

Canon City Geology Club
Officer Duties
President

1. Presides at meetings and signs all official club documents.
2. On an annual basis, appoints an Audit Committee to review the Club's financial records.
3. Responsible for the club's annual filing of IRS Form 990-N for Tax Exempt Status (due by 5/15 for prior tax year) and the filing of the club's status as a non-profit organization with the State of Colorado (due by 11/30 each year).
4. Responsible for assuring that the Treasurer has paid annual RMFMS dues and insurance fees (due by 12/15 each year).
5. Assure that the Chairman of the New Hope Amethyst Claim (NHAC) has filed annual documents with BLM, US Forest Service, Fremont County, and all other relevant entities.
6. Responsible for assuring that the Treasurer has paid annual website fees.
7. Prepare membership cards for signatures.
8. Assure the Club is operating within the framework of the Club's constitution and by-laws.
9. Maintain the files contained in the club's past records.
10. Coordinate all committees.
11. Insure that deadlines for services (fieldtrips, classes, programs, radio, etc.) are met.
12. Integrate with RMFMS and AFM.
13. Maintain contact with surrounding geology clubs and other relevant entities.