Exhibit

B

last updated: April 07, 2026

PRESIDENT

last updated: April 07, 2026

Responsibilities:

- Preside at Board & General Meetings and create an agenda for each meeting
- Review and identify policies and procedures and if any need to be updated or modified Annually
- Work with the Board of Directors to set goals for the calendar year
- Coordinate any planning sessions with the Board of Directors
- Coordinate with Activities Chair in October/November to plan and create the calendar of events for the upcoming year.
- Coordinate with Treasurer for signatories on the bank account
- Coordinate with the Red Mountain Country Club the dates for all meetings & events
- Recruit volunteers to serve as Committee Chairs and members
- Provide past event protocols to chairs and provide training as needed
- Represent the club in community functions including the RMROA, RMRCC & Advanced RMR Committee
- Identify and resolve issues relating to club operations
- Engage in new member recruitment
- Upon the end of the President's term - they will be asked to assume the Past President - Director position for a minimum of one year, with the additional responsibility of acknowledging the current president at the annual holiday party

Notes:

1) It is recommended to email the meeting agenda out to the board members a week prior for additions. Email specifically to the Secretary to assist with recording meeting minutes

2) Planning generally occurs during the summer months to generate ideas for community projects and Social Club presence through-out the year. Determine frequency of meetings and schedule with the Country Club and Directors

3) Offer assistance as needed to member volunteers and committee chairs and participate in planned activities as schedule allows

4) Maintain communications with various committees, chairs, and board members, but encourage them to head their committees and make the detail decisions themselves

5) The bank requires all members being included as signatories to be present at the same time and requires the meeting minutes showing the election of officers. (President & Treasurer)

6) Welcome new members at meetings/events and introduce them to other members to help them feel more comfortable

7) Current point of contact for the RMR Country Club is _____

    - In January, send an email listing the days, dates, and times for the Monthly Speaker Meetings, Board Meetings, and regular and special activities to be held at the Country Club for inclusion on the Country Club calendar

VICE-PRESIDENT

last updated: April 07, 2026

Responsibilities:

- Assume the duties of the President in their absence
- Vice Presidents attend Board Meetings as a voting member.
- Support the development and maintenance of Social and Print media to promote RMRSC.
- Engage in new member recruitment
- Support the work of Committee Chairs and members who volunteer
- Work with the President and the Officers on the Board to set RMRSC goals for the calendar year.
- Engage in planning sessions with the President and the Officers to generate ideas for community projects and activities that enhance Social Club presence and involvement in the Community.
- Advise members of the Board as needed to ensure decisions are following RMRSC Bylaws, policies, and protocols.
- Support the work of and offer direct assistance to Committee Chairs and members who volunteer for special projects as needed and schedule allows.
- Represent the RMRSC Board by participating in Social Club planned activities and in community events as schedule allows. Community events are events planned by the RMR Owners Association, Advance Red Mountain Ranch Committee, and the Country Club.

Notes:

1) It is recommended to email the meeting agenda out to the board members a week prior for additions. Email specifically to the Secretary to assist with recording meeting minutes.

2) Planning generally occurs during the summer months to generate ideas for community projects and Social Club presence through-out the year. Determine frequency of meetings and schedule with the Country Club and Directors.

3) Offer assistance as needed to member volunteers and committee chairs and participate in planned activities as schedule allows.

4) Maintain communications with various committees, chairs, and board members, but encourage them to head their committees and make the detail decisions themselves

5) The bank requires all members being included as signatories to be present at the same time and requires the meeting minutes showing the election of officers. (President & Treasurer)

6) Welcome new members at meetings/events and introduce them to other members to help them feel more comfortable.

7) Current point of contacts for the RMR Country Club are _____

    - In January, send an email listing the days, dates, and times for the Monthly Speaker Meetings, Board Meetings, and regular and special activities to be held at the Country Club for inclusion on the Country Club calendar.

SECRETARY

last updated: April 07, 2026

Responsibilities:

- Secretary attends Board Meetings as a voting member.
- Record Meeting Minutes for General Meetings & Board Meetings
- Distribute General Meetings & Board Meetings minutes via email to all RMR SC Officers and Committee Chairs
- Write articles for publication regarding Social Club activities
- Retain original hard copies of minutes with attachments distributed during meetings
- Retain the governing documents and exhibits
- Email members notices of Special Meetings

Notes:

1) Accurately record the minutes during the RMRSC General and Board Meetings capturing a synopsis of the discussions and actions or follow up to be taken

2) Distribute copies of the General and Board Meeting Minutes via email to the Officers, Directors, and Chairs of the RMRSC

3) Up Close article needs to be written at least quarterly. For publication it needs to be sent into Up Close and the RMRSC website administrator by the 10th of the month
    - Can be written by the Secretary, Assistant Secretary or other members of the club.

4) See Bylaws for Specifications for Special Meetings

ASSISTANT SECRETARY

last updated: April 07, 2026

Responsibilities:

- Assume the responsibilities of the Secretary in their absence
- Share responsibility with the Secretary for writing articles for publication regarding Social Club activities
- Support the work of the Communication Officer as needed

Notes:

1) Up Close article is sent by the 10th of each month
    - Can be written by the Secretary, Assistant Secretary or other members of the club.
2) Club information is sent to members via email
3) Accurately record the minutes during the RMRSC General and Board Meetings capturing a synopsis of the discussions and actions or follow up to be taken
4) Distribute copies of the General and Board Meeting Minutes via email to the Officers, Directors, and Chairs of the RMRSC
5) Notices for Board Meetings are sent to the RMRSC Officers, Directors and Chairs

TREASURER

last updated: April 07, 2026

- Maintain financial books for the Social Club
- Review and identify IRS policies and procedures for 501(c)(3) status and make changes as necessary
- Issue payments for events, reimbursements, supplies, etc
- Collect event and membership payments, make bank deposits as necessary
- Work with the website manager for online payments
- Assist in maintaining membership lists and garage sale participation lists
- Participate in Board meetings to plan events and create budgets
- Report on financial status annually to board and general membership
- Create an annual budget for club spending each year

Notes:

1) As of 2025 Social Club books are maintained on Quickbooks Online Ledger. This may be changed to any financial software or spreadsheets.
2) Treasurer is the primary contact for the bank account and primary signatory on the account.
    - Bank accounts need to be reconciled monthly
    - Check deposits can be made in person (for a fee) or remotely using the mobile banking services
    - A small amount of cash should be kept on hand to make change for members paying cash for things
3) Payments are made via credit/debit through Square and checks delivered to the Treasurer at meetings and directly.
4) Expense reports are utilized to keep track of reimbursements and club expenses made by members
5) Provide emailed receipts to confirm payment for members (can be automatic through our payment processor or manual receipts for checks received)

ASSISTANT TREASURER – GARAGE SALE

last updated: April 07, 2026

Responsibilities:

- Collect garage sale payments
- Assist Garage Sale Chair with correspondence with attendees
- Assist Garage Sale Chair with other garage sale duties as needed
- Assist Treasurer with meeting attendance and report sharing as needed

Notes:

Provide emailed receipts to confirm payment for garage sale attendees (can be automatic through our payment processor or manual receipts for checks received)

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Notes:

Provide emailed receipts to confirm payment for garage sale attendees (can be automatic through our payment processor or manual receipts for checks received)

ASSISTANT TREASURER - MEMBERSHIP

last updated: April 07, 2026

Responsibilities:

- Collect membership payments
- Advise members of their annual membership payments due dates
- Inform Welcome and Communications Chairs of new members
- Maintain membership lists
- Assist Treasurer with meeting attendance and report sharing as needed

Notes:

Provide emailed receipts to confirm payment for members (can be automatic through our payment processor or manual receipts for checks/cash received)

Director

last updated: April 07, 2026

Responsibilities:

- The Director positions are voting members on the Board of Directors
- Work with the President and the Officers on the Board to set RMRSC goals for the calendar year
- Engage in planning sessions with the President and the Officers to generate ideas for community projects and activities that enhance the Social Club presence and involvement in the community
- Advise members of the Board as needed to ensure decisions are following RMRSC Bylaws, policies, and protocols
- Support the work of and offer direct assistance to Committee Chairs and members who volunteer for special projects as needed and schedule allows
- Represent RMRSC Board by participating in Social Club planned activities and in community events (Red Mountain Ranch Owners Association, Advance Red Mountain Ranch and Red Mountain Ranch Country Club) as schedule allows
- Upon the end of a President's term - they will be asked to assume the Past President - Director position for a minimum of one year, with the additional responsibility of acknowledging the current president at the annual holiday party