

BOGUS BASIN SKI CLUB POLICIES AND PROCEDURES

(The board will review each year prior to the Annual Meeting and present a draft version to the membership. The new board for the following year, will adjust as they see fit but no later than the June meeting. It will then be posted on the club website.

I. COMPENSATORY PRIVILEGES

Chairpersons of events shall receive free admission to events they chair. No Board members or other members shall receive any gifted or free items that are not available to other dues paying members of the Club. To do so would jeopardize the tax-exempt status of the Club according to the Internal Revenue Service.

Hosts of parties at their homes shall receive payment for necessary and/or reasonable cleaning as approved by the Board.

Names of chairpersons and all event volunteers will go into a lottery for a suitable prize(s) to be awarded each year at the Annual Meeting. The chairperson will submit the names of all volunteers at their event to the designated Board member in charge of lottery. There will be one drawing for members who volunteered throughout the year.

Historically, Bogus Basin donates 6 season passes to the club to be used as prizes throughout the year. The President will request these passes prior to the Annual Meeting. If Bogus Basin declines the donation, the club should purchase the passes or Gift Certificates during the Presidents Day Sale.

FWSA Conference: When the club has available funds, the club will pay conference fees for 5 (five) members to attend the conference. When paying for 5 members, the 6th (sixth) member is free per FWSA offerings. In addition, and depending on location, the club can subsidize a portion of travel costs for the 6 (six) attendees.

- II. The board can offer life time memberships to select individuals. These individuals do not have to pay yearly dues but remain members. These selected individuals do not have to pay to participate in the annual meeting.

III. BOARD DUTIES (Each officer position listed below will often have more duties than are described below.)

The following 6 board officer positions are permanent positions and will always be held by one of the eleven voting Board members:

President shall:

- Present an agenda at the monthly Board meetings and Annual Meeting
- Chair the Board meetings
- Shall present Club updates at Club functions
- Act as liaison to Bogus Basin Resort
- Obtain the donated Season Passes for the following year before the Annual Meeting.
- If 6 passes are not donated by Bogus Basin, may purchase up to two passes.

Vice-President shall:

- Be in charge of the raffle tickets for the Bogus Basin Season Pass(es) and/or other items to be raffled off as fundraisers. Raffle tickets will be offered for sale at all Club events held between June and the Warren Miller Movie when the drawings are conducted on the last night. The Vice President will also be responsible for the sale of merchandise and other things authorized by the Board.
- Conduct Board meetings in the President's absence

Treasurer shall:

- Keep track of the amount of subsidies for the social events based on the net surplus income from the Warren Miller movie.
- Keep a running total of amounts spent and amounts still available. This shall be reported at monthly Board meetings. Any revenue over expense from club events will be added to the general fund. Provide at least one copy of the current Club credit card statement, bank statement and any other financial statements for the Board to review at monthly Board meetings.
- The Treasurer shall pick up the Club mail weekly and forward any membership information to the Membership Director.
- There shall be enough cash (\$2000.00 at least) in the Club bank account at all times to cover the risk of loss from the Warren Miller movie.
- The Treasurer shall have enough change money available at all events to cover the required price of admission.
- He/she should receive these event sheets from event chair people soon after an event so it may be presented at the next Board meeting
- The Treasurer or designated representative and 4 or more members will be present to work the door at all pay events. Participants MUST sign in at all events.

Secretary shall:

- Keep the minutes of each Board meeting and Annual Meeting.
- Provide a draft copy of meeting minutes to all board members within 2 weeks following the meeting for review and input.
- Provide an edited copy of meeting minutes to all at the following board meeting for final approval.

- Be responsible for Club correspondence *such as thank you cards*.

Membership Director shall:

- Welcome new members in the Mogul each month
- Announce renewal date via Mogul, e-mail, and web site.
- Complementary, honorary, corporate, guest, affiliate and life memberships will be listed separately on the membership list.
- Maintain a current updated roster of Club members.
- Membership fees shall be based upon the administrative costs of operating the Club.
- New members joining June 1st or after shall have membership covered for the entire following membership year.

Social Director shall:

- Assist the Board in determining a calendar of events for May through April at the first of each year and keep updated in both Mogul and on Website. The Annual Events include: Champagne Brunch, Holiday Party, Crab Crack, Annual Meeting, and End of Season Tailgate
- Select an appropriate volunteer chairperson/committee to plan each event on the calendar of events.
- Work with the Board of Directors to provide additional events of interest to club members as appropriate.
- A chairperson should be selected at least 3 months prior to an event and, if possible, as much as a year in advance, to ensure location, i.e., Larry Crockett who will chair the Warren Miller movie into the indefinite future. Details as to time, place, price, etc., should be in the *Mogul* at least one to TWO MONTHS prior to the event.
- If a chairperson has not yet been selected, the Social Director shall have sign-up sheets for those activities available at all activities.
- Monitor the status of each pending event.
- Keep a file of all social events via event sheets, fliers etc. for future reference; said information need not be more than three years old.
- Assist the chairperson in establishing fees for members and non-members based on estimated costs and subsidies. The Board shall approve the final event budget. Any subsidized event must have prior approval by the Board.
- Ensure the chairperson presents the event sheet to the Treasurer/Board at the next appropriate Board meeting.

The following 7 positions are optional and may be filled by voting board members (to total 11) or may be assigned to At-Large board members selected by the current board. At-Large members are non-voting members of the board.

Purchasing Director shall:

- Maintain a membership at Costco. The President shall also be listed on the membership.
- Make an access kit available for each event and table, chairs, pens, name tags, etc., as necessary (orange box)
- Have all expenditure receipts in the hands of the Treasurer 14 days after an event along with an event.
- Hold all Ski Club property in the designated storage area.
- Update and list all Clubs fixed assets and inventory by the time of the Annual Meeting each year.
- Provide refreshments for meetings

Marketing Director shall:

- Create appropriate advertising for media as necessary to publicize Bogus Basin Ski Club events, trips, etc. The Director shall coordinate with other Board of Director members as necessary to facilitate creation, management and publication of such advertising as necessary to accomplish stated marketing goals.
- Enhance BBSC member experience through information dissemination and support BBSC club membership.
- Possible marketing efforts may include the Mogul, the Website, Booths, Raffles, Bulletin Boards, Videos, Surveys, etc.

Trip Coordinator shall:

- At least one year in advance to the next ski season, investigate and choose trips to be offered to the board for approval.
- Solicit Trip Managers for each trip approved.
- Assist Trip Manager with all aspects of running the trip.

Communications Director shall:

- Manage all aspects of written communications for published materials to include but not limited to *The Mogul*, a publication of the Bogus Basin Ski Club and manage a commercial email service for the direct distribution of electronic email, invitations and notifications to our membership and interested parties.

Webmaster shall:

- Maintain and update the Club's website via Sports Engine.
- Can be combined with Communications Director position.

Social Media shall:

- Maintain and update the Club's Face Book, Instagram account, and other social media.

Historian shall:

- Collect, organize, and store Club related documents, photographs, memorabilia.
- Often a member for many years, the historian attends Board of Directors meetings and offers advice based on records, prior events and memory.

IV. MISCELLANEOUS EVENT INFORMATION

- Non-members participating in events or trips must sign a liability waiver.
- All participants in trips must be a club member unless otherwise approved by the board.
- Any subsidized event must have prior approval of the Board.
- An additional fee may be charged of a non-member of the club at the discretion of the Board.
- Before presenting the event sheet to the board, the chairperson will verify totals with the Treasurer.
- Depending on financial goals, members shall be charged a nominal fee for events.
- There will be NO refunds after the cutoff date except by approval of the Board.
- All events are separate entities with financial goals: break even or subsidized. The financial goal will be established by the Board for each event.
- A subcommittee of the Board will be assigned to annually establish a budget for the year's social events and charitable donations.
- When pursuing donations for any event, **prior to contacting the vendors**, all members should present list of vendors and planned contact dates to the board for approval. This is required to prevent multiple people seeking donations from same vendors at the same time for different events.

V. MISCELLANEOUS

- Club Policies and Procedures shall be reviewed annually no later than the second (June) Board meeting after elections.
- The Ski Club shall only promote or inform the membership of articles or events directly related to BBSC or the club's official affiliations unless approved by the Board.
- Event chairpersons have the discretion to use volunteers or hire appropriate serving help for Club events figuring the cost of such into the price of admittance.

- The Club's official affiliations include: National Ski Council Federation, Far West Ski Association, and the Intermountain Ski Council. There are no membership fees for these associations. Participating in these associations creates unity among ski clubs; allows for sharing of other club's trips; provides education regarding club operations, club marketing, tax and insurance issues, member benefits; and provides opportunities for acknowledgment of achievements. Financial support for members to attend the FWSA annual conference in June will be determined each year by the current board.
- BBSC will work cooperatively with other local ski clubs to provide benefits to our members.

VI. **CONTRACTUAL AND VERBAL AGREEMENTS**

- When representing BBSC, Board members and all other members, shall not enter into any type of contractual or verbal agreements without prior approval by the board.

VII. **AWARDS**

A subcommittee will be assigned at the February Board Meeting to determine if there are deserving recipients of the following awards. The presentations will be made at the Annual Meeting in April.

- **Legacy Award (Ole Boot):**
Presented to the skier/boarder who's after skiing efforts have done the most to further the sport. Awarded to a club member who exemplifies volunteerism by their continuing efforts to assist and be involved with club activities. Recipients will receive a printed certificate and gift card.
- **Spirit Award:** Presented to a newer member who typified the "Spirit" of the club over the past year and gave their time and effort to improve the activities for club members. Recipients will receive a printed certificate and gift card.
- **Inspiration Award:** Awarded to the club member (past or present) who has the courage and tenacity to overcome severe challenges. This award does not get awarded every year. Recipients will receive a printed certificate and gift card.
- **Distinguished Service Award:** If warranted the club honors a specific member who has recently gone above and beyond to volunteer his/her time to the club. This award does not get awarded on a regular basis but only when the evidence has been proven. It is a personal engraved glass trophy the recipient may keep, along with gift card.