

Smith Mountain Lake Woodturners Club  
Officers Jobs Descriptions

President:

- a. Preside over meetings
- b. Introduce new members as they join the club
- c. Coordinate all club activities with relevant Board/Club members

Vice President:

- a. Fill in for the President whenever he is unavailable
- b. Manage special projects as they may occur

Treasurer:

- a. Collect all membership dues and any monies from meetings, including demo admission fees, sales of various supplies, etc
- b. Pay all club invoices including rent
- c. Reimburse members for expenses incurred in running the club
- d. Provide financial reports as requested by President
- e. Provide the President with a list of new members when they join the club
- f. Order nametags for new members at the time of sign up
- g. Have cash on hand or current checkbook to pay demonstrator at conclusion of demo

Secretary:

- a. Create minutes from all board meetings and distribute to board members
- b. Maintain the club mailing list and update with new members as necessary
- c. Keep members up to date on latest club activities and events
- d. Forward relevant AAW and vendor email to members
- e. Forward pertinent club information to the web master in order to keep the club web site up to date (e.g. current officers, meeting location, etc)

Program Chairman:

- a. Recruit qualified woodturners to demonstrate at monthly meetings
- b. Schedule meeting dates with firehouse coordinator
- c. Organize the set up for demonstrations
- d. Notify the Treasurer in advance of funds need to pay the demonstrator
- e. Provide list of programs to the web master to up date the web site

Non Officer Board Members:

- a. Contribute your thoughts at board meetings to help officers develop policy for the club
- b. Help running the club store and club library
- c. Help with other tasks: clean up, Picnic, Christmas Party, Antique Farm Days, or any other club activities