

Duties and Skills required as a DBWC Board Member

SKILLS:

- Clear written, electronic and verbal communication and the ability to compromise.
- Ability to cooperate within a team.
- Compassionate listening skills
- Flexibility
- Basic computer skills
- Ability to read and be familiar with governing documents of DBWC.
- Demonstrate discretion to protect the confidentiality of staff and DBWC Members.

DUTIES:

The duties of the officers are as follows [Amended & Restated Bylaws of Discovery Bay Women's Club, Article 6]:

6.4 President. The President shall preside at all meetings of the Club and of the Board in accordance with any rules of procedure adopted by the Board or any reasonable procedures established by the President for the particular meeting, including calling the meeting to order, managing discussion of agenda items, announcing when the polls close for each matter voted upon, and generally enforcing order and decorum during the meeting. The President shall have all powers and duties usually vested in the office of the President and shall have and perform such other duties as may be prescribed by the Board.

6.5 Vice President. The Vice President shall perform the duties of the President when the President is absent or unable to act and shall perform such other duties as may be prescribed by the Board.

6.6 Secretary. The Secretary shall keep the minutes of all meetings of the Board and of the Club and shall have responsibility for the Club Records other than financial records kept by the Treasurer. The Secretary shall also perform such other duties as may be prescribed by the Board.

6.7 Treasurer. The Treasurer shall have responsibility for Club funds and securities and shall be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Club. The Treasurer shall also perform such other duties as may be prescribed by the Board.

Member at Large. In addition to the above members, DBWC has one Member at Large. This board member shall advise the presiding officer, when requested, on questions under discussion, assist the presiding officer in conducting an orderly meeting; and exercise and carry out such other duties as may be assigned by the BOD.