



River Falls Gymnastics Club

Board Member Elections

General Expectations of all Board Members:

- ✓ Committed to attend monthly board meetings.
- ✓ Serve on committees.
- ✓ Maintain professionalism as a representative of RFGC.
- ✓ Maintain confidentiality when required.

Board Member Eligibility Restrictions:

- ✓ Board Members cannot be immediately related to another Board Member. (By-law amendment approved October 7, 2013)
- ✓ There shall not be more than 50% of the Board Members with gymnasts in the competitive programs.

President Responsibilities:

- ✓ Vice-President (President Elect) is a Four (4) year commitment.
- ✓ President is a Two(2) year of term.
- ✓ Helps in formation of special committees.
- ✓ Presides at all meetings of the corporation and the Board of Directors; manage the effective use of meetings; provide leadership to the board.

Vice-President (President Elect) Responsibilities:

- ✓ Vice-President (President Elect) is a Four (4) year commitment.
- ✓ Vice President transitions to President in last Two (2) years of term.
- ✓ As Vice President – act in the absence of the President.
- ✓ As President – preside at all meetings of the corporation and the Board of Directors; Manage the effective use of meetings; Provide leadership to the board.

Treasurer Responsibilities:

- ✓ Understanding of Quickbooks is a MUST!
- ✓ Monthly bank reconciliations, record deposits and expenses, and cut an occasional check.
- ✓ Provide cash to events (Fundraiser, meets, extravaganza), collecting, counting and depositing after.
- ✓ Review and approve bi-weekly payroll hours and enter into worksheet.
- ✓ Upload payroll info and maintain documents including new hires, rate adjustments and Journal Entry associated with payroll.

- ✓ Prepare all tax documents for Accountant.
- ✓ Provide account information for meetings.
- ✓ Maintain Team check book.

Secretary Responsibilities:

- ✓ Prepare and distribute meeting agendas.
- ✓ Keep an accurate record of all meetings.
- ✓ Document and distribute timely meeting minutes.