

GE Ski Club



2016-2017 Board Position Nomination Form

Position and Description	I nominate (Nominate as many people as you like for each Position)
<p>President: Shall be Executive head of the Club, and when present, shall preside at General and Board Meetings. Shall work with all Board members and generally oversee and be advised of all Club activities and functions. Shall be an ex officio member of all committees. Shall promote the Club in the local and ski community.</p>	
<p>Vice President(s): Shall assume the duties of the President in the event of the President's absence, removal, or resignation. Assist in planning and running General Meetings and notifying all Board members of Board Meetings and said business. Oversee the Inventory List and coordinate spring/summer/fall events with Board and Event Chairpersons. Complete special tasks requested by the President.</p>	
<p>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. Responsible for all deposits and reconciliation of the Club's accounts. File taxes by the federal deadline. Keep an accurate Inventory List on file provided by the Vice President.</p>	
<p>Secretary: Responsible for recording, maintaining, and reporting all meeting minutes to the Board. Take care of other Club correspondence.</p>	
<p>Sergeants-at-Arms: 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 greet all entrants. Shall collect entrance fee, 50/50 raffle money, or special donations required for entry. Shall record the entry finances and submit with proper financial form to the Treasurer. May be required to assure that only proper individuals are at Board Meetings. May be required to bring a motion to terminate a Board Member. Should assure that all individuals are conducting themselves in a proper manor at all meetings or events. May be required to escort improper individuals from a meeting or event with any help needed to do so. Should notify the Board of any such needed action.</p>	
<p>Membership Chairperson(s): Responsible for processing membership applications, collecting dues, forwarding money and financial forms to the Treasurer. Maintain membership information of Club members and should have a Membership Roster available by the end of January.</p>	

Turn over to continue >

Position and Description	I nominate (Nominate as many people as you like for each Position)
Trip Chairperson(s): Responsible for planning, organizing, coordinating, and advising all details relating to day and multi-day trips. Collect completed trip sign up forms and payments from each participant. Balance trip finances at completion and turn in report to Treasurer. Work with Alpine and Cross Country Chairpersons.	
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-C Chairperson in planning trips and events. Set up a ski lesson program at a local ski area, if needed. May act as a Trip Leader in the absence of a Trip Chairperson. Promote Club with local ski shops. May act as a liaison between the Club and other ski organizations.	
Cross Country Ski Chairperson: Responsible for the promotion of cross country skiing. Organize and plan cross country ski events. Work closely with Trip and Alpine Chairperson(s) on trips and events. May act as a Trip Leader in the absence of the Trip Chairperson. Assist in promoting the Club with local ski shops.	
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.	
Newsletter Chairperson(s): Responsible for collecting, organizing, editing, and distributing the newsletter and other material received from the Board, General Membership, or Event Chairpersons. Recording of minutes from all Board Meetings in the absence of the Secretary.	
Social Chairperson(s): Responsible for planning and organizing the Club's major social events and gatherings. Turn in event financial report and forms to the Treasurer. Shall work with the Board on special projects and assist in the planning of speakers or entertainment at General Meetings.	
Sales Chairperson(s): With advisement to and guidance from the Board, shall design, research, procure, and store Club logo items for sale or gifts to Members or guests.	

Return completed form
in person to Vice President, or
mail to G.E. Ski Club, Inc., Attn: VP, PO Box 327, New Hartford, NY 13413, or
email names and positions to vp@geskiclub.org