

## **BAC Officer Positions and Related Job Descriptions:**

### ***President -***

- Presides at Board and General meetings.
- Directs and controls BAC affairs subject to Board control.
- Official Council representative to Far West Ski Association and National Ski Council Federation.
- Ex-Officio member of all committees, except the nominating committee.
- Co-signer of all check disbursements with the Treasurer.
- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

### ***President-Elect -***

- Shall assist in planning current activities, in directing the Council's future programs, and shall be the Chair of the Officers Nominating Committee.
- In the event the President-Elect shall already be a member of the Board of Directors upon election, he or she shall combine both positions and have one vote.
- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

### ***Past President -*** (Provides continuity - acts in an advisory role)

- Fills in for the President in the President-Elect's absence or inability to perform.
- Parliamentarian and By-Laws Committee Chairperson.
- Ex-Officio member of all committees.
- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

### ***Secretary –***

- Responsible for Board and General meeting minutes and notices.
- Maintains BAC correspondence and documents file.
- Sends out timely notices of meetings.
- Make minutes and records available to members upon request.
- To have on hand at each meeting a list of all existing committees and their members.
- To maintain a record book in which the By-Laws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book on hand at every meeting.
- In the absence of the President, President-Elect, and the Past President, to call the meeting to order and preside until the immediate election of a chairman pro-tem.
- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

### ***Treasurer - open***

- Maintains an accurate account of the revenue, gifts, properties, and financial transactions of the BAC, including disbursements, gains, losses and surplus.

- Provides complete financial reports consisting of quarterly income and expense statement and balance sheet(s) at end of the year. Such reports shall be distributed to the Board of Directors, Committee Directors, and authorized representatives of member clubs.
- Responsible for maintaining the checking account.
- Co-signer for all check disbursements with the President. In the President's absence, the Past President and Secretary have signature authority. The Board of Directors may designate additional signature authority.
- Prepare and submit the necessary reports to the State Franchise Tax Board and Internal Revenue Service after approval by the Board.
- Maintain BAC Tax-Exempt Status.
- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

***Communications Director -***

- Responsible for the publication of the BAC Newsletter on a monthly basis and information dissemination.
- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

***Public Affairs Director -***

- Communicate with FWSA and other organizations as appropriate.
- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

***Membership Director -***

- Responsible for maintaining a roster of all member clubs, officers, club mailing addresses, club meeting places, direct or individual members, and collection of membership dues.
- Responsible for maintaining and supplying current membership list(s) to the Board of Directors and Council members.
- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

***Travel Director -***

- Manage, schedule, promote, handle, and administer the travel program for BAC, including Far West Ski Week and any other ski weeks approved by the Board of Directors.
- Obtain pertinent information from other committees for travel.
- Promote other travel programs and assist clubs as required.
- Complete accountability reports at close of each event and as requested by Board of Directors.
- Appoint, with Board of Directors' approval, trip leaders to assist the Travel Director.
- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

***Webmaster -***

- Maintain BAC website and assist member clubs with individual websites.
- Assist member clubs with publicity.

- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

***Industry Liaison - open***

- Maintain information and liaison with local resorts and snow sports organizations.
- And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BAC.

***Marketing (appointed position) - open***

- Develop and execute programs to promote awareness of BAC and its member clubs within the greater San Francisco Bay Area.
- Manage the BAC booth at various ski shows and the development of associated promotional materials.
- Research best practices and provide guidance (as requested) to the clubs and council for promoting and growing membership.
- Issue news releases as appropriate. News releases may include, but are not limited to articles on council events, charitable efforts, awards, ski trips, or membership drives and may include publishing in various types of media (digital and print.)

***Benefits Director - open***

- Develop a BAC Benefits program and work with local business and groups for discounts or other benefits.