

LASC Board Duties and Corporate Information

Executive Board

The "Executive Board" consists of those positions elected by the members. These are President, Vice-President, Treasurer, Membership Secretary, Recording Secretary, and At-Large Members. Currently, the Executive Board has three (3) At-Large Members. The Executive Board assumes their positions after the election held at the Annual Meeting, currently held in February, for the membership year beginning April 1st and running through March 31st of the following year.

President

The President is elected to the Executive Board of Directors by the Membership. Duties of the president include:

1. Appoints the Chairmen of all permanent organizational sections or committees with the concurrence of the Board and/or Section Members
2. Assigns special duties to the other officers of the Corporation as may be necessary
3. Signs all checks, drafts, and orders for payment of money in
4. the name of the Corporation
5. Enters into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation.
6. Authorizes other Board Members to enter into specific contracts or to execute and deliver any specific instrument in the name of and on behalf of the Corporation
7. Organizes, chairs, and conducts the Corporation's Annual Members' Meeting
8. Promotes LASC in Los Alamos and in the shooting community.
9. Conduct new member orientations.
10. Responds to special requests, questions, etc. by the Membership and Community as needed.
11. Serves as chair of the Executive Committee (President, Vice-President, Recording Secretary, Membership Secretary, and Treasurer)
 - a. Duties of the Executive Committee:
 - b. The Executive Committee shall advise and aid the Officers of the Corporation in all matters concerning its interests and may exercise, during the intervals between the meetings of the Board, all powers and authority of the Board in the management of the business and affairs of the Corporation
 - c. The Executive Committee shall advise the Board with respect to the general financial affairs of the Corporation, including the formulation of policies relating to financial
 - d. The Executive Committee shall perform such other duties as may be delegated to it from time to time by the Board.

Vice-President

The Vice President is elected to the Executive Board of Directors by the Membership. Duties of the vice president include:

1. In the president's absence, the vice-president will assume the duties of the President.
2. Conducts the monthly board meeting or other business meetings of the Corporation in the absence of the president.
3. Responsible for special Corporation functions as assigned by the President and/or Board.
4. Conducts club business with the consent of the board and the president.
5. Helps with coordinating major club events.
6. Fields questions in his or her area of expertise.
7. Write a monthly article for the news bulletin.
8. When a vacancy occurs in the office of the President, the Vice-President shall become the President and shall serve for the duration of the unexpired term.
Manage the LASC Calendar
9. Schedule events as requested by Section Chairs and other authorized facility users. Update the Calendar when changes in schedule occur
10. Manage the LASC Range Use Agreement (RUA) Process
11. Serve as the LASC Point of Contract for individual requiring a RUA.
12. Approval authority for LASC for RUA.
13. Ensure all prerequisite are met prior to approving RUA.
14. Maintain files on all approved RUAs.
15. Provide the LASC Secretary with a copy of all approved RUAs.
16. Monitor the expiration dates of RUAs.
17. Conduct new member orientations.
18. Promote LASC in Los Alamos and in the shooting community.

Membership Secretary

The Membership Secretary is elected to the Executive Board of Directors by the Membership. Duties of the membership secretary include:

1. Maintain a membership roll/database showing the names of all members in good standing, the numbers of the membership badges assigned to members, the date of issue, and the date of expiration.
2. Obtains, organizes and prepares the membership credentials such as badges and renewals for such credentials
3. Ensure that supplies for orientation are updated and current.
4. Trains other Board Members or designees on new member orientation procedures
5. Conducts new member orientations.
6. Organizes mailing for membership renewal
7. Organizes mailing for the Bulletin and special notices as necessary
8. Responds to membership requests and problems.

Additional Information

Currently, FrameMaker is used to keep the club database. Data is entered after there is an orientation. The forms and checks are mailed to the Treasurer who separates the checks from the orientation forms. The orientation forms reach the membership chairman, who then puts the new or changed data into the FrameMaker database and then backs up the data.

Membership renewal mailings are generally sent to all current members. Some months later, a reminder is mailed out. Renewal processing takes significant time. Currently, renewal badge stickers and gate combinations are sent to renewing members.

Paper Bulletins – preparing a paper Bulletin requires shopping to get the best rate for a large production run of pages. Once started, the first copy is proofed, and then the count and production run must be checked. The Bulletins then have to be folded and taped, address labels have to be generated and attached to the bulletin.

Estimated time commitment – 150 to 175 hours per year

Recording Secretary

The Recording Secretary is elected to the Executive Board of Directors by the Membership.

The Recording Secretary shall:

1. Take minutes at all Board and other business meetings or arrange for a substitute if absent.
2. Type up, check, and distribute Board meeting minutes to all Board members, especially the President and Editor of the Bulletin. This process should be completed by the Sunday following the Board meeting if possible.
3. Maintain LASC Club records including minutes, bylaws, and current roster of members.
4. Periodically, check for phone messages on the Club telephone at 662-7911, access # 51329
5. Assist in other duties as requested by the Board and assigned by the President which can include looking into old issues from time to time and updating the Bylaws and Constitution as required.

Treasurer

The Treasurer is elected to the Executive Board of Directors by the Membership. The Treasurer shall have custody of all monies of the Corporation. Duties of the treasurer shall include:

1. Making any deposits of monies for the Corporation into the appropriate account. These deposits can include section income, donations, member dues, etc.
2. Payouts of the Corporation's monies at the direction of the Board of Directors. Such payouts can include reimbursement checks for purchases made by board and section head members and bills such as phone, gas, repairs, etc.
3. Signs all checks, drafts, and orders for payment of money in the name of the Corporation
4. Checking mail at post office (PO Box 953, Los Alamos, NM 87544-0953)
5. Maintaining an accurate financial status for using appropriate tools such as an accounting spreadsheet
6. Filing Corporation taxes and forms to support non-profit organization status
7. Duties can also include other miscellaneous duties related to money and taxes as specified by the Board.

On the average duties are estimated to require a couple of hours a week. The number of hours increases during tax time, membership renewal time, and near training classes.

At Large Members

The At Large Members are elected to the Board of Directors by the Membership. The At Large Members will be responsible for a special Club function/event/task as assigned by the President and/or Board each year. At Large Members are expected to attend the Board and Business meetings. At Board Meetings, they are expected to present progress reports on their assigned projects.