

Job Description of
SPSW President

The President is the principle executive officer of the Chapter and, subject to the control of the Board, and shall in general supervise and control all of the business and affairs as the Managing Director of the Chapter. The President may sign, with the Secretary or any other proper Officer of the Chapter authorized by the Board, any deeds, mortgages, bonds, contracts or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board, or by these Bylaws, to some other Officer or agent of the Chapter or shall be required by law to be otherwise signed or executed; and in general shall perform all duties as may be prescribed by the Board of Directors from time to time.

The President shall also perform the following duties:

- a) Supervise and control all the business and affairs of the chapter, provide overall direction for the chapter and implement policies.
 - Review and be familiar with the chapter bylaws
 - Be familiar with Washington State requirements for registering business and filing deadlines as appropriate for chapter business registration.
- b) Prepare an agenda and preside at the meetings of the Chapter and of the Board of Directors.
 - Review presidential reference materials, review minutes of previous board meetings, and speak with predecessors
- c) Designate, with Board assistance, all committees and their chairmanship.
- d) Work with the executive board to establish goals and objectives for the year and ensure all executive board members have an understanding of their job descriptions.
- e) Appoint annually the Nominating Committee chair.
- f) Fill vacant or appoint non-elected committee chairs, encourage members to participate in chapter activities and programs while aiding in the development of future leaders.
- g) Coordinate the Chapter's activities and programs and conduct any necessary business with AAW.
- h) Prepare or work with the program officer on chapter meeting demonstrations
- i) Ensure that all orders and resolutions of the Board are placed in effect.
- j) Work closely with the membership chair to retain current members and promote the growth of new members for the chapter and AAW.
- k) Supervise all other officers of the Chapter and see that their duties are properly performed.
- l) Work closely new officers for training for duties
- m) Submit a report of the operations of the Chapter for the preceding year to the Members.
- n) Perform such other duties as are necessarily incident to the office of the President.

Job Description of
SPSW Vice President

In the absence of the President or in the event of his/her death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions upon the President. The Vice President is responsible for coordinating program events and shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

As the Program Officer, the Vice President works with the president and the executive board of the Chapter. His/her duties include:

- a) Work with chapter executive board to establish a demonstrator budget
 - Develop an education budget in conjunction with the treasurer with the approval of the executive board.
- b) Develop an educational program of demonstrators for the chapter meetings
 - Coordinate demonstrators with a recommendation of topics according to the educational goals and objectives of the chapter
 - Coordinate demonstrators from the chapter membership and neighboring chapters
 - Coordinate professional demonstrators who cover educational topics established by the chapter
 - Coordinate the logistic of travel and accommodations and fees
- c) Work with chapter executive board to establish goals and objectives for the group.
- d) Assist president and executive board in planning and implementing chapter goals and objectives for the year and assure all executive committee members have an understanding of their job descriptions. Be chair of committees as assigned by president.
 - Committee assignments or board positions:
 - Work closely with new chapter officers for training for duties
- e) Prepare an annual report to the chapter membership regarding the vice-president's responsibilities and activities.

Job Description of
SPSW Secretary

The Secretary ensures that records are maintained for the proceedings of all business meetings of the chapter. The Secretary's duties include:

- a) The Secretary shall keep the minutes of the general membership and Board meetings,
 - Distribute minutes to all members of the chapter's executive board.
 - Keep an official record of the minutes of all executive board and business meetings to present to the succeeding secretary.
 - Submit minutes to the appropriate officer to post on the chapter website
- b) Ensure all notices are duly given in accordance with the provisions of these Bylaws or as required, be custodian of the Chapter records,
- c) Keep a register of the post office address of each Officer and Director and in general perform all duties incident to the office of Secretary.
- d) Assist president and executive board in planning and implementing chapter goals and objectives for the year and assure all executive committee members have an understanding of their job descriptions. Be chair of committees as assigned by president.
- e) Assist the President with all the business and affairs of the chapter, provide overall direction for the chapter and implement policies.
 - Review and be familiar with the chapter bylaws
 - Submit any bylaws changes or updates to the AAW headquarters
 - Be familiar with Washington State requirements for registering business and filing deadlines as appropriate for your chapter business registration.
- f) The Secretary will perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

Job Description of
SPSW Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Chapter; receive and give receipts for moneys due and payable to the Chapter from any source whatsoever, and deposit all such moneys in the name of the Chapter in such banks, trust companies or other depositories that shall be selected in accordance with these Bylaws, and in general perform all the duties incident to the office of Treasurer.

The Treasurer will have the following duties and responsibilities:

- a) Be custodian of the chapter funds and maintain income records from dues for chapter.
- b) Keep full and correct account of receipts and disbursements in the books belonging to the Chapter
- c) Maintains the chapter bank accounts.
- d) Dispose of funds of the Chapter as may be ordered by the Board, taking proper vouchers for such disbursements.
- e) Render to the President and members of the Board, timely and accurate financial statements as requested.
- f) Provide to the Board at each Executive Board meeting at the end of each fiscal year, a written report of the Chapter's financial status, which any member may inspect upon request. The Treasurer's accounts will be audited at the end of the fiscal year by an independent representative appointed by the Board.
- g) Prepare and submit an annual budget to the executive board with appropriate committee advisory council or task force.
- h) Formulates an annual budget for the fiscal year in conjunction with the executive board.
- i) Develop and maintain fiscal policies and procedures in collaboration with the appropriate committee. Submit new policies or modifications of existing policies to the executive board for approval.
- j) Submit such tax, corporate and financial forms to Federal and State governments as may be required by those bodies.
 - Maintain tax exempt status through annual filling of the IRS 990 form.
- k) Be bonded in an amount equal to three-fourths of the worth of the chapter.
- l) Perform such other duties as may be assigned from time to time by the President and the Board.

Job Description of
SPSW Director of Publications

The Director of Publications shall coordinate and oversee *the printed publication* of Chapter activities to the general membership. The Communications Director's duties include:

- a) Coordinate the chapter printed communications following the policy and direction of the chapter executive board.
- b) Assist in expanding awareness of chapter activities and encourage participation to chapter members and the general public.
- c) Provide a monthly newsletter at least one week prior to each general membership meeting.
- d) *Provide brochures, pamphlets, business cards and other printed materials to inform members and the public of the benefits of membership and other appropriate information pertaining to the Chapter's mission and activities.*
- e) Solicit assistance, as necessary, for writing the newsletter and keeping the information on the website current.
- f) Ensure the newsletter will be available for all members either through electronic means or via postal transmission.
- g) Assist in developing partnership or sponsorship initiatives as directed by the President or the Board
- h) Perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.
- i) Prepare an annual report to the chapter membership regarding the newsletter and chapter printed publications.

Job Description of

SPSW AAW Representative/Coordinator

The AAW Representative/Coordinator shall coordinate and oversee interactions of the Chapter with the American Association of Woodturners of which SPSW is a chapter. The AAW representative's duties include:

- a) Coordinate and oversee communications with AAW headquarters
- b) Provide liaison with the American Association of Woodturners monthly chapter bulletins
- c) Coordinate inclusion of the AAW bulletins in the chapter meetings, website, and newsletter.
- d) Coordinate awareness of AAW membership and symposiums to the chapter members. Encourage Chapter membership participation in AAW activities.
- e) Coordinate the printed materials provided by AAW to chapter members. Request materials as required (membership brochures, copies of journal, etc.) from the AAW.
- f) Submit the list of new officers to AAW headquarters within two weeks of officer elections and provide headquarters with updates as they occur.
- g) Assist president and executive board in planning and implementing chapter goals and objectives for the year and assure all executive committee members have an understanding of their job descriptions. Be chair of committees as assigned by president.
- i) Perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

Job Description of
SPSW Membership Director

The Director of Membership ensures the enrollment of new members, the renewal of current members and the re-enrollment of lapsed and former members. The membership Director's duties and responsibilities include:

- a) Enroll new members
- b) Work with the Treasurer to maintain a current list of paid-up members for the utilization of the general membership and the officers.
- c) Provide dues monies paid for membership to the Treasurer after each General Membership meeting
- d) Coordinate the electronic payment of dues and the technology to do so with the Director of Information Technology
- ~~e) Provide name tags for the monthly meetings~~
- e) Coordinate the sale, wholesale purchase and distribution of membership badges
- f) Coordinate the current membership list with the members of the Board who may require the current list for the performance of their duties
- g) Recommend policies to the Executive Board pertaining to membership including levels of membership, dues structure, and membership terms and conditions
- h) Validate the officers' membership to AAW
- i) Promoting new membership into both the Chapter and the national organization of AAW.
- j) Perform such other duties as from time to time may be assigned to the Membership Director by the President or by the Board of Directors.

Job Description of

SPSW Director of Inventory Control

The Director of Inventory Control is responsible for maintaining the records of chapter equipment and physical assets. The Director of Inventory Control's duties and responsibilities include:

- a) Maintain a list of all assets belonging to the Chapter and ensure the use and storage of these assets is properly managed.
- b) The list will include for each asset, but not be limited to:
 - 1) date and cost of purchase,
 - 2) description of asset,
 - 3) current location of storage,
 - 4) person responsible for storage,
 - 5) condition or disposal of asset.
- c) Provide the current list of assets for Executive Board's review in November of each year.
- d) Recommend policies to the Executive Board pertaining to chapter equipment and physical assets
- e) Perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

Job Description of

SPSW Director of the Library

The Director of the Library is responsible for the inventory of the Library Collection and the making of the Library Collection available to current members. The duties and responsibilities of the Library Director include:

- a) Coordinate and oversee the Library Collection
- b) Prepare and annual budget for the acquisition of new items for the Library Collection
- c) Coordinate and oversee the Library collection
- d) Make the Library Collection available to all current members
- f) Coordinate the availability of Chapter made videos of general membership meetings, including those in the members' only area of the SPSW website
- g) Recommend policies pertaining to the Library Collection, its access by members, fines, fees and other administrative guides to the Executive Board
- h) Report monthly to the Executive Board on all activity pertaining to the Library Collection
- i) Complete an annual inventory and report the results of the inventory to the Board annually in January
- j) Perform such other duties as from time to time may be assigned to the Director by the President or by the Board of Directors.

Job Description of
SPSW Director of Store Sales

The Director(s) of Store Sales primary responsibility is the purchase, storage, and sale of consumable items to chapter members. The duties and responsibilities of the Director of Store Sales include

- a) Coordinate and oversee the Chapter Store inventory
- b) Coordinate with the President and the Board the amendment of the types of items carried in the Chapter Store inventory
- c) Prepare and annual budget for the purchase of replenishment and new items to be carried in the Chapter Store inventory
- d) Purchase replenishment and new items for the Store inventory as needed
- e) Make the Store inventory available to the Chapter members at each General Meeting
- f) Provide all monies received for Chapter Store sales to the Treasurer either during the general Membership meeting or the following Executive Board meeting
- g) Submit bills for reimbursement of purchases to the Treasurer monthly and/or receipts of any purchase orders
- h) Keep accurate records of the store inventory to include:
 - 1). The date, cost, quantity, description, and vendor of each purchase for all items;
 - 2) Identify the current location of storage, the person responsible for storage, and the condition or disposition of all items purchased.
- i) Provide a monthly report to the Board of Store sales and purchases for the period of time since the last monthly report
- j) Complete an annual inventory and provide the current list for the Board's review in the first quarter of each year.
- k) Recommend policies to the Executive Board pertaining to the operation of the Chapter Store
- l) Perform such other duties as from time to time may be assigned to the Director by the President or by the Board of Directors.

Job Description of

SPSW Director of Industry Coordination

The Director of Industry Coordination coordinates and oversees the establishment and maintenance of the Chapter's ongoing relationship with producers, manufacturers, wholesale and retail sellers, etc. of items used in or related to woodturning. This includes:

- a) Establish a positive ongoing relationship for the Chapter with producers, manufacturers and resellers, in the local area, of items related to woodturning.
- b) Establish a positive ongoing relationship for the Chapter with producers, manufacturers and resellers, nationally and internationally (both internet and brick and mortar) of items related to woodturning.
- c) Solicitation of such products which may in turn be provided to the Chapter members for auction, raffle or as giveaways in the annual holiday raffle (if the latter occurs).
- d) Coordinate and oversee the acquisition of the annual holiday wood giveaway to members (if such occurs).
- e) Perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

Job Description of

SPSW Director of Social Media

The Director of Social Media is responsible for coordinating and overseeing the Chapter's website and Social Media presence and activities. This includes:

- a) Provide assistance to the other members of the Board of Directors in the accomplishment of their duties and responsibilities when such entail the use of the website, social media and other electronic resources
- b) Establish and maintain the Chapter's website
- c) Establish and maintain the Chapter's social media presence.
- d) Establish and maintain an efficient and effective relationship with an internet service provider to host the Chapter's website and other electronic presence
- e) Report monthly to the Board of Directors on the activity related to the Chapter's social media and electronic activities.
- f) Perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors

Job Description of

SPSW Director-at-Large

The Director-at-Large position(s) duties and responsibilities are as assigned by the President or the Board of Directors as a whole. Most Directors-at-Large are assigned the duties and responsibilities as described in specific Job Descriptions. When no Job Description is applicable, the Director(s)-at-Large shall:

- a) Provide assistance to the other members of the Board of Directors in the accomplishment of their duties and responsibilities when requested and approved by the President/Board of Directors
- b) Establish and maintain positive relationships with other chapter members
- c) Assist in the education of other chapter members and any members of the public about woodturning
- d) Report monthly, or as needed, to the Board of Directors on the activity related to the duties and responsibilities assigned to them.
- e) Participate actively in the governance and operation of the chapter through attendance at the general meetings and Board of Directors meetings
- f) Perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors

Job Description of
SPSW Wood Rat

The Wood Rat Director's duties and responsibilities are to resource suitable wood for turning to be made available to the members for sale, auction, and give-away. The Wood Rat takes and follows up on referrals from any source regarding the acceptance of wood by the club.

- a) Resource wood from individuals, businesses or groups and accept donations of wood on behalf of the membership.
- b) Create and maintain a list of members who may be available to assist in the cutting and preparing of wood suitable for turning.
- c) Organize and lead work parties from among the members to prepare any resourced wood .
- d) Provide assistance to the other members of the Board of Directors in the accomplishment of their duties and responsibilities when requested and approved by the President/Board of Directors
- e) Establish and maintain positive relationships with other chapter members
- f) Assist in the education of other chapter members and any members of the public about woodturning
- g) Report monthly, or as needed, to the Board of Directors on the activity related to the duties and responsibilities of the wood Rat Director.
- h) Participate actively in the governance and operation of the chapter through attendance at the general meetings and Board of Directors meetings
- i) Perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors