

Roles and Responsibilities of the SCW Yoga Club Board and Adjunct Positions

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.

Bookkeeper

1. Collect class fees a minimum of once per week from the lockers at the Agave Room at the Beardsley Recreation Center, the Acacia Room at Palm Ridge, and the RH Johnson Social Hall.
2. Verify class participant count from the Class Sign-in Sheet against the Daily Cash Ticket from each class and enter the per class information on the Club Deposit Worksheet.
3. Collect the membership forms and forward them the membership person for membership list maintenance. If membership forms are missing, the bookkeeper will note this on the sign-in sheet.
4. Ensure the accuracy of the deposit so that it agrees with both the Daily Cash Tickets and the Club Deposit Worksheet. Deposit collected class fees at Yoga Club's bank (Wells Fargo) as soon as reasonably possible after pickup and reconciliation.
5. Calculate the instructor payments monthly. Following Treasurer's review of all information, the bookkeeper or the Treasurer will issue paychecks to the yoga instructors during the first week of each month for the previous month's work. Instructors may be paid by check or electronically as determined by the Treasurer.
6. Communicate to the Treasurer any checks written during the month.
7. Prepare a CR4 form and submit it to the SCW Rec Center after review by the Treasurer.
8. Assist the Treasurer with information needed to complete the Recreation Center's CR7 form and the IRS 1096, 1099 and 990N forms.
9. Required skills: computer user, Microsoft Excel
10. This is a paid position.

Webmaster

Work with the Yoga Club Board to maintain the Club's website, www.SCWYoga.com. Duties include:

- Class changes
- Calendar updates
- General information of interest to Club members
- Monthly financial report
- Monthly General Meeting minutes
- Updates to Club business and Events information

Required skills include:

- Computer- and web-literate
- The current website has been developed in the Wix platform, which offers an easy content management system and visually appealing page template system. Experience with similar content management systems would be preferred. The club's domain, "SCWYoga", is registered through Wix.
- As an alternative, RCSCW offers clubs the WordPress platform for their use. A basic site for the Club currently resides there at <https://yoga.scwclubs.com>. Should the webmaster prefer to use this platform, the "SCWYoga" domain would not be retained.

Membership Coordinator

Maintain Master Membership list. Microsoft Excel is currently used to track membership.

Assist with CR-7.

Assist with CR-15.

Assist with membership sales.

Monitor Coordinator

Responsible for a minimum of one monitor in each class.

Hold monitor training classes as needed.

Social Events Coordinator

Responsible for 2 luncheons per year, and any other social events as asked.