

Canon City Geology Club

Duties of the Board Directors

It shall be the duty of the Board to assist the President in drawing up the programs for the year, make budgetary provisions and determinations, and carry out the wishes of the Club.

EXECUTIVE COMMITTEE (BOARD OF DIRECTORS)

1. Consists of all elected club officers
2. Responsible for assuring the principles of the Constitution and By-laws are maintained.
3. Form club policy, resolve problems, and coordinate efforts with the Federation and other clubs.
4. Approve an annual operating budget for the club at the beginning of the year which gives the Treasurer the authorization to pay bills and expenses incurred by the club. The budget will be presented to members at the next general meeting.
5. May recommend dismissal of a member who brings discredit upon the club (reference By-laws Article IV, Section 3).
6. Appoint Nominating Committee members.
7. Determine which committees will be filled and appoint standing Committee Chairpersons who will serve in the position for a term of one year. They may continue to serve in that position as long as they are reappointed annually.
8. May appoint temporary Committee chairs for special projects as required.

The following duties are to be assumed by the directors:

Field Trip coordinator – appoints a committee to create the field trip schedule for the year. This is to be presented to the membership at the beginning of the year and published to the website. Oversees all field trips and classes. . Composes flyers and sends those out to the membership at least 10 days prior to the event.

Accrues a roster of members enrolling for the trip/class. Ensures that attendees are current members and have signed waivers. Confirms enrollment by email to those signing up at least 3 days prior to event. Notifies all attendees if trip/class has to be cancelled and reschedules, if able.

Public Relations/publicity – radio, newspaper, brochure dissemination.

1. Maintain website:
 - a. Update minutes monthly
 - b. Maintain list of relevant current events
 - c. Post photos from field trips, meetings, events
2. Respond to club emails (ccgeologyclub@gmail.com)
3. Speak about the club's current meeting and upcoming events on the KRLN Morning Line program. This is usually scheduled for the morning of the membership meeting.
4. Disburses the club brochures to local merchants (Canon, Florence, Penrose, Wetmore, Westcliffe, Cotopaxi, Howard)
5. Sends notices to local newspapers of the club speaker or meeting event and upcoming field trip/class.

New Hope Claim – Ensures land maintenance, yearly fees, acts as a liaison with BLM and surrounding land owners.

Membership roster – updates Excel spreadsheet, relay this to board members, communicates need for waivers, and assists field trip and class leaders to verify status.

Hospitality - Ensures that we have a meeting place, sets up the room for attendees, speaker, auction, greeter, treasurer, Show and Tell, etc. Provides coffee and snacks for the break. Coordinate and present the Christmas Banquet and gift exchange.

Scholarship Program – Keeps track of available funds, meets with the committee members and ensures the program is implemented as approved by the board.

Programs for Member Meetings - PROGRAM COORDINATOR

1. Set up geo/paleo/other monthly speakers
2. Coordinate equipment needed, length of talk, bio and photo of speaker

3. Assist speaker with housing and entertainment if needed
4. Provide a welcoming introduction for the speaker
5. Provide a check (if applicable) to give to the speaker

Assist speaker in setting up equipment, have bottled water available, turn lights on/off for presentation, help with microphone set-up and use, take photos of speaker and general photos, send to Webmaster.