

# BOARD DESCRIPTIONS & DUTIES

## **PRESIDENT:**

Develops agendas and conducts the general and board meetings. Offers assistance to board members unable to fulfill their positions and acts as liaison between the club and its sponsors. Sets up the audio equipment for the general meeting. Writes the monthly "Bottom Times" column for the newsletter and co-signs checks issued by the treasurer. Approximate time it takes to complete duties: 8 - 10 hours per month.

## **VICE PRESIDENT/SPEAKER SEEKER:**

Finds speakers for the general meetings. Sets up the video/computer connections as necessary. Introduces the speaker at the meetings and helps the speaker with any set-up. Provides the newsletter editor and web master a bio or other material about the speaker to be put into the newsletter and posted to the website. Conducts general and board meetings when the president is unable to. Approximate time it takes to complete duties: 1 - 3 hours of creative thinking and networking per month.

## **DIVE COORDINATOR:**

Plans, with board and general member input, dive charters, trips, and other activities. Makes reservations for and publicizes all activities. Collects fees and liability waivers from participants. Approximate time it takes to complete duties: 4 - 6 hours per month not including organizing a warm water trip or using a dive travel company.

## **SECRETARY:**

Takes minutes of board meetings including any motions passed or proposed. Records the names of guest speakers and any other details of significance at the general meetings and distributes minutes at or before the monthly board meeting. Provides the newsletter editor any major developments from the minutes for the newsletter. Prepares any other club correspondence as necessary. Also, responsible for the storing, inventory, and selling of club tee shirts. Approximate time it takes to complete duties: 3 - 4 hours per month.

## **RAFFLE COORDINATOR:**

Purchase raffle prizes. Describe raffle prizes, assists with the selling raffle tickets, records prize winners and provides the list to the newsletter editor for publication. Takes copies of the newsletter to local dive shops and other sponsors when purchasing prizes. Approximate time it takes to complete duties: 7 to 8 hours per month.

## **TREASURER:**

Records and tracks all incoming and outgoing monies. Issues checks, after verification of valid receipts, for co-signature by president. Makes bank deposits of all incoming monies, reconciles bank statements, and prepares monthly and year-end financial statements for the board of directors. Sells raffle tickets at monthly general meetings. Provides data for annual tax preparation and filing of tax-exemption paperwork. Approximate time it takes to complete duties: 3 - 4 hours per month.

## **MEMBERSHIP COORDINATOR:**

Greets and introduces guests, informing them of membership benefits and announces new and renewing members at club general meetings. Maintains current membership list, sends monthly updates to president and the board for email contact lists. Sends list of new members to newsletter editor for publication. Approximate time it takes to complete duties: 8 hours per month.

## **WEB MASTER:**

Responsible for maintaining the CID website. Provides help and instruction in navigation and use of the website to board and general members. Approximate time it takes to complete duties: 3 - 4 hours per month.

## **NEWSLETTER EDITOR:**

Collect, layout, and edits articles from board, general membership, and other sources. Makes available in a timely manor to the President for email blast, Web master for the website, and the Raffle coordinator to print and distribute to sponsors during monthly purchases. Approximate time it takes to complete duties: 10 - 15 hours per month.