

## **BOARD MEMBER/OFFICER/COMMITTEE CHAIR DESCRIPTIONS**

### **CHAIR**

- Run each meeting
- Create meeting agendas and ensuring secretary distributes 3-days prior to meeting
- Ensure all chairs and officers are meeting expectations of their role, make assignments, ensure timely completion
- Resolve conflicts

### **VICE-CHAIR**

- Perform duties of chair in their absence
- Complete tasks as requested
- Organizes and delegates all social media/website posts and announcements and ensures completion

### **SECRETARY**

- Notifying members of monthly meetings
- Keeping record of proceedings of all meetings
- Distribute an agenda no less than 3 days prior to the meeting This includes posting online/emailing to members
- Distributes meeting minutes within 5 days of meeting to board members
- In the absence of Chair and Vice Chair, steps in to run monthly meeting

### **TREASURER**

- Outlined in by-laws

### **ACCESS**

- Create goal-based plans for all closed areas
- Be ready to react and respond to any unforeseen closures/threats of closures

### **MAINTENANCE**

- Organize and run year rebolting or education events with members
- Be ready to fix/maintain any local area crags

### **COMMUNITY**

- Outlines, organizes, and delegates all community functions for that term/year
- Take the lead on organizing and delegating all aspects of yearly member meeting and banquet dinner

### **ALL**

- Engage with members in a way that aligns with our mission statements
- Remain committed to responsibilities

## **EXPERIENCE/SKILLS THAT MAY BENEFIT THE ORGANIZATION**

- |                      |                        |                           |
|----------------------|------------------------|---------------------------|
| • Web Design         | • Marketing            | • Non-profit Experience   |
| • Enthusiasm         | • Legal Expertise      | • Business/Finance        |
| • Trail work         | • Climbing Education   | • Climbing Access Issues  |
| • Graphic Design     | • Photography          | • Volunteer Coordination  |
| • Fundraising        | • Event Coordination   | • Staffing/Tabling Events |
| • Anchor Replacement | • Sponsorship Contacts | • Public Speaking         |