

## ELKO SENIOR GAMES OFFICERS AND DUTIES

**President/Director (P/D (Elected))**—Shall oversee all activities of the Elko Sr. Games (ESOG). This includes chairing meetings, procuring event venues and event coordinators, fundraising coordination, and scheduling. The P/D shall make all appointments for vacancies. He/She shall also be responsible for the key to the storage unit which shall house all supplies of the ESOG except those specified below.

**Vice President/Director (VP/D) (Elected)**—Shall assist the Director in all activities. Whenever possible, this office shall be held by the previous President/Director.

**Secretary (Elected)**—Shall keep records of all correspondence and minutes of meetings and provide copies to Executive Board members. The Secretary shall be responsible for the key to the Post Office box and submit all entries to the Register for posting and submit all bills to the Treasurer for paying.

**Assistant Secretary (Appointed)**—shall be appointed to assist the Secretary if a prolonged absence occurs and at the discretion of the Board.

**Treasurer/Finances (Elected)**—The treasurer shall keep records of all finances which includes paying bills, depositing receipts and providing a financial report to the Executive Board at each meeting. The Treasurer shall develop a yearly budget for the January meeting. All checks will require two signatures from the following officers--P/D, VP/D, and Treasurer. An audit committee will be appointed to review all financial records yearly.

**Registrar (Appointed)**—Shall receive and post all entries, develop and print event brochures, compile all results and make reports to the Executive Board as necessary. After receiving and posting entries the Registrar shall give the Treasurer all monies received, with a compilation of total entries received, for deposit to the ESOG account. The Registrar shall be provided with a laptop and printer and will be responsible for same.

**Webmaster (Appointed)**—Shall maintain the ESOG website ([www.elkoseniorolympics.com](http://www.elkoseniorolympics.com)).

**Fundraising Chairpersons-(Appointed)**—Shall chair the fundraising for the organization. They will work with other Board members in soliciting donations.

**Publicity Chair-(Appointed)**—Shall be in charge of publicity for the games. The chair will assign and work with other Board members in advertising the games.

**Executive Board** – Shall be comprised of the above officers plus those individuals who have expressed a desire to have a close involvement with the ESOG and have been approved by the existing Executive Board members. The Executive Board is the decision making body for ESOG.

**Event Coordinators** – Shall be selected by the Executive Board to direct and coordinate specific events. They do not need to attend regular meetings of the Board unless specifically asked to. However, they are always welcome to attend any and all meetings.

Note: All officers and committee members serve voluntarily and their efforts are appreciated, as the organization could not function without them.