**Nisei Ski Club Nominations Procedure**

Please Nominate Nisei Ski Club Members to fulfill the following positions:

1. President 7. Membership Chairperson
2. Vice President 8. Board Member 1
3. Treasurer 9. Board Member 2
4. Secretary 10. Board Member 3
5. Trip Director 11. Board Member 4
6. Newsletter Editor

Please read the job description of each position on the following pages and fill in the Nomination Form to Nominate Members for each position and email to **elections@niseiskiclub.org**

Our Request: Please contact the person you are nominating to see if there is interest in running for the position. Thank you!

**Instructions for Nominations**

1. Review the Board Job Descriptions.
2. Fill out the Nominations section.
3. Save the document to preserve your nominations.
4. Email your updated form to: elections@niseiskiclub.org.
5. Deadline for Nominations is Sunday, 20 April.

**Nisei Ski Club Officer and Board Job Descriptions**

PRESIDENT

The President presides at all meetings to supervise and direct the club's affairs, appointing committees as deemed necessary. The President maintains inter-club relationships, prepares the annual club budget, and administers club operations of club matters via budgets and policies.

**VICE-PRESIDENT**

The Vice-President advises the president and stays current on administrative matters so that he can take over all duties of the President when necessary, He is an advisor member of all committees and assists in the transition of the new board at the end of the fiscal year. He supervises the nomination and election of the NSC Board for the new fiscal year. The Vice President also promotes and coordinates non-ski events and is responsible for bringing information of prospective new events to the board for discussion and setting dates for events. He ensures the event is properly advertised and meets the requirements for running the events.

**TREASURER**

The Treasurer shall be custodian of the club funds. The Treasurer keeps an accurate account of receipts and disbursements. The Treasurer shall disburse funds and bill accounts receivable as ordered by the Board of Directors, render to the President and the Board of Directors, whenever requested, the financial condition of the club, and prepare a financial report for the club and submit the necessary reports to the State Franchise Tax Board and the Internal Revenue Service

**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.

**TRIP DIRECTOR**

The Trip Director shall coordinate transportation, lodging, Tour Leader selection, and trip cancellation with the club's "Travel Arranger”. The Trip Director shall plan and administer all club weekend ski trips. Tour Leader Guidelines and all club winter equipment 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.

**NEWSLETTER EDITOR**

The Newsletter Editor shall coordinate the publication and distribution of the newsletter. The Editor prepares a budget, sets up guidelines for submission of flyers and articles, and publicizes club events through the newsletter and emails. The Editor coordinates email distribution and web publication of the newsletter with the NSC Webmaster.

**MEMBERSHIP CHAIRPERSON**

The Membership Chairperson shall be responsible for coordinating activities that promote membership in the club and for maintaining the membership roster. This includes contacting other organizations, updating the membership brochure, coordinate sending of the welcome letter to new members, maintain a list of non-members who have attended past events or non-renewed members to publicize club events, and advise the Board on matters relating to membership.

**BOARD MEMBER**

The Board Member represents the club in voting on club matters, coordinates a non-ski event, supports and assists at club events, and shows hospitality to participants of events, especially to those new to the club.

**Nisei Ski Club Officer and Board Member Nomination Form**

**President**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice President**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Treasurer**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trip Director**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Newsletter Editor**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Membership Chairperson**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Member**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email to** **elections@niseiskiclub.org**