

## **Duties of the elected officers and directors of the SCVGMS.**

### **President-**

1. Oversee all meetings of the SCVGMS.
2. Appoint all committee chairmen.
3. Oversee all committees

### **Vice President**

1. Assumes President's job in his absence.
2. Club Publicity Chairman
  - A. Advertises all club events except Show publicity
  - B. Local Newspaper contact
  - C. Local business and community contact.

### **Secretary**

1. Records the minutes of the regular and board meetings.
2. Reads and answers all club correspondence
3. Maintains the club member files
4. Maintains membership directory

### **Treasurer**

1. Oversee all financial transactions
2. Provide monthly reports at each board meeting
3. Keep club insurance policies in force
4. Collect all dues
5. Produce annual financial statements
6. File income tax returns

### **Editor**

1. Produce the club newsletter
2. Maintain mailing and emailing list.
3. Maintain exchange bulletin email list
4. May have a team to help with production of newsletter.

### **Federation Director or Alternate Federation Director**

1. Be the club representative at all CFMS functions.
2. Report regularly on CFMS activities & news at club meetings.

### **Historian**

1. Chronographer of the club.
2. Produce a history book for the year including (but not limited to) pictures, newsletters, and annual show information.

### **Parliamentarian**

Advice officers and members of club bylaws, operating procedures, and Robert's Rules of Order.

### **Director**

1. Attend monthly board meeting
2. Guide the club activities

## **Appointed positions.**

### **Donation Receiving Committee (DRC) Chairman**

1. Oversee the DRC and make sure they follow the donation receiving policy.

2. Evaluate all possible donations and coordinate all donation pickups.
3. Report quarterly to the Board of Directors
4. Sets all rock sale dates and arranges for appropriate publicity and meeting announcements.
5. Keeps all club members informed of the DRC's activities through meeting reports and Breccia article and reports.

### **Field Trip Chairman**

1. Coordinator of club field trips
2. Attend and participate at the bi-yearly NBFT meeting
  - A. Collect information on other club field trips
  - B. Disseminate collected field trip information to club members
  - C. Plan a field trip to share with NBFT.
3. Make regular reports to club members at meetings or through the Breccia.
4. May be a group of people who support this position.
5. Prepare a final report of all club field trips during the year for the Field trip binder.
6. Follow club policies involving waivers, sign-in, and insurance.

### **Financial Advisory Committee:**

1. Oversee club investments and financial policies
2. Make recommendations for appropriate changes when necessary.

### **Founder's Day Picnic**

1. May be a committee of people to tackle individual jobs.
2. Early in the year, choose a date and make site reservations, be sure to get board approval for date and place.
3. Plan Menu for picnic/BBQ
4. Coordinate with editor for newsletter publicity
5. Develop flier and sign up form
6. Purchase and cook food
7. Pick up and return Bingo boards, rack, and numbered balls
8. Plan and execute a raffle.
9. Submit a detailed report of picnic
10. Submit receipts for reimbursement of expenses.

### **Future Rockhounds of America**

1. May be a group of people to assist with this position
2. Obtain a meeting place.
3. Plan and arrange all meeting, programs, field trips, and work sessions. Require parent/adult supervision for each participant.
4. Submit regular reports to board and Breccia
5. Follow club policies involving waivers, sign-in, and insurance.

### **Hospitality**

1. Man the hospitality table
2. Encourage guests to sign in and give them a nametag.
3. Introduce the guests at the appropriate time during the meeting.
4. Tally number of guests and members for each meeting and report the total when called upon during the meeting.

### **Installation Dinner Chairman**

1. Early in the year with board approval, reserve site and date (usually the first week of December)

2. At July Board meeting submit a menu to the Board for menu selection and to set the member cost for the event. Additionally get board approval for the invitation of two Marines representing Toys for Tots and the cost of their meals at the Installation Dinner.
3. Develop Flyer for event and coordinate publicity with editor.
4. Make arrangements for any decorations, entertainment, tables, PA system, and for Immediate Past President to perform installation of officers.
5. Coordinate with caterer or restaurant for all meal and/or room-related arrangements.
6. Submit a final report for Breccia and Installation Dinner binder.

#### **Librarian**

1. Be the custodian of the club library
  - A. Keep an up-to-date list of all club books, videos, magazines, pamphlets, maps, etc.
  - B. Maintain a check-out system for all materials.
  - C. Collect fines for overdue materials and turn in all fine money to the Club Treasurer.
2. Purchase a new book or video in memory of each deceased member.

#### **Member Display Chairman**

1. Coordinate with Editor for a notice in January Breccia assigning months for members' displays.
2. Submit monthly reports including who displayed the previous month and who is assigned to display the coming month.
3. Introduce each member display at monthly meetings.
4. Setup & teardown of the display area at each general meeting.

#### **PLAC Public Lands Advisory Committee Chairman**

1. Be a liaison between the CFMS PLAC committee & our club.
2. Report monthly at meetings and in the Breccia.
3. Attend the CFMS Chow and Convention meeting that pertain with Public Land use.
4. Keep apprised all current pending legislation involving land use.
5. Encourage members to voice their opinion on upcoming legislation and government agencies policies to their representatives.

#### **Refreshment Chairman**

1. Purchase and serve refreshments at the end of our monthly meetings.
  - A. Cookies, donuts, etc. (Chairman's choice)
  - B. Cold Drink such as fruit juice
  - C. Coffee, tea, condiments
  - D. Paper goods
2. Fill coffee urn with water and heat. Place coffee, tea, cups, and condiments out for members use.
3. Submit bills for reimbursement.

#### **Sergeant-at-arms**

1. Keep order during the meeting
2. Set up chairs, table, hospitality, library, and American Flags prior to meeting and make sure they are put away after the meeting.

3. Bring out & return boxes of meeting supplies to storage room

#### **Show Chairman**

1. Oversees any and all activities pertaining to the Annual Show.
2. Makes regular reports at monthly meetings, at board meetings, and in the Breccia.
3. Appoints all Show committee positions.
4. Keeps records of all expenses incurred with the show.
5. Sets the date for all show committee meetings and is responsible for notifying all show committee members.
6. Sets the Show date and place with board approval.

#### **Silent Auction**

1. Prepare a notice for the Breccia regarding the bi-yearly Silent Auctions in June and November.
2. Obtain cash change the member's purchases.
3. Make copies of bid sheets for member's bids.
4. Set up numbered tables for donated items.
5. Tally evening's total sales and turn in money to Club Treasurer.

#### **Social Committee**

1. Submit a proposed calendar of social activities for club to the Board of Directors at the beginning of the year.
2. Plan and execute social activities as directed by Board of Directors.

#### **Sunshine Chairman**

1. Keeps in touch with members who are ill or distressed.
2. Solicits information from fellow members at meetings and through the Breccia.
3. Sends cards. Telephone or personal calls may be made in addition, if appropriate.
4. In the event of a member's death. A donation may be made to a charity as a memorial in the name of the society. The Donee and the amount of the donation will be determined by the Board of Directors.
5. Give an oral report at general meetings and submit a monthly report to the Breccia.

#### **Trophy Chairman**

1. Obtain the President's Plaque, Show chairman's trophy, Sharr Choate Trophy, and any other trophies the Board of Directors wishes to present.
2. Make sure trophies and plaques are at the appropriate meeting place for presentation.
3. Submit all receipts for reimbursement

#### **Vice Custodian (Trailer Custodian)**

1. Responsible for yearly inventory of club property in the trailers. Must submit inventory list to Club Treasurer.
2. Responsible for trailer maintenance and transportation to Show site.

#### **Webmaster**

1. Maintain club website
2. Submit all receipts for reimbursement
3. Coordinate with Vice President, Show Chairman, and Editor for regular submission of updated web pages.