

HUNTSVILLE SKI CLUB POLICY

Duties of Key Personnel HSC Policy-001A

Revised Date: July 17,2023

SUBJECT: HSC Officers, Directors, and Staff Duties

GENERAL: The duties summarized below for the Huntsville Ski Club, Inc. Officers, Directors and Staff is derived from the HSC Constitution and Bylaws document, as well as other staff duties.

PURPOSE: To specify the duties of these positions beyond those identified in the HSC Constitution and Bylaws document (but not to supersede those duties), and to identify all positions and duties necessary to operate the club.

OFFICERS

President shall:

- Manage and represent the club as the chief executive officer of this corporation,
- Delegate such duties as he or she may deem necessary,
- Preside over the general membership meetings,
- Convene, manage, and chair the Board of Directors (BoD) meetings,
- Perform the duties usually pertaining to the office of the President,
- Prepare an annual operating budget with the Treasurer,
- Submit such budget, as approved by the Board of Directors, to the general membership no later than 90 days after the start of the fiscal year,
- Sign checks in the absence of the Treasurer, as necessary, and
- Provide input to the club newsletter and webmaster.

Vice President shall:

- Arrange for meeting locations (BoD and general membership)locations,
- Provide necessary support and support equipment for meetings,
- Arrange for meeting programs and speakers,
- Maintain an inventory of club property (supplies, equipment, merchandize, etc),
- Act for the President in his or her absence,
- Assume the duties of President, in case the President resigns or is unable to perform his or her duties and
- Provide input to the club newsletter and webmaster.

Secretary shall:

- Prepare meeting Minutes of the HSC Board of Directors meetings; noting approval of previous BoD Minutes, attending officials and those absent; prepare a careful record of annual elections of club officials by summarizing discussions and tasking during the meeting. (In the event the Secretary is absent, another person shall be appointed to record the BoD minutes.)
- Furnish draft meeting Minutes to the BoD soon after each meeting, and always prior to the next BoD meeting,
- Record in BoD Minutes all votes held electronically and or at the general membership meetings,
- Administer all public correspondence to and from the club,
- Record changes to the HSC Constitution and Bylaws document with the Probate Judge in the County of Madison in the state of Alabama, and with the Secretary of State of Alabama,
- Officiate and authenticate bank forms by signature,
- Maintain BoD meeting Minutes, HSC Constitution and Bylaws document(s) (both electronic and hard copy),
- Transition all documents maintained to the successor Secretary,
- Provides input to the club newsletter summarizing BoD and,
- Provide approved BoD Minutes to the Webmaster and Historian.

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Treasurer shall:

- Provide budgeting support to the President estimating the club's Annual Operating Budget within 90 days of the start of each fiscal year,
- Maintain the financial records of the club in accordance with common accounting practices,
- Have the HSC financial records audited by an independent person at the end of the club's fiscal year,
- Oversee the receipt, custody, control, and expenditure of all assets and liabilities,
- File tax forms annually, or as necessary,
- Arrange for 'Honesty Bond' for the Officers,
- Provide monthly financial statement, bank statements, etc. to the BoD, and at any other time deemed necessary by the President,
- Submit to the general membership financial reports showing the club's cumulative financial standing as of March 31 and September 30,
- Deposit all club income and write club checks,
- Track refundable and non-refundable deposits,
- Train Trip Leader on trip financial matters,
- Verify trip reports and assist trip leaders in financial matters,
- Collect club mail at least monthly (bills, bank statements and other mail) from the official Postal Office Box of the club, and,
- Provide input to the club newsletter, Webmaster and Historian.

DIRECTORS

Ski Trips Director shall:

- Promote ski trip proposals,
- Coordinate the club sponsored ski trips,
- Establishes a ski trip plan and present that plan to the BoD,
- Ensure trip leaders understand and follow trip policies,
- Conduct Trip Leader training on club policies and procedures to conduct an HSC sponsored trip, and
- Provide input to the club newsletter and Webmaster of upcoming events.

Social Director shall:

- Promote, arrange for, coordinate and provide social events (cookouts, dances, parties, happy hour gathering, dinners, Christmas Dinner/Dance, Post Ski Season Spring Party, Football Party, etc) for the enjoyment of the members,
- Organize a social committee to assist with social functions of the club, and,
- Provide input to the club newsletter and Webmaster of upcoming events.

Special Events Director shall:

- Promote weekend and overnight trips beyond trips that may run annually, e.g., Memorial Day Weekend Beach Party, Labor Day Beach Party, Gatlinburg Fall Colors Trip, bowling party, etc.
- Coordinate club sponsored non-skiing trips and cruises,
- Ensure trip leaders understand and follow trip policies,
- Conduct Trip Leader training on club policies and procedures to conduct an HSC sponsored trip; and,
- Organize and coordinates periodic and non-periodic activities that can include canoeing/kayaking, volleyball, hiking, biking, horseback riding, ice skating or others sports or sports-like activities.
- Provide input to the club newsletter and Webmaster of upcoming events.

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Membership Director shall:

- Organize a hospitality committee for the membership table during HSC functions,
- Welcome new members via email, and acknowledge guests and new members during HSC functions,
- Provide new membership information monthly to the BoD and input to the newsletter editor,
- Provide membership application forms available for potential new members,
- Provide a “Welcome Package” (name tag(s), T-shirt, HSC logo decal, etc) to new members,
- Plan and coordinate an annual Membership Party to recruit new members,
- Provide summary of membership terminations, non-renewals, and lapsing memberships to the BoD,
- Provide input to the club newsletter and Webmaster of upcoming events.

Newsletter Editor/Director shall:

- Otherwise known as ‘The Flakey Editor’,
- Establish newsletter guidance and standards for submission of articles and information for inclusion in *The Flakey News*,
- Receive inputs from the BoD and writers on or before the third Saturday of the month,
- Designs and prepares monthly newsletter based upon inputs from the BoD, Trip Leaders and club members,
- Coordinate inputs with BoD for accuracy,
- Coordinate with the webmaster to ensure *The Flakey News* is published by the first of each month and hosted on the website.

Training Director shall:

- Provide and coordinate training information and activities to members that may include physical training, sport technique and/or safety classes, videos, ski tune-up sessions, hikes, biking, tennis matches, and other conditioning activities that prepare members for the rigors of skiing and other life activities, and,
- Provide input to the club newsletter editor and Webmaster of upcoming events.

Publicity Director shall:

- Promote the Huntsville Ski Club, Inc. and the benefits of membership through various media channels: radio, television, cable network, newspapers, etc,
- Provide media content to radio, television, cable network, newspapers, etc. of club activities and events for inclusion in ‘human interest stories’ or ‘What’s happening in Huntsville’,
- Develop promotional materials; i.e. Flyers, posters, ‘Give-A-Ways’, ‘Leave Behind’ etc., to promote the benefits of the club, club special events and activities,
- Promote club-to-club, business-to-business relationships for mutual benefit; i.e. mutual web links; corporate membership with advertising (web and club newsletter),
- Promote and coordinate other promotional activities such as ‘Ski Fashion Show’ and Ski Swaps, etc., and,
- Provide input to the club newsletter editor and Webmaster of upcoming activities and events.

Historian (normally the Past President, although this position can be filled by election) shall:

- Provides corporate memory,
- Advise the President and the Board of Directors,
- Maintain the club’s history files; and,
- Collect, coordinate and post HSC photos of activities and events, and,
- Provide input of photos to the club newsletter Editor and Webmaster.

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OTHER KEY POSITIONS OF THE HUNTSVILLE SKI CLUB:

Webmaster shall:

- Design, develop, and maintain the club's website,
- Receive content for inclusion on the website,
- Advise the President and the Board of Directors,
- Maintain all club's administrative and historical files on the website, and,
- Provide input to the club newsletter editor.

Nominating Committee Chairperson shall:

- Promote and solicit members to become involved with the club by running for a BoD position,
- Organizes a committee of club members to search for nominations for BoD positions,
- Present nominations to the general membership at the February General Membership meeting; and,
- Provide input to the club newsletter and Webmaster publishing the committee's progress.

Snowball Coordinator shall:

- Maintain and promote rapid communications with the general membership regarding near-term events, and that the club membership is kept up to date on club events,
- Advise the President and the Board of Directors; and,
- Provide input to the club newsletter, as necessary.

Trip Leaders shall:

- Receive 'Trip Leader' training from the Ski Trips Director or Special Events Director
- Develop initial plan for and propose an event or activity of interest to one of the coordinating activity directors (Ski Trips Director or Special Events Director),
- Receive BoD approval for event to be a club-sponsored event,
- Provide detailed planning for the event,
- Develop a promotional flyer detailing the event for the general membership,
- Coordinate event publicity information with the newsletter editor and the Webmaster,
- Announce the event or activity at general membership meetings,
- Maintain records of membership participation and moneys received and authorized expenditures, and provide a financial trip report to the Treasurer,
- Conduct and lead the event or activity ensuring all participants are safe, event proceeds as planned and participants return home safe; and,
- Have fun!