

## INTERESTED IN THE WINDSOR SKI & SNOWBOARD CLUB EXECUTIVE?

### ELECTED POSITIONS

**PRESIDENT** – Schedule and conduct meetings, take charge of the general management and supervision of the affairs of the Club.

**VICE-PRESIDENT** – Act as president if the president isn't available, assist in Club activities and make arrangements and preparations for all meetings.

**SECRETARY** – Keep executive and membership meeting minutes, be custodian for all Club books, papers, records, etc. and keep up necessary Club correspondence.

**TREASURER** – Prepare financial statements and all financial matters relating to the Club.

**TRIP DIRECTOR** – Make recommendations to the Executive regarding ski trips and handle all correspondence and planning relating to trips.

### APPOINTED POSITIONS

**MEMBERSHIP DIRECTOR** – Prepare membership list, confirm spelling of members names as they appear on their passport, collect membership dues, distribute membership cards.

**SOCIAL DIRECTOR** – Plan and promote all social events.

**BULLETIN DIRECTOR** – Prepare and distribute monthly newsletters.

**MDSC REPRESENTATIVE** – Represent the Club at the Metro Detroit Ski Council meetings and act as liaison between the two.

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If you would like to nominate a member to serve in one of the elected positions: President, Vice-President, Secretary, Treasurer or Trip Director, please complete the following and email it to Monique at [moniquesutts@yahoo.com](mailto:moniquesutts@yahoo.com) or Cecilia at [ceciliaws@hotmail.com](mailto:ceciliaws@hotmail.com) before March 1<sup>st</sup>.

I nominate \_\_\_\_\_ for the position of \_\_\_\_\_

Moved by: \_\_\_\_\_ (name)

\_\_\_\_\_ (signature)

Seconded by: \_\_\_\_\_ (name)

\_\_\_\_\_ (signature)

If you are interested in volunteering to serve in one of the appointed positions: Membership Director, Social Director, Bulletin Director or MDSC Representative please complete the following and email it to Monique at [moniquesutts@yahoo.com](mailto:moniquesutts@yahoo.com) or Cecilia at [ceciliaws@hotmail.com](mailto:ceciliaws@hotmail.com) before March 1<sup>st</sup>.

I, \_\_\_\_\_, wish to volunteer for the position of \_\_\_\_\_

in the Windsor Ski & Snowboard Club Executive.

\_\_\_\_\_ (name)

\_\_\_\_\_ (signature)