

DUTIES OF THE SKÅL INTERNATIONAL USA PRESIDENT

- (a) The President is entrusted with the duty and responsibility of executing the decisions of the General Meetings and the National Committee.
- (b) The President will preside over all meetings of Skål International USA, direct the discussions and deliberations, conduct the proceedings and ensure that Skål International USA functions effectively and efficiently.
- (c) The President is the official and legal representative of Skål International USA. However, all documents legally binding on Skål International USA must bear the signature of the President jointly with either the Vice President-Administration or Vice President-Finance.
- (d) Vice President Administration shall deputize for the President whenever the necessity arises.
- (e) The Skål International USA President shall make a general report to the General Assembly concerning the activities of Skål International USA.
- (f) The office of President may not be combined with any other position. Derogation to this must be approved by the Skål International Executive Committee.

DUTIES OF VICE PRESIDENT-ADMINISTRATION

The Vice President-Administration, with the assistance of the Skål International USA Administrator, is entrusted with the tasks of:

- (a) drafting the minutes of the meetings of Skål International USA.
- (b) drafting and circulating the notice of meetings and reports from these same meetings.
- (c) receiving, circulating, drafting and mailing all correspondence
- (d) preparing the agenda for all meetings in agreement with the President
- (e) fulfilling Skål International USA responsibilities towards Skål International and the Skål Clubs
- (f) ensuring updates to the Articles of Incorporation of Skål International USA are in line with the amendments to the official publications of Skål International and that the terms therein are respected.
- (g) certifying any matters or information concerning Skål International USA

DUTIES OF VICE PRESIDENT-FINANCE

- (a) Skål International USA will prepare, for submission to the Skål International USA Annual General Meeting, a budget for the income and expenditure of Skål International USA, including the expenses of the International Councillor.
- (b) The financial income of Skål International USA is provided by the annual subscriptions, fund-raising, sponsorship, transfers from Skål International, donations and any other forms of legal income.
- (c) The National Committee funds are used for administrative and other expenses such as development, events, P.R., seminars, etc. but always in keeping with the budget, the duties of the National Committee and overall aims and objectives of the Skål Movement.
- (d) The Skål International USA Administrator keeps the accounts of Skål International USA, receives, deposits and manages the Skål International USA funds in accordance with Skål regulations.
- (e) The Skål International USA Administrator makes all payments of expenses incurred on behalf of Skål International USA under the control of the President. Vouchers must be signed by the

President and Vice President Finance or in the absence of the President, by Vice President Administration and the Vice President-Finance. Any expenses additional to those in the approved budget must have the prior approval of the Skål International USA Board.

- (f) Vice President Finance keeps the Skål International USA Board regularly informed of the financial situation and presents a quarterly Statement of Activities and Statement of Financial Position to the Skål International USA Board. After agreement, the year-end financial reports are submitted to the Annual General Meeting for approval.
- (g) The financial year will be from January 1 to December 31.
- (h) Skål International may intervene to modify the financial policy of the National Committee when it is considered not in accordance with the needs or interest of the Skål Movement.
- (i) Vice President Finance ensures that the payment of all Club dues and the updated membership lists are sent to the General Secretariat by the due date.

DUTIES OF VICE PRESIDENT-MEMBERSHIP

The Vice President-Membership is entrusted with the tasks of:

- (a) With assistance from the Directors of Membership, support Club's efforts and programs to create, implement, monitor, and manage the plans for recruitment and retention of members and the establishment of new clubs and reactivations of former Clubs.
- (b) Monitor membership development programs, initiatives, results and the return on investment (ROI)
- (c) Shall assign responsibilities to Directors of Membership.
- (d) Will present to the Executive Committee for approval the geographic location of Clubs assigned to each Director of Membership to be their Skål USA support person.

DUTIES OF DIRECTORS OF MEMBERSHIP

At the direction of the Vice President-Membership, support Club's efforts and programs to create, implement, monitor, and manage the plans for recruitment and retention of members and the establishment of new clubs and reactivations of former Clubs.

DUTIES OF DIRECTOR OF COMMUNICATIONS AND PUBLIC RELATIONS

Create and maintain clear and accurate lines of communications between Skål International, Skål USA, Clubs and its members. On behalf of the organization, project a positive and consistent image of Skål International USA to industry organizations and targeted media outlets.

- (a) To position the organization as a leading force of experts engaged in the national travel, tourism and hospitality industries.
- (b) To promote the accomplishments and achievements of Skål USA and its national clubs throughout the country.
- (c) To assist the Vice President-Membership to solicit new members and encouraging current Skål Members to be involved in Skål and rise to leadership roles in local and national levels.