

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

GUIDELINES FOR NSC PRESIDENT

(From NSC Constitution and By-Laws)

Section 1. Duties and Responsibilities. The Board of Directors shall be responsible for promoting the purposes of the club. They shall attend all meetings, represent the membership in discussion and decision making, plan and participate in the club activities and promote public relations.

Section 2. President. The President shall preside at all meetings to supervise and direct the club's affairs. The President shall have the power to appoint committees as deemed necessary.

The responsibilities of the President of NSC include as follows:

To preside at all meetings; to direct the club's affairs; to appoint committees as necessary, this implies:

1. Chair monthly Board meetings.
2. Manage the club's administrative matters.
3. Manage the club personnel *matters*.
4. Ensure smooth operations of the club "daily" affairs.
5. Maintain inter-club relationships.
6. Initiate decision-making.
7. Appoint committees as necessary to make recommendations to the Board.
8. Prepare annual club budget.
9. Administer club operations within the prepared budget.
10. Oversee future operations of club matters via budgets and policies.
11. Coordinate yearly NSC Thank You Party for all volunteers.
12. Review and renew liability insurance for the Board of Directors.
13. Review the NSC Policies for any policies pertaining to this position.
14. Train the successor President.

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

GUIDELINES FOR NSC VICE PRESIDENT

(From NSC Constitution and By-Laws)

Section 1. Duties and Responsibilities. The Board of Directors shall be responsible for promoting the purposes of the club. They shall attend all meetings, represent the membership in discussion and decision making, plan and participate in the club activities and promote public relations.

Section 3. Vice-President. The Vice President shall perform all duties of the President in the absence of the President or in the event of the President's inability to act. The Vice President shall be an advisor member of all committees.

The responsibilities of the Vice President of NSC include as follows..

To perform the duties of the President in his/her absence and in support of the President, this implies:

1. Be current on all administrative matters of NSC.
2. Advise the President.
3. Assist the transition of the new board.
4. Review the NSC Policies for any policies pertaining to this position.
5. Train the successor Vice President.

As an advisor to all committees, this implies:

1. Coordinate event calendar. Check the event calendar of major clubs and the community calendar to ensure conflicts do not occur too often.
2. Monitor the progress of event preparation.
3. Attend at least one committee meeting in preparation for the event.
4. Provide a list of event volunteers to the President for the Year End Thank You Party.

As Nominations Chairperson, this implies :

1. Understanding of the Constitution section: Article II: Nominations and Elections. This includes forming a 'legal' committee to assist in all matters as it pertains to the NSC elections.
2. Prepare nominations budget
3. Write newsletter article to solicit nominations
4. Provide a nominations form for the newsletter
5. Confirm the selection of candidates to the candidates in both writing and by phone.
6. Ensure there are candidates for each office.
7. Provide the election ballot for the newsletter and discuss the use of the survey with the President, Trip Director and other appropriate parties and compile the survey results.
8. Optionally coordinate a "Meet the Candidates" TGIF
9. Confirm the acceptance of the elected candidates
10. Issue letters to all candidates informing them of the election results (that is, whether they won or not-prior to any other notice).
11. Prepare the nominations final report.

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

GUIDELINES FOR NSC TREASURER

(From NSC Constitution and By-Laws)

Section 1. Duties and Responsibilities. The Board of Directors shall be responsible for promoting the purposes of the club. They shall attend all meetings, represent the membership in discussion and decision making, plan and participate in the club activities and promote public relations.

Section 4, Treasurer. The Treasurer shall be custodian of the club funds. The Treasurer shall keep an accurate account of receipts and disbursements. The book of accounts shall be open at all reasonable times for inspection by any member of the Board of Directors. The Treasurer shall disburse funds and bill accounts receivable as ordered by the Board of Directors, shall render to the President and the Board of Directors, whenever requested, the financial condition of the club, and shall have such powers and perform such other duties as may be prescribed from time to time by the Board of Directors. The Treasurer shall prepare a financial report for the club and submit the necessary reports to the State Franchise Tax Board and the Internal Revenue Service after approval of the President. To maintain the club's tax exempt status these reports shall be prepared after the end of the fiscal year. The Treasurer shall publish a financial report in the newsletter on a semi-annual basis.

The responsibilities of the Treasurer of NSC include as follows:

As custodian of the club funds, to keep an accurate account of club funds, to report on the financial status of the club and to have books available for audit, this implies

1. Keep accurate records of club receipts and disbursements.
2. Disburse funds as authorized by the Board.
3. Correlate event final reports and funds
4. Provide information to the President for preparation of the annual club budget.
5. Provide a monthly financial report for the Board meetings.
6. Provide a financial report at the general meetings.
7. Provide a year-end financial report for the newsletter.
8. Prepare State Franchise Form 199 for State of California, due Oct 15.
9. Prepare Non-Profit Tax Return Form 990 to the IRS, due Oct 15.
10. Prepare Statement of Information by Domestic Non-Profit Form SI-100 for State of California, due June to Nov on even years.
11. Maintain the NSC's certificate of registration with the State of California Seller of Travel Program (See "Seller of Travel Registration Process" document in Appendix A). Form 100-A, due Oct 22.
12. Maintain the NSC's participation in the Travel Consumer Restitution Corporation (required for SOT) by submitting renewal fee (See Appendix A), due Sept 22.
13. Review the NSC Policies for any policies pertaining to this position.
14. Train the successor Treasurer.

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

GUIDELINES FOR NSC SECRETARY

(From NSC Constitution and By-Laws)

Section 1. Duties and Responsibilities. The Board of Directors shall be responsible for promoting the purposes of the club. They shall attend all meetings, represent the membership in discussion and decision making, plan and participate in the club activities and promote public relations.

Section 3. Secretary. The Secretary shall record and keep all minutes of the meetings of the club and Board of Directors, conduct the correspondence of the club, be custodian-historian of the club's records, and maintain a current list of the members and their addresses. The Secretary shall publish a summary of major club decisions in the club newsletter at least once every six months.

The responsibilities of the Secretary of NSC include as follows:

Custodian of board meeting facilities, this implies:

1. Arriving early to open up the Board of Director's meeting room and facilities.
2. Reserving in advance the meeting room and facilities.
3. Responsible for arranging payment for meeting room and facilities.

To record and keep all minutes of the club, this implies:

1. To take the minutes of the club meetings.
2. Send a copy of agenda and minutes of previous meeting a minimum of 10 days prior to the board meeting to all Board members.
3. Review the NSC Policies for any policies pertaining to this position.
4. Train the successor Secretary.

To conduct all correspondence of the club, this implies:

Write correspondence as needed.

As custodian-historian of club records, this implies:

1. Store records of club events.
2. Maintain/store club photos.
3. Store official correspondence.

To publish the club's major decisions every 6 months, this implies:

Write article for newsletter every 6 months to identify any major decisions by the Board.

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

GUIDELINES FOR NSC TRIP DIRECTOR

(From NSC Constitution and By-Laws)

Section 1. Duties and Responsibilities. The Board of Directors shall be responsible for promoting the purposes of the club. They shall attend all meetings, represent the membership in discussion and decision making, plan and participate in the club activities and promote public relations.

Section 6. Trip Director The Trip Director shall coordinate transportation, lodging, Tour Leader selection, and trip cancellation with the club's "Travel Arranger" and/or the President. The Trip Director shall plan and administer all club weekend ski trips. Tour Leader Guidelines and all club winter equipment, songbooks, locks, and supplies shall be maintained by the Trip Director. The Trip Director shall submit Tour Leader Guidelines for approval by the Board of Directors each year.

The responsibilities of the Trip Director of NSC include as follows:

To coordinate all aspects of the club weekend ski trips; to submit tour leader guidelines for Board approval, this implies

1. Coordinate lodging arrangements.
2. Coordinate transportation arrangements.
3. Coordinate tour leaders for weekend ski trips.
4. Prepare weekend ski trip budget.
5. Prepare tour leader guidelines.
6. Submit tour leader guidelines for Board approval.
7. Set-up procedures for ski trip sign-up and cancellation.
8. Review the NSC policies for any policies pertaining to this position.
9. Train the successor Trip Director.

To maintain the club winter equipment, this implies:

1. Coordinate maintenance of the club skiing supplies and equipments.

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

GUIDELINES FOR NSC NEWSLETTER EDITOR

(From NSC Constitution and By-Laws)

Section 1. Duties and Responsibilities. The Board of Directors shall be responsible for promoting the purposes of the club. They shall attend all meetings, represent the membership in discussion and decision making, plan and participate in the club activities and promote public relations.

Section 7. Newsletter Editor. The Editor shall coordinate the publication and distribution of the Newsletter.

The responsibilities of the Newsletter Editor include as follows:

To coordinate, publish and distribute the newsletter, this implies

1. Set-up guidelines for submission of flyers and articles, to include any deadline dates, formats, etc.
2. Set-up guidelines about publicizing ski shops, other club events, other community events, etc.
3. Prepare a budget for the newsletter.
4. Request flyers and articles for all events.
5. Put together and publish the monthly newsletter.
6. Distribute monthly newsletter.
7. Prepare a newsletter final report.
8. Appoint and oversee the Webmaster.
9. Create PDF version of flyers and send to webmaster to facilitate timely publication of signup forms.
10. Print mailing labels, roster, ballot and survey.
11. Review the NSC Policies for any policies pertaining to this position.
12. Train the successor Newsletter Editor.

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

GUIDELINES FOR NSC MEMBERSHIP CHAIRPERSON

(From NSC Constitution and By-Laws)

Section 1. Duties and Responsibilities. The Board of Directors shall be responsible for promoting the purposes of the club. They shall attend all meetings, represent the membership in discussion and decision making, plan and participate in the club activities and promote public relations.

Section 8. Membership Chairperson. The Membership Chairperson shall be responsible for coordinating activities that promote membership in the NSC and for maintaining the NSC membership roster.

The responsibilities of the Membership Chairperson of NSC include as follows:
To coordinate activities to promote membership, this implies

1. To contact other organizations to promote NSC.
2. Promote membership at club events and other events.
3. Coordinate activities to promote membership (TGIFs, etc).
4. Set-up complimentary newsletter list for other organizations (CHI, LAAsian, etc.) or ski shops.
5. Provide a membership brochure for potential new members.
6. Provide information (membership brochure, flyers) to people who inquire about the club.
7. Coordinate sending of welcome letter, current newsletter, constitution, and by-laws, and membership list (when available) to new members.
8. Maintain list of non-members who have attended events and past members who have not renewed membership to publicize membership in the club.
9. Advise the Board on matters relating to membership.
10. Review the NSC Policies for any policies pertaining to this position.
11. Train the successor Membership Chairperson.

To maintain the NSC roster, this implies:

1. Provide mailing labels for newsletter use.
2. Provide mailing labels for other club use (nominations, Thank You Party, etc.)
3. Provide a directory of members for membership use. One to be provided for insertion into September newsletter and the second to be provided for insertion into the February newsletter.
4. Provide a confidential list of members to Board. The first will be made available by the board meeting including volunteer documentation.

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

GUIDELINES FOR NSC EX-OFFICIO (IMMEDIATE PAST PRESIDENT)

(From NSC Constitution and By-Laws)

Section 1. Duties and Responsibilities. The Board of Directors shall be responsible for promoting the purposes of the club. They shall attend all meetings, represent the membership in discussion and decision making, plan and participate in the club activities and promote public relations.

The responsibilities of the Ex-Officio of NSC include as follows
Serve as the Past President, this implies:

1. Coordinate the week long ski trip.
2. Attendance at the monthly board meetings.
3. Advise the Board on constitution and policies and their application.
4. Advise the Board on procedures and how to handle club matters,
5. Support the new Board of Directors during its transition.
6. Review the NSC Policies for any policies pertaining to this position.
7. Train the successor Ex-Officio.

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

GUIDELINES FOR NSC BOARD MEMBER

(From NSC Constitution and By-Laws)

Section 1. Duties and Responsibilities. The Board of Directors shall be responsible for promoting the purposes of the club. They shall attend all meetings, represent the membership in discussion and decision making, plan and participate in the club activities and promote public relations.

The responsibilities of a Board Member of NSC include as follows:

To carry on the management and business of the club, this implies:

1. Attendance at monthly board meetings.
2. Represent the club at large in voting on the club matters.
3. Review the NSC Policies for any policies pertaining to this position.

In support of club activities, the implies:

1. Coordinate a non-ski event.
 - a. Prepare a budget and flyer for presentation at the Board meeting.
 - b. Prepare a timeline for your event.
 - c. Establish a committee to organize your non-ski event and to involve others in your event.
 - d. Have a committee meeting with all your helpers to identify what will be done.
 - e. Ensure that someone will write a newsletter article on your event.
 - f. Prepare the final report in a timely manner.
 - g. Issue thank-you's to your helpers in the form of a newsletter article and a personal note, or in some cases a thank-you memento.
 - h. Provide a list on non-member participants to the Membership Chairperson.
 - i. Provide a list of event volunteers to the Vice-President for the Year End Thank You Party.
 - j. Provide a copy of the final report to the Treasurer and the Secretary.
2. Support and assist in all events when you can.
3. Show hospitality to all participants of events, especially those new to the club.
4. Promote the Club.

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

GUIDELINES FOR NSC WEBMASTER

The Webmaster position requires technical expertise that maybe hard to find in the club. In order for the position to be filled every year, it is not an Officer position (Officers may only serve two consecutive terms) but an appointed position. It is similar to the Supply Coordinator and Weekend Trip Coordinator positions which are appointed by the Trip Director. The Supply Coordinator and Weekend Trip Coordinator are compensated through the Trip Director's budget. The Webmaster position will be an item in the Newsletter Editor's annual budget and the Webmaster position is appointed by the Newsletter Editor.

The responsibilities of the Webmaster are to maintain the website which implies:

1. Hosting the website. The Webmaster must have a budget approved by the Newsletter Editor for hosting the website.
2. Maintain rights to URL. NSC's URL is www.niseiskiclub.org. There is an annual fee that must be paid to keep the registration of the URL. The Webmaster must have a budget approved by the Newsletter Editor for the URL registration.
3. Setting up the website and making sure it is accessible by members and non-members. The website is a good resource for members and non-members to get information about the club. This means that the website should be viewable by the public using the most popular web-browsers such as Microsoft's Internet Explorer and Mozilla's Firefox.
4. Making sure the content on the website is up to date. This means that ski trips, summer events, community events, and all signup forms (Membership, Ski Trips, and Events) should contain current dates, prices, and contact information. This also means making sure all links work properly.
5. Putting Newsletter Articles on the website. For club promotion purposes, articles from the Newsletter should be put on the website. The Webmaster should get from the Newsletter Editor an electronic copy of the Newsletter. There are several privacy issues raised by putting the newsletter on the website. The Webmaster must be aware of the following issues: a) The website can potentially be viewed by anyone. b) NSC members may not want their picture, name, or address published in a public forum. c) NSC may be liable for any breach of privacy. d) Only several hundred people visit the NSC website per month, most likely members and friends/co-workers of members who have an interest in joining. But because of this privacy issue and reduction of unwanted spam, the Board had decided to remove specific information from the website such as phone numbers and email addresses.
6. Forwarding email to the respective Officers and Board Members. Through email aliasing, emails should be forwarded from official NSC email addresses to the respective recipients.
7. Maintaining the membership database software for electronic distribution of newsletters and notifying the membership of upcoming events. Note: the responsibility is for the software only. Membership Chair is still responsible for entering membership data and ensuring that the data is correct.
8. Keeping backup copies of website content. In case of the website crashing or disk failure, at least one copy of all files on the website must be stored on a separate system or on removable media. This also facilitates handing over the contents of the website to a succeeding Webmaster.
9. Handing over the website to a new Webmaster. The Webmaster must make available to the succeeding Webmaster the login information for both the website and email mailbox, and electronic copies of the files on the website.
10. Review the NSC Policies for any policies pertaining to this position.

The benefits to the Webmaster for maintaining the website is:

The Webmaster shall be reimbursed for a standard two-day weekend ski trip with a maximum reimbursement of \$150.

NSC GUIDELINES FOR EXECUTIVE BOARD MEMBERS

APPENDIX A CA Seller of Travel (SOT) Registration Process

1. Our CA SOT registration certificate is valid for 1 year, and must be renewed by October 22 of each year. As a registered SOT, we are required to be a participant in the Travel Consumer Restitution Corporation (TCRC). The TCRC renewal is due on September 22 of each year, one month before the SOT renewal. These websites contain information regarding the renewal process:

CA SOT: <http://ag.ca.gov/travel/forms.php>
TCRC: www.TCRCinfo.com

2. In between SOT renewal dates, major changes to registration data must be communicated within 10 days of the change. The officers listed on the registration are President, Treasurer and Secretary. Therefore, a Form 500 amendment should be filed within 10 days after there has been a change to any of these officers (usually right after the new FY in June). Additionally, at the time of renewal in October, a full renewal form must be submitted. All forms are available at the Seller of Travel Program's website at: <http://ag.ca.gov/travel/forms.php>
3. 30 to 60 days before renewal, NSC should get a reminder from the SOT program office as well as from the TCRC. These reminder notices should state the fee amounts needed for renewal. While the SOT program fee is pretty stable, the TCRC amount may vary quite a bit from year to year based primarily on the payment of consumer claims during the year. (In 2010, the SOT program fee was \$100 and the TCRC assessment was \$120. The NSC Treasurer received the SOT reminder via regular mail and the TCRC reminder via e-mail.)
4. The NSC must maintain a separate trust account for the trip deposits from members for trips that cost over \$300/person. (In 2010, the trust account is the CHASE Bank "STA" account). Withdrawals from this trust account must be in compliance with Section 17550.15 of the Seller of Travel law which can be found at: <http://ag.ca.gov/travel/statute.php>