



President - Position Description

Summary: The President leads the Board of Directors (BOD) and Executive Committee. The position manages the overall needs of the Club. Key areas of responsibility:

- Landowner Relations: maintain positive relations with twelve landowners and agencies.
- Governance: Maintain not-for-profit status with state of New Hampshire. Maintain Articles of Agreement and update Bylaws as needed. Preside over BOD and annual meetings (Oct, Nov, Dec, Jan, April, May). Determine appropriate annual insurance.
- Financial Oversight: oversee responsibilities and activities of the Treasurer and Bookkeeper ensuring proper oversight and reporting of income, expense, bank account and taxes.
- Daily Operations: Establish a plan of operations to include review of conditions of the trails and parking lot and make the decision about when to open the club throughout the ski season. This involves working with the groomers, gate keepers and town of New London.

Duties:

- Landowners:
 - Secure certificate of liability insurance for each landowner and communicate insurance rider and permission form to each by July 1st.
 - Manage specific requirements of certain landowners in terms of usage of their property.
 - Send comp season passes in December and send end-of-season thank you letter in April.
- Governance:
 - Work with insurance agent to secure commercial package, umbrella and D&O insurance.
 - Communicate needs and delegate duties to BOD and volunteers by overseeing a timeline of activities, duties, meetings and responsibilities necessary to carry out the function of the Club.
 - File Nonprofit Report with the NH Sec of State every five (5) years to renew Charter.
- Financial Oversight: Review tracking and reporting of income, expenses and trends.
- Daily Operations: determine opening day and open status throughout the ski season. This requires assessing the condition of the trails and parking. This is accomplished by being the single-point-of-contact communicating with the groomers, gate keepers and town of New London.
 - Work with head groomer to ensure trails are groomed for opening.
 - Coordinate a schedule to open and close the gate to the parking lot each day during ski season.
 - Communicate with the town of New London about special needs and plowing the parking lot.
 - Coordinate storage and removal of equipment at the start and end of ski season.

- Miscellaneous:
 - Promote the club and educate public on the functions of the club.
 - Join Cross Country Ski Area Association and Ski NH Inc. and participate as necessary.
 - Assist with marketing & communications and ensure the web site has ideal functionality.
 - Oversee education program.
 - Work with outside organizations and individuals to coordinate club activities.
 - Sign contracts.
 - Recruit new volunteers.

Timing & Accessibility: This is a year-round position. The year starts in April and ends in March. The busiest months are when the snow flies and the club is officially open. However, there are tasks throughout the year. The President serves a three-year term.