

Thunder Mountain Camera Club

Job Descriptions

President

1. Preside over all meetings of the club
2. Serve as the official representative of the club
3. Appoint all chairpersons to all of the club's committees
4. Follow up on officers and chairpersons to be certain that all jobs are being taken care of
5. Attend monthly Board meetings

Vice President

1. Preside over meetings in the absence of the president.
2. Serve as Program Chairperson
3. Provide general assistance to the President
4. First choice to ascend to the presidency, subject to a member vote
5. Plan and make necessary arrangements for any field trips for the club.
6. Present information about proposed trips at general meetings, and communicate details to club members.
7. Either lead or make arrangements for an alternate leader for all field trips.
8. Survey the membership (formally or informally) to determine the areas of any specific interest for workshop topics.
9. Plan and make all necessary arrangements for said workshops.
10. Present information about proposed and/or planned workshops at the general meetings and coordinate publicity.
11. Present ideas for fundraising to Board and to Club members.
12. Organize and run fundraising activities
13. Attend monthly Board meetings.
14. Maintain name tags, in cooperation with Treasurer.

Secretary

1. Record and maintain complete and accurate minutes of all meetings, including Board meetings, and present same at subsequent meetings when called on to do so.
2. Provide, at each general meeting, "Membership Packets" for new members.
3. Send "Thank You" notes to guest judges and others as necessary.
4. When informed, send cards to members who are ill, or for other necessary reasons, and flowers to those who are detained in the hospital for more than one day or have had a death in their immediate family.
5. Maintain a sign-up sheet for beverages and snacks.
6. Attend monthly Board meetings.
7. Post appropriate meeting minutes to website.
8. Maintain Visitor log.

Treasurer

1. Maintain a full and up-to-date roster of club members.
2. Receive all monies due the club and deposit them in the club checking account.
3. Obtain a signed "Release of Liability" form from each new member, and keep record of said releases from all members.
4. Maintain membership applications.
5. Disburse monies for expenditures as they are approved by the club.
6. Balance the checkbook and maintain a complete, accurate, and up-to-date record of all transactions.
7. Present financial report at all business meetings.
8. Provide name, address, phone number and e-mail address of each new member to the secretary.
9. Attend monthly Board meetings.