

BOARD OF DIRECTOR

Job Summary

Directors are elected by the club’s general membership at the Annual Meeting on the second Wednesday of December to a one year term of office. Directors have no specific duties or responsibilities for any club activities or events. Rather, Directors serve to assist the in formulation of club operating procedures, policies and budgets for the management of club affairs. Per the club’s Bylaws:

“The Board shall be the governing body of the Club. Generally, the Board shall meet monthly prior to the general membership meeting. The President shall preside at all meetings of the Directors, and present all topics for discussion and approval. All actions of the Directors shall be presented to approval to the membership at the next regular meeting of the Club.”

Primary Duties and Responsibilities

1. Participate in board of director meetings held each month at 1 pm on the Saturday before the general membership meeting that is held on the 2nd Wednesday of each month.
2. Actively participate in the setting, enforcing, and reviewing the club’s operating procedures and policies.
3. Actively participate in the annual preparation of a club operating budget for the coming fiscal management year (Oct – Sep). Budgets are prepared, reviewed, and established during the July and August meetings of the Board of Directors.
4. Directors are encouraged, but not required, to chair or participate in any of the various committees established by the club to help manage club affairs and operations.

Estimated time at task.

Daily	NA
Weekly	< 1 hour
Monthly	2-3 hours for board of directors meetings 2-3 hours to attend general membership meetings

Preferred qualifications if any

None

Required Skill Level if any

None

Working Conditions

Indoor, office environment