

BOARD MEMBER

Volunteer Opportunities

Elected or Appointed Positions

President -This can be one person or co-presidents as we have now.

- Communicate with GVR
- Preside over Board Meetings
- Represent the league in community activities concerning the league
- Be a contact point for all members with questions or concerns
- Act as host for league at meetings

First Vice-President/President Elect/Nominations Chair One person or co-vice Presidents.

- Fill in if President is absent.
- Be responsible for GVR facility reservations
- Attend monthly board meetings
- Agree to serve as President of the League in the year immediately following his or her term.
- Learn league business so the transition to President will happen smoothly.

Second Vice-President

- Responsible for the General Meeting.
- Attend monthly board meetings
- In the absence of President and First Vice President, Second VP performs duties of president.

Secretary

- Record and distribute minutes of each board meeting
- Attend monthly board meetings

Treasurer

- Responsible for the League's funds
- Keep full and accurate accounts of all receipts and disbursements using Quicken software
- Deposit all monies
- Provide written and verbal financial reports at each Board meeting
- File the year-end financial statement with GVR; and file IRS Form 990-N (e-Postcard).