## **DRAFT** Summary of Director Duties DRAFT

## Directors (From the HRSC Bylaws)

The Directors will serve and act in an advisory capacity on all matters of the Club's business. Each Director will have one vote on any issue brought before the Board of Directors.

The term of office is three years, staggered so that there are two new directors per year.

The main duties are:

- (a) Attending most or all of approximately nine monthly two-hour meetings per year, (Aug/Sep Apr/May), to give advisory input and vote on discussed topics.
- (b) Giving occasional email input on topics worked between meetings, or in preparation for meetings.
- (c) Working occasional actions such as board member recruiting, member surveys, etc.

Examples of topics typically covered in board meetings are:

- Review of previous minutes
- Treasurer's report
- Webmaster's report
- Bridge newsletter editor's report
- Scholarship chair's report
- Event planning (Coordinators of upcoming events report status and solicit input.)

You can see examples of meeting minutes by following links in the "Board Minutes" column on the <u>Archives</u> page of the website.

You can see examples of the Treasurer's and Webmaster's reports from links on the same page.