

Administrative/Behind the Scenes

- **Treasurer: good with numbers/money (exec board)** The Treasurer is responsible for all of the CSC financial accounts, including receipts, disbursements and all supporting records. On a monthly basis, the Treasurer presents a financial report to the General Board and reconciles all bank transactions. During the CSC year, the Treasurer prepares/maintains federal tax documents. The Treasurer also provides each board member w/ a copy of the current financial statement. Presides over the Budget Committee and prepares an estimated budget for the Club year and presents it at the August Board meeting for approval.
- **Secretary: (Recording and Corresponding (exec board)**
 - **Recording secretary:** Responsible for maintaining all club records, the Recording Secretary keeps a record of all minutes taken at board meetings as well as business conducted at other meetings within the organization. On a monthly basis, the Secretary presents monthly minutes to DMWR, ensure that the bylaws are available to the general membership upon request, Administer any telephonic and email votes and enter such actions and its results in an addendum to the minutes.
 - **Corresponding Secretary :**Be responsible to pick up mail weekly and distribute at board meeting, all Club correspondence as directed by the President to include invitations, thank you notes and letters. Maintain the correspondence file of the Club for one year. Assume all duties of the Recording Secretary in her absence. Notify the Club Board members of the date, place and time of Board meetings. Maintain a current list of honorary and associate members
- **Gaming Treasurer: good with numbers/money (has to have/obtain an Alaska Gaming License) (exec board)** Be a member in good standing. Maintain the Gaming Account checkbook. Receive, safeguard, disburse and account for all Gaming Account funds. Be bonded. Maintain the gaming permit, renew the gaming permit by December 31 for the following year and provide the Treasurer with a copy. File Alaska gaming tax by March 15 and provide Treasurer with a copy.
- **Volunteer Coordinator (chair and committee)** Attend monthly Board meetings. Maintain a current record of club members and areas they are interested in volunteering. Be responsible for coordinating volunteers for the Bazaar. Maintain record of volunteer hours of club members. Coordinate with 2nd VP for volunteers needed for club functions.
- **Scholarship (chair and committee)**
- **Welfare (chair and committee)** Establish a committee whose responsibility is to make recommendations for worthy welfare donation recipients. Coordinate w/ Treasurer to ensure approved welfare expenditures are disbursed.
- **Membership (chair and committee)** Enroll members and collect dues.
Maintain membership file.
Publish and distribute membership directory.
Provide new member information to the Newsletter Chair.

- **Reservations (chair and committee)** Establish a committee to take reservations for luncheons and other activities as needed. Be responsible for checking in members with reservations in coordination with the Treasurer at each activity. Be responsible for nametags and informing members of Reservation policy.
- **Newsletter (chair and committee)** Publish the newsletter, *The Wainwriter*, from September through May. Select a staff consisting of club members. Provide a copy to each club member. Coordinate w/ all chairpersons for monthly article submissions.