Section 2: Board Members Job Descriptions

The Board of Directors responsibilities include, but are not limited to, those described below. All Board members are expected to attend all Board meetings and vote on club matters. Responsibilities and duties are subject to changes in SIA requirements. SIA descriptions for President, Secretary and Treasurer are located at https://soroptimist.lb1.lifeblue.us/for-clubs-and-members/for-clubs/club-administration.html

I. The **President** is the chief officer of the Club, and shall:
   A. direct the business of the Club
   B. preside at the meetings of the Club and the Board
   C. appoint all committees unless otherwise provided for in these bylaws or in a motion authorizing a committee with stipulated members
   D. appoint a parliamentarian
   E. be ex-officio member of all committees, except the Nominating Committee
   F. be authorized to sign checks, credit card payments and other financial transactions
   G. serve as Club Delegate to the Federation Convention when President Elect, when attending Region Conference as President, or at other meetings with Board and member approval
   H. act as liaison to the Giving Committee and Administration Committee.
   I. appoint ad hoc committees with Board approval
   J. and, may form a leadership team consisting of the President, President-elect and Vice President and/or others of the President's choosing

II. The **President-elect** shall perform the duties of President in the absence of the President, and shall:
   A. serve as the Club's alternate Delegate to the Federation Convention when Incoming President-Elect is not attending; or serve as Delegate if the President is not attending.
   B. act as liaison to Fundraising Committee, the Communications Committee and be a member of the leadership team, if formed
   C. be authorized to sign checks credit card payments and other financial transactions
   D. be responsible, along with the Vice-President, for the President's Book
   E. coordinate the selection of the location and the cost of lunches and sign the contract for her Presidential year with the approval of the Board and membership.
   F. Submit form 200 to SIA with all new officer information due by July each year

III. The **Vice-President** shall preside in the absence of the President and the President-elect, and shall:
   A. act as liaison to the SI Objectives and Events Committees, and be a member of the leadership team, if formed
   B. act as Delegate if elected delegates and alternate delegates cannot serve
   C. be responsible, along with the President-elect, for the President's Book
   D. ensure that District, Region and Federation award applications and Program Focus Reports are submitted when due.

IV. The **Treasurer** shall:

   A. oversee all financial matters

B. be authorized to sign checks
C. pay dues and other remittances required by SIA and the Sierra Nevada Region.
D. pay bills as authorized by the Board and the membership
E. Reconcile bank statements
F. secure insurance policies as required by SIA and SI Chico
G. submit a written financial report at each Club business meeting and Board meeting, and at other times when requested by the President or the Board
H. when the June 30 Legacy Fund statement is received, calculate the amount that will be available for the Service and Awards and Recognition Committees
I. consult with the Club Investment Advisor as necessary to streamline and update the Legacy Fund Portfolio
J. serve as member of the Administration Committee
K. ensure, with the Club CPA, that all tax returns are filed, including federal returns and, in August, California form CT-NRP-1 to the Attorney General [raffles]
L. ensure, with the Club CPA, that Form 1099 is prepared by January 31, from information provided by the Giving Committee, and submit forms to the Club CPA
M. perform any other duties set forth in the SIA Club Treasurer Guidelines found on the SIA website

Note: 2018/19 Club year: Investment Advisor – James Braziel / Club CPA – Joan Stoner / Background check vendor – Infocubic

V. The **Treasurer-elect** shall:

A. become familiar with the duties of the Treasurer
B. act as Treasurer in the absence of the Treasurer
C. receive and deposit funds
D. assist the Treasurer with the duties of the office in order to provide good separation of duties for audit and security purposes
E. be responsible for collection of dues with the assistance of the Club CPA
F. be authorized to sign checks in the absence of the Treasurer
G. serve as a member of the Administration Committee
H. acknowledge all donations including appropriate IRS statement
I. submit applications for SIA Youth Compliance Reports to vendor and maintain records.

VI. The **Club CPA** is an ex-officio, non-voting, a Board member responsible for:

A. filing Club tax returns
B. filing California form CR-NRP-1 to the Attorney General (raffles) in August
C. maintaining QuickBooks records at the direction of the Treasurer
D. preparing and submitting financial reports for the Treasurer to review
E. prepare form 1099 by January 31 and Submit to Internal Revenue Service by February 28th

VII. The **Recording Secretary** shall:

A. record the minutes for all Board, business and special meetings

B. be custodian of the permanent records of the Club; forwarding all inactive records to the Archivist
C. submit to the membership the minutes of the business meetings and recommendations of the Board
D. prepare the agendas for the Board and Club business meetings as directed by the President
E. Upload records to Dropbox on a monthly basis

The **Corresponding Secretary** shall:

A. collect and distribute mail
B. check voice-mail and e-mail and forward appropriately
C. With the President, distribute all other official Club correspondence
D. Create club correspondence such as thank-you letters etc. as directed by the President
E. Copy/scan all thank you notes and other acknowledgements and download into Dropbox before distribution to appropriate committee

IX. The **Director(s)** and **Delegate(s):**

A. SI Chico has combined the office of Director and the responsibilities of Delegates into Director/Delegate and Director/Alternate Delegate
B. All four **Directors** are elected officers and voting members of the Board or Directors and shall:
    1. oversee the recognition of members that go above and beyond expected duties and recognize them at Business Meetings
    2. act as liaison between the membership and Board; answer or make referrals to answer questions. When necessary, hear sensitive issues, seek resolution, and refer the member with concerns to the President. This may require maintaining confidentiality
C. Two Directors are also designated **Delegates** and two are **Alternate Delegates**. If one or both Delegate(s) cannot attend an event, the Alternate Delegate(s) take their place. If none of the Delegates or Alternate Delegates can attend, the President will appoint ad hoc Delegates. Delegates shall:
    1. attend district meetings and SNR meetings and conferences when called. They vote on any ballot measures presented at a meeting
    2. at the request of the President, review candidates for office at the district, region and international levels and make recommendations to the Board for approval
    3. reviews calls to conference and inform the club of the event and logistics for attendance; coordinate registration, housing and transportation to meetings
    4. report decisions and meeting highlights to the membership. Reports are sent to the E-blast and transferred to Dropbox.
    5. along with the President, announce upcoming SI Chico events at district and region meetings
    6. at the SNR Conference shall:
        a. create a raffle basket for the SNR Conference with the $100 budgeted and contributions from members
        b. sell raffle tickets at club if requested
        c. prepare a display of SI Chico highlights for display at the conference