

<b><u>Policy Title:</u></b>	Club Officers Roles and Responsibilities
<b><u>Policy Number:</u></b>	HMKTKD-P2
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## **Objective:**

The intention of this document is to outline the roles and responsibilities of each Club Officer, giving these individuals a clear goal and direction in which to perform their duties. This document is also intended to reduce duplication of effort amongst the team.

## **Background:**

When the Han Moo Kwan Tae Kwon Do Club was first formed, the officers consisted only of a Club President and a Secretary/Treasurer. As these roles expanded, and the Club grew more complex, it was decided to add in the role of Vice President. This individual would ensure work was completed when the Club President was unavailable. Although this change had certain benefits, it left the Vice President with a very minor role. The goal here is to balance out the responsibilities to better use the abilities of each member. This policy is in-line with the Association Mandate HMKA-M3 entitled "Club Staffing Requirements".

## **Policy:**

The Han Moo Kwan Tae Kwon Do Club will elect at a minimum three Club Officers to run the club: Club President, Vice-President, and Secretary/Treasurer. For Officer Candidate Eligibility requirements refer to HMKTKD-P3. If through expansion or growth there is a need for more officers, this policy will be revised. If through reduction there is a need for fewer officers, this policy will be revised. The roles and responsibilities of the three officers are described below.

### ***Club President:***

This is the key position within the Club. This individual reports directly to the Han Moo Kwan Association Board Of Directors and is the liaison between the club and the other organizations (corporate sponsor, outside vendors, and other martial arts organizations). The Club President is also charged with managing the Club Officers, and setting Club Policy in conjunction with any/all Association Mandates set forth by the Board Of Directors.

The minimum role and responsibilities of the Club President are outlined below.

- 1) Liaison with the Board Of Directors regarding Club issues and policies.
- 2) Liaison with the corporate sponsor regarding Club issues and policies.
- 3) Acquire and maintain a Chief Instructor certified by the Han Moo Kwan Association Board Of Directors.
- 4) Enforce all current Association Mandates.
- 5) Maintain accurate records of attendance, testing and promotion.
- 6) Establish, maintain, document, approve, and publish all club policies (HMKTKD-P1).
- 7) Schedule and hold elections at least every two years (HMKTKD-P3)
- 8) Upon completion of their service, train a replacement and ensure a smooth transition.
- 9) Set up elections to replace other officers as necessary (HMKTKD-P3)
- 10) Responsible for submitting all waivers and other required documentation (including but not limited to annual club reports, membership lists, list of officers), to the Lockheed Martin Club Coordinator per corporate sponsor document "Club Guidelines" dated 10/15/2005
- 11) Work with outside vendors to purchase supplies/equipment as needed.
- 12) Update and maintain inventory of club assets (property list)
- 13) Call and lead Club Staff meetings
- 14) Support testing activities and awards night event
- 15) Club President must sign promotion certificates (along with the Chief Instructor) (HMKTKD-P6).

### ***Vice President:***

The Vice President is in charge of marketing and promotion of the Club, recruitment of new members, and supervision of social events. This is a very proactive position, and beneficial to the growth and survival of the club.

The minimum role and responsibilities of the Vice President are outlined below.

- 1) Work with local staff to publish and distribute club fliers and other marketing material.
- 2) Distribute beginners' class announcements a minimum of 6 weeks prior to each new session.
- 3) Organize and run a minimum of two (2) demonstrations per year, targeting local community, in an effort to ensure adequate signups for upcoming beginners' classes.
- 4) Organize and run additional demonstrations for extended community (at public libraries, etc) to promote the qualities and beliefs of Han Moo Kwan.
- 5) Organize the promotional dinners, picnics, and other team-building events.
- 6) Support the Club President and Secretary/Treasurer as necessary

### ***Secretary/Treasurer:***

The Secretary/Treasurer is responsible for all club finances, written and published material dealing with the Club, and Club Member registration (initial enrollment and promotions). Working with the Club President and Vice President, they ensure a smooth flow of information and monies.

The minimum role and responsibilities of the Secretary/Treasurer are outlined below.

- 1) Collect all fees and dues.
- 2) Cut checks for supplies/equipment.
- 3) Track club finances and keeping the Club President up to date on them.
- 4) Manage/Reproduce/Distribute club documents. This includes registration, waiver, Agreement of Participation form, PAR-Q, and testing forms as well as promotion certificates.
- 5) Manage the club video/book library.
- 6) Review and update email and phone lists.
- 7) Forward email announcements regarding upcoming events and/or Policy changes.
- 8) Collect and forward meeting notes.
- 9) Provide new members required documentation at start of new classes

***Designates:***

Although the Club Officers are required to fulfill their commitment to the Club (as outlined above), with the exception of financial matters, the Club Officers may enlist the assistance of others to accomplish the above tasks or special assignments for the club. Although the assistants may have a significant impact on the daily activities of the Club, the ultimate responsibility still falls upon the Club Officers.

**Verification:**

Club Members are responsible for ensuring the Club President is meeting his/her responsibilities.

The Club President is responsible for ensuring other Club Officers are meeting their responsibilities.

**Enforcement:**

Club Officers not performing their responsibilities as expected may be asked to resign from their position.

The Club is required to have at least a Club President in office at all times per Association Mandate HMKA-M3 entitled “Club Staffing Requirements”. Failure to do so may cause loss or suspension of its certification as described in the Association Mandate HMKA-M4 entitled “Clubs in Good Standing”.