

## Arctic Orienteering Club - Board of Directors – Description of Positions

The Club Board of Directors consists of 13 positions: 10 officers and 3 members-at-large. The one-year terms for each position start and end at annual meetings (usually held in August of each year). The following excerpts from the Club bylaws (22 Sept 2006) describe the positions and duties:

**7.1 Officers.** The officers of the Club shall be the President, the seven Vice-Presidents, the Secretary, and the Treasurer. All officers shall be members of the Club in good standing and shall perform the duties prescribed by these Bylaws.

**7.2 President.** The President shall coordinate the affairs of the Club and preside at meetings.

**7.3 Administrative Vice President.** The Administrative Vice-President shall assist the President and shall assume the duties of the President in the President's absence.

**7.4 Secretary.** The Secretary shall maintain current records of the general affairs of the Club, including meeting minutes and correspondence. The Secretary shall keep the Articles of Incorporation, Certificate of Incorporation, Bylaws, Policy Guidelines and resolutions in a binder, and may post any of these documents on the Club's webpage.

**7.5 Treasurer.** The Treasurer shall maintain accurate and current records of the financial affairs of the Club.

**7.6 Vice President of Media.** The Vice President of Media shall promote the Club and specific events, including disseminating news of Club activities (newspaper and website), and contacting potential sponsors for donations.

**7.7 Vice President of Equipment.** The Vice President of Equipment shall store, care for and monitor the Club's equipment, including providing forms and supplies for Club functions.

**7.8 Vice President of Mapping.** The Vice President of Mapping shall identify and review locations suitable for Club events and coordinate the preparation of suitable maps.

**7.9 Vice President of Training.** The Vice President of Training shall organize and direct the teaching of orienteering skills in schools, lectures and workshops.

**7.10 Vice President of Events.** The Vice President of Events shall propose a schedule of events, secure permission from land owners, designate meet directors for events, and coordinate assistance and training for meet directors.

**7.11 Vice President of Membership.** The Vice President of Membership shall maintain an accurate and current list of members and interested non-members, and shall notify those whose membership has expired.

**7.12 Officer Benefits.** Each Officer shall receive a free individual membership and season pass or a 50% discount on a family membership and season pass.

**8.7 Members At Large.** The three Members At Large shall be elected to the Executive Board at the Annual Meeting (*These are not officers and do not receive officer benefits. The bylaws do not describe their duties. Generally, they attend Board meetings and volunteer to assist with other Officer's duties.*)