

DUTIES OF THE INDIANAPOLIS HIKING CLUB BOARD OF DIRECTORS

**Revision April 13, 2012
Revision July 19, 2017
Revision February 21, 2024**

*The Indianapolis Hiking Club's (hereafter to referred to as the Club or IHC) operating year runs from October 1 through September 30. Elections take place at the General Assembly in September. Although the formal transition of officer roles occurs at the October Board Meeting, officers-elect may need to begin preparation for their roles effective with the General Assembly or on October 1st. In order for a smooth transition, it is recommended that the outgoing board member meet with the new board member prior to the start of the new term.

PRESIDENT

Duties Associated with Position

- a) Preside at all meetings of the General Assembly and Board of Directors**
- b) Make Presidential Appointments (Conservation, Membership, Mileage, Publications, Publicity, Social, Webmaster, and Electronic Media Director)**
- c) Act as executive head of the Club in matters concerning the Club**
- d) Make appointments of any Officer or Director necessary to fill vacancy**
- e) May participate as a member of all committees except nominating committee**
- f) Appoint audit committee or individual to review prior Club year financial records**
- g) Provide 'Presidents Remarks' column in newsletter (required month preceding newsletter)**
- h) Schedule dates for monthly Board meetings and arrange locations**
- i) Appoint a Nominating Committee to recommend a slate of Officers for Fall General Assembly**
- j) Chair all General Assemblies**
 - 1. Perform the following duties at the Fall General Assembly.**
 - 1) Conduct election of new officers**
 - 2) Welcome new President with transfer of cane and gavel**
 - 2. Perform the following duties at any special additional General Assembly**
 - 1) Conduct the meeting and present the informational topic requiring the special Assembly**
 - 2) Conduct any membership vote required by the special General Assembly (Example: Constitutional amendments)**
- k) The president or his/her designee will review the original Club bank statements and check register every quarter as part of the quarterly financial report. This will include a review of expenses approved by the Club Board during the past quarter as compared to the check register and original bank statements from that quarter. The president or his/her designee will report the results of this review**

during the quarterly financial report to the Club Board at the next regularly-scheduled Board meeting following the end of the quarter.

Critical Dates

September (President - elect)

Make Presidential appointments

Identify monthly Board meeting dates and locations

October Appoint an audit committee (or individual) to review prior Club year financial records

May Identify a Nominating Committee to select a slate of Officers (President, Vice President, Secretary, Treasurer, Pathfinders, 4 Directors)

August/September Include slate of nominees for Board Officers in newsletter

VICE-PRESIDENT

Duties Associated with Position

- a) Assume duties of President in the absence or disability of the President
- b) Assume office of President and appoint a Vice-President if office of President is vacated
- c) Chair an annual Budget Committee comprised of Treasurer and 4 Directors. Initial Budget Committee to meet in October to derive a preliminary budget for presentation and approval at the November Board meeting
- d) Although this does not have a Constitutional term beyond 1 year, an attempt has been made to have this position serve a 2 year term with the 2nd year ascending to the President position

Critical Dates

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|------------------|--|
| October | Obtain input from appointed positions for any budgetary adjustments
Define a final budget for the fiscal year based on preliminary budget created by outgoing vice president, treasurer, and budget committee
Arrange any additional budget formation or review meetings for the Budget Committee |
| November | Adjust the budget as a result of discussion at the November Board meeting and update for approval at that meeting |
| August | Establish a time and place for Budget Committee meeting
Chair the annual budget meeting to develop the budget for the next fiscal year |
| September | Meet with the treasurer-elect to share status of budget development |
| Monthly | Identify any concerns with the monthly data |

PATHFINDER

Special Characteristics Required for this Position

- a) Access to a computer with web access for email
- b) Knowledgeable with word processing, spreadsheet software, and e-mail.
- c) Computer literate and proficient with web HTML (or willingness to learn)
- d) Have access to Club website's password protected functions
- e) Proficient writing skills
- f) Experience as a hike leader

Duties Associated with Position

- a) Assume the duties of President if both President and Vice-President positions are vacated
- b) Enlist other pathfinders to share responsibilities (e.g., dividing the schedule building among them)
- c) The following activities are performed prior to each date as listed in the Publication Schedule noted below
- d) Interact with hike leaders to build a two-month hike schedule using software on the Club website, following the processes for Schedule Build detailed on the website's Archives page
- e) Send a draft of newly requested hikes via email to hike leaders to review, revise if necessary, and approve
- f) Copy the new two-month hike schedule from the website Schedule Build area into a Word document shell to create the new bimonthly newsletter
- g) Include President's Remarks, news items, future events, list of new members, recent mileage awards, and member news in the newsletter
- h) Ensure that all forms and other attachments that need to accompany the schedule (annual dues notice, event reservation forms) are revised as necessary
- i) Present draft newsletter and revised forms to the Board for approval prior to the Board meeting preceding the effective date of the new schedule
- j) Once approved, distribute to the following:
 - Publications: to print and mail newsletter and forms
 - Webmaster: to post the new schedule and forms on Club website
 - Publicity: to update social media (e.g. MeetUp) and to promote the Club
 - Mileage: to move the new two-month hikes to the website database and initialize the schedule build database for the next two month schedule
- k) Once the new schedule has been published, make any requested changes (adding additional hikes or revising or canceling published hikes) on the website
- l) Responsible for updating Hike Leader Guidelines and Hiker Guidelines documents on the website as needed

Critical Dates

See Publication Schedule

***The Club manages hikes and communications on a bi-monthly schedule. The schedule is effective as of the first of the month for the following months. This is referred to as the Publication Schedule from here on forward.**

December

February

April

June

August

October

SECRETARY

Special Characteristics Required for this Position

- a) Have a computer with word processing software
- b) Have e-mail capability

Duties Associated with Position

- a) Keep accurate minutes of all meetings of the Board of Directors and General Assembly
- b) Perform all club correspondence except that which pertains to the responsibilities of other Officers or Directors
- c) Maintain a record of the Board meetings
- d) Send a copy of the meeting minutes to each Board member for review prior to the next Board meeting
- e) Send sympathy cards to Club members who have experienced a death in the immediate family (spouse, children)
- f) Ensure that meeting minutes are published on the Club website
- g) At the beginning of the Club year, generate a table of all board members, their position, phone number and e-mail. Send this list to each board member
- h) Send get well/thinking of you cards to members that have had surgery, are dealing with an illness, etc.

Critical Dates

October Send board members the table of board members' information

TREASURER

Special Characteristics Required for this Position

- a) **Have a computer with spreadsheet, word processing, or financial software**
- b) **Have a working knowledge of financial and record keeping formats (income and expenditures)**

Duties Associated with Position

- a) **Receive and deposit in bank all funds of Club**
- b) **Pay the bills of the Club as authorized by the Board of Directors**
- c) **Participate on the Budget Committee and provide data to perform budget decisions**
- d) **Provide current income and net worth statements including income and expenditures for review at each Board meeting**
- e) **In conjunction with the annual membership renewal process beginning October 1, will update the membership database from the renewal forms, transferring information as needed to maintain the data**
- f) **Provide yearly tax and 990N filing to IRS**
- g) **File biennial non-profit business entity report every other year with the Indiana Secretary of State**
- i) **Send out reminder notice (mail, e-mail, phone) to all members who have not renewed by the end of December**
- j) **Provide the Board with a list of all member suggestions, concerns, and comments obtained from the renewal notice**
- k) **Be the contact person for insurance**

Critical Dates

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|------------------|---|
| November | Provide data to the Audit Committee when requested |
| December | Send out final dues notice reminder
File non-profit business entity report every other year |
| February | File 990N IRS report before February 15 (Report is located on the IRS Internet site and can be filed from there.) |
| August | Provide financial data and serve on Budget Committee
Provide a report on the prior five fiscal years of actual income and expenses to the Budget Committee |
| September | Ensure that webmaster has updated the dues notice as needed for the new hiking year and forwarded it to Publications |

DIRECTORS

Duties Associated with Position

- a) **The 4 directors will participate on the Budget committee along with the Vice President and Treasurer to present a proposed budget to the Board. (The Vice-President will chair the Budget Committee and be the Board spokesperson.)**
- b) **Conduct tasks associated with Club activities which are not defined to other officer positions**
- c) **Assist other officers with their responsibilities as requested**

Critical Dates

August Initial Budget Committee meeting

PRESIDENTIAL APPOINTMENTS

CONSERVATION

Duties Associated with Position

- a) Act as a liaison between various environmental and/or conservation organizations and the Club
- b) Proactively seek out environmental/conservation organizations throughout central Indiana and monitor them for Club member participation/volunteer opportunities throughout the year
 - 1) Sign up to receive newsletters/e-mails/notifications from them offering opportunities
 - 2) Scan the organizations' websites periodically to determine it/when opportunities arise
- c) Notify Club members of conservation/volunteer opportunities in a timely manner
- d) Pursue identification of any other conservation-related events/activities and relay to the membership in a timely manner
- e) Maintain records submitted by members for documentation of hours of recognized trail maintenance

Critical Dates

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| October | Identify members who may be eligible for the Trail Maintenance Award (date if award to be presented at the annual Winter Banquet) |
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MILEAGE

Special Characteristics Required for this Position

- a) Computer literate
- b) Have a computer with word processing, spreadsheet and /or database capability (whichever is preferred usage)
- c) Have e-mail capability
- d) Be familiar with database or spreadsheet software used to maintain membership and mileage data

Duties Associated with Position

- a) Maintain mileage data and activities (e.g. hikes led) for each active club member's participation throughout the Club calendar year (October - September)
- b) Send Mileage Awards Report to Membership prior to each Board Meeting, for use in ordering Mileage badges and patches and preparing Membership Board report
- c) Create a Consolidated Awards Report for each 2 month period to align with the Publication Schedule and provide to Pathfinder for inclusion in each newsletter
- d) Provide updated address labels for use by Publication in distribution of newsletter (for those who pay for a printed copy), annual dues notice, and January Membership Report.
- e) Provide member data to Historian for creation of annual Trail Blazer and membership reports
- f) Provide data to Pathfinder for Achievement Award assessment
- g) Retain membership history file and update yearly with old and new members Identify in file name changes (e.g. maiden names due to marriage)
- h) Provide Membership a list of names of members qualifying for yearly 25-Year award
- i) Maintain the computer software utilized for data accumulation of member activity (mileage, hikes lead by each leader, dates each member joined or reinstated)

Critical Dates

October Provide October through September mileage totals to Historian for Trailblazer Report
Provide 25 Year membership candidates to Membership (25 year membership thru prior hiking club year)
Provide Achievement Award data to Pathfinder for acknowledgment at Winter Banquet

January Provide active Membership Report to Publication

MEMBERSHIP

Special Characteristics Required for this Position

- e) Computer literate
- f) Have a computer with word processing, spreadsheet and /or database capability (whichever is preferred usage)
- g) Have e-mail capability
- h) Be familiar with database or spreadsheet software used to maintain membership and mileage data

Duties Associated with Position

- a) Receive new applications for membership and present them to the Board for review at each monthly Board meeting
- b) Send or give checks received from new members to Treasurer monthly
- c) When an application is received, send an email to the applicant indicating the application has been received. At the same time, enter member data into the database and mark each individual as active
- d) Send welcoming notices to new members, including a roster and optional merchandise such as a window cling, on a monthly basis
- e) Maintain a record of methods used in attracting new members
- f) Update database with any changed information (i.e. address, phone, email, death, alternate mailing address, etc.) or comments
- g) Send new member names and email addresses to the Google Groups administrator
- h) Provide membership application form to prospective new member who requests one
- i) Obtain data from Mileage Officer as to recipients of mileage awards and 25-Year membership
- j) Procure and distribute or mail mileage award badges (every 1,000 miles).
- k) Procure and distribute or mail mileage award patches (100-500 mile patches)
- l) Procure and distribute 25-Year membership awards
- m) Notify 25-Year members of the award which will be presented at the Winter Banquet
- n) Manually update the Yr25Award field in the database from 0 to 1
- o) Submit a listing of all new members to the Historian at the end of the Club year for use in the Trail Blazer

Critical Dates

Odd months Obtain reports from Mileage officer

October Identify new 25 year members and procure award (October date is if award is to be presented at the annual Winter Banquet in December)

PUBLICITY

Duties Associated with Position

- a) **Provide publicity for the Club and its activities**
- b) **Be primary contact and spokesperson to outside organizations, media and individuals requesting information about the Club or desire Club participation in one of their events**
- c) **Edit, print, and distribute brochure describing the Club to local outlets (libraries, stores, downtown visitor and senior centers, and other similar organizations)**
- d) **Provide club activity and hike schedules to local publications**
- e) **Perform or delegate duties of MeetUp Organizer**

WEBMASTER

Special Characteristics Required for this Position

- a) Access to a computer with web access
- b) Knowledgeable with word processing, spreadsheet software, and e-mail
- c) Familiar with (or willing to learn) basic HTML mark-up language needed to maintain website content.
- d) Would be beneficial to possess or have access to someone with advanced web programming skills (in particular Perl) in order to enhance website functionality or fix problems

Duties Associated with Position

- a) Recommend, negotiate, and manage the Club website with a service supplier, including fee payment
- b) In conjunction with website programmer, provide site functionality and maintain content
- c) Ensure the hike schedule is uploaded to the website concurrent with Board approval of schedule.
- d) Ensure that “Future Events” page is current each time a new schedule is uploaded
- e) Provide a copy of all current Club forms on the website
 - 1) New member application form
 - 2) Hike sign up sheets
 - 3) Any additional forms and inserts included in mailed schedule (e.g. annual dues notice, event registration forms)
- f) Maintain the “Recent News” entries on the website home page
- g) Post listing of annual Achievement Award winners and 25-Year members on website.
- h) Provide mechanism for members to submit photos for website posting
- i) Maintain “Contact Us” page on the website as appropriate to provide current contact information for website users who have questions about Club processes
- j) Update the “About Us” section of the website at least annually in conjunction with new fiscal year to insure information is current (including list of current Board members)
- k) Ensure a photo, description and pricing of merchandise being offered for sale by the Club is posted on the website.
- l) Insure that all documents referenced on the “Archive” page are current
- m) Post monthly board meeting minutes and financial statement on “Archives” page
- n) Jointly responsible with Pathfinder(s) and web programmer to insure accuracy and completeness of website documentation saved on “Archives” page
- o) In the event the website service supplier is changed, the Webmaster is responsible for migrating the functionality to the new site in a timely manner
- p) Ensure there is a regular website backup and recovery process in place

- q) **Interact with Pathfinder and/or hike leaders to make changes to the website hike database to reflect changes to the current schedule, including adding new, changed, or canceled hikes**

Critical Dates

Publication Schedule:

December

February

April

June

August

October

October (fiscal year) – Ensure all information on website is current

PUBLICATION

Duties Associated with Position

- a) **Print and distribute the hike schedule as presented by the Pathfinder and approved by the Board of Directors to all members who have paid to receive the schedule by mail**
- b) **Purchase mailing supplies such as stamps and envelopes**
- c) **Obtain mailing labels from the Mileage officer**
- d) **Print and mail appropriate schedule attachments such as annual dues notice, and event reservation forms. Some of these (e.g., annual dues notice) will be mailed to all members and some only to members who receive the mailed schedule.**
- e) **Print and mail annual Membership roster of all active members as of January 1**

Critical Dates

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| Bi monthly | Print and mail schedule following a schedule board meeting with enough lead time so people will receive it before the start of the new schedule month (can be as short as 8 days following board meeting) |
| January | Publish roster of active members as of January 1 (name, address, phone numbers) to be mailed with the February/March schedule |

SOCIAL

Duties Associated with Position

- a) Provide a location, program and refreshments for the following Club activities.
 - 1) Winter Banquet
 - 2) Fall General Assembly and any special General Assembly meetings
 - 3) Club Picnic
- b) Arrange entertainment and speakers for General Assembly meetings, outings, and picnics as necessary
- c) Responsible for snacks and refreshments at General Assembly meetings and other Club assemblages
- d) Ensure communication to members as to all upcoming social events

Critical Dates

January	Select date for Summer Picnic Reserve picnic shelter
March	Select date and reserve location for Winter Banquet Identify caterer for Winter Banquet
May	Reserve location and identify entertainment and guest speaker for Fall General Assembly
June	Plan for food, decorations, etc. for Summer Picnic
July	Club summer picnic
August	Plan for snacks and refreshments at Fall General Assembly Confirm guest speaker for General Assembly
September	Fall General Assembly Reserve entertainment for Winter Banquet as necessary
October	Plan for food, master of ceremonies, speaker systems, and decorations for Winter Banquet
November	Confirm Winter Banquet caterer
December	Winter Banquet

ELECTRONIC SOCIAL MEDIA DIRECTOR

Special Characteristics Required for this Position

- a) **Computer literate and proficient uploading and downloading text or files.**
- b) **Should have access to a computer with web access and be familiar with social networking sites, using them to promote the activities of the club**

Duties Associated with Position

- a) **Recommend, negotiate and manage the Club's Social Networking website participation (i.e., Facebook, etc.)**
- b) **Maintain club participation with the sites and provide site functionality**
- c) **Manage site content to complement the club's website schedule by posting selected hikes from the club schedule. (Obtain authorization from hike leaders.)**
- d) **Utilize site as a club marketing tool to attract participants for club membership. Provide descriptive text about club history and purpose as well as access to the Club web site**
- e) **Welcome new social media site members with a greeting**

HISTORIAN

Duties Associated with Position

- a) **Create and maintain a record of the History of the Indianapolis Hiking Club**
- b) **Identify the existence and location of all potentially valuable historic material in written, electronic, or verbal form**
- c) **Maintain a directory of such material**
- d) **Determine which materials shall be included in the History Collection**
- e) **Determine how and where each piece of historical material will be stored**
- f) **Identify the various different audiences who may be interested in the historic collection and make the presentation and availability of the material attractive for each different audience**
- g) **Retain a record of the yearly summaries to avoid having to redefine forgotten decisions made in prior years and resolved by a prior Board**
- h) **Create the annual Trail Blazer report and include data from Mileage officer and Membership**
- i) **At the beginning of each Club year, send to each board member, the updated document of important policies adopted by the Board**

Critical Dates

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| September | Comprise a summary record of important policy decisions made by the Board during the Club year
Provide the summary to the Webmaster for posting |
| October | Send a copy of the policy decisions to all incoming Board members |
| January | Submit the Trail Blazer report to the Webmaster for posting |

NON BOARD MEMBER POSITIONS
(no voting rights yet may be held by a director)

GOOGLE GROUPS ADMINISTRATOR

Special Characteristics Required for this Position

- a) Computer literate
- b) Access to the Internet
- c) Proficient with Google Groups mail application

Duties Associated with Position

- a) Receive information from Membership Director on new members and their email addresses
- b) Add members to the Club's Google Groups as needed
- c) Update member addresses as needed
- d) Delete member addresses when appropriate (e.g. no longer a member)

Critical Dates

January	Contact treasurer for names of individuals who have not renewed their membership for the current Club year and remove their names from Google Groups
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MERCHANDISE and ACHIEVEMENT AWARDS COORDINATOR

Special Characteristics Required for this Position

- a) **Some experience with purchasing and distributing logo merchandise, or willingness to learn**
- b) **Access to a PC**
- c) **Familiarity with word processing and spreadsheet software (preferably MS Word and Excel)**
- d) **Awareness of the history of Achievement Award program**

Duties Associated with Position

- a) **Interface with logo merchandise vendors and select award for current year (should be different every year), working within Board approved budget**
- b) **Obtain Board approval for award and estimated cost**
- c) **Based on past experience, estimate the number of winners for current year awards**
- d) **Determine if additional logo merchandise will be ordered for sale to the general membership**
- e) **Partner with Mileage Officer at the end of the fiscal year to develop a spreadsheet which will identify winners of all 10 Awards, 5 of which can be determined from the database**
- f) **In conjunction with the Conservation Officer, identify winners of the Trail Maintenance award**
- g) **Determine if there are any winners of the Club Service award based on Board recommendations**
- h) **In conjunction with the Electronic Media Officer and Webmaster, determine winner of the Indyhike.org award**
- i) **Based on the winners of the other awards, determine if there is a winner of the Pinnacle award. Make arrangements to purchase special award**
- j) **Determine if there are any winners of the Children's award, and if so prepare award certificates for each winner**
- k) **If award is an apparel item which will require sizes, contact each award winner and determine size they desire**
- l) **Order awards from vendor, plus any additional logo merchandise to be offered for sale. Make sure delivery is at least a week before the Winter Banquet. When order comes in, verify the number and sizes of awards match what was ordered.**
- m) **Prepare remarks for the Winter Banquet to announce winners and present awards**
- n) **At Winter Banquet, display items for award winners with names of winners attached and any other merchandise that was ordered for sale. Have someone at the table to coordinate distribution and collect money if applicable.**
- o) **Announce Achievement Awards recipients at the Winter Banquet**

- p) Gather up any unclaimed awards after the Banquet and make arrangements to deliver**
- q) Provide a list of award recipients and any photos from the ceremony to Webmaster for posting on the website**

Critical Dates

January	Make arrangement to distribute awards to winners who did not attend Winter Banquet
July	Initiate annual awards process
September	Select the annual achievement award, logo merchandise vendor, and obtain tentative approval for approximate expenditure
October	Identify Achievement Award winners and obtain board approval for expenditure
November	Order Achievement Awards and participate in budgeting for following year
December	Announce Achievement Award winners at the Winter Banquet and distribute awards

TECHNOLOGY COMMITTEE LEAD

Special Characteristics Required for this Position

- a) Computer literate
- b) Leadership and communication skills

Duties Associated with Position

- a) Set goals and direction for the committee
- b) Prioritize tasks from the Board with those of the committee
- c) Ensure that the committee has members who are proficient with web HTML, SQL, and/or relational database management systems (RDMS) or are willing to learn.
- d) Manage the long-term viability of Club website in conjunction with the webmaster
- e) Ensure current documentation of website processes from a technological perspective (such as the Schedule Build relational database table developed by Bob Hackenberg)
- f) Ensure maintenance of external hard drive for website and database backups
- g) Ensure sufficient Club members have been cross-trained in the responsibilities of Board members who utilize Club technology resources, e.g. webmaster, pathfinder, mileage/database, membership, treasurer
- h) Investigate areas for enhancement (e.g. website security, online payment and online form filling/submission) and make recommendations to the Board
- i) Explore alternative database applications as needed for continuing improvement
- j) Facilitate data-point collection and ease of extracting data

MEETUP ORGANIZER

Special Characteristics Required for this Position

- a) Access to a computer with web access
- b) Willingness to use personal credit card to pay semi-annual fee (subsequently will be reimbursed by the Club treasurer)

Duties Associated with Position

- c) Using MeetUp software, set yourself up as the MeetUp Organizer for Club site
- d) Setup any assistants as Co-Organizers (will have privileges to all Organizer functions except payment)
- e) Compose introductory remarks for Club MeetUp site (what everyone sees) and periodically refresh remarks to sustain interest
- f) Soon after a new hiking schedule has been approved and before it takes effect, determine which hikes from the new schedule will be posted on MeetUp as events (preferably most weekend hikes and a subset of weekday hikes)
- g) Use fill in template supplied by MeetUp to enter each hike to be posted on MeetUp site as an event. Text should include date and time of the hike, hike description, directions to starting point, and leader's name and phone number (same as hike description in the IHC schedule)
- h) If hike is a weekly recurring hike indicate as such and post the last date of the hike to coincide with then final occurrence in the new schedule. Also, add a disclaimer that MeetUp attendees will not be the only ones on the hike (important)
- i) For recurring hikes (i.e., have already been set up in MeetUp), extend the recurring dates for the next two months, revising the hike description as appropriate (e.g., new start time or meeting location)
- j) Organizer needs to be aware of any changes to the existing hike schedule (e.g., hike cancellation or revised driving directions) and what hikes have been posted on MeetUp as events. Then, if any MeetUp members have signed up for the event use MeetUp software to advise them of the pending hike change (Note, MeetUp does not give you access to members' email addresses, but does give you the ability to communicate with them)
- k) Semi Annual invoice from MeetUp site will be automatically billed to Organizer's credit card. Send copy of invoice to Treasurer for reimbursement

Critical Dates

MeetUp updates should be made several weeks before the effective date of hikes. See the Publication Schedule under Pathfinder.