

Aquatutus Diving Club
Officer Duties

President

1. Chair/lead Monthly general membership meeting
2. Maintain and update ATDC Constitution and By-laws, as required
3. Attend membership and BOD meetings
4. Process incoming mail and distribute pertinent information appropriately, or delegate to BOD member.

Vice President

1. Assume the duties of the President when necessary
2. Manage and conduct membership meeting raffle
3. Chair/lead monthly BOD meeting
4. Attend membership and BOD meetings

Membership Chairperson

1. Maintain, update and distribute to club members ATDC membership roster
2. Greet and host new members at club meetings
3. Collect dues from new and ongoing members.
4. Annually, obtain signed ATDC membership form/waivers from members
5. Transfer dues monies to ATDC Treasurer
6. Attend membership and BOD meetings

Secretary

1. Attend and record minutes for membership and BOD meeting.
2. Provide meeting minutes to Newsletter editor for publishing in monthly Aquatooter
3. Attend membership and BOD meetings
4. Process outgoing Club correspondence as required

Treasurer

1. Maintain financial records and transactions
2. Setup and maintain club bank accounts
3. Report club financial status at membership and BOD meetings.
4. Attend membership and BOD meetings
5. Manage Club post office box, or delegate to BOD member

9/25/05

Don Kelsey

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