

## **Roles and Responsibilities of the SCW Yoga Club Board**

### **President**

- Set a time and place and preside at Board and General Membership meetings.
- Solicit and compile agenda for Board meetings.
- Create and appoint Chairs of needed action committees, and appoint members to fill Board, committee and coordinator vacancies.
- Correspond and communicate Club and fiscal business with the Rec Center, including room reservations and facility management issues.
- Complete paperwork (CR-8 or CR-8A and W9) for new hires.
- Answer the Yoga Club phone.
- Communicate with members using the Club's email program.
- Attend mandatory facilities request submission day.
- Attend mandatory Rec Center club officer meetings.
- Review Secretary meeting minutes prior to publishing.
- Signatory on the bank account.
- Contribute to crafting and writing club policies and procedures.

### **Vice President**

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned.
- Check and respond to the Club's email account.
- Contribute to crafting and writing club policies and procedures.

### **Treasurer**

- Receive and reconcile class income and membership dues paid on a weekly basis, with help of bookkeeper.
- Account monthly for club income and expenses using Quicken or similar financial software.
- Reconcile bank account monthly.
- Provide a financial report with income statement to the Yoga Club Board monthly.
- Provide an income statement (PDF) to the webmaster for posting on the SCWYoga.com website monthly.

- Provide membership forms received with class receipts to membership chair and reconcile membership count vs income monthly.
- Issue checks monthly to instructors (paid in arrears) and maintain 1099 records.
- Complete the CR-4 (class attendance) and submit to RCSCW monthly. Complete the CR-7 (financial status) and submit to RCSCW annually.
- Complete the CR-15 (membership) and submit to RCSCW annually.
- Complete and submit 1099s to instructors and bookkeeper and IRS annually.
- Complete and submit form 990 to the IRS annually.
- Report the state of Club finances at Board and General Membership meetings.
- Maintain records for seven years.
- Signatory on the bank account.
- Supervise the Club's bookkeeper.
- Contribute to crafting and writing Club policies and procedures.

### **Secretary**

- Attend Board and General Membership meetings to record meeting minutes.
- Seek approval of Board meeting minutes from Board members.
- Seek approval of General Membership meeting minutes at General Membership meetings.
- Maintain, track and file all Club-pertinent communications for three years.
- Responsible for publicity of Club events.
- Contribute to crafting and writing Club policies and procedures.
- Update policy and procedure changes.

### **Member-At-Large**

- Provide support to the SCW Yoga Club's Board of Officers in tasks as assigned.
- Act as an intermediary party between the Board and the rest of the membership.
- Have the same voting rights as all the other officers but without the extra duties associated with being an officer.
- Have some standing authority with the SCW Yoga Club but no official responsibility.