

**JOB DESCRIPTION:** MEMBER OF OTYC BOARD OF DIRECTORS

**Adopted:** April, 2019

**Reviewed:** April, 2019

**General Function:** A member of the Board of Directors is responsible for the operation and protection of the Club and its property. A full description of the duties is listed in the OTYC Bylaws. A member serves a 3 year term and may not serve more than two consecutive 3-year terms.

**Essential Duties:** The nominating committee contacts potential members they feel are able and willing to carry out the duties of the position. If the member accepts the nomination, the membership votes to elect the slate during the annual meeting.

Participate in monthly meetings. During the season the meetings are in Omena and via conference calls during the off-season. The monthly meetings range in length from 1-2 hours on a week night.

Attend the Annual Meeting: The annual meeting is traditionally a Saturday in mid-July. If the board member is available to attend, there may be duties such as members sign-in, making coffee or buying bake goods for the meeting. There is a board meeting after the annual meeting at which time the board elects the officers for the next year.

Review and respond to current issues the Club faces. There are times that issues may pop up between monthly meetings that need to be addressed.

Read New and Guest members' bio so they are familiar with the candidates and able to vote on membership applications. Once New/ Guest Members' applications are accepted, board members should make an effort to meet New and Guest Members so they can welcome them to OTYC.

**Anticipated Budget Needs:** N/A

**Contractors used to assist the Chairperson:**

Although each individual board member does not necessarily have contact with contractors, they may if they oversee a renovation.

**Other Information that might be helpful:**