

# SCW Yoga Club Board Roles and Responsibilities

## **PRESIDENT:**

- Set 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 Rec Center, including room reservations and facility management issues.
- Complete paperwork (CR-8 or CR-8A and W9) for new hires.
- Complete CR-6 for annual submittal (events, rooms, yoga in the park etc)
- Check and respond to Clubs email account.
- Communicate with members using the Club's email program.
- Attend mandatory Rec Center club office meetings.
- Review Secretary minutes prior to publishing.
- Signatory on the bank account
- Contribute to crafting and writing the club's policies and procedures
- Have voting rights.

## **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 the agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist the President in tasks as assigned
- Answer the Yoga Club phone.
- Attend mandatory Rec Center club office meetings.
- Contribute to crafting and writing club's policies and procedures.
- Have voting rights.

## **TREASURER:**

- Receive and reconcile class income and membership paid.
- Monthly accounting for club's income and expenses using Quicken or similar financial software.
- Reconcile bank account monthly.
- Provide a monthly financial report with income and expenses to Club Board.
- Provide a current cash flow statement to the Content Manager for posting on the website monthly.

- Reconcile membership vs income monthly weekly using computerized system.
- Attend mandatory Rec Center club office meetings,
- Maintain and submit club inventory with complete item description, serial number, model number, date purchased and total amounts. To be submitted to Rec enter by October 31<sup>st</sup> of each year.
- Issue checks monthly to instructors (paid in arrears) and maintain 1099 files.
- Complete the CR-15 (membership) and submit to RCSW annually.
- Complete and submit 1099's to instructors and IRS annually via computerized program.
- Complete and submit form 990 to the IRS annually via computerized program.
- Report on the state of Club finances at Board and General Membership meeting.
- Maintain the financial records for seven (7) years.
- Signatory on the club bank account.
- Supervise the Club's bookkeeper.
- Contribute to crafting and writing of Club policies and procedures.
- Attend mandatory Rec Center club officer meeting.
- Have voting rights.

#### **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 meeting.
- Maintain, track and file all Club-pertinent communications for three (3) years.
- Responsible for publicity of Club events and Rec News articles.
- Responsible for maintaining the club Bulletin Board located outside of the Yoga Studio..
- Contribute to crafting and writing of Club policies and procedures.
- Attend mandatory Rec Center club officer meeting.
- Have voting rights.

#### **MEMBER-AT -LARGE**

- Provide support to the SCW Yoga Club's Board Officers in tasks assigned.
- Monitor desk with adequate supply of membership and class punch card forms.
- Keep sufficient inventory of form and trifold brochure as well as office supplies and Kleenex in the monitor cabinet.
- Organize the monitor cabinet for easy access to forms and supplies.
- Act as an intermediary party between the Board and the rest of the membership.
- Have some standing authority with the SCW Yoga Club but no official responsibility
- Have the same voting rights as the other officers but without the extra duties associated with being an officer.

