

Mountain High Board Position Descriptions

PRESIDENT: The President shall be the CEO of the Club. Job duties include but are not limited to:

- Chair the Board of Directors
- Preside over BOD and business meetings
- Appoint any additional Directors
- Shall delegate duties to officers, directors and committees as necessary
- Attend monthly meetings
- **Estimated average time per month: 5 hours plus monthly meeting.**

VICE PRESIDENT: The Vice President shall perform the duties of the President in the absence or inability of the President to act.

- Shall be the liaison between the President and committees
- Attend monthly meetings
- Any other duties that may be assigned by the President
- **Estimated average time per month 2 hours plus meeting.**

TREASURER: The Treasurer shall have custody of all funds and all items of value that may come into Club's possession.

- Will keep complete records of funds
- Provide financial reports at or before all regular Board meetings
- Be responsible for the management of all financial programs
- Draft Club's billings
- Provide basic budget information
- Pick up club's mail at the P.O. Box.
- Attend monthly meetings.
- **Estimated average time per month: 5 hours plus meeting.**

SECRETARY: The Secretary shall take minutes at all Board meetings. Job duties include but are not limited to:

- Draft and distribute the minutes prior to all Board Meetings - except committee meetings.
- Any other duties that may be assigned by the President
- **Estimated average time per month: 3 hours plus meeting.**

Mountain High Appointed Positions

V.P. OF MEMBERSHIP: The V.P. of Membership is tasked with promoting Mountain High Snowsport Club in order to garner membership into the club.

- Plan for a Season Kick-Off Party to renew memberships or sign up new members
- Monitor memberships throughout the year, advising Treasurer and Newsletter editor of new members for financial history and to get signed up for newsletter
- Any other duties assigned by the President

PACRAT RACE DIRECTOR: The Race Director shall work with the PACRAT Board and all racers from our club or who are on Mountain High Teams.

- Promote the PACRAT Race League to club members
- Provide information about races and requirements to be a racer in our club
- Work with Team Captains to obtain registrations for PACRAT in timely manner
- Provide dates of races to Newsletter Editor to be published each month
- Work with Treasurer to ensure that all racers have paid their club & race dues

NEWSLETTER EDITOR: The Newsletter Editor is tasked with putting out a monthly or bii-monthly newsletter and maintaining the Website.

- Remains up-to-date on current membership
- Stays informed of club, council and Far West activity to post in the newsletter
- Distributes newsletter to club members wanting to get copies, whether that be electronically, or via snail mail
- Keeps members informed about upcoming events by sending out email blasts in between the monthly newsletters.
- Keeps the Dough Transmittal Form up to date, both in the newsletter and on the website.

TRIP LEADER: Trip leaders are tasked with leading a trip or activity for the club.

- Propose your future trip to the Mountain High Board of Directors
- Plan and promote trips or activities
- Promote your trip through Facebook, Newsletter, and/or flyer
- Adhere to "Trip Leader SOP's" found on the Mountain High Website

ACTIVITIES DIRECTOR: The Activities Director plans for month or periodic activities such as Happy Hours, Bowling Night, Quarterly Parties, Home Parties (Chocolate Party, Seafood Party, etc) by asking a member to host it, anything other than our annual Kick-Off, which the VP of Membership coordinates.

DIRECTOR AT LARGE: A Director at Large could be appointed for any number of Committees, Activities Leader or other Chair Positions as deemed necessary by the Mountain High Board of Directors. Those positions will be named and announced as they come up.