

August 2023

Open Board of Director Positions

The Hatha Yoga Club of Sun City has several Board member terms expiring December 31, 2023. The club needs members to step up and volunteer to fill these positions as without Board members, the club will cease to exist and all classes will end. Current Board members have completed their terms and will not be continuing.

Positions will not be without support from past board members, so don't be afraid to volunteer. Many new friends will be made. It is an enriching experience for all.

The goal is to have a new Board named and ready to go in the November/December time frame to allow plenty of transition time from the current Board to the new. Please see below for a brief position description for each position available.

If you are interested in serving, please contact us at hathayogaclub@gmail.com so that we can talk further.

Positions Available:

President

- Lead Board Member, coordinator of Board and General Membership meetings
- Prepare Board Meeting Agenda
- Liaison with Recreation Centers of Sun City (RCSC) to communicate Club business
- Prepare RCSC required forms, including room reservations and facility management issues
- Maintain a calendar of events to ensure all RCSC deadlines are met
- Communicate Club business with members via email
- Maintain Instructor relationships, solicit new instructors when necessary
- Oversee Instructor contracting process and obtain copies of instructor insurance certifications
- Attend mandatory Rec Center club officer training (typically once per year)
- Review Secretary meeting minutes prior to publishing
- Signatory on the bank account
- Contribute to crafting and writing club rules and regulations.
- Maintain and update class Announcements sheet.

Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- In absence of President lead Board meetings and organize agenda.
- Attend Board and General Membership meetings.
- Assist President in tasks as necessary.
- Contribute to crafting and writing club rules and regulations.
- Lead monitor training classes, maintain monitor training documents.
- Undertake and lead special projects as the Board requires.
- Attend mandatory Rec Center club officer training (typically once per year).

Treasurer

Record weekly cash transactions using on-line bookkeeping software.
Calculate, prepare and mail monthly instructor payments.
Prepare and distribute monthly financial statement to Board.
Prepare monthly financial statements for website.
Prepare monthly bank statement reconciliation.
Prepare annual financial statement for RCSC.
Prepare annual 1099 forms for instructors and IRS
File annual 990 tax return with IRS
Maintain financial statement archives to cloud storage files.
Signatory on the bank account.
Attend mandatory Rec Center club officer training (typically once per year).

Secretary

Attend Board and General Membership meetings to record meeting minutes.
Seek approval of Board meeting minutes from Board members.
Seek approval of General Membership meeting minutes at General Membership meetings.
Upload approved meeting minutes to cloud storage files.
Contribute to crafting and writing Club rules and regulations.
Record rules and regulations changes.
Attend mandatory Rec Center club officer training (typically once per year).

Publicist

Maintain creative materials for Discover Sun City event.
Liaison with RCSC and Independent newspaper contacts to publish articles and update club information.
Draft annual article for publication in the Independent.
Draft annual article for publication in Sun Views.
Maintain class listing published periodically in Sun Views and Independent.
Prepare creative materials for club events (i.e. posters for Board Member recruitment).
Maintain relationship with punch card vendor. Monitor punch card supply and re-order when necessary.
Create annual membership card, monitor supply and replenish as necessary.
Prepare club flyers, replenish supply both at yoga room and at the Sun City Visitor Center.
Maintain Board of Director and Instructor Composite files and publish to bulletin board in yoga room.
Attend Board and General Membership meetings.
Attend mandatory Rec Center club officer training (typically once per year).