



Guides Association of New York City Executive Board Job Descriptions Updated September 2025

GANYC Executive Board members are fiduciaries who steer the organization toward a sustainable future by adopting sound ethical, legal, good governance, and financial management policies, as well as making sure our nonprofit organization has adequate resources to advance our mission.

All Board members must be comfortable with computers and using a variety of online management tools in order to effectively conduct their tasks as assigned. Google accounts are required to access our Google Drive, the current Board or IT committee can assist with the creation of an account for this use, but it is a requirement for all Board members.

All Board members must be familiar with and abide by the current [GANYC Constitution, By-Laws, and Code of Ethics](#).

All Board members are expected to attend 8 membership meetings and 10 board meetings per year. There are 12 scheduled membership meetings and 12 scheduled board meetings each year.

President (1)

1. Responsible for all aspects of GANYC's business.
2. Acts as the primary spokesperson for GANYC.
3. Responsible for making sure the other officers (Vice-Presidents, Treasurer, Secretaries, and Members-at-Large) are fulfilling their duties.
4. The President has the authority to sign legal documents on behalf of GANYC, the corporation. This includes corporate checks, contracts, etc.
5. The President will lead and participate in short- and long-term planning for the organization. This includes, but is not limited to, developing programs to carry out the goals of the organization and overseeing the implementation of these programs.
6. Presiding over membership and Board meetings. They are responsible for approving the agenda for membership and Board meetings. As chair of these meetings, the President only votes in the case of a tie.
7. Represents GANYC at industry events and other activities when required and approved by the Board.
8. They give a report at each membership meeting and will deliver a full summary of the year's achievements and events at the Annual General Meeting each September.



Guides Association of New York City

Executive Board Job Descriptions

Updated September 2025

Vice Presidents (2)

1. Expected to act as President in the case of their absence at any GANYC function, including, but not limited to, presiding over membership and Board meetings.
2. Should the President be unable to fulfill their term, they should be prepared to step into the role as approved by the GANYC Board.
3. Represents GANYC at industry events and other activities when required and approved by the Board.
4. Accepts chair of a committee or Board member liaison with a committee when requested by the President.
5. Attends monthly Board and membership meetings, and any other meetings or events called by the President.
6. Provides written or oral reports on a timely basis to either the President, Board or membership when requested.
7. Partners with the President in achieving the organization's mission.
8. Monitor vp@ganyc.org and info@ganyc.org email address inboxes and respond accordingly

Treasurer (1)

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Board and committees to safeguard the organization's finances.

1. General financial oversight (using Quickbooks and other tools both on and offline)
 - a. Manage all money coming in and going out that impacts the GANYC budget
 - b. Set up, manage, and maintain standard operating procedures for all financial activities of the organization.
 - c. Ensure that record-keeping and accounts meet the standards of the Board and membership
 - d. Ensure compliance with relevant local, state, and federal laws.
 - e. Facilitates members' enrollment in personal liability insurance (collecting payments, tracking names and data of insured members, and sending that data and funds to the responsible party at the NFTGA)
2. Banking, bookkeeping, and record-keeping
 - a. Manage all bank accounts that impact the GANYC budget.
 - b. Set up appropriate systems for book-keeping, payments, and petty cash
 - c. Ensure everyone handling money keeps proper records and documentation



Guides Association of New York City Executive Board Job Descriptions Updated September 2025

- d. Accounts payables, receivables, etc, should be processed and tracked on a weekly basis.
 - e. Accounts should be reconciled at least annually for the close of the fiscal year, if not done monthly.
- 3. Financial reporting
 - a. Present reports on the organization's financial position at monthly board meetings.
 - b. Prepare accounts for audits, tax preparers or other legal professional requests and liaising with any auditor, as required.
 - c. Present an analysis of the previous year's budget and spending, as well as a proposed budget for the upcoming fiscal year to be approved by the membership at the Annual General Meeting in September.
 - d. Advise on the organization's reserves and spending policy.
 - e. Make detailed financial reports available to the membership quarterly, or as otherwise requested.
- 4. Financial planning and budgeting
 - a. Prepare and present budgets for new or ongoing work
 - b. Advise on financial implications of strategic and operational plans
 - c. Present revised financial forecasts based on actual spending and income.

Given these responsibilities, the Treasurer typically acts as an information and reference point for the Board, committees, and membership: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status, and retrieving relevant documentation.

Desired Skills:

- 1. Technologically savvy
- 2. Familiarity with Quickbooks or similar bookkeeping software, or willing and able to learn
- 3. Familiarity with Microsoft Office, and Google Drive
- 4. Proficient with PayPal, Eventbrite or similar programs
- 5. Excellent communication and presentation skills



Guides Association of New York City

Executive Board Job Descriptions

Updated September 2025

Secretaries (2):

Note: Once the 2 secretaries are elected, the board decides which will fill the roles of recording and corresponding secretaries.

Recording Secretary:

1. Record the minutes at all GANYC membership and Board meetings.
2. Post the membership meeting minutes to the GANYC website.
3. Post Board meeting minutes to Executive Board Facebook page for prompt review.
4. Gather and organize all committee reports and post them on the GANYC website along with the minutes.
5. The Recording Secretary should be familiar with past motions and voting procedures to ensure proper parliamentary process.

Corresponding Secretary:

1. Contact all committee chairs prior to each membership meeting to request their reports.
2. Correspond with Board members to gather material for member and Board meeting agendas.
3. Communicate with GANYC members and Board as needed and/or requested by the President or other Board members.
4. Communicate with outside individuals, organizations, etc on behalf of GANYC as requested by the President or Board.
5. Write the meeting agendas for approval by the President.
6. Create agendas for monthly membership meetings in both digital and print formats.
7. Monitor board@ganyc.org email inbox.
8. Maintain and update the List of Tour Operators and Attractions on the GANYC members website under Website Resources.
9. Follow up by email with GANYC members who do not respond to annual renewal notices.

Desired Skills:

1. Proficiency in MS Word
2. Proficiency in Google Drive
3. Effective communication skills



Guides Association of New York City

Executive Board Job Descriptions

Updated September 2025

Board Members at Large (3)

1. The Members-at-Large represent and are accountable to the general membership of GANYC.
2. They have the same voting rights as the Board's officers & are responsible for attending Board and membership meetings.
3. Duties of these officers will be determined throughout the course of their term, as needed and requested by their President, fellow Board, and membership.
4. They may be asked to serve on other committees or to form sub-committees to complete specific tasks, acting as a liaison for the Board and the membership.
5. They should make a serious commitment to participate actively in committee work, should volunteer for and accept assignments, and complete said assignments thoroughly, and on time.
6. They should stay informed about committee matters, be well-prepared for meetings, as well as review and comment on minutes and reports.
7. They should get to know other committee members and build a collegial working relationship that contributes to consensus.
8. They are expected to be active participants in the Board's annual evaluation and planning efforts.