

# DIXIE SOCIAL CLUB

## Job Descriptions for: **BOARD POSITIONS**

Board job descriptions are required by the bylaws and must be approved by a majority vote of the board. The job descriptions describe general areas of responsibility for each board member. Duties may be performed directly by the board member or with assistance from other board members, assistants or individuals in support positions. Accountability, however, remains with the elected board member.

The president or the vice president should be in attendance at all board meetings. All board members (only one of the individuals if the position is job shared) are expected to attend board and general meetings and to familiarize themselves with the club's bylaws. Proxy voting through another board member or an approved assistant is allowed for specific agenda items, with prior notice to the board's chair. A board member may appoint as many volunteer assistants or helpers as needed to accomplish duties. Refer to the job descriptions for support, assistants and helpers to understand how assistants are approved and how they may be utilized.

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### **President**

Provides leadership to meet the goals and objectives of the club. Is responsible for holding board meetings. Chairs the Dixie Social Club Board or may delegate the chair position to an assistant or another member of the board. Ensures that club business is handled consistent with the club's adopted bylaws and procedures. Ensures that the board's handbook is updated and maintained. Works with the board to establish a general budget for the term year. Officiates at general meetings and other club events. Provides guidance and support to other board members in the carrying out of individual assignments/duties. Promotes the club whenever possible. Works with board members to resolve issues that may arise. Ensures that fiscal procedures are followed consistent with approved budget and established bylaws and procedures. Oversees the club's records management system and ensures that archive drives and backup archive drives are maintained and updated in accordance with the adopted records retention policy. Provides direction and guidance to assistants and individuals serving in support positions, either directly or through an assigned board member. May perform duties of any board member or support position or may assign duties to other board members, as needed.

### **Vice President/Special Interest Group (SIG) Coordinator**

Performs duties of the president as needed in the president's absence. Encourages members to recommend new group activities and coordinates board approval of new groups. Helps establish new groups and provides guidance and support to group leaders as needed. Oversees on-going groups (special interest groups) of the club. Responsible for updating SIG descriptions, group leader lists and the repeat calendar, and coordinates with the board secretary to ensure that the board handbook and club

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website are updated with revised documents. Ensures that monthly group activity information is collected from SIG leaders and distributed to members on a timely basis. Notifies the board of issues or concerns that may need the board's attention/action. Provides direction and guidance to assistants and individuals serving in support positions, if applicable. May perform duties of any board member or support position, as approved by the board.

### **Treasurer**

Follows bylaws and board procedures to maintain financial records and provide accountability for club monies. Maintains records of all money received such as for club events, memberships and membership renewals, and ensures the timely deposit of all monies received. Receives new membership applications and renewals. Scans applications and liability waivers and sends scanned copies to others as outlined in board policies. Maintains lists of members paying for events/etc. and provides lists to events coordinator/president. Issues checks to pay all bills approved by the board. Maintains supporting documents for all payments to include either a vendor invoice, detailed receipt and/or business receipt form or in the absence of other documents: a notation of the board's approval date and manner of approval. Maintains a spreadsheet of all collections and payments. Reconciles monthly bank statements. Prepares monthly financial summary and submits to the board each month. Prepares miscellaneous financial reports as requested by the chair/president or as required by club bylaws/policies. Prepares and submits timely annual reports to the State of Utah to maintain the club's corporation status. Prepares and submits reports/forms to the IRS/State Tax Commission, as required to maintain 501(c)(7) nonprofit status. Compiles all data needed for a year-end financial audit. Each May, prepares a Statement of Financial Condition for the board's approval, to be distributed to all club members in June. Maintains and updates the financial archive drive for the club, in accordance with the adopted records retention policy. Provides direction and guidance to assistants and individuals serving in support positions, if applicable. May perform duties of any board member or support position, as approved by the board.

### **Secretary**

Provides secretarial support to the board. Attends and records minutes of all board meetings or other meetings where formal business or voting may occur, as requested. Documents votes and other business related items that occur at the April general meeting. Ensures that minutes include the names of all attendees (as is practical), a summary of issues discussed and details of any voting and decisions made. Prepares a written draft of minutes and submits to board members for review and comment as soon as possible after meetings take place. Submits the final draft of minutes to all board members prior to the next scheduled board meeting. Attends to club correspondence as requested by the board. May update board documents such as job descriptions, board/support lists, board guidelines, SIG leader lists, etc. as approved by the board or requested by other board members. Responsible for distributing updated documents to handbook holders. Coordinates with the board chair to maintain a duplicate archive

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drive of board related documents, in accordance with the adopted records retention policy. Provides direction and guidance to assistants and individuals serving in support positions, if applicable. May perform duties of any board member or support position as approved by the board.

### **Membership Coordinator**

Recruits new members by actively promoting the club through personal outreach, distribution of club business cards/flyers and utilizing social media or other sources to attract new members to the club. Provides prospective members with a current newsletter and/or monthly activities calendar and invites them to attend two functions as a non-member, prior to joining. Coordinates process for accepting and renewing memberships, in consultation with the treasurer. Ensures that a welcome email/letter, membership directory and current newsletter/calendar is sent to new members. Contacts individuals whose membership will expire due to nonpayment of dues and encourages renewals, as appropriate. May initiate periodic Meet and Greet sessions for prospective and/or new members to explain club activities and structure. Requests or prepares periodic membership reports as needed by the board. Ensures that membership directories are periodically sent to members, consistent with board policies. Coordinates with the newsletter editor and website administrator, as their liaison to the board. Provides direction and guidance to assistants and individuals serving in support positions, if applicable. May perform duties of any board member or support position as approved by the board.

### **Events Coordinator**

Submits proposals for special events to the board for discussion, input and approval. Prepares a budget request for each approved event and ensures that all expenditures have been preauthorized by the board. May appoint a committee to assist with the planning and oversight of an approved event. Provides guidance to any committee members/assistants/helpers to ensure that all aspects of the planning and holding of the event are handled consistent with the club's objectives and bylaws and that all expenditures have been preauthorized. Provides frequent status updates to the board on all pending events. Informs the board of attendance, final costs and success of events at the next board meeting. Provides direction and guidance to assistants and individuals serving in support positions, if applicable. May perform duties of any board member or support position as approved by the board.