**VOLUNTEER QUESTIONS**

The SCWDC President is asking key volunteers to answer questions that will help the future president and Board of Directors manage the club to the fullest extent.   This project was started on January 9.  Please try to answer by February 1.

**KEY VOLUNTEER QUESTIONS - TAKING AN INVENTORY OF "WHO WE ARE" .... ARE WE PREPARED FOR THE FUTURE?**

**PLEASE ANSWER THESE***Not all of these questions apply equally:  please answer as you see fit.*

Q1:  When did you assume your position?  Year? May 2020

Q2:  Please state your workload in terms of hours per week, if duties are frequent/ consistent, or the committent for seasonal time. Workload varies between 10 -20 hours a week with more during ski season. Workload is likely more in a “normal” year since there would also be tennis activities to reconcile.

Q3:  Are you planning to continue in this position indefinitely? No

       Q3A:  If not, what is your estimated ending service date?  Even just a comment would be helpful if you don't see yourself serving for another 12 months.   (No one is being pushed out; this is just a way of estimating needs) Perhaps 3 – 5 years

Q4: Is there a training syllabus, "how to" description for this position for an entire year and is it current? Yes

        Q4A:  If not, would you develop a job description before April, 2021?

        Q4B:  What specific knowledge, technical or social skills are required for your position? Need to be technically proficient to use several different websites, detailed oriented, and have basic bookkeeping knowledge.

Q5: Is Web Event Posting or Event Editing Skill Required, including financial duties, to assure full collection of amounts due from event signups? Yes

Q6:  Do you have a currently active assistant who could take over immediately if you retired or became disabled unexpectedly? No.

Q6A:  Are there log-ins and passwords that are necessary to complete your job?  Yes, list is available

Q6B:  Do you have a unique database for your position & how would a copy become available to the club if something should happen you? No

For either, you should provide the office administrative manager and a second officer with a set of these on a regular basis, especially since passwords change often and you may update your database frequently.    Based on your answer, either myself or the admin officer will contact you.  We will formulate a policy on this, encryption, etc.  before you send these to someone.  It's likely that our Web Manager, Gary, should be the custodian for these.  This has not been discussed with Gary and there may be alternatives for an attorney / outside source

*FYI:  our long time volunteer and member, Frank Penaranda, died without providing the BRSC with the set of log-ins and passwords to administer the BRSC web site, hence, it has to be rebuilt.  The impact on SCWDC is that we could not regularly advertise our trips to BRSC members.  The SCWDC officers have a reason to protect the intellectual property of the club, in the possession of volunteers, so we don't have to start over, any function from scratch.*

Q7:  Do you have someone in mind, not currently active helping you, that you could train for your work, if you needed to end your service by an advance plan? No

Q8:  Are you receiving the support that you need from the president, current BOD, admin manager, financial manager, or an possibly outside expert source? Yes

      Q8A:  You don't have to be a critic:  what could be better/easier to carry out your program or responsibility?

       You are welcome to call me if you would instead of writing, Bill, cell, 703-597-6310

Q9:  Do you enjoy being in your position? What specific experience confirms this? Yes. I have accounting, project manager, and IT background.

     Q9A:  is there some part of your job that you don't enjoy and do you think anyone can help you with this?