

CHICAGO WALKERS CLUB

Officer Position Descriptions

March 2017

PRESIDENT

Preferred skills: leadership, communication and organization

Duties of the President include:

- Call Board meetings and set agenda
- Ensure compliance with all legal requirements
- Initiate the review of club policies, mission statement and by-laws to ensure documents are up-to-date
- Assist officers in their efforts to meet established goals
- Handle the flow of information with other walking/fitness organizations and the public
- Prepare spring and fall letters and periodic email messages to membership, in coordination with the Board, and ensure letters are mailed
- Maintain membership with USATF.

TREASURER

Preferred skills: basic knowledge of accounting/bookkeeping and applicable spreadsheet software

Duties of the Treasurer include:

- Work with the President and other officers to establish the club budget
- Perform necessary financial analysis and guide the club in its expenditures
- Ensure the accuracy and the recording of club membership fees
- Maintain accounting activities, document expenses with receipts, and perform monthly reconciliation of bank statements
- Produce Treasurer's Report for Executive Committee meetings and as requested by the Board

MEMBERSHIP DIRECTOR

Preferred skills: organization, people skills, computer/spreadsheet knowledge

Duties of the Membership Director include:

- Welcome new members, providing each with new member packet
- Process applications, collect dues, report revenue to Treasurer, and update and maintain member list
- Publish member list for annual mailing, and provide member mailing labels when requested by Board and assist with mailing

SECRETARY

Preferred skills: written communication, organization, computer/software knowledge

Duties of the Secretary include:

- Record, publish and post minutes of the Executive Committee meetings
- Provide Webmaster with information for club Web site
- Format and print spring and fall letters to membership and assist with mailing

RACING DIRECTOR

Preferred skills: organization, knowledge of USATF race production

Duties of the Racing Director include:

- Plan, schedule and promote CWC organized races, including application, course preparation, certified officials, volunteers, and race day activities
- Report race outcomes to Executive Committee, Webmaster and appropriate organizations

TRAINING DIRECTOR

Preferred skills: knowledge of race walking technique, communication

Duties of the Training Director include:

- Develop and implement walking/training programs
- Plan race walk clinics for membership
- Provide Webmaster with training program updates

SOCIAL DIRECTOR

Preferred skills: organization, communication and people skills

Duties of the Social Director include:

- Plan, promote and oversee CWC social activities
- Develop event budgets and member/guest pricing
- Provide documentation of costs to Treasurer for reimbursement and accounting
- Provide Webmaster with event information