

RIGHT MOVE OFFICERS RESPONSIBILITIES

- **Terms of all officers, except CEO , are for 2-years**
- **Officers elected in May**
- **Typically, term starts in June with announcements made at end-of-the-year picnic**

CEO

- Vision and long-term development
- Overall coordination with President and other officers
- Development of officers and Tournament Directors
- Coordination with USCF (TLAs, Vouchers, etc.)
- Coordination with other chess related associations and schools
- Fundraising and promotion
- Bring all the supplies to the tournament
- Attend monthly board meetings.
- Submits year-end Federal and State tax forms

President

- Overall coordination
- Fundraising and promotion
- Vision and long-term development
- Work with advisors
- Development of TDs
- Development of Vice-President and other Officers
- Attend tournament and help organize.
- Attend monthly board meetings.

Vie-President

- Planning for next year tournaments
- Take lead role with CEO in tournament organization
- Coordinate volunteers
- Attend tournament and help organize.
- Attend monthly board meetings.
- Website Maintenance
 - Updating players list on website for each tournament

Secretary

- Maintaining e-mail lists
- Sending e-mail blasts
 - General
 - Four weeks before every tournament

- One week before the tournament
- Tournament Information update on website
 - Immediately after the tournament
 - Updating players list on website for each tournament as needed
- Assist with tournament organization
- Attend tournament and help organize.
- Attend monthly board meetings
- Take minutes at board meetings and finalize them for posting on the web

Treasurer

- Maintain all financial information
 - Keep track of finances
 - Reconcile credit card and bank statements at least on monthly basis
 - Assist CEO with yearend taxes
- Website Maintenance
 - Updating players list on website for each tournament
 - Update sponsors information on the website
- Assist with tournament organization
- Attend tournament and help organize
- Attend tournament and help organize.
- Attend monthly board meetings

Tournament Directors

- Coordination with USCF
- Run tournaments
- Submit tournament results to USCF
- Update website with results after the tournament

Advisors (Michael W. Mockler, Coaches, etc.)

Work with CEO and President on

- Vision and long-term development
- Coordination with other chess related associations and schools
- Fundraising and promotion