

## 3M Ski Club Board Position Descriptions 2011-2012

*Nominate yourself or a friend for the Ski Club Board. There are some perks like free membership dues, influencing where we go on trips, but mostly it is fun. No experience is necessary.*

**President:** You are required to be a 3M employee for this position. If you like to organize events and are good at leading and delegating this is a good fit for you. The President schedules and runs the board meetings, is the MSC rep, writes the Hootline President's letter & MSC Sportster articles. The President is expected to lead the club with a vision that respects the past traditions while adapting to the changing needs of our members. The position of President requires abilities to see the big picture and manage details, in addition to being able to deal with a wide variety of people & situations; and market the club to new/renewing members. Past President is on the following ski-year advisory committee and is Club Auditor as past president.

**VP of Membership:** You are required to be a 3M employee for this position. If you like to meet new people and keep in touch with returning members this is the position for you. The challenge is remembering all the faces and names! The VP of Membership manages the club's membership database and organizes the membership meeting (September) with assistance from other Board members. The VP of Membership plans and prints the membership directory, works with the Publicity chair on the Hootline mailing list, sends member emails, and updates the Membership Form. The VP of Membership assumes the duties of President in his/her absence.

**VP of Trips:** You are required to be a 3M employee for this position. If you have skied many ski areas and would like to plan ski trips for the club this could be the job for you. Planning begins in April/May by soliciting input from fellow club members and board members on possible destinations. Bids are solicited for these destinations and reviewed by the Board in the summer (June). The challenge is to keep costs low, the quality high, and reserve the correct number of slots for each trip. Recruiting and training trip leaders and promoting the trips at the membership drive is key to filling the trips. Past VP of Trips is on the following year advisory committee.

**Treasurer:** You are required to be a 3M employee for this position. If you have no problems balancing your checkbook this is the position for you. The Treasurer makes bank deposits, pays bills, and manages the club's checking and savings accounts. You will learn computer bookkeeping, have an executive committee vote, and see many check designs. It is recommended you have a home computer, easy access to Novation Credit Union, and be able to keep clear detailed records.

**Secretary:** You are NOT required to be a 3M employee for this position. The Secretary is responsible for taking the minutes for the Board meetings and publishing the minutes to all Board members. This is an important position and is a voting position. You assist with reminders to Board members for completing action items.

**Publicity:** You are NOT required to be a 3M employee for this position. Do you like to be in the know on all the activities? Publicity is the job for you. The Publicity Chair is responsible for putting the Hootline newsletter together. We have gone green so this is electronic with only a few hard copy requests. You

work closely with the President, Webmaster and Programs Chairs to assemble the content of the Hootline, this takes about 2 hours every 3 weeks. Good knowledge of Microsoft Office is helpful. This is a very fun position and a great way to meet people, and this is a voting position.

**Programs:** You are **NOT** required to be a 3M employee for this position. This may be the most fun position on the ski club board. If you like to socialize, meet new people, and plan fun activities, then we want you! Responsibilities include planning, running or delegating events such as: local ski days, happy hours, biking, rollerblading, wine tasting, Halloween party etc. This is a great position for anyone who wants to be involved in the social activities of the club.

**Historian (Appointed):** You are **NOT** required to be a 3M employee for this position. If you like taking and collecting photos of ski trips & events, then this is the job you want. The Historian responsibilities include storing all newsletters, photos & slides for the past 35 years; ensure the club camera is working and used at all events, store and transport the slide projector and screen to events as requested by the Board. This is not a voting position.

**Web Master (Appointed):** You are **NOT** required to be a 3M employee for this position. If you are a techie or internet geek then this is the position for you. Responsibilities are: maintaining the website with current newsletters, trip information, event flyers, and the current calendar. You work closely with the President and Publicity chair. You must have a computer and modem with the ability to FTP files to the 3M Club Ski, Snowboard, Social Club web site server. Having a flatbed scanner is a plus and so is familiarity with graphic design and HTML development.

**PLEASE CONSIDER VOLUNTEERING OR NOMINATING SOMEONE. CONTACT THE PRESIDENT OR ANY CURRENT BOARD MEMBER FOR ADDITIONAL INFORMATION ABOUT ANY POSITION. If you are asked to serve please seriously consider it.**