

Spokane Canoe and Kayak Club Paddle Board Job Descriptions

President ~

- Preside over meetings
- Serve as an ex officio member of all committees

Past President ~

- Attend Paddle Board meetings as a Member-at-large.

Vice President ~

- Fill in for the President when necessary
- Organize the general meetings - schedule the programs, supply refreshments, coordinate with the venue

Secretary ~

- Record the minutes of the board meetings and disseminate them to the board members in a timely manner.

Treasurer ~

- Attend Paddle Board meetings, providing financial reports to the members of the Paddle Board and reimburse Paddle Board members for any approved expenses
- Attend general meetings and when needed, reimburse Paddle Board members for expenses and/or pay the occasional speaker/s
- Be able to operate Quick Books or Quicken
- Reconcile bank statements, pay bills, maintain files
- Go online to complete annual documentation with the Secretary of State

Membership ~

- Maintain an electronic data base of current members, updating it as new members join the club. Welcome new members with an initial email and a hard copy follow-up, and notify Editor/Website administrator so they can be welcomed in the monthly email update sent to all members.
- Send Editor/Website administrator updated membership rosters as necessary for posting on the website.
- Pick up the club's mail at our post office box in downtown Spokane.
- When members renew their annual membership, confirm their email address and send a "Thank you for your renewal" email with website log-in information.
- Collect the release of liability forms from all members, including the Lifetime Members. These releases are kept on file, and a copy is sent to our insurance company.

Trip Coordinator ~

- Organize the annual trip planning party: coordinate food and beverages, provide materials for calendar sign-up process

Conservation ~

- Stay informed about conservation issues; report on them to the Paddle Board

Safety and Instruction ~

- Promote awareness of safety to all members.
- Work with clinic registration chair to schedule annual skills clinics.

Access ~

- Be engaged with the paddling community along with area agencies, clubs, organizations, and public officials to promote access to the Inland Northwest Waterways.
- Coordinate and/or volunteer for access restoration, improvements or establishment of new access sites.
- Report back to the board on current events concerning access.

- Submit articles on a regular basis to the website to keep the membership apprised of the latest access news and to encourage members to volunteer when the access projects are in need of help.

Clinic Registration ~

- Serve as the contact point for persons interested in signing up for one of the annual SCKC paddling clinics.
- Advertise the clinics in the Spokesman-Review, Inlander and OutThere publications and provide fliers for the bulletin boards at Mountain Gear, REI, Mountain Goat, etc.
- Work with Editor/Website administrator to ensure that dates and descriptions are posted on the Club website.
- Coordinate with clinic instructors regarding dates, location, registered participants.
- Collect registration fees and waivers from participants; send new member information to the Membership Chair and the checks to the Treasurer.

Racing Coordinator ~

- Schedule any club-sponsored races
- Coordinate with races sponsored by other organizations

Sea Kayak Coordinator ~

- Organize Thursday evening paddles:
choose locations, provide directions
ensure a leader will be present for each event
- Represent sea kayak members to the Paddle Board

Whitewater Kayak Coordinator ~

- Organize Wednesday night paddles:
announce day of start in spring when river levels are acceptable.
determine meeting place (Mirabeau vs Sullivan Park).
determine put in (Barker Road vs Harvard Park).
organize shuttle.
- Determine end of Wednesday evening paddles due to drop in water level (usually <1200csf). Sometimes in late summer/early fall levels come up enough to paddle again as long as it is still light enough.
- Represent whitewater kayak members to the Paddle Board

Canoe Coordinator ~

- Promote canoe events
- Represent canoe members to the Paddle Board

Librarian ~

- Bring the DVD bin to the general membership meetings so club members can check out or return items; and follow up when items have not been returned.
- Store the books and DVDs and make sure the list on the web site is accurate.
- If a book is requested by a member, bring it to a meeting where they can pick it up.
- Suggest purchases of new materials to the Paddle Board.

Member-at-Large ~

- Attend Paddle Board meetings and offer input regarding the direction of the club.

Newsletter Editor: The Eddy Line ~

- Develop the quarterly newsletter and send as PDF to the webmaster for posting on the website.
- Arrange for mailing of newsletter hard copies as needed.
- Alert members via email when new newsletter is posted.
- Send mid-monthly email notices to members to highlight upcoming events and important news.

Webmaster ~

- Maintain the Club website, www.sckc.ws, The website is intended to be a source of basic, relatively permanent information about the Club. The webmaster will keep it updated as to calendar; dates for meetings, clinics and other events; contact names and numbers; names of Paddle Board members; links, and other pertinent information.
- Accept and post submissions to the Adventures and Rollovers pages.
- Post current newsletters and member rosters as received.