



**Summerville Saltwater Anglers
Board Position Descriptions
Updated: February 20, 2019**

- President
 - Preside over all meetings of the club
 - Represent SSWA at community events
 - Work towards achieving the club's Mission, Vision and Goals
 - Responsible for Member Meeting venue, food and beverage and payment of invoices
- Vice President (2)
 - Responsible for conducting the monthly member meetings
 - Arrange speakers for club meetings and events.
 - Set meeting agenda.
- Sponsorship Chair
 - Primary contact for all SSWA sponsors.
 - Solicit sponsorship renewals at beginning of year by submitting letter and invoice to all existing sponsors.
 - Shall work with sponsors to insure they are getting a return on their investment through representation at club meetings, hosting member meetings, etc.
 - Work with PR/IT that "Sponsors" page on our webpage is up to date.
 - Make sure to THANK sponsors a member meetings and send a formal thank letter to sponsor.
- Recording Secretary
 - Record and publish Board meeting minutes.
 - Maintain historical records and minutes for reference.
- Treasurer
 - Keep accurate books.
 - Disburse money upon request and approval of the Board.
 - Provide full financial report as requested, including receipts, expenses, and balance.
 - Collect money from club functions, sponsors, and memberships to deposit into SSWA bank account.
 - Maintain Square account and storefront for online purchases (memberships, End of Year Party tickets, tournament entry fees, etc).
- Events Coordinator
 - Coordinate with facilities, organizations, and individuals to plan club events and activities.
 - Provide event information to SSWA Board that will be communicated to members.



- Membership Director
 - Collect all membership dues.
 - Maintain an organized list of members.
 - Point of contact for new and prospective members by email or at meetings.
 - Work closely with PR (IT) for credentials for forum access.
 - Organize annual membership renewals.
 - Work with Treasurer to keep membership dues organized and deposited into clubs account.
 - Report membership status at board meetings as requested.
- Public Relations/Marketing/IT
 - Maintain club's website, Facebook page, and Facebook group.
 - Publish the monthly newsletter.
 - Advertise club events to the community.
 - Maintain club email accounts and passwords.
- Tournament Director
 - Maintain Angler of the Month/Year standings via SSWACPR@gmail.com account.
 - Review, update, and communicate Angler of the Month/Year rules.
 - Communicate Angler of the Month/Year standings on a regular basis to club members.
 - Arrange, as requested, special tournaments throughout the year.