

**CONEJO SKI & SPORTS CLUB**  
**Policy & Procedures Board of Directors Manual**

**POLICY AND PROCEDURES BOARD OF DIRECTORS MANUAL**

The purpose of this manual is to provide guidance to the Board of Directors and the General Membership in the established policies and procedures of the Conejo Ski and Sports Club. The policies and procedures within have evolved over time to ensure that the club operates effectively and promotes its continued success.

**SCHEDULING EVENTS**

It is the responsibility of the V.P. Activities to manage the CSSC calendar. All V.P.'s will work with the V.P. of Activities to arrange the CSSC calendar. It is CSSC policy not to schedule more than one activity/ event that is similar in nature on any given date.

**APPROVAL POLICY - ACTIVITY, SOCIAL, MAMMOTH, SKI TRAVEL and TRAVEL**

All activities, social events and travel will have a leader. The leader is the person that is hosting or presenting the activity, social event or travel, and who will present it to the appropriate CSSC V.P. The leader works directly with the appropriate V.P. to ensure that all procedures and information regarding the activity, social event or travel is being managed properly to ensure a successful event for the CSSC members.

For the purpose of this Approval Policy, ACTIVITY, SOCIAL ACTIVITY, MAMMOTH TRIP, SKI TRAVEL and TRAVEL are identified as "event" or "events."

1. All general finances and any potential liability must be approved by a majority count of the CSSC Board of Directors. The V.P. presents this verbally to the board for approval.
2. Event details including event dates, price, venue, budgets and financial reconciliation are the responsibility of the appropriate V.P.
3. The event leader, in coordination with the appropriate V.P., determines the appropriate pricing and budget to ensure the event financially makes sense. It is expected that the event should be financially positive. The V.P. may require the activity leader to complete event forms to assist in the financial analysis of the event. The event forms are included in the membership manual.
4. The appropriate V.P. will determine if there is any CSSC financial liability associated with the event. It is the V.P.'s responsibility to ensure the event will not put a financial burden or legal liability on CSSC.
5. If the V.P. determines that there may be a financial or other liability to the Club then the V.P. will present the event to the Board of Directors for input, review and majority vote of the Board of Directors to determine the outcome of the event.

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**APPROVAL POLICY - ACTIVITY, SOCIAL, MAMMOTH , SKI TRAVEL and TRAVEL (Con't)**

6. The appropriate V.P. will assist the leader in coordinating all aspects of the event as follows:
  - a. Manage, guide and mentor the leader to ensure accountability and confirm that the activity is managed properly.
  - b. Assist the leader in verifying that all the participants have a current membership and that non-members follow the non-member policies.
  - c. Assist the leader with CSSC member/non-member sign-ups for the event.
  - d. Assist the leader with purchase and preparation of food, beverages, paper goods, etc., for the event as needed.
  - e. Assist the leader in creating flyers to promote the event at meetings, in the newsletter, on the website, and at the general membership meetings.
  - f. Assist the leader during the activity to ensure a successful event.
  
  - g. Assist the leader in completion of all documentation/paperwork for reimbursement, payments and refunds.
  - h. Assist the leader in preparing final reconciliation of the event.
7. All travel arrangements that include air, train or boat travel must be arranged with an outside agency that has a CST number or may be managed directly with venues using the CSSC CST number.
8. Where a California Seller of Travel (CST) is used the CST number must be included on all paperwork submitted, including all advertisements and flyers.

**POLICY ON COMP TRIPS AND EVENTS**

It is the policy of the CSSC to provide the trip or event leader with a “comp” trip. This may come from the event income or from the California Seller of Travel (CST) handling the trip. It is expected that the trip should be financially positive for the leader to receive a free comp or any discount. This includes all events and trips. It is the CSSC policy that only one “comp” is allowed to any leader running a single trip/event for CSSC members. If a second “comp” trip is offered by the California Seller of Travel (CST) or directly from airlines, hotels or other suppliers, it is CSSC policy to return the funds to the event income. Activity Leaders are expected to lead the trip even if the Activity leader must pay their own way.

**BUDGETS AND EXPENSES**

CSSC depends on income from membership dues, raffle, trips and events to fund the expenses associated with operating the Club. CSSC pays for general membership liability and board of director’s insurance, rental of the meeting room at the general meetings, storage locker, website and meetup websites and many other ongoing expenses. It takes between \$20,000 and \$25,000 a year to run CSSC. Membership dues and raffle income only covers a portion of our fixed expenses.

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**EVENT INCOME**

The CSSC board expects each V.P. to help support activity income to bridge the difference between yearly club income and expenses. When CSSC uses outside travel companies it is expected that they will return \$40 per person to the CSSC general fund.

**CANCELLATION POLICY**

It is the policy of the CSSC to not provide refunds if a member cannot attend the event. At times there may be a wait list for an event or trip, if there is a wait list, the activity leader will assist the person on the wait list to connect with the person that cannot attend. If there is not a wait list then it is the member's responsibility to find a replacement. The person being added to the event will generally pay the person that cannot attend the event directly, and any cancellation fees that have occurred such as airline name changes, shall be worked out between the parties and is not the responsibility of the club. This policy protects the financial integrity of the event. All flyers should include "no refunds". Many activities depend on meeting minimums on the number of participants to get the group rate or cover fixed expenses. This applies to all events.

If the CSSC cancels an event or trip, the participants will have the opportunity to reschedule or receive a full refund.

**DEPOSITS, PAYMENTS and ADVANCES FOR EVENTS:**

V.P.'s will work with activity leaders to request disbursement of monies/checks for deposits, advancements or payments by completing a check request. Activity leaders will complete the check request and attach a copy of the agreement, invoice or receipts relating to the request for the disbursement. The President must approve all check requests. In the event that the President is not available to sign the check request or the disbursement is to the President then the Exec. V.P. or Past President can sign check requests. The V.P. / activity leader will present the approved check request with a copy of all completed documentation to the Treasurer. The Treasurer will issue a check in the amount requested. If the Activity Leader needs the check written at the General Meeting it is preferred to email the Treasurer the details several days in advance, otherwise the check will be mailed to the payee.

**CONDUCT POLICY:**

CSSC offers events for a varied population. The CSSC Conduct Policy was developed to maximize the enjoyment for all participants and to provide guidelines for CSSC. It is the responsibility of the Board to monitor member behavior and address any issues as they arise. Significant issues should be brought to the board for discussion and potential action. This policy applies to all persons participating in a CSSC activity. All participants are requested to observe common courtesy and generally accepted standards of behavior. Activities include, but are not limited to, CSSC offered trips, parties, sports and cultural activities.

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**EMAIL - BOARD VOTING ON EVENTS:**

Occasionally, there is a need to provide a method to vote on items in between regularly-scheduled board meetings. The President will coordinate all voting. This includes any decision presented by a board member that is time-sensitive.

**PROCEDURE:**

1. Email the request to the President.
2. President will distribute the request within 2 working days to all board members, requesting:
  - a. 2<sup>nd</sup> to the motion (first board member to respond will be listed as 2<sup>nd</sup> motion).
  - b. Discussion.
  - c. Vote.
3. Board members will respond within 2 working days.
4. President will tally vote and email result.

Note: Vote result will be recorded in the minutes of the next board meeting.

**BOARD MEMBER BENEFITS**

1. 12 months added to current CSSC membership expiration date.
2. \$150 board credits good toward CSSC activities, events and trips to be used in the current fiscal year. Board Credits cannot be used for trips using a direct pay to an outside agency.

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**BOARD OF DIRECTORS**

The business and affairs of the Club shall be managed and all powers shall be exercised by or under the direction of the Board and as described in the Policies & Procedures Board of Directors Manual. The exercise of these powers shall be subject to the provisions of the California Nonprofit Corporation Law and any limitations in the Articles of Incorporation per the CSSC bylaws. (Reference CSSC Bi-laws)

The Board of Directors is made up of the elected officers and the Past President. The CSSC Bi-laws allow for a maximum of 12 Board Members. The Board meets once a month to transact board business.

The following are the Job Descriptions for the elected Officers and the Past President.

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**PRESIDENT**

**Position Requirements:** Organizational skills, computer literate, experience working with people, and personable. The President shall have served on the CSSC Board of Directors for a minimum of one term. The organization, leadership and facilitation of meetings is required. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Ability to work with others as a team member. Must be a CSSC member in good standing.

This is a non-voting board position. President is entitled to vote on a board issue only in the event of an even (tie) vote by other board members on that issue.

**Position Duties:**

1. Organize and preside over club meetings.
2. Organize and preside over club board meeting.
3. Coordinate voting per "Roberts Rules of Order" .
4. Support, motivate and monitor all board members.
5. Annually, investigate renewal costs and the policy terms of the General Membership and the Board of Directors insurance and ensure that the terms of both policies are best value and that both policies are renewed prior to the expiration dates.
6. Oversee legal issues related to club and resolve disputes (i.e.: insurance, injuries, etc.)
7. Oversee fiscal issues related to club and resolve disputes (i.e.: activities, trips, refunds, etc.). President is listed on the CSSC bank accounts. President may only write checks as designated by or in the absence of the Treasurer. Ensure that the Treasurer submits the annual tax returns and the Secretary submits the statement of information prior to their due dates.
8. Mediate issues with club members and the board (i.e.: difficulties with refunds, conduct at activities, etc.).
9. Review, revise and coordinate the voting process for any proposed changes and updates in the CSSC By-Laws as needed.
10. Work with V.Ps to identify potential activity leaders and future board members.
11. Attend CSSC general membership meetings and monthly board meetings.
12. Promote CSSC to potential new members.
13. When attending events ensure that all membership policies are followed.
14. Follow policies as set forth by the CSSC By-Laws and policies and procedures approved by the Board of Directors.

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**TREASURER**

The Treasurer shall keep and maintain correct books and records and shall deposit all money in accounts in the name of the club with federally-insured depositories. The Treasurer upon request by the board shall render an account of all transactions and of the financial condition of the club.

**Position Requirements:** Organizational skills, accounting and bookkeeping experience. Experience with bank reconciliations. Must be computer literate with knowledge of QuickBooks. Ability to work with others as a team member. Must have participated in a CSSC activity or event. Must be a CSSC member in good standing. This is a voting position.

**Position Duties:**

1. Deposit in appropriate federally insured bank accounts monies collected from CSSC activities, events, trips, membership, raffle, etc.
2. Utilize QuickBooks to manage CSSC finances.
3. File all supporting documentation for expenses, trips, activities and events.
4. Disburse checks as appropriate for CSSC expenses, as requested by the appropriate board member. (Note: Treasurer writes all checks unless the Treasurer is unavailable then the President or Executive V.P. may write checks. Under no circumstances may the Treasurer, President or executive V.P. sign checks or check requests that are written to themselves.) All checks require a check request approved by the President, Executive V.P. or Past President as applicable.
5. Record and present accounting information and month-end reports to the board on a monthly basis.
6. At each board meeting, present year to date CSSC financial performance and financial performance of the individual activities and events.
7. Present CSSC annual financial performance to general membership on a yearly basis as appropriate.
8. Reconcile CSSC's year end (April 30) bank accounts and prepare a year-end financial statement.
9. Produce a fiscal year end P/L report for the preparation of the annual tax return.
10. During the month of May, the outgoing Treasurer is allowed to make deposits and write checks for a reasonable "turnover period" (two to four weeks) while the incoming Treasurer is familiarized with the duties of the position.
11. Confirm that the tax returns were prepared, filed and procure copy for archive. Copies are to be given to the Secretary for archiving.
12. Attend CSSC general membership meetings and monthly board meetings.
13. Ensure that the money required for the club's raffle prize is available at each general meeting.
14. At the end of each general meeting, review, verify and initial the raffle's summary sheet. Collect and deposit the raffle's proceeds into the club's bank account.
15. Promote CSSC to potential new members.
16. When attending events ensure that all membership policies are followed.
17. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

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**SECRETARY**

**Position Requirements:** Organizational skills and computer knowledge, including Microsoft Word and Excel, is required. Experience in documenting and preparing accurate minutes of board meetings. Secretarial experience in filing and record-keeping are preferable for this position. Must own a personal laptop computer. Must have participated in a CSSC activity or event. Ability to work with people as a team member. Must be a CSSC member in good standing. This is a voting position.

**Position Duties:**

1. Prepare minutes of all meetings and actions of the board and members, and shall give or cause to be given notice of all meetings and other notices as required by the CSSC By-Laws. The Secretary shall keep a copy of the Articles of Incorporation and By-Laws, amended to date.
2. Prepare accurate minutes of all Board meetings. The minutes must document the exact wording of a motion or policy proposal.
  - Using a computer to document the minutes is the required method to document and maintain the minutes of the meetings. The minutes must include the date, meeting start and end times, board members present and absent, and any policy decisions that are made. The minutes must contain a record of any motions made and whether that motion passed or failed.
  - After board meeting, must distribute minutes to each board member 3 to 5 days prior to the next scheduled board meeting.
3. Maintain a historical electronic set of prior meeting minutes and other documents, such as Treasurer's reports, which further document the club's business records (ie: tax returns, CA Statement of information, insurance, and policies).
4. The minutes must reflect the actual sequence of events that occur at the meeting. The specific items contained in the minutes may be augmented as requested by the President (i.e.: an item reflecting email business and/or voting conducted by the board between meetings.)
5. Maintain a list of all approved board motions modifying operating policies and procedures. The approved board motions will be used to update the Policy and Procedures manual to keep it up to date.
6. Maintain the due date calendar that includes all important deadlines.
7. Ensure that the Statement of Information is completed bi-annually. Procure copy for archive. Copies are to be given to the Secretary for archiving.
8. Assists all board members with requested CSSC documentation and research of the same.
9. Assists President in special CSSC projects.
10. Must document any corrections, deletions or amendments to previous minutes as discussed and adopted at a subsequent board meeting.
11. After the completion of each board year, ensure that all appropriate club documents including board minutes are organized by year and are archived electronically and a hard copy is filed in the club's storage facility for future board access.
12. Provide for a smooth transition to the newly elected Secretary and provide the new secretary the location of all the club's previous documentation and electronic records. Review process of Secretary's duties. Archived records should be kept in the club's storage locker.
13. Attend CSSC general membership meetings and monthly board meetings.
14. Promote CSSC to potential new members.
15. When attending events ensure that all membership policies are followed.
16. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

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**EXECUTIVE VICE PRESIDENT**

The Executive Vice President supports the President when the President is unavailable to the club and acts in the interim as President. The Executive Vice President is responsible for the CSSC Non-Skiing Trips that are outside the club's immediate vicinity, which require the organization of travel for the members, such as air, train or other travel transportation.

Position Requirements: Leadership Skills, Organizational Skills, Public Speaking Knowledge, Writing Skills, Computer Skills and the ability to work with individuals as a team member. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Must have previously participated in and has working knowledge of CSSC activities or events. CSSC membership must be active. This is a voting board position.

**Position Duties:**

1. Coordinate and manage all major non-ski travel activities and assist leaders of such activities.
2. Work with members that have an interest in running travel trips, help them design and execute great travel trips.
3. Ensure that sign-ups are transparent and allow every member the same opportunity to sign up for the trip. Long lines at sign-ups should be avoided.
4. Manage the CSSC raffle at club meetings.
5. Lead club and board meetings as designated by the President.
6. If the President can no longer perform his/her duties, the Executive Vice President will be acting President until the next election.
7. Manage special projects as assigned by the board.
8. Present reports related to non-ski travel to the board and determine what travel activities best fit the needs of CSSC.
9. Attend CSSC general membership meetings and monthly board meetings.
10. Promote CSSC to potential new members.
11. When attending events ensure that all membership policies are followed.
12. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

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**VICE PRESIDENT ACTIVITIES**

**Activity** is defined as a CSSC event that is non-party, non-skiing, non-Mammoth and non-travel in nature for the enjoyment of the CSSC members. This includes hiking, sport activities, camping trips, cultural activities, day trips, and local multi-day trips. These activities do not include trips that require air, plane or other travel, except travel by carpool or bus transportation. The activities are local events within the general vicinity, and never include travel outside the state.

**Position Requirements:** Organizational skills, enthusiasm, public speaking knowledge, computer literate. Ability to work with others as a team member. Must have participated in a CSSC activity. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Must be a CSSC member in good standing. This is a voting position.

**Position Duties:**

1. Recruit activity leaders and train them to plan and execute activities.
2. Manage all coordination, fiscal and legal aspects of CSSC activities.
3. Manage, guide, and mentor activity leaders, following CSSC guidelines.
4. Evaluate areas of liability and bring to the boards attention as necessary.
5. Ensure the proper completion of all documentation/forms related to each activity including liability release at each activity.
6. Access and provide club supplies from storage locker as needed for activities.
7. May help activity leaders with purchase and preparation of food, beverages, paper goods, etc.
8. Traditional activities include the spring picnic, Lake Cachuma camping trip, Yosemite camping trip, Sycamore Cove beach party, hikes, volleyball and cultural activities.
9. Promote CSSC activities at general meetings and ensure that the flyers are included in the newsletter and posted on CSSC's website and Meetup.com as appropriate.
10. Ensure that activities are scheduled through the summer following board transition.
11. Work with the V.P's to develop and maintain a master CSSC event calendar.
12. Ensure that all event money/checks collected are recorded in the appropriate paperwork and are given to the Treasurer in a timely manner as they are collected.
13. Ensure that appropriate paperwork is completed for any event where money is collected. Money and paperwork should be finalized/reconciled with the Treasurer in a timely manner after the event (goal is to finalize the deposits, expenses and paperwork prior to the next board meeting following the conclusion of the event)
14. Attend CSSC general membership meetings and monthly board meetings.
15. Promote CSSC to potential new members.
16. When attending events ensure that all membership policies are followed.
17. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

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**VICE PRESIDENT SOCIAL**

**A Social Activity** is defined as a CSSC major party for the purpose of enjoyment of the CSSC members.

**Position Requirements:** Organizational skills, enthusiasm, public speaking knowledge, computer literate. Ability to work with others as a team member. Must have participated in a CSSC social activity. This position works closely with the V.P. of Activities for event coordination. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Must be a CSSC member in good standing. This is a voting position.

**Position Duties:**

1. Coordinate and schedule social events including house parties, holiday parties and social activities. Traditional parties may include a summer dance party, Pray for Snow, Halloween and the Holiday Party.
2. Manage, guide, and mentor event leaders following CSSC guidelines. This can include helping with preparation of food, beverages, paper goods, etc.
3. Manage and oversee social events to ensure financial viability of event.
4. Access and provide club supplies from storage locker as needed for social events.
5. Promote Social events at general meetings and ensure that the flyers are included in the newsletter and posted on CSSC's website and Meetup.com as appropriate.
6. Ensure that all event money/checks that is collected is recorded in the appropriate paperwork and is given to the Treasurer in a timely manner as they are collected.
7. Ensure that appropriate paperwork is completed for any event where money is collected. Money and paperwork should be finalized/reconciled with the Treasurer in a timely manner after the event (goal is to finalize the deposits, expenses and paperwork prior to the next board meeting following the conclusion of the event)
8. Attend CSSC general membership meetings and monthly board meetings.
9. Promote CSSC to potential new members.
10. When attending events ensure that all membership policies are followed.
11. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

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**VICE PRESIDENT MARKETING**

**Position Requirements:** Organizational skills, enthusiasm and public speaking knowledge. Must own a computer and have a knowledge of websites and computer administrative functions. Skills to maintain CSSC's website, Facebook page and Meet-up sites. Ability to work with others as a team member. Must have participated in a CSSC activity or event. Must be a CSSC member in good standing.. This is a voting position.

**Position Duties:**

1. Work with all CSSC V.P's to promote CSSC events.
2. Perform all admin functions associated with CSSC's website [www.conejoskiclub.org](http://www.conejoskiclub.org), Facebook page and meetup site.
3. Maintain content on CSSC's website [www.conejoskiclub.org](http://www.conejoskiclub.org), Facebook page and meetup site.
4. Interface with people that are visiting our sites, answer question and encourage them to participate.
5. Investigate and optimize other internet technologies to promote CSSC to potential members.
6. Present website, Facebook and meetup performance to the board for their understanding and action.
7. Liaison with third party publications (Acorn and Happenings) to disseminate club information and promote club activities, etc.
8. Plan for a smooth transition of the technical knowledge to the new V.P Marketing, including training, Logons / passwords and ongoing support.
9. Ensure that the club's domains are active and have no outstanding issues prior to transition to the newly elected V.P.
10. Promotion of special projects as designated by the board.
11. Attend CSSC general membership meetings and monthly board meetings.
12. Promote CSSC to potential new members.
13. When attending events ensure that all membership policies are followed.
14. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.
15. Knowledge of Word Press, website admin experience and website programming language (MySQL, php, HTML) is helpful.

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**VICE PRESIDENT INTERNAL COMMUNICATIONS: (Newsletter, etc.)**

The newsletter is published and placed on the club website each month, and is printed as needed. It contains a message from the President, event schedules, a membership application, articles and other miscellaneous CSSC information. Additionally, members and outside organizations may advertise in the newsletter for a fee, as space permits.

**Position Requirements:** Organizational skills, enthusiasm, public speaking knowledge, computer knowledge, including working with Excel, Adobe PDF, Publisher, or other graphic programs (some programs may be provided by club). Must own a computer that will support needed programs. Ability to work with others as a team member. Must have participated in CSSC activity or event. Must be a CSSC member in good standing. This position works closely with all the V.P.'s collecting information on activities as well as the V.P. of membership for member information. This is a voting position.

**Position Duties:**

1. Create the CSSC monthly newsletter and email a PDF version to the V.P. of Marketing and to the general membership that have an email by the 1<sup>st</sup> of every month. This includes PDF version to members that have an email. This includes obtaining information about club events, members, etc.
2. Coordinate with the V.P. Marketing to ensure the V.P. is able to post the newsletter on the club's website.
3. Coordinate with the V.P. Membership and print a small number of newsletters (as required) to be used for recruiting new members.
4. Collect fees for advertising and forward to the Treasurer.
5. Attend CSSC general membership meetings and monthly board meetings.
6. Promote CSSC to potential new members.
7. When attending events ensure that all membership policies are followed.
8. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

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**VICE PRESIDENT MAMMOTH**

**A Mammoth Trip** is defined as a ski trip solely to Mammoth for the enjoyment of CSSC members. This includes all travel that may require air, bus or other transportation to Mammoth for the purpose of skiing.

**Position Requirements:** Organizational skills, enthusiasm, public speaking knowledge, computer literate. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Ability to work with others as a team member. Must have participated in at least one CSSC Mammoth trip in the last 18 months and be at least an intermediate skier or snow boarder. Must be a CSSC member in good standing. This is a voting position.

**Position Duties:**

1. Organize, schedule, promote, and manage all Mammoth winter weekend trips, including making room assignments, purchase and preparation of food, beverages, paper goods, etc., in order to ensure a successful trip.
2. Ensure financial viability and legal liability of all Mammoth trips.
3. Promote Mammoth trips at CSSC general membership meetings (including preparation and dissemination of fliers).
4. Ensure that the Mammoth Ski Trips are finalized / reconciled with the Treasurer in a timely manner at the end of the ski season.
5. Attend CSSC general membership meetings and monthly board meetings.
6. Promote CSSC to potential new members.
7. When attending events ensure that all membership policies are followed.
8. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

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**VICE PRESIDENT SKIING**

**Skiing** is defined as a non-Mammoth ski trip for the purpose of the enjoyment of CSSC members. This includes all trips that may require air or other travel transportation to destinations other than Mammoth.

**Position Requirements:** Organizational skills, enthusiasm, public speaking knowledge, computer literate. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Ability to work with others as a team member. Must have participated in a CSSC ski activity. Must be a CSSC member in good standing. This is a voting position.

**Position Duties:**

1. Organize and schedule all CSSC non-Mammoth ski trips with a Seller of Travel or directly with ski resorts using CSSC Seller of Travel. Coordination will include picking locations, negotiating with suppliers, making room assignments, arranging dinners and parties and many other details that contribute to a successful trip.
2. Ensure that sign-ups are transparent and allow every member the same opportunity to sign up for the trip. Long lines at sign-up should be avoided.
3. Liaison with LA Council of Ski Clubs and Far West Ski Association to schedule and promote sponsored ski trips. Attend Far West Ski Association Convention as available.
4. Promote ski trips at club meetings (including preparation and dissemination of fliers).
5. Manage trips to ensure financial viability and legal liability.
6. Ensure proper completion of all documentation/forms related to ski trips.
7. Ensure that the Travel Ski Trips are finalized / reconciled with the Treasurer in a timely manner at the end of the ski season
8. Attend CSSC general membership meetings and monthly board meetings.
9. Promote CSSC to potential new members.
10. When attending events ensure that all membership policies are followed.
11. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

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**VICE PRESIDENT MEMBERSHIP:**

**Position Requirements:** Organizational skills, enthusiasm, public speaking knowledge, computer literate. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Knowledge of ACCESS computer program is helpful. Ability to work with others as a team member. Ability to meet deadlines. Must have participated in a CSSC activity. Must be a CSSC member in good standing. This position works closely with the V.P. of Internal Communications and the Treasurer. This is a voting position.

**Position Duties:**

1. Keep updated database of all CSSC current members.
2. Maintain current and expired membership information. Provide current membership and recently expired list to Board Members and Activity Leaders monthly.
3. Oversee Membership/Guest Welcome Table at CSSC general meetings.\*
4. Keep records of all guests and new memberships.
5. Notify all members before their membership expires so they can renew in a timely manner. Follow-up with members that have let their membership expire and encourage them to renew.
6. Collect all membership-related monies. Record and coordinate membership financial information with Treasurer.
7. Coordinate with Exec. V.P. to provide information for general meeting raffles.
8. Quarterly publish a printed list of all members with their contact information. This is available at meetings.
9. Attend CSSC general membership meetings and monthly board meetings.
10. Promote CSSC to potential new members.
11. When attending events ensure that all membership policies are followed.
12. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

\* Note that this function requires the V.P. of Membership to organize, train and oversee a committee of approximately 3 persons to assist at club general meetings. V.P. of Membership should train an assistant to handle check-in table at meetings in case of V.P. of Membership's absence.

**CONEJO SKI & SPORTS CLUB**  
**Policy & Procedures Board of Directors Manual**

**PAST PRESIDENT:**

**POSITION REQUIREMENTS:** Organizational skills, computer literate, knowledge of working with people and personable. The past-President shall have served as President for the previous term. Ability to work with others as a team member. Must be a CSSC member in good standing. This is a voting position.

**POSITION DUTIES:**

1. Attend board meetings on a monthly basis.
2. Assist President and board as appropriate to ensure accurate transition of information between previous issues dealt with by the board and current issues.
3. Assist with special projects as assigned by the board.
4. Attend CSSC general membership meetings and monthly board meetings.
5. Promote CSSC to potential new members
6. When attending events ensure that all membership policies are followed.
7. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.