

Clay Club Officers – Sept. 2020

Position	Responsibilities
President	<p>Chief administrator of the Club:</p> <ul style="list-style-type: none"> • presides over meetings • appoints the chair of committees • schedules sfacilities usage with SCOV activities director • negotiate for club contracts (such as equipment and instruction) • signs for contracts in accordance with SCOV procedures
Vice-president	Assists the President, performs the duties of that office in the absence of the President.
Secretary	<p>Responsible for correspondence:</p> <ul style="list-style-type: none"> • records the minutes of regular and special meetings • submits articles to the Tipster, refreshes the Tipster information (may be delegated to a communication team member) • maintains documents of the club • makes available any reports required by SCOV
Treasurer	<p>Chief financial officer:</p> <ul style="list-style-type: none"> • collects the annual dues of the members • pays all bills owed by the club • presents a financial report at meetings • maintains financial records
Advisor	<p>May be the directly former President or elected by the membership if the former President declines:</p> <ul style="list-style-type: none"> • tie breaker in votes • oversees special projects/events, as needed