



## **Job Descriptions for Steering Committee Directors**

**June 11, 2010**

**Draft Proposal to be appended to By-laws after approval by the Steering Committee**

### **Past President:**

- Provides historical continuity to Steering Committee
- Assists with recruitment to Steering Committee for succession planning
- Chairs Nominating Committee
- Attends (participates in) meetings of the Steering Committee
- One of President, Past President or Vice-President act as signing officer, based on proximity to Secretary-Treasurer

### **President:**

- Chairs meetings of Steering Committee and Congress
- Represents IBCPC within the dragon boat community, to the International Dragon Boat Federation (IDBF) and in the media
- Ensures Steering Committee adheres to bylaws
- One of President, Past President or Vice-President act as signing officer, based on proximity to Secretary-Treasurer
- Orients new Steering Committee members

### **Vice-President**

- Acts in the absence of the President
- Learns duties of the President
- Attends (participates in) meetings of the Steering Committee
- One of President, Past President or Vice-President act as signing officer, based on proximity to Secretary-Treasurer
- Orients new Vice-President

### **Secretary-Treasurer**

- Attends (participates in) meetings of the Steering Committee
- Records all motions and decisions of the Steering committee
- Keeps a record of Steering Committee attendance
- Reports actions to members
- Notifies members of meetings of Steering Committee and Congress
- Conducts correspondence in cooperation with the Communication Director
- Reports on financial state
- Keeps financial reports
- Acts as signing officer and disburses money as directed by the Steering Committee

- Orients new Secretary-Treasurer

### **Communication Director**

- Prepares bulletins for the website
- Responds to communication received on the website
- Attends(participates in) meetings of the Steering Committee
- Assists the President in representing IBCPC to the media
- Maintains website links including links to member team websites
- Works with a team of country representatives
- Orients new Communication Director

### **Development and Membership Director**

- Maintains a list of IBCPC members
- Maintains a list of contact websites for members
- Manages requests from Teams
- Facilitates connections between teams
- Informs Steering Committee of countries/communities starting new teams
- Assists other Steering Committee members in execution of their duties
- Orients new Development and Membership Director