

**Thunder Mountain Camera Club**  
**Board Job Descriptions**  
**Revised November 2018**

**President**

1. Preside over all meetings of the club
2. Serve as the official representative of the club
3. Appoint chairpersons to all of the club's committees
4. Serve as Program Chairperson (for all meetings)
5. Plan and attend Board meetings as needed
6. Follow up on officers and chairpersons to be certain that all jobs are being taken care of
7. Verify with the Treasurer annual filing of 990-N e-card with the IRS by May 15 annually.
8. Verify with the Treasurer yearly submission of Colorado annual report by April 30.
9. Receive, peruse and present content from PSA journals at their discretion.

**Vice President**

1. Preside over meetings in the absence of the president.
2. Provide general assistance to the President
3. First choice to ascend to the presidency, subject to a member vote
4. Plan and make necessary arrangements for any outings & socials for the club.
5. Either lead or make arrangements for an alternate leader for all outings & socials.
6. Present information about proposed outings/socials at general meetings and communicate details to club members.
8. Survey the membership (formally or informally) to determine the areas of any specific interest for classes topics.
9. Plan and make all necessary arrangements for said classes.
10. Present information about proposed and/or planned classes at the general meetings and coordinate publicity.
13. Attend Board meetings.
14. Roles of the VP may be shared with another member chosen as secondary VP

**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. Post to club website.
2. At each general meeting provide "Membership Packets" for new members.
3. Maintain visitor log.
4. Maintain member name tags with Treasurer assistance.
5. Send "Thank You" notes to guest judges and speakers and others as necessary.
6. 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.
7. Maintain a sign-up sheet for beverages and snacks.
8. Attend Board meetings.

### **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. Annually maintain membership applications and signed "Release of Liability" form from each member.
4. Provide member requests for outings and classes to the VP.
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 meetings.
8. Provide name, address, phone number and e-mail address of each new member to the Secretary.
9. Attend Board meetings.
10. Present fundraising ideas to Board and Club members. Organize fund raising activities and oversee. Submit the 990-N e-card with the IRS annually by May 15 to keep TMCC tax exempt status.
11. Submit Periodic Report to State of Colorado by April 30 to ensure TMCC remains in "Good Standing".
12. Submit payments for website, PSA membership, etc.

### **Board Member at Large**

Attend Board meetings

Support Board members with job duties as desired, directed or requested

Board member at Large do not have any voting authority unless appointed to a position on the Board in the absence of or resignation of a Board member.