

# GE Ski Club Board Nomination Form 2021-22

Nominate as many members as you would like for each position

See by-laws (available on website at GESkiClub.org) for full job descriptions

**President** Shall be the 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 membership meetings and notifying all Board Members of Board meetings and said business.

I nominate \_\_\_\_\_

**Treasurer** Responsible for managing all funds of the Club, keeping a full and accurate account of all receipts and expenditures for each and all events. Collect required financial forms from those handling Club money. Advise the Board on financial matters pertaining to club 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 Chair** Responsible for the promotion of alpine skiing in New York and surrounding areas. Investigate and assist in selecting ski destinations. Work with Trip Chair(s) and Cross-Country Coordinator(s) in planning trips and events.

I nominate \_\_\_\_\_

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

I nominate \_\_\_\_\_

**Social Chair** 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 Board on special social projects.

I nominate \_\_\_\_\_

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

I nominate \_\_\_\_\_

**Newsletter Chair** Responsible for collecting, organizing, editing, and distributing the newsletter and other material from the Board, General Membership and event Coordinators to the membership.

I nominate \_\_\_\_\_

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

I nominate \_\_\_\_\_

**Cross-Country Coordinator(s)** Responsible for the promotion of Cross-Country skiing. Organize and plan Cross-Country ski events. Work closely with Trip and Alpine Chair(s) 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 and guests.

I nominate \_\_\_\_\_

**General Meeting Greeters/Coordinators** Shall staff the entrance door at General meetings to verify only proper age persons enter (Members, guests, prospective members, speakers). Shall collect 50/50 raffle money and special donations.

I nominate \_\_\_\_\_

**Return to Jerry Gortner at [gerald.gortner@yahoo.com](mailto:gerald.gortner@yahoo.com) or 242 Cogar Drive, Schuyler, NY 13340**