

# Mid Union Sled Haulers (MUSH) Board Position Descriptions

Revised March 2014

## President (1 Year Term)

Responsibilities include:

- leading and directing board members and board meetings.
- designating volunteer positions, including but not limited to the following:
  - Chute Judge
  - Trail Judge
  - Weight Pull Judge
  - Membership Chairperson
  - Website Administrator
  - Newsletter Communications Officer
  - Race Marshal
  - Chief Timer
- overseeing that race entry forms are received by the Chairperson and get published in coordination with the “layout” person.
- writing and submitting the “President’s Corner” article in the Sled Hauler.
- must stay abreast of all rig/race functions.
- maintains communication with entire board.
- fulfills the Director at Large position for the year following the position as President.

Note: The President has no voting power on proposals brought before the board; the only exception to this is if a vote is tied. If the vote is tied, the President will vote.

## Director at Large (1 Year Term, served by the year’s previous President)

Responsibilities include:

- scheduling the spring, summer, and fall meetings, and organization of said events, activities, locations, food, guest speakers, etc.

## Vice President (1 Year Term)

Responsibilities include:

- race contracts.
- communicates with every race/rig chairperson to secure race/rig schedule dates and insurance.
- performing duties of the President in the President’s absence.

## Secretary (1 Year Term)

Responsibilities include:

- transcription of all board meetings.
- submitting transcripts of board meetings to the Sled Hauler.

## Directory of Property (2 Year Term)

Responsibilities include:

- overseeing all MUSH property.
- transporting all property from event to event. Examples: ice shanty for timers, weight pull sled, silt fencing, banners, etc.

## Director of Publicity (1 Year Term)

Responsibilities include:

- printing schedules.
- annual publications. Examples: flyers, brochures, business cards, etc.
- press releases (notifying local media of scheduled events, and other promotional details).
- maintain M.U.S.H. email account
- maintain social media accounts (create events, update posts, etc.)

## Director of Timing (2 Year Term)

Responsibilities include:

- all timing related duties on race weekends:
  - receives all race entries
  - receives all payments for all races
  - inputs all race entries/information into the computer program for all races
  - assigns bib numbers for races
  - handing out bibs at drivers meeting
  - input and post finish times.
- trail help sheets.
- radios.
- bib returns.
- stopwatches.
- award sheet for race chairperson after each race.
- submitting times to Sled Dog Central after each race.
- balancing the money for all race entries.
- finalizing registrations for submission/deposit to the treasurer.
- updating the “Cold Line”.
- notifying the Web Administrator of current updates.

Note: The Director of Timing also serves as the Chairperson of the Timing and Protest Committee and will collectively participate in the decision of any protests brought to the committee unless he/she is involved in the race division being protested.

## Treasurer (1 Year Term)

Responsibilities include:

- all moneys received or paid for clubs expenditures.
- must keep a balanced checkbook.
- collects money from the Director of Timing.
- deposits race money into MUSH account.
- pays all insurance, permits, and any additional event expenses.
- presents a detailed register of accounts at all board meetings.