

Board Members Job Descriptions

Year-Round – Summer meetings can be held via ZOOM

President - This can be one person or co-Presidents

- Communicate with GVR
- Preside over Board Meetings
- Represent The League in community activities concerning The League
- Be a contact person for all members with questions or concerns
- Function as host for The League at meetings

First Vice-President - This can be one person or co-Vice Presidents

- Fill in if President is absent
- Attend monthly Board meetings
- Be responsible for GVR facility reservations and room requirements
- Consider serving as President of The League in the year immediately following their term
- Learn League business so the transition to President can happen smoothly if it occurs

Second Vice President

- In the absence of President and First Vice President, performs duties of President
- Attend monthly Board meetings
- Responsible for development of Monthly General Meeting program
- Responsible to find, engage and coordinate with demo artists
- Coordinate technology and facilities for the Monthly General Meeting

Secretary

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

Suggested process:

- Sunday before meeting: Board members will email any reports to the other Board members for review before meeting, highlighting any actions needed
- Thursday after Board meeting: Board members receive minutes for review and comment
- Sunday after Board meeting: Board members' comments or changes are due to the Secretary
- Third Tuesday of the month: Minutes are complete (but not approved until following Board meeting). Secretary will send a draft copy to Board members and Team Leads to stay informed or take action.
- Keep League Organization Chart and Board and Team Descriptions updated regularly and coordinate with Volunteer Team Lead
- Generate a list of discussion items that need to be shared with the Newsletter Editor if needed

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)
- Create budgets for The League
- Keep inventory of items in The League Studio