

## Leadership Job Descriptions: SCOV Astronomy Club

This document describes the roles of the officers and board members at large of the Sun City, Oro Valley Astronomy Club. They are meant to be directional overviews, as it's understood that this is a volunteer organization that relies on teamwork and intelligent sharing of chores to ensure the membership is properly served!

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### PRESIDENT:

The president is responsible for all club functions, but relies on other board members and club members to carry out the responsibilities of the office.

Coordinate with the Board Members

- Review, modify, and support the plans and actions of all Board Members and Function Coordinators\*.
- Schedule and Announce Board Meetings
- Set Meeting Agenda and circulate prior to monthly meeting
- Coordinate Special Issues (Work with Officers and Coordinators)
- Work with the nominating committee to identify board members.

Provide General Leadership

- Be the “Face of the Club” at external and internal events
- Help create interest in special events (field trips, star parties, events, etc.)
- Manage Monthly General Meeting
  - Announce to membership in advance of meeting
  - Arrange Rooms with SCOV, & ensure AV is operational (work with support)
  - Provide Opening Talking Points/Communications, Introduce Speaker
- Communicate
  - Newsletter and notices of special events
  - Oversee Website and other Coordinators
  - Review Tipster entry
  - Welcome New members and guests
  - Thank Speakers (email)
  - Respond to email and phone messages/questions (direct queries to the right place)
  - Be a point of contact for those outside the club

General Actions:

- Participate in other planning as needed
- Stay up to Speed with the Astronomy Community & Key Events

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### **VICE PRESIDENT:**

- Attend monthly Board meetings
- Fill in if the president is unavailable for a meeting of either board or club.
- Serve out the President's term if they are unable to do so until the next Annual Election.
- Perform one of the Coordinator responsibilities described below if appropriate.
- Conduct Board training/orientation
- Chair Nominating Committee

### **TREASURER:**

- Solicit and collect dues.
- Pay and post bills/keeping receipt records.
- Record and document deposits
- Balance check book; resolve statement balances.
- Prepare monthly Report to and attend monthly Board meetings or others as called by the President.
- Prepare for and meet annually with Auditor in January

### **SECRETARY:**

- Attend monthly Board meetings or others as called by the President.
- Take minutes and distribute to Board
- Responsible for timely writing and placement of Tipster article to meet SCOV deadlines.
- Responsible for posters
- Responsible for Tipster inserts

### **MEMBERSHIP COORDINATOR – BOARD MEMBER**

- Attend monthly Board meetings or others as called by the President.
- Point of contact for all new member sign-ups:
  - Attend monthly meetings (manage sign-in table when available or delegate to Board member)
  - Manage new member sign up forms
  - Participate in Club Fair as practical
- Maintain and make available to the Board all membership data
  - Coordinate with Treasurer and President

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### **AT-LARGE MEMBERS, BOARD OF DIRECTORS:**

- Attend monthly Board meetings or others as called by the President.
- Support decisions made by a majority of the Board.
- Perform various volunteer tasks throughout their term.
- Maintain familiarity with By-Laws

It is also recommended that At-Large Board members fulfill particular functions and be “Coordinators” for particular Club activities and events. We envision these responsibilities to include but not be limited to:

### **\*FUNCTION COORDINATORS:**

- Web Site Oversight
- Field Trips (choosing, managing)
- Youth outreach (Coronado School program, etc.)
- Speakers (recruiting, scheduling, greeting, hosting, etc.)
- Star Gazing (job description available)
- Nominating