

President

Job Summary (from bylaws): The President shall have all duties and obligations of a corporate CEO or president as set forth by applicable law. The President shall be the presiding officer and administrative head of the Board; the President shall conduct the monthly General Meetings and any Special Meetings; and in the absence of the Vice President, the President shall conduct the Planning Meetings. The President shall appoint functional leads, committee chairpersons, and the Code of Conduct Support Team, and may appoint persons to serve upon Standing Committees and Ad Hoc Committees. The President is an ex officio member of all committees except the Nominating Committee. The president provides leadership and follow through to move the organization towards its membership's vision and goals.

Responsibilities and Duties: In conjunction with the executive team, functional leads and committee chairpersons, and members, the president provides motivation and encouragement to meet the goals of continued growth, relevance and improvement of the club. The president delegates duties to ensure objectives are met within the fiscal restraints of the budget. Aids in the transition/training of new officers. Attends and contributes to the monthly planning meeting as required.

The president organizes and leads the monthly general meeting, using the BASK General Meeting Announcement Workflow (see below) and additionally sets the agenda, chooses the meeting location, works with Speaker Seeker for relevant speaker, confirms food with the Food Maven, and takes responsibility for the projector, amplifier, and microphone if necessary.

The president represents the club and its core values to the outside world by responding to press, emails, or inquiries.

Useful Skills: Familiarity with and understanding of the BASK bylaws and how BASK operates. Communication and leadership skills to facilitate consensus decision-making for a diverse executive team, functional leads, committee chairs, and members. Listening skills; understands the vital importance of seeking input from all. Welcoming and inclusive; acts as a role model for other members. Seeks the help of other officers or former officers to conduct tasks they cannot do themselves. Detail oriented with some computer literacy.

Estimated Time Required: 3-8 hours/week

Vice President

Job Summary: The Vice President (VP) shall support the President in dealing with club affairs, bring member's ideas to meetings and ensure that the club conducts its business in accordance with the bylaws. The VP plans, promotes and conducts the regular Planning Meeting. This includes writing the Planning Meeting agenda, putting topics from members on the agenda along with reports from BASK officers and BASK committee members. The VP attends General Meetings when possible and committee meetings as needed. The VP shall conduct the General Meeting in the President's absence. The Vice President shall ensure that inquiries made through the website (info@bask.org) receive a response.

Responsibilities and Duties: The Vice President schedules, leads and facilitates discussion and decision-making at the monthly Board Planning Meeting. The VP prepares the agenda (template available below), incorporating submitted agenda items related to new initiatives, budgets, and efforts to cultivate sustained energy, new members and more paddles and covering the President's report, Committee reports, Treasurer's report, and At Large Member Report. The VP sets the time of the meeting, promotes the meeting, and conducts necessary post meeting follow up.

Useful Skills: Being welcoming and inclusive; acting as a role model for other members. Understands the BASK bylaws and how BASK operates. Seeks the help of other officers or former officers to conduct tasks they cannot do themselves.

Estimated Time Required: 3-5 hours/month

Secretary

Job Summary: (from bylaws) The Secretary shall have all duties and obligations of a corporate secretary as set forth by applicable law. In addition, the Secretary shall keep a written record of all Planning Meetings (monthly), the Annual Meeting (March), and any Special Meetings of the Board. The Secretary shall make Minutes and records available to the Board and members, distribute the Minutes as the Board may direct, and archive the Minutes appropriately. The Secretary shall be responsible for conducting and maintaining the general administrative correspondence of BASK and conduct general administrative correspondence. As an executive board member, the secretary shall attend board/planning meetings or get a substitute. In the absence of the President and Vice President, the Secretary shall preside over any meeting.

Responsibilities and Duties: Attend and document monthly Planning Meeting, the Annual Meeting (March) and any special meetings of the Board.

Work with the president to prepare agenda items prior to the Planning Meeting or Annual Meeting. Planning/Annual Meeting minutes should document attendees, discussion, vote counts, and action items. Record the meeting (if Zoom meeting). Save comments in Zoom "Chat" to document those comments in the minutes. Note any discussion items for the next meeting. Send draft minutes to BASK officers, functional

leads committee chairs and individuals cited in the minutes. Send final draft to President and Vice President for review; make final edits, publish on website and send to club Archivist to archive.

After Planning Meetings, create a summary list of assigned Action Items and send the list to the personal email addresses (available in the BASK member directory) of those assigned tasks. Request approval of minutes at the next Planning Meeting.

After Special Meetings, prepare minutes and submit them for review by club officers and attendees. Make final edits and send copy of the minutes to BASK archivist.

Prepare and maintain records of any necessary general administrative correspondence.

Useful Skills: Listening skills, attention to detail, excellent follow through.

Estimated Time Required: 6 hours/month

Member-at-Large

Job Summary: (from Bylaws) The Member-at-Large shall be responsible for taking meeting minutes and assuming the duties of the Secretary in his/her absence. The Member-at-Large shall ensure the availability of BASK, Inc. activity waivers to the members and archive the signed activity waivers appropriately. The Member-at-Large shall ensure availability of other BASK forms, literature, and other miscellaneous records of BASK, Inc., in print or digital format.

Responsibilities and Duties: Attend the Planning and General Meetings; in the absence of the Secretary, take meeting minutes and fulfill any other duties of the Secretary. Find 12 initiators for new member paddles at a rate of one per month. Ensure availability of BASK activity waivers and archive signed waivers. Ensure availability of other BASK forms, literature and other miscellaneous records in print or digital format.

Useful Skills: Friendly persuasion. Attention to detail.

Estimated Time Required: 8 hrs/week (during pandemic when job description fluctuated)

Food Maven

Job Summary: Provides food for in-person General Meetings

Responsibilities and Duties: The Food Dude/Food Maven is responsible for providing food at in-person General Meetings (pizza and salad) and coordinating dessert potluck with members. Confirms with the president that food is arranged.

Useful Skills: communication skills, attention to detail.

Estimated Time Required: 6-8 hours/month for prep, clean up + general meeting attendance time.