



### DUTIES OF THE EXECUTIVE

1. Promote the purpose of KCKC.
2. Transact the business and manage the affairs of the club.
3. Attend Executive, General and Annual general Meetings.
4. Ensure members are informed of issues and events by way of the website, electronic mail, monthly and annual general meetings.
5. Be guided by the wishes of the majority of the membership.

### POSITIONS

1. Each Executive position includes, but is not necessarily limited to the listed tasks.
2. Elected Executive members, with the exception of the President, may hold more than one of the Executive Positions at any time during the time period for which they have been elected.
3. The number of elected Executive members may not exceed 15 at any time.

### EXECUTIVE POSITIONS

1. President
2. Vice President
3. Past President
4. Secretary
5. Treasurer
6. Education Coordinator
7. Events Coordinator
8. Membership Director
9. Meetings Coordinator
10. Librarian
11. Webmaster
12. Directors at Large

### DUTIES OF THE PRESIDENT

1. Chair all Executive, General and Annual Meetings.
2. Advise the Executive and/or regular members of forthcoming Meetings.
3. Prepare agendas for Meetings with input from Executive, club members and club related correspondence/issues.
4. Represent the Club in dealing with government, banks and other groups.
5. Supervise other Directors; ensure all tasks designated are carried out.
6. Ensure the Club constitution, bylaws and policies are observed.
7. Prepare an annual report to the members.
8. Ensure annual report to Registrar of Societies is prepared and issued.

### DUTIES OF THE VICE PRESIDENT

1. Attend all Executive, General and Annual Meetings.
2. Co-chair all General Meetings
3. Perform all of the duties of the President during any temporary absence or disability of the President.

### DUTIES OF THE PAST PRESIDENT

1. Attend all Executive, General and Annual Meetings.
2. Perform all of the duties of the President during any temporary absence or disability of the President and Vice President.

### DUTIES OF THE SECRETARY

1. Attend all Executive, General and Annual Meetings.
2. Keep minutes of all Meetings of the Club.
3. Provide soon after each Meeting, a copy of the minutes to each member of the Executive.
4. Have custody of all books and papers relative to current dealings of the Club which are not in charge of other members of the Executive.

### DUTIES OF THE TREASURER

1. Attend all Executive, General and Annual Meetings.
2. Organize signing authority with the bank once new executive is elected.
3. Collect, deposit and expend funds for the Club as requested and authorized by the Executive.
4. Balance the accounts each month and ensure that all documentation for income and disbursements is kept in order.
5. Prepare annual financial reports for each fiscal year (October 01 to September 30).
6. File required forms with BC Societies Act annually.

### DUTIES OF THE EDUCATION CO-ORDINATOR

1. Attend all Executive, General and Annual Meetings.
2. Provide reports to the general membership at monthly Meetings. Obtain input on specific educational requests.
3. Work with the Events Coordinator to plan functions and camps.
4. Forward Education information to the webmaster for posting on the website.
5. Plan Pool Sessions and Educational Day/Weekend Camps.
6. Coordinate Instructors; book Educational venues.
7. Schedule and register members for lessons.
8. Collect fees, track and forward income to the treasurer.
9. Attend/oversee sessions.

### DUTIES OF THE EVENTS CO-ORDINATOR

1. Attend all Executive, General and Annual Meetings.
2. Provide reports to the general membership at monthly Meetings. Obtain input on specific Events requests.
3. Work with the Education Coordinator to plan functions and camps.
4. Plan social paddling events and activities. Book venues as required.
5. Forward Event information to the Webmaster and Membership Director for circulation.

### DUTIES OF THE MEMBERSHIP DIRECTOR

1. Attend all Executive, General and Annual Meetings.
2. Arrange for printing of new Membership Cards each year.
3. Accept applications for membership; maintain database of current members.
4. Issue Membership Cards and distribute to members along with "Information for Members" brochures and any other current Club information as is deemed necessary to be distributed by the Executive.
5. Create and maintain name badges for members.
6. Issue flyers and club information as requested by the Executive.
7. Maintain stock of waivers for non-registered paddlers.

### DUTIES OF THE MEETING CO-ORDINATOR

1. Attend all Executive, General and Annual Meetings.
2. With the assistant for ideas by the Executive as a group, schedule and book the monthly Meeting speakers.
3. Ensure audio/video equipment is available and operational as required.
4. With the assistant of other members, set up chairs and tables for each Meeting.
5. Ensure the return of Meeting room to its former state at the end of each club Meeting.
6. Be responsible for unlocking and locking the hall for Executive and General Meetings.

### DUTIES OF THE LIBRARIAN

1. Attend all Executive, General and Annual Meetings.
2. Store and transport library items to and from all General Meetings.
3. Maintain spreadsheets to track all in stock and borrowed items.
4. Ensure that all items are returned in good condition. Oversee replacement of damaged items.
5. Follow up regarding tardy returns with email reminders and/or phone calls.

#### DUTIES OF WEBMASTER

1. Attend all Executive, General and Annual Meetings.
2. Maintain the website.
3. Ensure the Forum is working properly; train membership on its use as required.
4. Update the calendar and events sections on a regular basis.

#### DUTIES OF DIRECTOR AT LARGE

1. Attend all Executive, General and Annual Meetings.
2. Assist other Executive members in the performance of their duties as needed.