

POSITION DESCRIPTIONS

I. BOARD OF DIRECTORS

- a. Provides stewardship to the Glide Community Club.*
- b. Manages the affairs of the GCC in accordance with direction provided by the membership and with the mission and purpose stated in the bylaws.*
- c. Develops and carries out club plans, both long and short term, including plans for fundraising, building maintenance and improvement, and community activities.
- d. Appoints committees. Delegates to committees and to officers appropriate duties and powers.**
- e. Ensures that as a 501(c)3 organization, the club is operated for a charitable or public purpose.
- f. Reviews and assesses officers' performance.
- g. Establishes and periodically reviews internal accounting systems and controls to protect the club's financial interests.
- h. Develops and periodically reviews policies and procedures. Ensures that policies and procedures are followed.
- i. Ensures that the club follows all applicable laws and regulations, including GCC bylaws, Internal Revenue Service regulations governing tax-exempt organizations, Oregon gaming regulations, and Oregon nonprofit corporation statutes (ORS 65).***

II. ALL BOARD MEMBERS

- a. Attends scheduled board meetings. Notifies Secretary if cannot attend.
- b. Attends membership meetings.
- c. Becomes familiar with the Director Handbook and refers to it when questions of mission, bylaws, procedure, etc. arise.
- d. Actively participates in management of organization, including: reading and critically evaluating materials provided before or during meetings, listening to others' information and opinions, and fully participating in discussions.
- e. Reasonably inquires about problems or issues, including: raises concerns, asks questions, or suggests alternatives to any issues or motions; requests further information or study on issues which are not clear; investigates warnings or reports of theft or mismanagement.
- f. Discusses and explains board actions and decisions when questioned by members, including decisions the director did not support.
- g. Accepts all decisions made by the board. Does not promote negative discussions after decisions.
- h. Informs board of any potential conflict of interest in a pending issue or activity.
- i. Becomes familiar with the basics of Robert's Rules of Order, such as how to make a motion.
- j. Is willing to serve on committees.
- k. Is willing to be appointed or elected to an officer position on the Board.
- l. Is courteous and a team player.
- m. Knows and follows the club's mission, bylaws, policies and procedures, internal revenue regulations for tax-exempt organizations, state gaming regulations, and state nonprofit corporation regulations.

* Bylaws: Article 4, Section 1.

** Bylaws: Article 8 and Article 4, Section 14.

*** www.leg.state.or.us/ors/065.html

III. PRESIDENT

- a. Is chief executive officer of the Glide Community Club.*
- b. Presides and keeps order at all meetings of the Board of Directors and membership. If unable to do so, arranges for the Vice-President to preside, or another board member if the Vice-President cannot.*
- c. Votes only in the event of a tie, at both board and membership meetings.*
- d. Provides input to the secretary for creating agendas for board and membership meetings.
- e. Elicits diverse opinions and encourages all aspects of an issue to be presented and discussed.
- f. Encourages participation of all board members in Board meeting discussions and in club activities.
- g. Ensures action is taken and resolution is reached in a timely manner on significant issues brought before the Board.
- h. Signs the file copy of Board and membership meeting minutes.
- i. Executes board-approved bonds and other contracts unless otherwise delegated by the Board. As part of this responsibility, signs all such documents.*
- j. Appoints Board Candidate Committee at least 60 days before annual meeting.**
- k. Has the authority to sign checks, and holds a key to the safe deposit box. When elected, provides required identification and signature to the bank.
- l. Holds the second post office box key, if the Secretary and Treasurer offices are held by one person.
- m. Verifies that federal and state reporting and gaming license renewal are done each year on time.
- n. Assumes other powers and duties assigned by the Board of Directors.*

IV. VICE PRESIDENT

- a. Presides and keeps order at Board and membership meetings in the absence of the President.
- b. In the absence or disability of the President, performs the duties of that office.***
- c. Ensures that the meeting room is set up for Board or membership meetings.
- d. During board and membership meetings, assists the President in keeping order, identifying members who wish to speak, following agenda, counting voice and hand votes, and other duties as requested by the President.
- e. Provides other assistance requested by the President outside of meetings.
- f. Chairs the Audit Committee.
- g. Assumes other powers and duties assigned by the Board.***

* Bylaws: Article 5, Section 3.

** Bylaws: Article 4, Section 2.

*** Bylaws: Article 5, Section 4.

V. SECRETARY

- a. Distributes notice of Board and Membership meetings to all members or households of record.*
The notices must be on the reader board. In addition, notice shall be provided in any of the following ways: personally, email, flyers, regular mail, newspapers, phone, or any combination of these methods.**
- b. Distributes any announcements for the entire membership requested by the Board, including the January reminder of the upcoming annual meeting and membership renewal.** These announcements shall be provided by any of the methods used for meeting notices.
- c. Solicits agenda input and prepares the agenda for all meetings under direction of the President.
- d. Distributes board agendas to all Board members*** at least 24 hours before the meeting. Distributes membership meeting agendas*** to attendees at the meeting.
- e. Before Board meetings, notifies President of any absentees and whether quorum will be present.
- f. Oversees the taking of minutes at Board and membership meetings,*** either personally taking the minutes or arranging for a recording secretary to do so.
- g. At each Board and membership meeting, reads minutes of previous meeting. Incorporates any changes into the official minutes and marks them as approved.
- h. Distributes copies of Board minutes*** to the Board at least one week prior to the next scheduled Board meeting. Distributes copies of minutes of the last membership meeting*** to attendees at each membership meeting.
- i. Sends approved Board and membership meeting minutes to the GCC Webmaster.
- j. Assures that corporate records are maintained,*** by assembling and filing the originals of all official records in the GCC locked files. These records include but are not limited to meeting minutes and records of elections, events, grants, deeds, contracts and financial records.
- k. Develops yearly schedule of meetings, and notifies Webmaster and rental manager of the dates.
- l. Maintains the Calendar of Critical Business and reminds the Board of upcoming calendar items.
- m. Oversees preparation for and running of elections for directors, officers, recalls and bylaw changes.
- n. Holds keys to safe deposit box and post office box. Retrieves correspondence from post office box and needed items from safe deposit box. When elected, obtains post office box key from previous Secretary and provides identification and signature to the bank for safe deposit box access.
- o. Conducts all necessary and desired correspondence of the organization.
- p. Prepares and distributes to all Board members the Director Handbook, which includes: current bylaws, Board and officer position descriptions, policies and procedures, contact numbers and information of all Board members, list of Committee and Chair appointments.
- q. Maintains current membership lists and binder of membership forms and makes them available in compliance with ORS 65.224.
- r. Provides membership or organizational information required for preparing IRS Form 990, Oregon CT-12 and any amended reports necessary when officers, bylaws, or articles of incorporation change.
- s. Performs other duties assigned by the President or the Board.

VI. RECORDING SECRETARY (Need not be a director; chosen by Secretary, or by President if the Secretary has not chosen a substitute)

Under direction of the Secretary, takes minutes at Board and membership meetings. Signs minutes as 'Recording Secretary' and submits to Secretary.

* Bylaws: Article 5, Section 5.

** Bylaws: Article 3, Section 6.

*** Bylaws: Article 5, Section 5.

VII. TREASURER

- a. Receives and receipts membership dues, donations, grants, gaming revenues, fund-raising revenues, and any other funds.*
- b. Has the authority to sign checks. When elected, the Treasurer must provide required identification and signature to the bank.
- c. Holds a key to the Post Office box and retrieves bills. When elected, must obtain post office box key from previous Treasurer.
- d. Pays corporation expenses* on time.
- e. Notifies the President immediately of any past due notices, delinquent fees, or service charges incurred.
- f. In case of extended absence, makes arrangements for another authorized checking account signer to retrieve and pay bills. Upon return, updates records.
- g. Manages the GCC's financial accounts.* This includes:
 1. Maintains financial records.
 2. Reconciles all bank statements with club records monthly.
 3. Deposits funds received promptly.
 4. Records all deposits and disbursements with explanatory notations.
 5. Moves funds between accounts as directed by a vote of the board or the membership.
 6. If automatic electronic fund transfers are used for recurring transactions, sets them up with the bank.
 7. Makes a second copy of club accounting records once a month and stores it in the GCC locked files.
- h. Ensures that the IRS Form 990 and the Oregon Form CT-12 are filed correctly and on time. If forms are prepared by someone else, provides necessary financial information.
- i. Reports on the organization's finances at each membership and Board meeting.*
- j. Makes financial information available to Board members and membership.*
- k. Chairs the Finance Committee.*
- l. Assists in preparing the budget.*
- m. Helps develop fund-raising plans.*
- n. Makes financial recommendations to the Board, such as to transfer a large balances from a non-interest-bearing account to an interest-bearing investment.
- o. Provides Audit Committee with all requested records and information immediately.

* Bylaws: Article 5, Section 6.