

Section 2: Board Members Job Descriptions

Members of the Board of Directors responsibilities include, but are not limited to, those described below. Responsibilities and duties are subject to new SIA requirements, changes in SI Chico Bylaws or other member approved duties and/or responsibilities. These descriptions are in effect with the approval of the Board of Director's.

The **President** is the chief officer of the club.

- direct the business of the club
- preside at the meetings of the club and the Board
- appoint all committees unless otherwise provided for in these bylaws or in a motion authorizing a committee with stipulated members
- appoint a parliamentarian
- be ex-officio member of all committees, except the **Nominating Committee**
- be authorized to sign checks
- serve as club Delegate to the Federation Convention when President Elect, when attending Region Conference as President, or at other meetings with Board and member approval
- act as liaison to the Giving Committee
- may form a leadership team consisting of the President, President-elect and Vice President and/or others of the President's choosing
- Appoint ad hoc committees with Board approval

The **President-elect** shall perform the duties of President in the absence of the President.

- serve as the club's alternate Delegate to the Federation Convention when Incoming President-Elect is not attending; or serve as Delegate if the President is not attending.
- **act as** liaison to Fundraising Committee and be a member of the leadership team, if formed
- be authorized to sign checks
- be responsible, along with the Vice-President, for the President's Book
- coordinate the selection of the location and the cost of lunches and sign the contract for her Presidential year with the approval of the Board and membership.

The **Vice-President** shall preside in the absence of the President and the President-elect

- act as liaison to the SI Objectives and Special Events Committees, and be a member of the leadership team, if formed
- act as Delegate if elected delegates and alternate delegates cannot serve
- be responsible, along with the President-elect, for the President's Book
- Ensure that District, Region and Federation award applications and Program Focus Reports are submitted when due.

The **Treasurer** shall oversee all financial matters of the club

- be authorized to sign checks
- pay dues and other remittances required by SI of the Americas and the Sierra Nevada Region.
- pay bills as authorized by the Board and the membership
- secure insurance policies as required by SIA and SI Chico. SIA requirements are found in the *SIA Club Insurance Overview and Handbook*
- submit a written financial report at each club business meeting and Board meeting, and at other times when requested by the President or the Board.
- When the June 30 Legacy Fund statement is received, calculate the amount that will be available for the Service and Awards and Recognition Committees.
- Consult with the Club Investment Advisor as necessary to streamline and update the Legacy Fund Portfolio.
- serve as member of the Administration Committee
- order Past-President pin in February to present at the installation of new officers
- Ensure, with the Club CPA, that all tax returns are filed, including federal returns and, in August, California form CT-NRP-1 to the Attorney General [Raffles].
- Ensure, with the Club CPA, that Form 1099 is prepared by January 31, from information provided by the Awards and Recognition Committee, and submit forms to the Club CPA.
- Perform any other duties set forth in the SIA Club Treasurer Guidelines found on the SIA website.

Note: 2016/17 club year: Investment Advisor – James Braziel / Club CPA – Joan Stoner / Background check vendor – Infocubic/

The Treasurer Elect shall:

- become familiar with the duties of the Treasurer
- act as Treasurer in the absence of the Treasurer
- receive and deposit funds
- assist the Treasurer with the duties of the office in order to provide good separation of duties for audit and security purposes
- be responsible for collection of dues with the assistance of the Club CPA
- be authorized to sign checks in the absence of the Treasurer
- serve as a member of the Administration Committee
- Acknowledge all donations including appropriate IRS statement

- Submit applications for SIA Youth Compliance Reports to vendor and maintain records.

The **Club CPA** is not a board member, but is responsible for

- filing Club tax returns
- filing California form CR-NRP-1 to the Attorney General (raffles) in August
- Maintaining QuickBooks records at the direction of the Treasurer
- Preparing and submitting financial reports for the Treasurer to review
- Prepare form 1099 by January 31 and Submit to Internal Revenue Service by February 28th

The **Recording Secretary** shall:

- record the minutes for all Board, business and special meetings
- be custodian of the permanent records of the club; forwarding all inactive records to the Archivist
- submit to the membership the minutes of the business meetings and recommendations of the Board
- prepare the agendas for the Board and club business meetings as directed by the President

The **Corresponding Secretary** shall:

- collect and distribute mail
- check voice-mail and e-mail and forward appropriately
- handle all official club correspondence not properly the responsibility of other officers or committee coordinators.

The **Director(s) Delegate(s)**:

- represent the club at District Meetings and the Annual Sierra Nevada Region Conference
- attend monthly Board meetings
- act as liaison between the membership and Board
- be responsible for selection and purchase of gifts or raffle items for district and region meetings
- organize and implement the awards for members for members that go above and beyond regular duties