

**ORLANDO SKI AND TRAVEL CLUB BOARD INTEREST FORM**  
Appointed Positions

The **Orlando Ski and Travel Club** has (5) elected officer positions and (7) appointed Board positions. If you would like to be considered for an appointed position on the Board of Directors, return this form to the current President. Please include an explanation of the reasons for your interest in the specific position(s), including any type of experience you have that you feel would be beneficial in the position.

Any member in good standing is eligible for an **appointed** position on the Board of Directors. To be considered a member in good standing, payment of Club dues must be current. All Board members, both Elected and Appointed, are expected to attend **OSTC** Board meetings held a minimum of (4) times per year (normally held on a Tuesday or Thursday evening).

**I would like to be considered for one of the following appointed positions on the Board of Directors (please mark all that apply):**

- |                                      |  |                                     |
|--------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Director at Large | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Newsletter  | <input type="checkbox"/> Parliamentarian   | <input type="checkbox"/> Programs   |
| <input type="checkbox"/> Webmaster   |  |                                     |

**NAME:**

**PHONE:**

**EMAIL:**

Qualifications:

When done, Right Click and Use Save As to save file with your Name included in File Name then email to President

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## Appointed Board Positions:

**Advertising:** investigates advertising options for **OSTC** and provides cost estimates to the **OSTC** Board for approval. Arranges advertising, including copy design and review, based on Board approval and budget provided.

**Director-at-Large:** coordinates charity and fund-raising initiatives for **OSTC**, with special emphasis on the Veterans Adaptive Sports Winter Sports Clinic, and the Florida School for the Deaf & Blind, Blind Ski Club. Chairs **OSTC** Election Committee.

**Membership:** responsible for reporting **OSTC** membership statistics using OSTC website reporting mechanisms. Monitors Membership registration via **OSTC** web site, addressing any registrations in a Pending status. Receives and records membership check payments. Prepares deposit transmittal for membership payments received by check, and forwards to **OSTC** Treasurer. Upon request provides membership listing in Excel and/or PDF formats to Board members and current season Trip Leaders. Provides membership enrollment instructions to Welcome Table at sales events. Assists in manning **OSTC** Welcome Table during social or trip sales events.

**Newsletter:** responsible for creating and distributing a monthly email newsletter and a monthly mid-month news email update via the club's website. Provides newsletter reach/open/failure reporting to the Board at Board meetings.

**Parliamentarian:** responsible for ensuring the Board is following club By-laws. Conducts an annual By-laws review with the Board. Also maintains club policy documents and updates policies based on Board input.

**Programs:** responsible for arranging social and trip sales meeting locations. Provides cost estimates to Board. Reviews location contracts. Arranges food and room layout. Maintains supplies for **OSTC** Welcome Table and secures volunteers to staff Welcome Table during social and/or trip sales events. Assists in manning Welcome Table.

**Webmaster:** responsible for maintaining **OSTC** website including creation of trip/event registration templates. Creates club events on assigned social media platforms such as Meet Up and Facebook. Assists in resolving any trip or event financial anomalies or out of balance conditions reflected on the website.