its members in the twelve months prior to December 1 of the current fiscal year of the Corporation. The member club shall determine the highest count by one of the means described herein.

- (1) If the club uses an annual membership year that is the same for all members, the membership count shall be as of the last day of the membership year.
- (2) If the member club uses a membership year based on the month that the individual member joined the club, the date of the membership count shall be the date of the highest count between and including August 1 and November 1.

Computation is _____ members x .40 = \$ _____

➤ **Conduct business of the club**

Post Office – pick up club mail on a regular, frequent basis and distribute mail to necessary individuals such as Membership, Treasurer and Trips

Plan, Schedule, Conduct and Chair Meetings – Plan Agenda items and announcement for Board, membership, and Special meetings

Establish meeting purpose, location and Agenda

Initiate and oversee Annual Election of Officers

Oversee Officer and Board positions, ensure filling vacancies

Oversee representation on CSC annual business meetings

Review business meeting minutes

Oversee establishment and enforcement of club policy such as Alcohol policy, Ethics policy, Trip Leader policy and guidelines

➤ **Post Office**

Keys to the GSOC post office box should be held by designated officers of the club. Designated officers are:

The President should have a key

The Vice President should have a key.

The Treasurer should have a key.

The Secretary should have a key.

The Membership database administrator should have a key.

The club Post Office Box 10175 is located at the Post Office on Pembroke at Friendly Shopping Center.

➤ **Establish Date, Time and Location of Meetings**

The President establishes and arranges scheduling of the location of meetings.

All business meetings should be conducted using parliamentary procedure, the official Robert's Rules of Order. All meetings conducted in the operation of the business should respect the value of time of the volunteer members of the Board, and good business meetings should last no longer than 90 minutes.

It the President's responsibility to

- Ensure Minutes of business meetings are taken and reported by the Secretary.
- Ensure club business meetings are open to appropriate persons
- Proper voting procedures are conducted
- Policy decisions made by the Board of Director are made in conjunction with administration of club operations
- Ensure administration responsibilities are completed
 - Motions, who made the Motion, who seconded the Motion, and the disposition of the Motion. It is desirable to include some discussion topics.
 - Committee chairs and trip leaders approved by the Board of Directors.
 - Appointment of any Club official or committee chair.
 - Any other significant decision made by the Board.

Board Meetings

The Secretary schedules the Board of Director meetings. There is a conference room at the Benjamin Branch Library to the public at no charge. The conference room may be scheduled at four-month intervals.

Meetings have been agreed upon by a consensus of the members of the Board.

Date and times of Board meetings have been held on the Monday nine days preceding the monthly membership meetings 7 pm. The library conference room is available until 8:45 PM, which provides an adequate amount of time for good meetings.

Membership Meetings

In the past the contract with the HILTON was established through Jeannie Sutherland 379-8000 or 379- 8005

There is a cost associated with the location for membership meetings since there are usually 100 – 200 people in attendance. An annual contract is entered with the Hilton every six months of as the BOD agrees to. It specifies catering and set up requirements, in addition to our obligation and constraints.

PROGRAM of the MEMBERSHIP MEETING

A variety of programs should be offered as highlights to membership meetings.

Door Prizes (seek from area merchants – eg. Village Tavern) It is a good idea to request the speaker or presenter to donate door prizes. In addition, you can get donations from sponsors who want to advertise with us, in the newsletter, or promote their products.

50-50 Raffle drawing is a drawing wherein revenue is generated from the sale of tickets and randomly drawn to give the winner half of the amount. The other half of the amount goes in to the general fund of the Treasury.

➤ ***Establish AGENDA of Meetings***

The President determines the Agenda of meetings, and declares when business meetings are appropriate, and announces the type and purpose of the meeting. While any member of the club can request a business meeting, it is the President's responsibility to address the business of the club, and to bring to the attention of the Board of Directors any club business that must be decided by the Board.

The President should publish the Agenda prior to the meeting and provide attendees with the date, time and purpose of the meeting, and indicate any agenda items which may require advance preparation.

Types of meetings the President will chair:

- Board of Directors
- Membership meetings
- Business meetings called for special purposes

Examples of Agenda items the President may include for Board of Directors meetings, or any item which requires Board approval include:

- Filling any Vacant Board positions
- Appointment of Committee chair
- Items related to club operations, administration
- Correspondence which may need acted upon
- Board of Directors items for approval

Examples of Agenda items for conducting business during a general membership meetings, or any item which requires membership approval, the President may include:

- Election of Officers and Board members
- By-Laws changes
- Items which support Crescent Ski Council
- Items requiring approval of general membership

➤ ***Organizational structure of the Club***

The President should ensure there is an organizational structure of the Officers, Board of Directors, Committee chairs. The organizational flow should describe duties and responsibilities of Board members and persons such as committee chairs or members, responsible for club activities, especially membership, newsletter, Crescent representative. The organizational structure should be agreed upon by volunteers and elected Board members, published and retained by the Secretary as the official club record.

➤ ***Official Club Correspondence***

The President may originate certain club correspondence. The Secretary maintains the official record of all Club correspondence which goes to any external entity, whether Crescent Council, public or private business, to the community. In addition, the Secretary is the official record-keeper of any correspondence involving club policies from Officers of the GSOC to any club member.

Whenever the Board of Directors approves club correspondence, a person should be designated to prepare or draft the correspondence, and is the responsible person for providing an official copy with date and signature, to the Secretary for filing and retention. This may or may not be the President.

➤ ***Record of the Officers and Board of Directors***

An official record of the Officers, Board of Directors, and Committee chairs is retained by the Secretary as the official club record. The President should have an updated record. This could include information such as name, address, phone number and e-mail address.

The Secretary provides updated copies of the official directory to the Crescent Ski Council, as members may change status.

➤ ***Record of Club Membership***

The President should keep a current knowledge of the status of GSOC membership database. The Secretary and the membership chair ensures that back up copies of the official membership database are updated, kept and stored securely.

➤ ***Newsletter Activities***

The President contributes to the administrative page of the newsletter by providing an editorial note to members.

➤ ***Club Logo***

The official club logo of the GSOC should be held by the Secretary with a record of the effective date of the approved logo.

Use of club logo should be controlled by the Board of Directors.