



Board Member Duties

EXECUTIVE BOARD

Past President

- Attend all board meetings.
- Support the new Club president in transition.

President

- Attend all board meetings.
- Oversee the board – members, operations, finances, etc...
- Set meeting dates/times.
- Prepare board meeting agendas.
- Conduct board meetings.
- Lead the Annual Meeting of Freestyle Skaters and Parents.
- Prepare and send out monthly newsletter and newsletters as needed.
- Prepare a proposed budget and present to the board at the April or May mtg.
- Special Projects.
- Leads marketing/promotions of Club.
- Authorized to sign checks and has online access to Club bank account.
- Respond in a timely manner to all club correspondence.

Vice President

- Attend all board meetings.
- Assist the Club president with meetings.
- Assist with the coordination of the board.
- Conduct board meetings in absence of the president.
- Assist with Annual Meeting of Freestyle Skaters and Parents.
- Keeps Club Handbook and Bylaws up-to-date.
- TCFSA Representative.
- Register all skaters, coaches and board members - USFSA Memberships.
- Respond in a timely manner to all club correspondence.

Treasurer

- Attend all board meetings.
- Work with the financial administrator and president on club finances, collection of fee's and budget preparations.
- Authorized to sign checks (primary club signer) and has online access to Club bank account.

- Verifies reconciliation of checkbooks and balances once a month with the financial administrator.
- Respond in a timely manner to all club correspondence.

Secretary

- Attend all board meetings.
- Prepare meeting agendas with support of president and email to board members prior to meetings. Also send a copy to the webmaster for posting on Club website.
- Take meeting minutes, send to president for proofing, and distribute for review prior to next board meeting. Update with any changes and get to the webmaster for posting on Club website.
- Reserve rooms for board meetings.
- Track board terms and keep up-to-date.
- Respond in a timely manner to all club correspondence.

DIRECTORS (7 total, one is Pro Rep)

- Attend all board meetings.
- Respond in a timely manner to all board correspondence.
- Assist with the Annual Meeting of Freestyle Skaters and Parents.
- Either Chair an event or serve on at least one event committee (Ice Show, GCC, LTS Comp, and Banquet).
- Take the lead in one or two other areas of club operations.