

**Southern California Dive Club  
of the  
Inland Empire**

**Board of Directors Position Descriptions**

**Position:** President

**Office Defined Duties (By-Laws):**

Section 6 – Duties of the President

The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these By-laws, or which may be prescribed from time to time by the Board of Directors.

Unless another person is specifically appointed as Chairperson of the Board of Directors, he or she shall preside at all meetings of the Board of Directors. If applicable, the President shall preside at all meetings of the members.

Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these By-laws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

**General Duties and Responsibilities:**

1. Responsible for meeting the Southern California Dive Club of the Inland Empire's (SCDCIE) Mission Statement as defined in SCDCIE By-Laws Article 2, Section 1.
2. Recommends and executes SCDCIE actions that are only in the best interest of SCDCIE.
3. Diligently and without deviation, meets and adheres to SCDCIE By-laws and Policies and Operating Procedures.
4. Regularly attends all Board meetings with the exception of illness, personal emergencies or other extenuating circumstances.
5. Actively participates at meetings, activities and Committee assignments.

6. Based on input from BOD and General Membership, prepares annual and quarterly goals for SCDCIE and submits to BOD for approval.
7. Prepares BOD Meeting Agendas based on input from the BOD, General Membership, and/or any other appropriate SCDCIE source and distributes the agenda to the BOD and to Communications Director for posting on SCDCIE Website at least three (3) days prior to all scheduled meetings.
8. Chairs the BOD meeting following Robert's Rules of Order.
9. Appoints an acting Parliamentarian, from attending Board members, at all Board meetings at which the elected Parliamentarian is absent.
10. Conducts the General Membership meeting.
11. Works with Vice President to identify, solicit, engage and schedule appropriate speakers or presentations for the SCDCIE general membership meetings.
12. Writes and submits President's Message to Communications Director for SCDCIE Newsletter.
13. Suggests and submits to the SCDCIE Newsletter Committee any content for SCDCIE Newsletter.
14. Prepares appropriate announcements, updates, and/or other copy for monthly SCDCIE Newsletter E-mail and submits to Communications Director at least ten (10) days prior to distribution date.
15. Chairs or participates special Task Force Committees as assigned by the BOD.
16. Exercises authority to convene appropriate Committees as described in By-Laws to assist in accomplishing primary duties and responsibilities.

**Position:** Vice President

**Office Defined Duties (By-Laws):**

Section 7 – Duties of Vice President

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.

The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

**General Duties and Responsibilities:**

1. Responsible for meeting the Southern California Dive Club of the Inland Empire's (SCDCIE) Mission Statement as defined in SCDCIE By-Laws Article 2, Section 1.
2. Recommends and executes SCDCIE actions that are only in the best interest of SCDCIE.
3. Diligently and without deviation, meets and adheres to SCDCIE By-laws and Policies and Operating Procedures.
4. Regularly attends all Board meetings with the exception of illness, personal emergencies or other extenuating circumstances.
5. Actively participates at meetings, activities and Committee assignments.
6. Acts as a back up and assumes the general duties and responsibilities of the President in the case of any absence or inability to perform.
7. Works with President to identify, solicit, engage and schedule appropriate speakers or presentations for the SCDCIE General Membership meetings.
8. Leads the SCDCIE general membership meeting in President's absence following Robert's Rules of Order.
9. Chairs SCDCIE BOD meetings in absence of the President.
10. Chairs or participates special Task Force Committees as assigned by the BOD.

SCDCIE Board Position Descriptions

11. Prepares monthly Status Report for any responsibilities, current projects, assigned tasks or Committee activities and presents to BOD at monthly meeting.
12. Submits any required agenda items for presentation at monthly BOD meeting to President at least five (5) days before scheduled meeting.
13. Prepares appropriate announcements, updates, and/or other copy for monthly SCDCIE Newsletter E-mail and submits to Communications Director at least ten (10) days prior to distribution date.
14. Exercises authority to convene appropriate Committees as described in By-Laws to assist in accomplishing primary duties and responsibilities.

**Position:** Secretary

**Office Defined Duties (By-Laws):**

Section 8 – Duties of the Secretary

The Secretary shall certify and keep with the corporate records the original, or a copy of these By-Laws as amended or otherwise altered to date.

Keep with the corporate records or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. The Secretary shall also see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law.

Be custodian of the records and of the seal of the corporation and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the corporation under its seal is authorized by law or these By-Laws.

Keep with the corporate records a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased.

Exhibit at reasonable times to any director of the corporation, or to his or her agent or attorney, on request thereof, the By-laws, the membership book, and the minutes of the proceedings of the directors of the corporation.

In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these By -Laws, or which may be assigned to him or her from time to time by the Board of Directors.

**General Duties and Responsibilities:**

1. Responsible for meeting the Southern California Dive Club of the Inland Empire's (SCDCIE) Mission Statement as defined in SCDCIE By-Laws Article 2, Section 1.
2. Recommends and executes SCDCIE actions that are only in the best interest of SCDCIE.
3. Diligently and without deviation, meets and adheres to SCDCIE By-laws and Policies and Operating Procedures.

4. Regularly attends all Board meetings with the exception of illness, personal emergencies or other extenuating circumstances.
5. Actively participates at meetings, activities and Committee assignments.
6. Accurately and completely records meeting minutes and details of BOD meeting including, but not limited to, review and approval of previous meeting's minutes, departmental reports, old business, new business, other business as well as Directors in attendance and voting details.
7. Submits recorded minutes from monthly BOD meeting to Communications Director for posting on SCDCIE Website within five (5) days of actual meeting.
8. Maintain a back-up copy of the SCDCIE Membership Database maintained by the Membership Director.
9. Administrates SCDCIE annual election process per procedures defined in By-Laws Article 13, Section 11.
10. Chairs or participates special Task Force Committees as assigned by the BOD.
11. Prepares monthly Status Report for any responsibilities, current projects, assigned tasks or Committee activities and presents to BOD at monthly meeting.
12. Submits any required agenda items for presentation at monthly BOD meeting to President at least five (5) days before scheduled meeting.
13. Prepares appropriate announcements, updates, and/or other copy for monthly SCDCIE Newsletter E-mail and submits to Communications Director at least ten (10) days prior to distribution date.
14. Exercises authority to convene appropriate Committees as described in By-Laws to assist in accomplishing primary duties and responsibilities.

**Position:** Treasurer

**Office Defined Duties (By-Laws):**

Section 9 – Duties of the Treasurer

Subject to the provisions of these By-Laws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer shall:

Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

Receive, and give receipt for, moneys due and payable to the corporation from any source whatsoever.

Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

Exhibit at all reasonable times the books of account and financial records to any Director of the corporation, or to his or her agent or attorney, on request thereof.

Render to the President and Directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these By-Laws, or which may be assigned to him or her from time to time by the Board of Directors.

**General Duties and Responsibilities:**

1. Responsible for meeting the Southern California Dive Club of the Inland Empire's (SCDCIE) Mission Statement as defined in SCDCIE By-Laws Article 2, Section 1.

2. Recommends and executes SCDCIE actions that are only in the best interest of SCDCIE.
3. Diligently and without deviation, meets and adheres to SCDCIE By-laws and Policies and Operating Procedures.
4. Regularly attends all Board meetings with the exception of illness, personal emergencies or other extenuating circumstances.
5. Actively participates at meetings, activities and Committee assignments.
6. Coordinates purchase of raffle prizes for SCDCIE General Membership meetings.
7. Coordinates and/or executes purchases of appropriate promotional items recommended by individual Board members and approved by BOD.
8. Provides monthly, quarterly and annual Financial Reports prepared following Generally Accepted Accounting Procedures (GAAP) and in Excel format for BOD review and approval.
9. Prepares Annual Budget prepared following Generally Accepted Accounting Procedures (GAAP) and in Excel format for Board approval.
10. Prepares and files any required Tax forms or other reporting documents.
11. Chairs or participates special Task Force Committees as assigned by the BOD.
12. Prepares monthly Status Report for any responsibilities, current projects, assigned tasks or Committee activities and presents to BOD at monthly meeting.
13. Submits any required agenda items for presentation at monthly BOD meeting to President at least five (5) days before scheduled meeting.
14. Prepares appropriate announcements, updates, and/or other copy for monthly SCDCIE Newsletter E-mail and submits to Communications Director at least ten (10) days prior to distribution date.
15. Exercises authority to convene appropriate Committees as described in By-Laws to assist in accomplishing primary duties and responsibilities.

**Position:** Activities Director

**Office Defined Duties (By-Laws):**

None Specified

**General Duties and Responsibilities:**

1. Responsible for meeting the Southern California Dive Club of the Inland Empire's (SCDCIE) Mission Statement as defined in SCDCIE By-Laws Article 2, Section 1.
2. Recommends and executes SCDCIE actions that are only in the best interest of SCDCIE.
3. Diligently and without deviation, meets and adheres to SCDCIE By-laws and Policies and Operating Procedures.
4. Regularly attends all Board meetings with the exception of illness, personal emergencies or other extenuating circumstances.
5. Actively participates at meetings, activities and Committee assignments.
6. Works with Membership Director and Marketing Director to plan, promote and execute diving activities that attract and retain active SCDCIE membership.
7. Plans all SCDCIE diving activities such as Boat Dives and Beach Dives.
8. Recommends at least ninety days (90) in advance, all potential Boat Dives and Beach Dives to BOD for approval.
9. Coordinates all pre-scheduling and space confirmation for Boat Dives with appropriate vendors.
10. Prepares Flyers for BOD approved diving activities.
11. Prepares information for posting on SCDCIE Website for BOD approved diving activities and submits to Communications Director.
12. Prepares information for publishing in SCDCIE Newsletter for BOD approved diving activities and submits to Communications Director.
13. Prepares monthly Status Report for any responsibilities, current projects, assigned tasks or Committee activities and presents to BOD at monthly meeting.

14. Submits any required agenda items for presentation at monthly BOD meeting to President at least five (5) days before scheduled meeting.
15. Prepares appropriate announcements, updates, and/or other copy for monthly SCDCIE Newsletter E-mail and submits to Communications Director at least ten (10) days prior to distribution date.
16. Chairs or participates special Task Force Committees as assigned by the BOD.
17. Exercises authority to convene appropriate Committees as described in By-Laws to assist in accomplishing primary duties and responsibilities.

**Position:** Communications Director

**Office Defined Duties (By-Laws):**

None Specified

**General Duties and Responsibilities:**

1. Responsible for meeting the Southern California Dive Club of the Inland Empire's (SCDCIE) Mission Statement as defined in SCDCIE By-Laws Article 2, Section 1.
2. Recommends and executes SCDCIE actions that are only in the best interest of SCDCIE.
3. Diligently and without deviation, meets and adheres to SCDCIE By-laws and Policies and Operating Procedures.
4. Regularly attends all Board meetings with the exception of illness, personal emergencies or other extenuating circumstances.
5. Actively participates at meetings, activities and Committee assignments.
6. Responsible for collection, composition, design, editing, proofing and distribution of SCDCIE Newsletter.
7. Chairs Newsletter Committee, consisting of Membership Director, Marketing Director and others designated by BOD, that is responsible for content, editorial, advertising, design and production of SCDCIE Newsletter.
8. Collects copy from BOD and composes monthly SCDCIE Newsletter E-mail and distributes to membership list on distribution date.
9. Responsible for collection, composition, design, editing, proofing and uploading of SCDCIE Website.
10. Chairs Website Committee, consisting of Membership Director, Marketing Director and others designated by BOD, that is responsible for content, editorial, advertising, design and production of SCDCIE Website.
11. Manage SCDCIE Website Hosting Service vendor relationship.
12. Posts monthly BOD meeting agenda on SCDCIE Website at least two days prior to scheduled BOD meeting.

13. Posts recorded BOD meeting minutes on SCDCIE Website within seven days of BOD meeting.
14. Prepares monthly Status Report for any responsibilities, current projects, assigned tasks or Committee activities and presents to BOD at monthly meeting.
15. Submits any required agenda items for presentation at monthly BOD meeting to President at least five (5) days before scheduled meeting.
16. Monitors SCDCIE Website Statistics and reports a summary of data to BOD on a quarterly basis.
17. Chairs or participates special Task Force Committees as assigned by the BOD.
18. Exercises authority to convene appropriate Committees as described in By-Laws to assist in accomplishing primary duties and responsibilities.

**Position:** Marketing Director

**Office Defined Duties (By-Laws):**

None Specified

**General Duties and Responsibilities:**

1. Responsible for meeting the Southern California Dive Club of the Inland Empire's (SCDCIE) Mission Statement as defined in SCDCIE By-Laws Article 2, Section 1.
2. Recommends and executes SCDCIE actions that are only in the best interest of SCDCIE.
3. Diligently and without deviation, meets and adheres to SCDCIE By-laws and Policies and Operating Procedures.
4. Regularly attends all Board meetings with the exception of illness, personal emergencies or other extenuating circumstances.
5. Actively participates at meetings, activities and Committee assignments.
6. Responsible for promoting SCDCIE through community service activities, special events and raising funds through vendor sponsorships and other programs.
7. Responsible for developing and implementing events and programs that increase the exposure of SCDCIE in the diving world, community in general, and in the news and diving press.
8. Responsible for developing, planning and executing innovative marketing programs that promote SCDCIE.
9. Responsible for developing events and programs that create and generate new revenue sources for SCDCIE.
10. Responsible for the development, implementation, promotion and administration of SCDCIE Advertising Program for the purpose of generating revenue from SCDCIE Newsletter and Website.
11. Participation on the SCDCIE Website and Newsletter Committees.
12. Works with Activities Director to promote diving activities that attract and retain active SCDCIE membership.

13. Prepares monthly Status Report for any responsibilities, current projects, assigned tasks or Committee activities and presents to BOD at monthly meeting.
14. Submits any required agenda items for presentation at monthly BOD meeting to President at least five (5) days before scheduled meeting.
15. Prepares appropriate announcements, updates, and/or other copy for monthly SCDCIE Newsletter E-mail and submits to Communications Director at least ten (10) days prior to distribution date.
16. Exercises authority to convene appropriate Committees as described in By-Laws to assist in accomplishing primary duties and responsibilities.

**Position:** Membership Director

**Office Defined Duties (By-Laws):**

None Specified

**General Duties and Responsibilities:**

1. Responsible for meeting the Southern California Dive Club of the Inland Empire's (SCDCIE) Mission Statement as defined in SCDCIE By-Laws Article 2, Section 1.
2. Recommends and executes SCDCIE actions that are only in the best interest of SCDCIE.
3. Diligently and without deviation, meets and adheres to SCDCIE By-laws and Policies and Operating Procedures.
4. Regularly attends all Board meetings with the exception of illness, personal emergencies or other extenuating circumstances.
5. Actively participates at meetings, activities and Committee assignments.
6. Responsible for developing programs and events that drive and increase new membership and keep members active within SCDCIE and renewing annual membership.
7. Work closely with the SCDCIE Instructors as well as current and future Sponsor Store Managers to direct more new graduates and customers to SCDCIE.
8. Coordinates and provides Club Membership list to current Club Supporter for the purpose of membership verification.
9. Work closely with the SCDCIE Marketing and Activities Directors to create awareness of, and participation in, SCDCIE events and activities that attract new members and keep them diving.
10. Works with Activities Director to develop diving activities that attract and retain active SCDCIE membership.
11. Prepares and conducts Annual SCDCIE General Membership Survey to determine interests, desires and future direction of the Club.

12. Responsible for receiving and processing new member applications and existing member renewals including all supporting documents as required by the BOD.
13. Collects and records all membership dues and transfers funds to Treasurer in a timely manner.
14. Responsible for maintaining SCDCIE Membership Database and provides updated copy to Communications Director and back up copy to Secretary on regular basis.
15. Participation on the SCDCIE Website and Newsletter Committees.
16. Prepares monthly Status Report for any responsibilities, current projects, assigned tasks or Committee activities and presents to BOD at monthly meeting.
17. Submits any required agenda items for presentation at monthly BOD meeting to President at least five (5) days before scheduled meeting.
18. Prepares appropriate announcements, updates, and/or other copy for monthly SCDCIE Newsletter E-mail and submits to Communications Director at least ten (10) days prior to distribution date.
19. Exercises authority to convene appropriate Committees as described in By-Laws to assist in accomplishing primary duties and responsibilities.

**Position:** Parliamentarian

**Office Defined Duties (By-Laws):**

None Specified

**General Duties and Responsibilities:**

1. Responsible for meeting the Southern California Dive Club of the Inland Empire's (SCDCIE) Mission Statement as defined in SCDCIE By-Laws Article 2, Section 1.
2. Recommends and executes SCDCIE actions that are only in the best interest of SCDCIE.
3. Diligently and without deviation, meets and adheres to SCDCIE By-laws and Policies and Operating Procedures.
4. Regularly attends all Board meetings with the exception of illness, personal emergencies or other extenuating circumstances.
5. Actively participates at meetings, activities and Committee assignments.
6. Maintains and circulates most current issue of Robert's Rules of Order.
7. Demonstrate knowledge of, and expertise in, the application of Robert's Rules of Order.
8. Responsible for regular review, update and maintenance of SCDCIE By-Laws.
9. Responsible for regular review, update and maintenance of SCDCIE Rules of Conduct.
10. Administration of SCDCIE By-Laws and Conflict Resolution Policy through the application of the Robert's Rules of Order.
11. Resolves meeting procedural issues at all BOD and General Membership meetings based on Robert's Rules of Order.
12. Resolves BOD and SCDCIE issues based on By-Laws and/or Rules of Conduct.
13. Assists Secretary in coordinating SCDCIE annual election procedure per process defined in By-Laws Article 13, Section 11.

14. Prepares monthly Status Report for any responsibilities, current projects, assigned tasks or Committee activities and presents to BOD at monthly meeting.
15. Submits any required agenda items for presentation at monthly BOD meeting to President at least five (5) days before scheduled meeting.
16. Prepares appropriate announcements, updates, and/or other copy for monthly SCDCIE Newsletter E-mail and submits to Communications Director at least ten (10) days prior to distribution date.
17. Exercises authority to convene appropriate Committees as described in By-Laws to assist in accomplishing primary duties and responsibilities.