

Wisconsin Gymnastics Club Board of Directors

General responsibilities

ALL officers on the BOD are expected to attend to the following:

- Attend majority of practices - at least 2-3 per week
- Attend monthly BOD meetings (something to shoot for)
- Attend as many fundraising, recruitment, and community service events as possible
- ***Assist with and enforce gym clean-up***; help keep equipment in good shape
- Assist with gym lock-up
- Help out with new member protocol (introductions, gym waivers)
- Welcome and help coach all new members
- Enforce safety and proper use of gym and equipment
- Deliver money to treasurer and keep individual finance spreadsheet up-to-date
- Perform all other tasks as delegated by president and vice president

Wisconsin Gymnastics Club - Board of Directors - Responsibilities

EXECUTIVE BOARD

President

- Manage the Board of Directors - task distribution; schedule monthly BOD meetings
- Plan and lead Kick-Off and Spring Competition Season meetings
- Submit WIN annual report
- Develop and manage *officer* calendar
- Work with Treasurer to allocate season funds and oversee grant submission
- Attend monthly meeting with RecSports Student Liaison
- Lead planning of Midwest Regionals
- Lock-up gym and keep track of keys OR facilitate key transfer
- Maintain working relationship with Gym owners

Vice President

- Lead recruitment - coordinate club tabling and recruitment efforts at Student Org Fairs and Competitive Sports Expos; register through CfLI and RecSports
- Meet coordination - communicate with host schools, register for meets, create Facebook event page, driving and hotel assignments
- Attend monthly meeting with RecSports Student Liaison
- Assist with planning Midwest Regionals
- Respond to New Member requests on WIN and via email
- Assist with officer and club calendar maintenance

Treasurer

- Apply for ASM and RecSports grants and financial support
- Manage collection of dues and oversight of UWCU and Venmo accounts
- Track annual revenues and expenses for budget presentation; submit budget request
- Deposit member dues, meet fees, and fundraising revenue
- Attend monthly meeting with RecSports Student Liaison
- Keep track of receipts and reimburse drivers
- Attend hearings and meetings as needed

Secretary and Logistics Coordinator	Send daily practice email and coordinate rides to and from practice
	Track drivers and driver payment information
	Keep track of practice, fundraiser, and volunteer event attendance
	Respond to new member requests; track member contact info; add emails to wisclists
	Develop and manage club/external calendar
Social and Apparel Chair	Plan Team Dinners, End-of-Year Banquet, and Miscellaneous socials
	Set-up apparel order on KollegeTown
	Keep track of club-owned apparel inventory at BGA
	Manage women’s leotards OR delegate task to responsible female
Competitive Sports Coordinator	Fill out and submit all WIN forms on time - Travel Request/Roster, Post-Event Summary, Facility Requests, etc.
	Attend monthly RecSports Council meetings (1st Wednesday of every month)
	Pick-up and return travel binder and first aid kit
	Ensure that all member WIN forms are completed; ensure WIN roster is updated
	Oversee that club is compliant with all RecSports deadlines
	Coordinate driver authorization and vehicle requests as needed
Fundraising and Volunteering	Organize FFAT, program selling, and other fundraising events (ie. bake sale for home meet)
	Search for and set-up new fundraising and volunteering opportunities
	Coordinate club involvement in volunteer activities through RecSports
	Make fundraising / volunteering events for WGC Facebook page
	Send in fundraising / volunteering Catch-All WIN forms after each event
Media Officer	Manage Club Website and social media accounts (Facebook, Instagram)
	Delegate video recording at meets and ensure <i>timely</i> posting of videos to the Drive Video Archive
	Organize video archive, floor music, club files
	Make or delegate End-of-Year Banquet video