



GE SKI CLUB BOARD NOMINATION FORM

**NOMINATE AS MANY PEOPLE AS YOU WOULD LIKE FOR EACH POSITION
SEE BYLAWS (available on website) FOR FULL JOB DESCRIPTIONS**

President - Shall be Executive head of the Club, and when present, shall preside at all General and Board Meetings. Shall work with all Board Members/Coordinators and generally oversee and be advised of all Club activities and functions..

I nominate _____

Vice President - Shall assume the duties of the President in the event of President's absence, removal or resignation. Assist in planning and running General Meetings and notifying all Board Members of Board meetings and said business.

I nominate _____

Treasurer - Responsible for managing all funds of the Club, keeping full and accurate account of all receipts and expenditures for each and all events. Collect required financial forms from those handling Club monies. Advise the Board on financial matters pertaining to past events.

I nominate _____

Secretary - Responsible for recording, maintaining and reporting all Board meeting minutes to the Board. Take care of other Club correspondence.

I nominate _____

Alpine Chairperson - Responsible for the promotion of alpine skiing within New York State and surrounding areas. Investigate and assist in selecting ski destinations; work with Trip Chairperson (s) and X-Country Coordinator in planning trips and events.

I nominate _____

Trip Chairperson(s) - Responsible for planning, organizing, coordinating, and advising all details relating to day and multi-day ski trips. Collect completed trip sign-up forms and payments from each participant and to submit applicable forms to the Treasurer at the completion of the trip.

I nominate _____

Social Chairperson - Responsible for planning and organizing the Club's major social events and gatherings. Help in selecting social/happy hour locations. Turn in event financial report and forms to the Board and Treasurer. Shall work with the Board on special social projects.

I nominate _____

Membership Chairperson - Responsible for processing membership applications, collecting dues, forwarding money and financial forms to the Treasurer, maintain membership information of Club Members. Should have a Membership Roster available to the Board and General Membership ..

I nominate _____

Newsletter Chairperson - Responsible for collecting, organizing, editing and distributing the newsletter and other material received from the Board, General Membership and Event Coordinators.

I nominate _____

Publicity Chairperson - Publicize the Club to the general populace and Club events to the Members by appropriate means, such as newspaper, radio, TV, flyers, social media or public events.

I nominate _____

Cross-Country Coordinator - Responsible for the promotion of X-Country Skiing. Organize and plan X-Country ski events. Work closely with Trip and Alpine Chairpersons on trips and events.

I nominate _____

Webmaster Coordinator - Shall be responsible for the creation and maintenance of Web site and membership distribution list for the Club.

I nominate _____

Sales Coordinator - With advisement to and guidance from the Board, shall design, research, procure, and store Club logo items for sale or gifts for Members or guests.

I nominate _____

General Meeting Greeters/Coordinators - Shall staff the entrance door at General meetings to make sure only proper age persons enter, check that only Members, guests, prospective members, or speakers enter. Shall collect entrance fee, 50/50 raffle money or special donations required for entry.

I nominate _____