**SCWDC Nominating Committee – Educational Material / Feb 9, 2022***Prepared by Bill Johnston, former officer who has served on several Nominating Committees including as chair. This is not an official club document.   
The club authority on policy and procedures is the Policy Chair, Howard Fisher, direct questions to him.  
Howard Fisher reviewed this document, did not suggest any changes.*

**Caution:** any summary will leave out some of the existing Policy Manual guidelines.   
The Nominating Committee Chair is encouraged to read all the club materials applying to the Nominating Committee.

**Summary of Subjects Covered Here**

Part I: What do they do, and what are the criteria and suggested qualifications for: SCWDC President and Board Members?

From the SCWDC’s Policy Manual, key BOD duties

Suggestions for Candidates – Skills / Education / Time Required

Part II: Issues or Actions Items That Have Been Considered by The President or the Board in the last several years? This helps to tell prospective candidates about the work of the BOD

Part III: How Will the Nominating Committee Work?

Part IV: Vacancies in Directors /Recruitment Goals

Part V: Where Will You Find Candidates? (*List of all active members,* past/current volunteers in programs, active members)

Part VI: Sample NC Chair message to the Election Chair

**SUMMARY:** The goal of the Nominating Committee (NC) is to locate candidates to run for President and the BOD. Criteria #1: Per our Policy Manual, the president must be a skier\* (\*see definition below). 4 of the eight directors must be skiers and 4 can be non-skiers. The SCWDC website Election Page should state who are skiers and who are not. In the last few years, fewer than 4 non-skiers have served. Membership requirement: Criteria #2: The President must have been a member for three full years; for Director, one full year.\*\*

Pre-COVID, the club plans and holds an in-person Election and Awards meeting in April of every year\*. The President is elected annually for a one-year term. There are eight BOD members, each serves a two-year term, and 4 are elected annually, i.e., two sets of staggered terms. Based on current bylaws, some members must be skiers, and some may be non-skiers. Locate and confirm the current criteria in the Policy Manual. In practice, sometimes only one person will run for the office of President, thus their election is assured. In the case of candidates for the BOD, usually the committee will find and recommend more than 4 candidates. Through the years, because the Nominating Committee is an independent body that reports only to the Membership, it can and does operate differently from year to year. It can ask for advice from anyone or currently serving officers, especially the Policy Chair.

The Policy Manual suggests that the slate of candidates be announced in January at a membership meeting, and these used to be held on the first Tuesday or Thursday of the month. However, Membership Meetings are not being held at this time. The most important target deadline is announcing the candidates in the March – August magazine issue. The magazine deadline is specified by the editor for sometime in February. Each candidate provides a photo and statement about themselves and their goals and then the candidate appears at the meeting to give a 2–3-minute speech. With a past bylaws change, the club changed its election procedures to permit absentee voting, thus for the last two elections, most ballots were cast via absentee ballot. Therefore, the public materials made available before the Election Meeting are very important.

* The 2020 and 2021 Election meetings were not held in person due to COVID. They were conducted by telephone in April 2020 and by Zoom in April 2021. It is not decided at this time whether there will be an in-person, April 2022 Election Meeting.
* The work of the committee is private, no officer supervises or interacts with the committee. After the committee finishes its work, it provides the results to the Election Officer selected by the BOD. The Nominating Committee chair participates in the Election meeting, individual NC members do not.
* The Policy Manual references to NC & Elections: Chapter One, Article V, Officers and Elections; Chapter Two, Article IV, Officers and Elections; Appendix 5, Election Guidelines and Procedures.
* Possible Assistance from Prior NC Chairs: Leo B., Gary R., Pete C. Lisa H-C., Bill J., Geoffrey P., Madeline M.
* The Nominating Committee Chair makes the decisions about how to find BOD candidates. Over time, most chairs have found that personal contact (in-person, telephone calls) between committee members and possible candidates yields the best results.
* \*“Skier” = downhill, cross-country, snowboarding within three years of the election date.
* \*\* The NC is responsible for finding candidates for President who have been members for at least three years continuously by the date of the election (usually the first week of April) and for Director, at least one year continuously by the date of the election.

**Part I: What do they do and what are the official criteria and suggestions?   
SCWDC President and Board Members:**Below is a quick summary, the full statement of authorities and responsibilities is in Chapter 4, Policy Manual at SCWDC Web Site, under “Home” menu item.

President: pages 101-104; BOD members: pages 105-110

**PRESIDENT**

Leads the club in all aspects, and this includes:

Works with program chairs to create an attractive offering of events

*Long-time club recognition, “Program chairs run the club”*

Communicates regularly with program and committee chairs – phone calls, emails, in-person with assistance from individual BOD members who participate in programs – Tennis, Golf, Skiing, etc. BOD members are asked to volunteer to be liaisons to the program and committee chairs

Recruits new program and committee chairs

Presides over monthly board meetings – in 2020 &2021, these have been conducted by “Zoom” video meetings. Formerly, BOD meetings were held in the SCWDC Arlington office

The President does not normally vote on motions except to break ties

Travels to Arlington office to sign checks, review financial and business information

Supervises the office staff. Office Manager and Financial Managers

Aims to make decisions that improve the plans and events of the club, with special focus on skiing events

Criteria: The candidates for President must ski (downhill or cross-country) or board as defined by the Policy Manual and be a member of the club for three consecutive years.

***Hours: about 10 hours a week – it depends on current issues, number of meetings, time of year***

**BOARD OF DIRECTOR MEMBERS**

Board members are active in the following areas:

Reviews and approves the annual budget

Approves leaders for overnight trips

Confirms program and committee chairs nominated by the President

Responsible for the general welfare of the Club, and reviews/changes the Policy Manual from time to time

Talks to specific chairs from time to time, as the board members act as liaisons to program chairs

Responsible to ensure that the President carries out his/her responsibilities and to review the President’s decisions

**Hours to accomplish director business: 2-5 hours a week on average but it depends on the current issues**

To participate fully, BOD members need to read emails and financial manager’s reports.

The proposed annual budget may need to be analyzed and discussed in a special meeting.

During most of 2020 and 2021, BOD meetings have been held by video conference due to COVID. This was considered essential for the safety of members. It’s possible that the practice will continue even after COVID risks decrease. If so, a larger number of members may be willing to serve because a trip from home – wherever in DC, MD, or VA would not always require a trip to the SCWDC office, which can take up to an hour of more in rush hour traffic on a weekday night. The decision to continue video conference is up to the president and BOD members.

The Board meets once a month for between 1- 2 hours. Special meetings may be called from time to time, for example to read and consider the next SCWDC full budget. Emails are exchanged among various officers about: agenda for the next meeting, position papers, and monthly reports from program and committee chairs, and financial manager. The board elects a vice president at the first meeting and selects a fourth check signer for the year. Board members should read and be familiar with the Policy Manual, the ALEC leader selection program, and the SCWDC budget. All of this can be accomplished in the first several months of the term.

Finally, to mention, the Board plans and runs the annual BOD Volunteer Party to honor the past year’s volunteers. September or October is the usual month for the party, and it takes 4-5 hours to plan, then about 6 hours to run it by all directors. The party date and location should be selected in April not later than May to get the “best” location, best price, and best arrangement for the schedules of the BOD members. The Fairlington Community Center in Arlington has been used for many years due to the low rental rate and its Virginia location near major highways.

A full description of the president’s and directors’ authority and responsibilities is contained in the Policy Manual, Chapter 4, “Authority and Responsibility for Various Club Positions, within a few pages, and can be quickly read. The Policy Manual is located under the “Home” menu item of the SCWDC Web Site in “PDF: format.

Criteria for Director

Summary: The candidates for director must have been a member of the club for at least one year. Four of the members must be skiers or boarders and must have skied or boarded in the last three years, marked from the date of the election. Four directors can be non-skiers, and this fact is cited in the list of candidates in the magazine, and in the introduction by the Election Chair at the election meeting. Directors cannot miss more than three meetings without being subject to removal after the fourth meeting absence.

**POLICY MANUAL EXTRACT**

**Chapter 1,** Article V - Officers and Election

“Section 1. The officers shall consist of a President, Vice President, Secretary, and Treasurer and shall hold office until their successors are selected. Candidates for President shall have been members of the Club for at least three (3) consecutive years immediately prior to the January 1st preceding election and shall possess skiing ability at least equal to that required to pass the SCWDC Basic Skills Test and have skied or snowboarded within three years of the date that the candidate would become President.

(4/09)”

“Section 2. The Board of Directors shall consist of the eight (8) elected Directors. Candidates for Director shall have been members of the Club for at least one (1) year immediately prior to the January 1 preceding their election. At least four of the eight Directors, including the Vice President, shall possess skiing ability at least equal to that required to pass the SCWDC Basic Skills Test and have skied or snowboarded within three years of the date that the candidate would become Director. (4/19)”

**POLICY MANUAL EXTRACT: Chapter 2, Article IV, Section 7.**

**IMPORTANT**

“g. The Nominating Committee shall determine and certify that candidates for President and Board of Directors meet the requirements as specified in the By-Laws. Such certification shall be made prior to the election and is necessary for a candidate to be eligible for election. (4/81)”

Suggestions About Candidates Experience

The potential candidate person should have telephone and internet/email access but does not have to proficient in any software other than email with ability to download documents, most often PDF’s. The person must be able to attend monthly board meetings on a regular basis. Proxy votes are not allowed per the Policy Manual, but from time to time, “informal” votes are cast by email for time-sensitive matters, these must be confirmed during an official BOD meeting.

As far as SCWDC experience contributes to becoming a board member, it is helpful if someone has been a leader of an event that required the filing of a financial report. It could be someone that has gone on one or more overnight trips or is a frequent participant in one program.

The “best” or “most ready” candidate is someone that has been a program chair assistant or chair. Program chairs have the responsibility to plan events (up to a year in advance), submit budget estimates, submit content to the magazine up to 3 months in advance, and then help the leader to take reservations and run the event. In other words, that person is familiar with the business cycle of the club. Currently serving program chairs are eligible to be board members. Note: these are suggestions, not requirements, to narrow the search and find receptive members will consider this kind of service.

The point is to find people who will” go the extra mile”, both enjoying the club with current activities and working at board duties.

The person should be inclined to attend monthly membership meetings and occasional happy hours. Again, this is a suggestion, not a requirement. (Monthly membership meetings are no longer planned.)

2021 Current BOD members: some have financial backgrounds, some are retired, some are computer experts, most are active in various club activities. They come from many walks of life.

There is no official criteria about past experience or skills.

**PART II: What issues or action Items that have come before the board in the last several years?**

The purpose of this document is to show the importance of the Board of Directors and answer questions about the specifics of, “What Do the President and Board work on?”

Not listed in order of importance

* Revision of the Activity Leader Evaluation Committee (ALEC) Point system / Past issue
* Approval of overnight trip leaders /Annual issue
* Discontinuation of publication, “Who’s Who”/Past issue
* Vacancies in program and committee chair positions / Hard to predict
* Date and plan for the volunteer party /Issue every year
* Updating the guest fees and membership dues / Not changed since 2006
* Annual audit of the club finances and accounting/ Approval required every year
* Selection of Nominating Committee and Election Officer/ Annual Requirement
* Continued membership decline less membership income, leading to unbalanced budget if “fixed” or continuing expenses stay the same) / 2021, Membership is stable as of 2021
* Aging of the club – and no dedicated Young Professionals activities for the 30- & 40-year-olds for the last seven years, should the club be doing more to locate “younger members”
* Find more volunteers and appreciate the ones we have via the Volunteer Party
* Size, frequency, and cost of magazine and other reoccurring budget expenses
* Discussion of the magazine – possible elimination, move the information to members using only the SCWDC web site and Ski-o-gram only? -

**PART III: How will the Nominating Committee (NC) work?**

1. First, understand that the NC is independent, reporting to no one except the membership.
2. Second, read Sections 7 & 8, Article IV, “Officers and Elections” in Chapter 2, Policy Manual, which states the policy and procedures for the operation of the Nominating Committee, and the requirement for elections to be held at the annual meeting.
3. The Policy Manual suggests that the NC be selected in October.
4. For a committee with little prior NC experience, the club president or other experienced member as can open the first meeting, explain the work and schedule, then leave the meeting.
5. Hold an in-person first meeting that includes everyone on the committee. The committee elects the chair, per the Policy Manual. In-person is preferable!
6. Who’s in charge at the first 2021 meeting? In 2021, the BOD selected the chairman. If the Policy Manual guidance is followed, i.e., selecting the NC members not the chair, then the group votes a chair in first meeting.
7. The NC chair will state the goal to complete the work by a certain date.
8. Determine/hand out what materials will be used to locate potential candidates:
   1. Membership list, names, phone numbers, email addresses, 1000+ members
   2. Copy of the masthead of the magazine, current officers – especially program chairs who may be able to point out potential candidates. Use a current magazine from the web site.
   3. List of past 1-2 year’s volunteers
9. The chair determines which NC member will do “what”, & in what time frame. Split up the work of calling or writing emails. (See below for advice from SCWDC’s Policy Chair, “How To Talk to Members”.)
10. Plan another meeting or series of meeting. The NC needs to consider the holidays in November & December, and difficulty of doing work in December as many people have family and work commitments.
11. When someone says “yes” to running, what should that trigger?
    1. The Nominating Committee Chair will give a final tally of candidates to the Elections Chair and president. The work of the committee is over, except for the NC Chair speaking role in the election meeting.
    2. The president will announce candidates at the January Membership Meeting and will invite nominating petitions from the membership for someone not nominated. As of 2022, there is no official “Plan B for announcing the candidates, because Membership Meetings are not being planned.
    3. The Election Chair writes the candidates, explains the election rules and how the election will be conducted, explains when the SCWDC web site will be opened for voting, and states the election date. This message also will contain the reference to submitting candidate statements.
    4. Candidates need submit biographical / candidate statements to the Magazine Editor. (See next section, separate description of what is needed for the magazine below). The Elections Chair will supervise the magazine submission process and the campaign itself.
    5. Note: in 2022, the NC chair asked candidates to write the candidate’s statement as part of the work of the committee, and these were provided to the Election Chair, Webmaster and the Magazine Editor. Examples of past candidate statements can be obtained from past magazines, and electronic copies of the magazine are available from web site. Also, submit a photo, “headshot.”

**BIOGRAPHICAL STATEMENTS FOR MAGAZINE/CHECK THIS WITH MAGAZINE EDITOR**

President candidate: 300-400 words

Director candidate: 250-300 words

Digital photo, “headshot” – essential – published in the Magazine

A list of past issues of the magazine are posted on the SCWDC web site, “Home” menu item, and page, “SCWDC Magazines.” The March/April issues contain past candidate statements which can be consulted for various styles and content. Even earlier issues can be can be sent to a candidate upon request in PDF from by Bill Johnston, bjohnston2@aol.com.

**ADVICE FROM THE POLICY CHAIR: Technique, how to talk to members?**

Committee members should go beyond asking potential nominees for a "yes" or "no".  They should discuss how to sell 'running for office’ and provide that kind of effort.  If a person declines, the committee member should ask what the reason is, and be ready to offer a counterargument.  They should follow up on persons who declined, but not strongly, and probably with a different member of the Committee.

-  Committee members should realize that it's okay to nominate someone that they wouldn't personally want to be elected.

* Committee members should all be aware of the 'skiing' rule that four non-skiers can serve on the BOD at a given time.

**END OF ADVICE FROM POLICY CHAIR**

**PART IV - Vacancies in Directors /Recruitment Goals**

1 or more candidates for president

4 or more candidates for director. Sometimes a director decides to resign after serving 1 year of the 2 year term. Sometimes, a serving BOD member will serve several terms, there is no term limit, just the election.

POLICY MANUAL EXTRACT: Chapter 2, Article IV, Section 7. The Nominating Committee.

1. At least one hundred fifty (150) days prior to the election, the Nominating Committee shall be elected annually by the Board of Directors. (4/78) (Editor: the election meeting is scheduled sometime in April. Example: If the meeting was scheduled for April 1, 2022, 150 days prior creates a date of November, 2, 2021. The BOD would plan to select the Nominating Committee at its regular meeting in October.)

b. The Nominating Committee shall consist of at least three members.

c. The Nominating Committee shall nominate one (1) or more candidates for each position. These nominees shall be notified of their nominations prior to the membership meeting at which nominating petitions are invited. The names of these nominees shall be announced at the same meeting at which nominating petitions are invited. (4/78)

d. Nominating petitions signed by no fewer than five (5) members shall be invited at the membership meeting which is closest to ninety (90) days preceding the annual meeting. The petitions shall be submitted to the Nominating Committee at least fifteen (15) days prior to the annual meeting. A nomination may be presented from the floor, provided that four (4) Club members second the nomination. (4/78) (4/93)

e. All nominees whether nominated by petition or the Committee shall be so identified and presented to the Club in an equitable manner. (4/78)

f. All nominees must agree to serve if elected and be willing to demonstrate the required level of skiing or snowboarding ability. If a candidate does not meet the Basic Skills standard, that fact must be made known in official Club communications describing the slate of candidates, including ballots and introductions at the annual meeting, that are made available to the general membership. (4/09)

g. The Nominating Committee shall determine and certify that candidates for President and Board of Directors meet the requirements as specified in the By-Laws. Such certification shall be made prior to the election and is necessary for a candidate to be eligible for election. (4/81)

Section 8. At each annual meeting, a member shall be elected to serve a one (l) year term as President and four (4) members shall be elected to serve two (2) year terms each, as members of the Board of Directors replacing those members whose terms have expired, except as otherwise specified in these Rules of Procedure. Election of the President and Director by the members shall be by plurality. (4/78)”

CHECKLIST:

**Part V: Where Will You Find Candidates? (*List of all active members* & past/current volunteers in programs)**

The Officer Manager can provide lists of all members to the NC, with names, phone numbers, email addresses, and membership start date. The Office Manager or someone else can provide a list of past volunteers compiled for inviting to the annual Volunteer party. Finally, the SCWDC web site has identification methods which can be used to compile a list of all members who participated in events for any past period, i.e., “Who are the active members…who might be willing serve?”

End of Educational Document, except for extract from Chapter 4 of the Policy Manual.

**Part VI: Sample NC Chair message to the Election Chair**

Subject: Candidates for Ski and Sports Club, Board of Directors and President

The candidate(s) for President are as follows, name followed by membership start date: Candidate 1 (date), Candidate 2 (date)

The candidates for /Director are as follows, name followed by membership start date: Candidate 3 (date), Candidate 4 (date), Candidate 5 (date), Candidate 6 (date), etc.

Optional, if this was accomplished: “The Ski-O-Gram ran announcements calling for board and presidential candidates.  It directed any interested person to contact me, Nominating Committee Chair.”

*Note: In 2022, no January membership meeting was held, thus the NC Chair ran an announcement in the Skigram to comply with the Policy Manual requirement to invite nominating petitions.*

Signed,

Nominating Committee Chair

**APPENDIX: EXTRACT FROM CHAPTER 4, AUTHORITY AND RESPONSIBILITY FOR VARIOUS CLUB POSITIONS**

*FIRST, PRESIDENT, THEN BOARD OF DIRECTORS*

**PRESIDENT**

**Authority**

Management

To preside at Board of Directors meetings.

To break a tie vote of the Board. The President would normally vote for the motion if in favor and decline to vote if opposed.

To call special Board meetings.

To implement the general directions and programs as established by the Board and within the budgetary allocations approved by the Board.

To provide coordination between major program areas.

To rescind unilaterally the appointment of Program Chairpersons, Committee Chairpersons,

and Committee Members of Special Committees selected by the Chairpersons.

To sign checks.

To be an ex officio member of the Budget and Finance Committee.

To direct Program Chairpersons as to how to implement programs under their responsibilities.

To establish special committees.

To define the duties of the office staff with the approval of the Board.

To define the office staff’s work schedule.

Initial Planning

To approve specific plans for implementing general programs and general directions as established by the Board and within the budgetary allocations approved by the Board.

Selection of People for Positions

To nominate to the Board for its approval, the Treasurer, Secretary, office staff, and Program and Committee Chairpersons. For administrative-only special committees, Board approval is not necessary.

Procurement of Goods and Services

To commit the Club to financial obligations.

To approve requests for payment of Club funds submitted by Program Chairpersons.

To approve unbudgeted emergency expenditures up to the allowable limit annually. The Board shall be informed of such expenditures at the next Board meeting. The Board may then authorize the President's further expenditure of unbudgeted emergency funds.

Promotional Activities

To exempt an activity from the policy that prohibits the mailing of promotional material other than that requested by either an actual or potential participant.

To exempt an activity from the policy restricting use of the Club's photocopier.

To be an ex officio member of the Budget and Finance Committee.

To direct Program Chairpersons as to how to implement programs under their responsibilities.

To establish special committees.

To define the duties of the office staff with the approval of the Board.

To define the office staff’s work schedule.

Initial Planning

To approve specific plans for implementing general programs and general directions as established by the Board and within the budgetary allocations approved by the Board.

Selection of People for Positions

To nominate to the Board for its approval, the Treasurer, Secretary, office staff, and Program and Committee Chairpersons. For administrative-only special committees, Board approval is not necessary.

Procurement of Goods and Services

To commit the Club to financial obligations.

To approve requests for payment of Club funds submitted by Program Chairpersons.

To approve unbudgeted emergency expenditures up to the allowable limit annually. The Board shall be informed of such expenditures at the next Board meeting. The Board may then authorize the President's further expenditure of unbudgeted emergency funds.

Promotional Activities

To exempt an activity from the policy that prohibits the mailing of promotional material other than that requested by either an actual or potential participant.

To exempt an activity from the policy restricting use of the Club's photocopier.

Processing Participants

To invite special visitors to Club activities within the allowable dollar limit who will receive free admission, providing space is available.

Grievances

To act on grievances.

Magazine and Website

To submit articles to the Magazine and Website stating Board policy.

**Responsibility**

Management

To ensure that the office staff performs its duties and to provide guidance and counseling as necessary.

To ensure the office staff’s work schedule properly accommodates the needs of the Club.

To ensure that the Program Chairpersons carry out their responsibilities.

To nominate the Budget and Finance, Policy, Activity Leader Evaluation Committee, and Election Committee Chairpersons.

To ensure that requests for payment conform with the approved Club budget.

Procurement of Goods and Services

To sign checks, and if required, contracts and agreements.

To inform the Board of the payment of unbudgeted emergency expenditures at the next Board meeting.

To refuse to sign any check for payment to an individual (as opposed to a corporation) for services or rents or for reimbursement to an activity leader for payments already made to that individual if the authorizing voucher does not contain the name, address, and social security number of the individual from whom the Club has purchased the service or rent.

Promotional Activities

To ensure that Club activities are not advertised to the general public.

Processing Participants

To return deposits or payments received from persons on the Treasurer's List and notify them that balances due the Club must be paid before they can participate in Club activities.

To retain disclaimers of liability for a period of six years.

To receive Board approval prior to inviting special visitors to Club activities who will receive free admission.

Activity Follow-up

To prepare a written report documenting accomplishments during their year of service.

Gratuities

To report any offers of gratuities to the Board.

Grievances

To act on all written grievances.

Publication of Election Results and Board Actions

To ensure that the membership is kept informed of election results

and Board actions and policies.

**VICE PRESIDENT**

Authority

To sign checks.

To approve requests for payment of Club funds submitted by Program Chairpersons or the

President.

To refuse to sign any check for payment to an individual (as opposed to a corporation) for

services or rents or for reimbursement to an activity leader for payments already made to

that individual if the authorizing voucher does not contain the name, address and social

security number of the individual from whom the Club has purchased the service or rent.

To assume the duties of the President in his/her absence.

Responsibility

To ensure that requests for payment conform with the approved Club budget.

**BOARD OF DIRECTORS**

Authority

Management

To call, with a one third vote, special meetings of the Board.

To be responsible for the general policy direction of the Club and review conduct of the affairs of the Club.

To establish a schedule for regular BOD meetings.

To modify election procedures.

To determine the rate of employee compensation and other employee benefits.

To suspend, revoke, or decline to renew the membership of any member or preclude any person from participation in Club sponsored trips or activities for conduct it considers disruptive to the interests of the Club.

Initial Planning

To approve a Budget and Finance Committee, Policy Committee, and Activity Leader Evaluation Committee.

To require the Budget and Finance Committee to prepare budgetary and financial information.

To adopt an annual budget for the current fiscal year.

To approve deviations from the budget at any time.

To designate specific Club activities as 'no refund' activities. No refunds will be issued to participants who cancel from such activities.

To approve new activities and significant changes in existing activities.

To specify those activities for which solicitations for prizes may be made.

Selection of People for Positions

To select a Vice President from among the Board Members.

To remove any Director for failure to attend four regularly scheduled Board meetings in twelve consecutive months or for failure to perform the duties of his or her office by a two-thirds vote of the full Board after giving the Director thirty days notice and an opportunity to be heard.

To approve or disapprove members nominated by the President for various Club positions.

To select the Nominating committee, but not specify the Chairperson.

To confirm or deny criteria and procedures for selecting Program Chairpersons, Committee members, Leaders and Delegates.

To rescind the appointment of Program Chairpersons, Committee Chairpersons, Committee Members appointed by Committee Chairpersons, by a two-thirds vote of the full Board.

To approve Leaders for activities which are overnight or are budgeted for a cash flow at the defined dollar threshold or above

To establish the amount of remuneration for Delegates.

To confirm one Delegate as Chairperson of any delegation.

Procurement of Goods and Services

To approve down payments for trips or activities up to eighteen months in advance of the trip or activity.

Promotional Activities

To authorize non-SCWDC fliers which have been prepared by other than advertisers doing business with the Club, for distribution at Club functions.

Processing Participants

To specify individuals for free admission to any activity.

To approve the total number of free admissions for each activity.

To exempt specific persons from the cancellation policy.

To specify persons and organizations whose names are to be added to or removed from the Treasurer's List.

To require disclaimers of liability.

To exempt activities from the policy requiring "disclaimers of liability."

To determine whether or not to permit minors to accompany the Leader of an overnight activity.

During the Activity

To approve non-paying promotions at Club functions.

Purposeful Control of Membership

To categorically determine if and when dues submitted in one membership year can be applied to the following year.

Gratuities

To decide whether or not to accept gratuities in accordance with the best interests of the Club.

To select individuals to receive gratuities.

Grievances

To review the decisions of the President.

Magazine and Website

To review, under compelling circumstances, the Editor's decisions and to make final

determination as to the content of the Magazine, Website, and Club-controlled email.

To establish guidelines regarding Magazine, Website, and Club-controlled email content.

Miscellaneous

To decide the level of involvement, on an issue-by-issue basis, of the Club's involvement in

public interest causes and to approve any statements made on behalf of the Club.

To see that recipients of money, space, and volunteer time are preferably ski-related

organizations.

To approve the Club's endorsement of a non-Club activity.

To approve the distribution of membership lists.

To approve a lease for office space for the Club.

To approve recommendations regarding property purchase in accordance with the

conditions approved by the membership.

**Responsibility**

Management

To ensure that the President carries out his/her responsibilities.

Initial Planning

To appoint the Budget and Finance Committee within sufficient time to allow for it to

submit an annual budget in a timely manner.

To adopt an annual budget for the current fiscal year.

To provide sufficient fiscal and program guidance to the President.

Selection of People for Positions

To approve the Budget and Finance Committee, Policy, and ALEC Chairpersons as well as

all members of these Committees.

To approve all members of the Nominating Committee.

To establish an Election Committee annually and approve the Chairperson.

To not approve a person to lead an activity who has a delinquent financial statement.

To identify activities other than overnight ski trips for which an Activity Leader Evaluation Committee shall rank the applicants for leaders.

Procurement of Goods and Services

To approve in advance the President's expenditure of unbudgeted emergency funds in excess of the established limits.

To place people or organizations on, and to remove them from, the Treasurer’s List.

To publish a list of activities which are exempt from the policy requiring "disclaimers of

liability."

During the Activity

To hold a hearing prior to suspending or revoking membership of any member or precluding that member from participation in Club sponsored trips or activities, and to notify the member in a timely manner of the rights:

1) of representation

2) of timely notice

3) to present witnesses

4) of cross examination

Gratuities

To report any offers of gratuities to the Board.

Grievances

To resolve a member’s grievance appeals.