

DUTIES OF THE HIKING CLUB BOARD OF DIRECTORS

Revision April 13 2012

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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) **Be a member of all committees except nominating committee**
- f) **Appoint audit committee or individual**
- g) **Provide ‘Presidents Remarks’ column in newsletter (req’d 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 Assembly**
- j) **Chair all General Assemblies.**
 - a. **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**
 - b) **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)**

Critical Dates

September (President –elect)

- a) **Make Presidential appointments**
- b) **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, Directors (4)) to be identified in August/September newsletter and voted into Office at Fall General Assembly

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 September or October to derive a preliminary budget for presentation at the October Board meeting. Present a budget to the Board of Directors for approval and provide periodic budget status and adjustments to the Board of Directors.
- 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 Presidents position.

Critical Dates

September

- a) Establish a time and place for initial Budget Committee meeting.
- b) Chair the meeting to develop the budget for the year. Assign a Director to present the budget to the Board and track status during the year.
- c) Arrange any additional budget formation or review meetings for the Budget Committee.

October

- a) Identify the new Budget Director who will present a preliminary budget for the upcoming year to the Board at the October Board meeting.
- b) Obtain input from Appointed positions for any budgetary adjustments and define a final Budget for the year. Several events occurring early in the Club year (Christmas Party, Award events) require early budget definition to define spending constraints.

November

- a) Adjust the budget as a result of discussion at the October Board meeting and update for presentation at the November Board meeting for Board approval.
- b) Track the monthly data and identify any concerns

PATHFINDER

Special Characteristics Required for this Position

- a) **Computer literate and proficient with word processing software**
- b) **Have ready access to a computer**
- c) **Have e-mail capability**

Duties Associated with Position

- a) **Assume the duties of President if both President and Vice-President are vacated.**
- b) **Present to the Board for approval a schedule of hikes at the meeting preceding publication of newsletter.**
- c) **Arrange for a daily schedule of hikes for inclusion in each newsletter by either personally contacting or receiving input from hike leaders. Assemble schedule into a newsletter format in month prior to newsletter being issued.**
- d) **Provide a preliminary copy of the proposed schedule to the Board for review prior to the Board meeting requiring Board approval (hard copy or e-mail)**
- e) **Provide final copy of schedule to Publication (hard copy or e-mail) and Webmaster (e-mail).**
- f) **Insure that all forms and other attachments that need to accompany the mailed schedule (annual dues notice, event reservation forms) are delivered to Publications and Webmaster.**
- g) **Provide a copy of the final new hike schedule to Mileage and Publicity.**

Critical Dates

Newsletter schedule publishing months.

February

April

June

August

October

December

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) **At year end comprise a summary record of important policy decisions made by the Board during the Club year (Oct. thru Sept.). Objective is to avoid having to redefine forgotten decisions made in prior years and resolved by a prior Board. Retain a record of the yearly summaries.**

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 as instructed by the Board of Directors.
- 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 for review at each Board meeting. Provide at each Board meeting a monthly list of income and expenditures associated with each budgetary category
- e) Provide a bond to the club in such amount as set by the Board of Directors
- f) In conjunction with the annual membership renewal process beginning October 1, transfer information from the renewal forms to the following Board positions. Maintain the data as updated throughout the year.
 - 1) Publication: Active member list with updated address and phone numbers as well as preference for hard copy or e-mail information delivery.
 - 2) Mileage: Active member lists, updated address, phone numbers. Identify member preference for receiving schedule (mailed or web site). Provide list of new members and reinstatements.
- g) Provide yearly tax and 990N filing to IRS
- h) Send out reminder notice (mail, e-mail, phone) to all members who have not renewed by December 1. Correlate with the Mileage officer the members who have renewed and failed to renew membership as of January 1.
- i) Provide the Board with a list of all member suggestions, concerns and comments obtained from the renewal notice.

Critical Dates

September

- a) Send out dues notice for new hiking year.
- b) Provide a year- to- date Treasurer's report at the Fall Assembly

October

- a) Provide data to the Audit Committee**
- b) Provide data and serve on Budget Committee**
- c) Provide a year end (September 30) summary with prior year comparisons at the monthly Board meeting.**

December

Send out final dues notice prior to removing members from active membership roll.

January

Provide active membership data to Mileage and Publication for yearly Member publication

February

File 990N IRS report before February 15. Report located on the IRS internet site and can be filed from there.

DIRECTORS

Duties Associated with Position

The 4 directors will comprise the Budget and Insurance committees to present to the Board a proposed plan for each year. Additional members may comprise the committees as necessary to provide expertise. (The Vice-President will chair the Budget Committee and be the Board spokesperson).

a) Budget Director

One of the Directors having served the prior year should assume responsibility as Budget Director and develop the budget for the new hiking club year (October – September) as well as monitor its status during the year.

The Budget Director is responsible for keeping the Vice President informed of budgetary status resulting from income or expense adjustments during the Hiking Club year.

b) Insurance Director

The Director position filled by the prior year President will be the Chairman of the Insurance Committee. They will review insurance requirements of the club and propose any recommended adjustments to the Board as well as cost modifications.

c) Conduct tasks associated with Club activities which are not defined to other Office positions

Critical Dates

Budget Director

September/ Conduct initial meeting to arrive at a proposed budget

October

October Present Budget at Board meeting to get comments from the Board and Committee representatives

November Board vote on acceptance of Budget proposal

Insurance Director

August Review insurance and obtain Board acceptance of policy

September Payment of policy for the new club year

PRESIDENTIAL APPOINTMENTS

CONSERVATION

Duties Associated with Position

- a) Shall act as liaison between various environmental organizations and the Club.
- b) Notify Club of current items in area of conservation
- c) Chair the Achievement Awards Committee to recognize club member achievements
(conservation, hikes led and mileage attained beyond 1000 miles). Objective is to increase member participation in club activities.
 - 1) Identify candidates and procure awards for each category
 - 2) Provide a list of the award winners to Publication and Webmaster
 - 3) Distribute awards

Critical Dates

- October (if presentation occurs at Christmas Party)
- a) Identify Achievement Award candidates
 - b) Identify and procure awards
 - c) Identify Club activity at which awards will be presented

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 for each active club member's participation throughout the Club calendar year (October – September)
- b) Accumulate and transfer data from the hike signup sheets.
- c) Follow up with the hike leaders to insure receiving each signup sheet for all the scheduled hikes.
- e) Send mileage Awards Report to Membership prior to each Board Meeting, for use in ordering Mileage badges and preparing Membership Board report
- f) Create a Consolidated Awards Report for each 2 month period and provide to Pathfinder for inclusion in each newsletter.
- g) Provide updated address labels for use by Publication in distribution of newsletter, Trailblazer Report, annual dues notice and January Membership Report. Provide member data to Publications for creation of annual Trailblazer and membership reports.
- h) Maintain a membership database with updated name, address and phone numbers
- i) Provide data to Conservation for Achievement Award assessment.
- j) Retain membership history file and update yearly with old, new and reinstated members. Identify in file name changes (maiden names due to marriage).
- k) Provide Membership a list of names of members qualifying for yearly 25-Year award
- l) 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

- a) Provide Oct. thru Sept. mileage totals to Publication for Trailblazer Report
- b) Provide 25 Year membership candidates to Membership (25 year membership thru prior hiking club year)
- c) Provide Achievement Award data to Conservation

January

- a) Provide active Membership Report to Publication

MEMBERSHIP

Duties Associated with Position

- a) **Receive new applications for membership and present them to the Board for approval at each monthly Board meeting.**
- b) **Send or give checks received from new members to Treasurer.**
- c) **Send welcoming notices to new members once they are approved by Board.**
- d) **Conduct follow-up with guests who provided contact information on sign-up sheet.**
- e) **Provide name, address and phone number (new members as well as changes for existing members) to Mileage, Treasurer and Pathfinder.**
- f) **Provide membership application form to prospective new member who requests one.**
- e) **Conduct public record background checks for any new or existing member if requested by the Board.**
- f) **Procure and distribute mileage award badges (every 1000 miles) and mail patch mileage awards (100-500 mile patches). Obtain data from Mileage Officer.**
- h) **Procure and distribute 25-Year membership awards. Obtain data from Mileage.**

Critical Dates

October - identify new 25 year members and procure award if presentation occurs at the Annual Awards 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) **Print, edit, and distribute brochure describing the Club to local outlets (libraries, stores, downtown visitor and senior center and other similar organizations)**
- d) **Provide club activity and hike schedules to local publications.**

WEBMASTER

Special Characteristics Required for this Position

- a) **Should have access to a desktop computer with web access and be familiar with software packages such as word processing and e-mail.**
- b) **Should be familiar with (or willing to learn) basic HTML mark-up language which is needed to maintain website content.**
- c) **Would be beneficial to possess or have access to someone with advanced HTML programming skills in order to expand or modify website functionally.**

Duties Associated with Position

- a) **Recommend, negotiate and manage the Club website with a service supplier and provide site functionality. Manage site content.**
- b) **Insure the hike schedule is posted on the website concurrent with Publication mailing of schedule.**
- c) **Provide a copy of all current Club forms on the website**
 - 1) **Member application form**
 - 2) **Hike sign up sheets**
 - 3) **Copies of forms and inserts included in mailed schedule (dues notice, outing registration forms)**
- d) **Post listing of annual Achievement Award winners and 25-Year members on website.**
- e) **Provide mechanism for members to submit photos for website posting**
- f) **Provide current contact information so website users can resolve questions about the Club.**
- g) **Update the “About Us” section of the website at least annually to insure information is current (including list of current Board members)**
- h) **Insure a photo, description and pricing of merchandise being offered for sale by the Club is posted on the website.**
- i) **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.**

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 elected 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) **Send hike signup sheets with the schedule to hike leaders receiving the schedule by mail.**
- f) **Print and mail the annual Trailblazer Report to all members who receive the mailed schedule.**
- g) **Print and mail annual Membership roster of all active members as of January 1.**

Critical Dates

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)

November

Publish and mail the year end Trailblazer Report with accumulated and yearly mileage for each active member. Usually mailed with the December/January schedule.

January

Publish roster of active members as of January (names, address, phone numbers).

SOCIAL

Duties Associated with Position

- a) **Provide a location, program and refreshments for the following Club activities.**
 - 1) **Christmas Party**
 - 2) **Fall General Assembly and any special General Assembly meetings**
 - 3) **Club Picnic**
- b) **Arrange entertainment and speakers for General Assembly meetings and outings and picnics as necessary.**
- c) **Responsible for snacks and refreshments at General Assembly meetings and other Club assemblages.**

Critical Dates

Club Christmas Party (December)

April : Reserve location

September: Reserve entertainment

October: Plan for food, master of ceremonies, speaker systems, and decorations.

Club Picnic (July)

January: Reserve picnic shelter

Fall General Assembly (September)

June: Reserve location and identify entertainment

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 and use them to promote the activities of the club.**

Duties Associated with Position

- a) **Recommend, negotiate and manage the Club Social Networking websites (i.e., Facebook, Twitter, etc.) participation.**
- b) **Maintain the 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 or e-mail. Retain a record of the sites effectiveness toward attracting new members.**