

**AUSTIN SKIERS, Inc.**  
**AUSTIN SKIERS OFFICERS AND DIRECTOR DUTIES**

Prelude: This document specifies the individual duties of the officers and the director. The group duties of the Executive Committee are specified in the Club Bylaws, Financial Guidelines, and Standing Rules.

**President**

The President is the principal executive officer of the Club and shall supervise and coordinate all the business of the Club. The President performs the following specific duties:

Prepare an agenda and preside at all General Membership meetings, the Executive Committee (EC) meetings and Financial Review Committee meetings. For other Club meetings, the President may attend or not, as appropriate.

Designate an officer or director to act as parliamentarian at all meetings of the Executive Committee and at general membership meetings.

Sign any instruments which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Club.

Serve as the second signature on the Austin Skiers bank account and on the Financial Review committee.

Subject to approval of the Executive Committee, appoint a successor to any office that has become vacant, other than the Presidency, before the next meeting of the general membership.

Act as the official Austin Skiers spokesperson, or appoint an alternate EC member, in all speaking opportunities and during Texas Ski Council Delegates meetings. The VP of Trip Planning shall serve as the spokesperson during the annual TSC Bid Meeting.

Assign an Executive Board member with the approval of the Executive Committee the task to Develop and execute marketing programs that recruit new members and increase membership retention.

Serve as an ambassador, customer service and marketing agent for the club, position the club in a positive way to the public, our members, and other organizations. Welcome new members and recognize the work of club volunteers.

Pay the annual dues for the Austin Skiers PO Box each June. Check the PO Box at least once each month or if needed assign the task to an EC member. There are two PO Box keys assigned to Austin Skiers.

Serve as the "Registered Agent on Record" with the State of Texas. After coming into the role of President, go to the Texas Secretary of State Website and complete the online form to update/change contact information as the "Registered Agent on Record". Pay filing fee and request reimbursement through Treasurer. Austin Skiers record # is 27233801.

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Manage the list of EC members eligible for participation on Familiarization (FAM) Trips offered through vendors or the Texas Ski Council. Assign FAM rotation order based on current years of service on board members. EC members must be able to ski all blue runs to be considered for FAMs to ski destinations. Those who attend a FAM trip shall submit a written report during the next EC meeting and move to the bottom of the rotation list to allow others a chance to participate in future FAM trips.

Perform other duties as assigned by the Executive Committee.

**Estimated number of hours per month: 20 or more hours per month**

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**Trips Vice President**

The Trips Vice President is responsible for all trips approved and authorized by the Executive Committee. The VP shall perform the following specific duties:

**Management and Supervision of all trips:** Assume the responsibility of newly approved slate of trips. Keep a folder for each trip that includes trip contract, trip budget sheet, schedule listing payment due dates, IETs submitted, deposits already paid, promotional information and other important documents.

- Work with VP of Programs to finalize details regarding the Trip Presentation meeting for the members in August. Ensure there is one table per trip available, AV equipment with a screen, agenda, and microphone. Schedule a rehearsal at location 2-3 days prior to the actual meeting date.
- Review Trip Cancellation Policy to ensure information is up to date. If needed share recommended changes regarding the Trip Cancellation Policy to the EC for approval prior to the Trip Presentation meeting in August.
- Work with Communications VP to develop marketing pages and registration pages for each trip on Wild Apricot. Using each trip contract as a guide, ensure all marketing information **accurately** describes the level, location and type of lodging, distance/access to slopes, bedding configurations, length of bus ride from the airport to resort, and more.
- Reserve meeting space for the in-person trip chair training session. Plan to accommodate trip chairs, assistants, and new board members for a 4–5-hour training session regarding how to manage trips. Provide a reasonable lunch, non-alcoholic beverages and/or snacks.
- Review and if needed update all documents in the Trip Management Help section of our website, Trip Chair (TC) and Assistant Trip Chair (ATC) responsibilities, and application form prior to promoting the call for Trip Chairs.
- Work with Communications VP to issue a call for Trip Chair candidates (and trip assistants if applicable) through a variety of promotional tools including email messages to current members and previous trip leaders, the club's monthly newsletter, postings to the club's website. Include a link to responsibilities and the updated TC/ATC application form.
- If needed, seek advice of other board members to help identify potential trip chairs and gather details on who has served in the past.
- Interview each trip chair candidate to ensure they the necessary skills, are capable of fulfilling their responsibilities and that they understand the expectations, responsibilities and time commitment involved. Match them with trips based on experience or similar parameters.

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- Recommend to the Executive Committee a slate of candidates for the positions of Trip Chair and Assistant Trip Chairs by early July.

**Training:**

Conduct classroom training for all Trip Chairs and available assistants using the Trip Chair training materials. Follow up with those unable to attend the training to conduct a training session virtually or in a one-on-one setting. (Materials can be found on the Trip Management Help webpages)

Specific topics include among others:

- I. Review Austin Skiers Financial Guidelines, Bylaws, Standing Rules, Officer Duties, and Confidentiality and Privacy statement.
- II. Expectations of Trip Chairs and reimbursement guidelines
- III. Trip Promotion
- IV. Communications with members
- V. Party Planning
- VI. Trip Administration using Wild Apricot and financial transactions with the Treasurer
  - A. Accepting & depositing payments from trip registrants
  - B. Requesting payments to vendors and refunds to registrants
  - C. Monthly reconciliation of the trip financial information in the Treasurer's reports
  - D. Providing reports to vendors, such as:
    1. Lodging Rooming List
    2. Airline Passenger List
    3. Lift Ticket and/or Sightseeing Orders
    4. Itinerary and contact information to the bus company
  - E. Conduct the Financial Closeout Audit at the end of the trip in coordination with the VP of Trips and Treasurer.

Ongoing: Provide individual training and assistance to Trip Chairs and Assistants as needed.

**Supervising:**

Monitor and provide guidance to trip chairs to ensure:

- Contracts are paid on time
- Trip payments are being received and deposited properly
- Each trip's financial information is reconciled monthly with the Treasurer's report
- Correspondence with trip participants is timely, appropriate, and accurate

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- Ensure concerns or conflicts are resolved and important concerns are presented to the board.
- Attend pre-trip when possible or find a board member to attend.

**Other Admin Responsibilities:**

- Provide a written trip progress report to the board each month
- Enter Officers Credits and Trip Chair Credits into the Wild Apricot Event Management system
- Approve all refunds to trip participants, ensure the refunds are entered correctly in Wild Apricot
- Review, and jointly approve with the Treasurer, the financial closeout audit for all trips
- Organize the post trip party
- At the end of the season, ensure that no member has any lingering financial transactions (overpaid or past due) in Wild Apricot
- Appoint three (3) people to serve on the Trip Planning Committee
- Serve as a delegate to the annual TSC Bid Meeting
- Serve as a member of the Financial Review Committee
- Perform other duties as assigned by the Executive Committee.

**Estimated number of hours per month: 100-150 hours per month**

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**Trip Planning Vice President**

Secure the Trip Planning Committee: Director plus three (3) members appointed by the Trips Vice President and additional members selected by the Trip Planning Vice President.

Work with the VP of Communications to promote the need for club members to participate on the Trip Planning Committee. Utilize emails to members, club newsletter, announcements during happy hours and club meetings.

Set up and preside at all Trip Planning Committee meetings.

- There are usually 3-5 meetings which take place from January through April with the possibility of a meeting in May.
  - The committee may have as many as 10-15 club members with varying experience in leading trips or trip planning
- Purchase food and beverages for the committee meeting attendees if needed.
- Prepare and distribute the meeting agendas
- Train the committee members on what information is needed to make good decisions
- Review the research collected by committee members.
  - Research trip destinations and planning for the upcoming year's trip schedule, with consideration of TSC trips
- Organize the research results to decide which destinations should be selected for which time slots. Produce and send a trip planning survey to members to get their feedback.

Serve on the Texas Ski Council (TSC) pre-select committee when required per TSC rotation.

Serve as a delegate to the annual TSC Bid Meeting held Friday to Sunday during one weekend in April.

Attend Mountain Travel Symposium: usually held Wednesday to Sunday during one week in April.

Request contracts from the chosen destinations, airlines, ground transportation and lift ticket suppliers.

- Review and negotiate changes to the contracts.

Propose a trip schedule for the approval of the Executive Committee including the costs estimates for each trip.

- Complete all of the trip budgets and finalize the prices prior to publishing the trip description webpages.

Collect and organize the information needed to promote the trips on the club's website.

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Assist the VP of Trips throughout the year.

Perform other duties as assigned by the Executive Committee.

**VP Trip Planning - Estimated number of hours per month:**

August through December: Attend EC and general membership meetings – 3 hours/month; Assist VP of Trips – 5-10 hours/month.

January - March: Attend EC and general membership meeting – 3 hours/month; Assist VP of Trips – 1-2 hours/month. Recruit committee members, prepare for and conduct meetings - 8 hours/month

April – July – Attend eC and general membership meetings - - 3 hours/month; Review and obtain approval of contracts and prepare Budget Sheets for all trips – 40 hours/month; Assist VP of Trip – 5-10 hours/month.

March, April, May, June - 100 hours/month

**Experience needed:** It is highly desirable that the candidate have previous trip chair & trip planning experience. Ability to work with spreadsheets.

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**Treasurer**

The person serving as Treasurer should have bookkeeping/accounting experience or clearly understand the process of income & expense accounting and be familiar with QuickBooks and Excel. Duties include:

Follow the Financial Guidelines established by the Executive Committee.

Authorize and oversee the receipt and disbursement of all Club funds.

Deposit all revenues within seven (7) days of receipt by the Treasurer.

Maintain accurate and complete financial records.

Monitor EC budgets and raise concern when needed.

Generate PayPal invoices as needed.

Prepare a monthly financial statement which shall be presented to the Executive Committee and an annual financial statement for the general membership at the Annual Meeting.

Work with the Trip Vice President regarding financial matters of all trips. Work closely with trip leaders and assist with trip close outs.

Serve as a member of the Financial Review Committee.

Prepare Income Tax report at the end of reporting year.

Perform other duties as assigned by the Executive Committee.

**Estimated hours in performing Treasurer duties: an average of 40-60 hours a month. Some months will be a light workload and some months heavier.**



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**Director/Membership**

This position is restricted to those with previous experience on the board. (See Bylaws)

The Director shall perform the following specific duties: Provide guidance and assistance to Executive Committee as necessary; Lend active support to all Club activities; Work with local ski shops to build/maintain relationships with store managers and enhance awareness and promotion of Austin Skiers to their clients. Serve as ambassador for the Club by welcoming members at Happy Hours, General Membership Meetings and when appropriate at Special Activities. In addition, order business cards and promotional material as determined by the EC.

Ski Shops - Visit each store manager 5-6 times each year to drop off promotional materials, business cards, share upcoming Austin Skiers trips, and assist in-store gathering or meetings:

- Work in coordination with VP of Programs and/or VP of Special Activities to schedule a club meeting and/or happy hour at each ski shop for club members and guests to attend.

Serve as a greeter at regular monthly Club meetings or get a volunteer to assist if not able to attend.

Membership – Record checks if received from members/new members, record transaction in their Membership Profile in Wild Apricot, deposit checks into the Club bank account on a timely basis and inform the Treasurer via email accompanied by an IET. On at least a monthly basis order name badges for new members. Assist current members who wish to pay for a replacement or additional name badge with the Club approved vendor.

Perform other duties as assigned by the Executive Committee.

**Estimated number of hours per month: Varies – could be 50-60 hours per month depending on duties assigned.**

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**Program Vice President**

**The Program Vice President shall be responsible for all Club meetings and programs and shall perform the following specific duties:**

Determine and submit appropriate annual budget in June for EC approval. Monitor and report expenditures each month throughout year.

Research and confirm locations for Membership meetings 5-6 months prior to meeting dates (see list below). Determine menu, room set up, equipment, and details. **Obtain a contract from each venue and get approval from EC prior to signing or paying a deposit.** If possible alternate north/south locations. When appropriate seek out venues that allow beer or wine to be brought in at a low or no cost venue. Ask for volunteers in advance to assist with set up or clean up, greet members, check in attendees, distribute door prize tickets, etc. **Pay event/meeting bills using Austin Skiers credit card (coordinate through the club's Treasurer).**

Promote all meetings by entering information into Wild Apricot social calendar. Send emails to members 6 to 8 weeks prior to meeting date and follow up reminder emails one month out, two weeks out and one week out. As determined by the EC, set up registration page and collect payment in advance.

Provide a status report to EC regularly or at least each month.

**Regularly scheduled meetings:** (Bring your copy of the venue's contract to each event/meeting. Provide blank peel and stick name tags for those who may forget their name badges and door prize tickets.

- Annual Business Meeting (May) – Set up this meeting classroom style with a podium, AV equipment and microphone for reports to be shared and voting to occur. This meeting may be held in a hotel or other meeting space. If allowed, provide food, or heavy snacks, wine, beer, water, and other beverages. Or work with venue to set up food and a cash bar with water station. Expect 100+ attendance. Registration is recommended. (No charge to attendees)
- Summer Party (July) – Set up “party” in a location large enough to seat 60-90 people at a minimal cost. Provide DJ with microphone, tables/chairs, food, beer, wine, water, and other beverages. Email members to register for an estimated head count and collect payment.
- Trip Presentation Meeting (August) – This meeting is usually scheduled in a large venue that can seat 100+ people classroom style with AV equipment, big screen, podium, and microphone to allow trip chairs to present information about their trips. Trip tables line the perimeter of the room for members to visit directly with trip chairs about trip details. Arrange for food or heavy snacks, beer, wine, water station, or cash bar. Work with EC to secure door prizes. (Registration to attend is not required. There is no charge to attendees)

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- December Holiday Party (Dec) – Set up party in a nice venue that is large enough to seat 100+ people. Provide DJ, dance floor, plated or buffet meal, round tables, microphone. Ask EC to help secure door prizes and provide two Austin Skiers gift certificates to be applied to trips. In Sept or early Oct, share budget, contract, and menu options with EC for feedback/guidance. Determine amount to charge members to offset costs if necessary. Registration and payment in advance is required.
- Ski Shop Meetings (Usually October, November and/or December) – Work with the Director to schedule these meetings early on. Bring in and set up pizza, beverages, water, wine, and beer. Bring door prize tickets. Shops will provide tables for food and beverages, chairs, speaker, door prizes and discounts.
- Promote the monthly meeting schedule through the social calendar on the club Web site, email reminders, Facebook, and club Newsletter.
- Ensure door prizes are donated for each meeting. Ask EC members to help secure door prizes;
- Submit expenses to be paid to Treasurer on a timely basis.
- Perform other duties as assigned by the Executive Committee.

**Estimated number of hours per month: 10 hours or more per month.**

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**Special Activities Vice President**

The Special Activities Vice President shall: Coordinate planning of special activities, as necessary; Present a special activities schedule for the approval of the Executive Committee; Update the website with the activities details. Schedule activities 3-4 months ahead and report progress to EC each month. Perform other duties as assigned by the Executive Committee. Estimated breakdown of time spent on Special Activities: 15 to 18 hours per month

**Happy Hours: Two per month**

Research restaurant or bar locations in north and south areas of Austin, alternating areas bi-monthly. Promote all happy hour locations and times at least two months prior via Austin Skiers social calendar, Facebook, and newsletter. Send reminder emails to members 2 or 3 times prior to date. Steps:

- Secure space through the venue's manager or appropriate staff. Follow up with contact via email to confirm the determined date/time that we will be there.
- Call and email your contact once again the day before the date to expect our group.
- Arrive early to ensure the space is ready. Set up table signs and have blank name tags for members who need them. Take photos and do a head count. If you are not able to attend recruit someone to take your place.
- Post photos to Facebook or Instagram after each event.
- Send a thank you note to venue contact within a few days.

**Other Special Activities: about 10 hours per event.**

Ski Movie Premieres (annually in Dec)

Esther Follies

Wine Tasting

Zach Scott Performances

Concerts/Live music

Other activities as determined/suggested

These activities require: Creating the website invitation, many emails, coordination amongst the venue managers, collecting money and balancing that with the RSVP's. Coordinating payment to venue, depositing checks and requesting payment from the Treasurer.

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**Secretary**

The Secretary shall be the official business recorder of the Club and shall perform the following specific duties:

Keep the minutes, monthly reports and calendar of the Executive Committee meetings and Annual Meeting using a standard word processing system.

Be custodian of the official minutes and other business records of the Club using the Club's Google Drive,

Perform other duties as assigned by the Executive Committee.

Secretary is required to attend EC meetings and the annual business meeting as well as take notes preferably on a PC, Mac, or tablet, have access to email to share notes after meetings and provide final draft of minutes within a timely basis.

**Estimated hours per month 6 – 10 hrs.**

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**Communications Vice President**

Overview: The Communications Vice President shall be responsible for the management of membership records, update Facebook page, creating, or editing Website pages (as needed). They will also create and send monthly Newsletter and emails informing the general membership of Club trips and activities. They shall also serve as a customer service representative of the club.

Budget - Determine and submit an estimated budget to the Executive Committee for approval:

- Renew contract with Wild Apricot (Web Site, membership database, Newsletter, and emails); Blue Host (Domain Host); and MyDomain (generic email)
- Purchase Facebook ads to promote the club

Communications – Take, request or collect photos to recognize members and promote the club via our website at [Austinskiers.org](http://Austinskiers.org) and [Facebook.com/AustinSkiers](https://Facebook.com/AustinSkiers). Utilize opportunities as to promote the club through media, external Web sites, and social organizations.

Newsletter - Contact all persons from whom input is needed prior to the deadline to collect stories or articles for the monthly Newsletter. Establish and enforce a cut-off deadline for receipt of Newsletter input; distribute the Newsletter to the general membership using the Website database approved by the EC.

Web Pages – Serve as Webmaster for the club's Web pages hosted by an approved vendor. Update the home page as needed to ensure all Club activities are listed in the Calendar section and monitor pages for needed updates to keep content accurate, timely and relevant to Austin Skiers. Provide advice and receive guidance on the operation of the Club website. Ensure Web pages promoting club trips are created on time, provide accurate information, and are updated as needed by Trip Chairs and/or the VP of Trips.

Membership: - Monitor and manage membership records and assist members when they have registration or other issues with their profile as needed. S Connect members with the appropriate board member who can address issues or concerns. Pay club membership dues to Texas Ski Council as determined by the TSC Bylaws.

Perform other duties as assigned by the Executive Committee.

**Estimated number of hours per month: 15-20 hours**

**6 hrs. or more to create and send newsletter**

**1 hr. preparing the monthly Communications report for the board meeting. Report details captured through Wild Apricot and Google Analytics.**

**1 hr. taking, receiving and editing photos along with updating Facebook and the Club home page.**

**3.5 hrs. – attend board meetings**

**2 hrs. – attend general membership meetings**

**4 hr. average – managing membership records, updating website, misc. duties.**

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**REVISED:**

- 1) July 8, 2020**
- 2) November 2, 2022**