

3M Downhill Ski Club Board Position Description

It is time once again to think about what position you want to hold on the Board next year. Have you dreamed of being the President? (We've all found out that it can get you lots of privileges) Now's your chance, nominate yourself or a friend for the Ski Club Board. No experience is necessary.

- **PRESIDENT**

If you find yourself with the personality traits of a leader, you are a definitely a good candidate for the Presidency of the club. An amiable personality is effective for your interactions with the club members, as is an expressive self. An analytic personality is also positive when it comes to untangling the by-laws and addressing the important issues regarding the club. A driving personality is also helpful when the time comes to lead the board into your vision for the ski club. While not suggesting that multiple personalities are required, the position of President does require a well rounded person capable of being able to deal with a large variety of people & situations. **You are required to be a 3M employee for this position.**

- **MEMBER ELECT**

The member elect is an important and influential position. An experienced ski club member fills it with at least 2 seasons in the club. While it is technically a non-voting position, the member elect is expected to know club policy and by-laws and remind, advise, and influence the board in the best interests of all club members. The member elect acts as a liaison between members and the board in an effort to represent everyone's interests and to keep the club prosperous.

- **VP OF MEMBERSHIP**

The most exciting and challenging position in the club. The exciting part is meeting all the new members as well as keeping up with the returning "veterans"; the challenge is to remember all the faces and names! The VP of membership manages the club's membership database and also organizes the early season Get Acquainted Party. The VP of membership plans and prints the membership directory, works with the publicity chair for the Hootline mailing, carries out the club membership promotion activities, and assumes the duties of the President in his/her absence. This position is a tremendous way to meet just about everyone in the club and to participate fully in the club and executive activities. **You are required to be a 3M employee for this position.**

- **VP OF TRIPS**

This job begins in April when the planning for next season's trips begin. Input is solicited from fellow club members and board members as to what destinations would make popular trips for the upcoming season. Bids are then solicited for these destinations and reviewed by the board. The challenge of this job is to keep the costs low, the quality high, provide a good value, schedule the correct number of slots for each trip and make sure the timing of each trip is good. The bulk of the planning is complete and approved by the board by June. This may sound early to a lot of you, but to get the good weeks and good flight times for group travel we have to act early. Recruiting trip leaders and then making sure each trip runs as smooth as possible keeps you active throughout the season. This job could be right for you if you enjoy skiing and would like to give something back to the sport. Good knowledge of the ski areas around the country and overseas is always helpful. **You are required to be a 3M employee for this position.**

- **SECRETARY**

The Secretary is responsible for taking minutes at the board meetings and publishing the minutes to all board members. This is an important position of the board as it is a voting position and you get to remind the others of the action items that they assumed responsibility for during the meetings. It's a great way to put a little back into the club.

- **TREASURER**

The treasurer's job is a solid, challenging experience. Duties include making bank deposits, paying bills, and managing the club's checking and savings accounts. You will learn double-entry bookkeeping, have an executive committee vote, and get to see all the various check designs people have. It is highly recommended that you have a home computer, easy access to Novation, and be able to keep detailed, easily-understood records. **You are required to be a 3M employee for this position.**

- **PROGRAMS CHAIRPERSON**

Wanted a fun loving individual. Now is your big chance to have the most fun position on the ski club board. If you like to socialize, meet new people, and plan fun activities, then this job is for you. Major responsibilities include planning, running or DELEGATING (and I emphasize DELEGATE) events such as local ski trips, happy hours, biking, roller blading, microbrewing, and the Halloween party etc. The rules are simple, if you think it will be fun and people will come then just do it. This is really a great position for anyone who wishes to be involved in the social activities of the club.

- **PUBLICITY CHAIRPERSON**

The publicity chair is responsible for putting together the Hootline newsletter. This takes about 2 hours every 3 weeks. You are a voting member of the board, which involves going to the board meetings to help decide the fate of the club. Access to a computer, printer, and preferably email is an absolute necessity. Good knowledge of Microsoft Office is helpful since all flyers and letters are created using Word and or PowerPoint. Completed Hootlines are mailed in the electronic form to the webmaster for online publication on the club web site. It may seem to be a hard job in the beginning but once you have the entire format ready, it is only a matter of printing them over and over again. There is a lot of flexibility in the position, and the Hootline becomes what you make of it. It's a very fun position and a great way to meet people (and learn where they live or work!). You don't need to be 3M employee, but since all printing and mailing is done at 3M, access to 3M buildings is necessary. 3M employees are preferred for this position.

- **HISTORIAN (APPOINTED POSITION)**

Do you like to have the feeling of power? Are you willing to resort to blackmail to get what you want? If so, then you should be the next Historian for the ski club. You will be in possession of all slides (i.e. incriminating evidence) that have been taken in the last 20 years. Responsibilities include attendance at board meetings (as a non-voter), making sure the club camera is at all events, bringing the slide projector and screen to meetings, providing interesting and amusing slide shows for the meetings and year end banquet. Overall, this is a pretty easy job and is a great way to meet a lot of people in the club. This is an appointed position and you do not have to be a 3M employee to hold this position. If you are interested in this position, let the newly elected president know.

- **CLUB AUDITOR (APPOINTED POSITION)**

If you want to see what being an officer of the ski club is like, but you don't have a lot of time to commit, then the auditor is the position for you. The auditor is responsible for reviewing and approving the financial books that are kept by the treasurer. This takes me about 2-3 hours every 3 months. In addition, the auditor is a member of the executive committee. As an auditor you don't have an official vote, but you can express your opinions about the issues that come before the board. **You are required to be a 3M employee for this position.**

- **MSC REPRESENTATIVE**

This is the job for someone who wants to know what's going on with both the 3M ski club and the MSC (Minnesota Ski Council). It does not require a large time commitment, and gives you the chance to expand your involvement beyond our own club. You'll need to attend monthly MSC meetings in the winter as well as 3M ski club board meetings. Responsibilities include contributing thoughts on MSC and 3M ski club policies, coordinating our club's participation in the MSC ski swap, assisting with year-end banquet preparation, and possibly organizing MSC trips or other activities. The rep also writes a quarterly article for the MSC newsletter, "The MSC Skier" and has the right to vote at the board meetings.

- **WEB MASTER (APPOINTED POSITION)**

This is a fun position where you can play with new technologies for the enjoyment of club members. It is kind of an electronic Hootline that adds color, sound, animation, video, etc. For those of you that know a little about graphic design and HTML development and enjoy being creative then this position is a natural for you. You must have a computer and modem with the ability to FTP files to the 3M Downhill Ski Club web site server. Having a slide and or flat bed scanner is a plus but not necessary. As a web master you will work hand in hand with the publicity chair and the programs chair.

It's hard to believe, but some people are a little shy about throwing their own hat into the ring - so if you know someone that would be a good candidate, please let us know!
