

CVDGC BOARD MEMBER ROLES AND RESPONSIBILITIES

PRESIDENT

- Establish dates of AGM and regular meetings
- Steer the development of annual club goals
- Direct meetings and prepare meeting agendas
- Act as the spokesperson and key contact for the club
- Delegate responsibilities to other board members and members at large

VICE PRESIDENT

- Assume meeting responsibilities if *pres.* or *sec.* unavailable
- Help steer the development of annual club goals
- Guide the organization of club events
- Support president in delegation of responsibilities to other board members and members at large
 - Act as key contact for the club

SHARED RESPONSIBILITIES

- Champion the club's constitution, bylaws and responsibilities
- Propose and vote on club expenditures
- Ensure a healthy club culture through organizing and attending club events
- Introduce ideas to improve the club

TREASURER

- Manage club finances
- Deposit and track all club revenues
- Pay for/Reimburse for club expenses
- Complete a balance sheet for the Fiscal Year
- Complete a financial statement for the Fiscal Year
- Report on club financial position at AGM
- Submit financial documents to keep club in good standing with Province of BC

SECRETARY

- Keeps minutes at board meetings
- Ensure there is a quorum, (3 voting members)
- Keeps a list of current members
- Ensures the directors, by-laws and financial documents are current with the Province of BC
- Make minutes, bylaws, and financial documents available to members when requested

Members at Large/Course Contacts

Members at large are actively involved club members that attend board meetings, participate in ongoing discussions, and contribute volunteer hours where possible. Responsibilities are more general and often come as delegated by board members. Course contacts are members at large, that have the added specific responsibility of dealing with common affairs at a particular course, such as organizing a work party, fixing a teepad, or contacting a municipality. Typically, course contacts live fairly close to their course.

Voluntary Sign-up

1. Member at Large -- _____
2. Member at Large -- _____
3. Member at Large -- _____
4. Course Contact for Lake Trail -- _____
5. Course Contact for Cumberland -- _____
6. Course Contact for Comox -- _____