



Sierra Nevada Unit, WBCCI

PO Box 60572, Reno, NV 89506
SierraNevadaAirstreams.org

Primary Duties of the Board

The President shall preside at all meetings of the Unit and Executive Board, enforce the Constitution and Bylaws, appoint all standing committees and have such powers and duties as normally pertain to the principal executive officer.

The Secretary shall issue notices of all meetings of the Unit and the Executive Board as prescribed in Article VI, Sections 1 and 2 and Article VIII, Section 2 of the Constitution; shall prepare an agenda of pending business for use by the presiding officer at each meeting; shall keep a register of all members of the Unit. The Secretary shall record and preserve the minutes of all official meetings of the Unit and the Executive Board; copies of same shall be mailed to the members of the Executive Board not more than fifteen days following each meeting; shall record the attendance of the officers and trustees at each meeting and advise the presiding officer if a quorum is present.

The Treasurer shall maintain the financial records of the Unit and shall receive all monies and promptly deposit them in the bank previously chosen by the Executive Board; shall notify members of expiration of dues and issue receipts for dues paid; submit a full written report of finances to the Executive Board at each meeting and before retirement from office shall have the books and accounts audited by a committee of not less than three members selected by the incoming President; shall deliver all books, monies and property of the Unit promptly to the incoming Treasurer.

The duties of the Trustees shall be as prescribed in the Constitution, Article V, Section 1 and to attend all meetings of the Unit and the Executive Board; to accept special assignments as directed by the President.

Key duties of the SNU board

Develop rally/event calendar

Produce, print, and distribute newsletter

Manage SNU promotion - notices in newspapers, etc

Manage membership referrals – prepare and send info packet and cover letter, follow up

Monitor and ensure compliance with WBCCI requirements