

CONTRA COSTA HILLS CLUB

JOB DESCRIPTIONS

BOARD OF DIRECTORS, KNAPSACK EDITORS, COMMITTEE MEMBERS, AND HIKE SCHEDULERS

PRESIDENT

1. Preside over monthly board meetings.
2. Prepare the agenda for the monthly board meetings and provide to board members.
3. Appoint members to committees as described in the club's by-laws.
4. Each December, prepare meeting dates for the new year. Provide the dates to each board member and to the appropriate person at the board meeting location.
5. Read the slate of officers, as prepared by the nominating committee, to the annual meeting membership. Conduct the election by voice vote.

VICE PRESIDENT

1. Read the incoming bills at each board meeting.
2. Assume the responsibilities of the president in the event she/he is absent or unable to perform the required duties.

TREASURER

1. Provide financial reports and present at each board meeting.
2. Make monthly reports of receipts, expenses, and bank account balances.
3. Pay bills after approval by board members.
4. Make deposits to appropriate accounts.
5. Participate with audit committee in yearly audit.

CORRESPONDING SECRETARY

Write letters and cards on behalf of the club as needed.

RECORDING SECRETARY

1. Take minutes at board meetings to include the following:
 - Type of meeting - regular, annual, or special
 - Date and time of meeting
 - Presence of board members and others in attendance
 - Approval of previous minutes, noting any corrections or additions
 - All reports by officers and committee chairs and actions taken
 - All motions carried or lost; omit those withdrawn. Include the maker of the motion as well as seconder. Include actual count of votes when major issues are addressed.
 - Important correspondence sent or received, which is read to the board, whether or not action is taken.
 - Financial report as provided by the treasurer. Treasurer's report of bills paid should correspond to bills approved by the board for payment.
 - Unfinished business; postponed business; new business
 - Date and time of next meeting
 - Adjournment
 - Signature
2. Send minutes by email to each board member one week or sooner before the next board meeting.
3. File office copy in 3-ring binder.

MEMBERSHIP SECRETARY

1. Receive dues and address information from new members. Keep a record on computer and on membership 4"x5" cards.
2. Create mailing list from the total CCHC membership and make labels that can be attached to the monthly Knapsack mailings.
3. Report annual dues and dues from new members at monthly board meeting (give checks to CCHC treasurer).
4. Create periodic rosters of CCHC membership and distribute as requested.
5. Send information to hike leaders at least two weeks before their hike. Information to include: current or future hike schedules, information for the person who will write up the hike for the Knapsack, CCHC waiver form, and the Hike Leader Guidelines for new hike leaders.
6. Apprise the board of communications from members, including the names of those who are not continuing membership in CCHC.
7. Propose messages to run in the January-March editions of the Knapsack, reminding members to renew by April 1 each year.
8. Assist the board by preparing a list to recognize 25 and 40-year members to be honored at the CCHC annual meeting.
9. Prepare a list in July of each year of the names of members who have resigned or been dropped for non-payment of dues.
10. Mail to each new member a copy of CCHC by-laws, CCHC guidelines, a current Knapsack, and a current and/or future schedule of hikes.
11. Notify the editor of the Knapsack of the names of new members so their names may be published.

DIRECTOR

Attend monthly board meetings, participate in the discussion of topics, and help decide the board's actions.

SOCIAL COMMITTEE

1. Organize annual spring and holiday luncheons.

- Find a suitable location taking into account the price, ability to accommodate a large group, access to public transportation, parking, separate banquet room, and PA system.
- Negotiate per-person price and date (mid-April and mid-December).
- Submit a proposal to CCHC board for approval.
- Confirm details with restaurant and obtain contract.
- Determine menu and deadline for final count (buffet is often less expensive than plated; weekday less expensive than weekend).
- Submit "Save the Date" to Knapsack and Extracurricular editors at least two months in advance of event.
- Maintain RSVP list as members send in their checks made out to CCHC.
- Determine agenda, decorations, door prizes, name tags, entertainment, etc.
- Submit receipts to the club treasurer for reimbursement for incidentals like door prizes, name tags, and decorations.
- Determine who makes and presents awards at the CCHC Holiday Luncheon (most hikes led; most write-ups).
- Bring the following items on the day of the event: table decorations, name tags and markers, door prizes, small paper pieces with names of attendees for prize drawings.
- Give all funds received to club treasurer.
- Ask Knapsack/Extracurricular editors to take a few pictures and do a short writeup of the event.

NOMINATING COMMITTEE

Nominate members for the CCHC Board of Directors for the offices of: president, vice president, recording secretary, corresponding secretary, treasurer, membership secretary, and five directors. The candidates are presented to the board at the January meeting. The committee also recommends members to fill interim vacancies on the board.

OUTINGS COMMITTEE

The CCHC Outings Committee (OC) consists of up to eight members who meet quarterly to plan and/or help coordinate club-sponsored overnight outings. The OC votes for a committee chair who handles administration, and a secretary who takes meeting notes. The OC develops the guidelines for CCHC outings, establishes the qualifying criteria for selecting attendees, and can assist hike leaders with sign-ups, communications, lodging, and carpool. OC members plan/scout/lead trips or assist any CCHC members who would like to do so. The OC encourages all members to suggest/scout/lead an outing and will help them organize and administer the trip.

CONSERVATION COMMITTEE

Purpose

The purpose of the Committee is to recommend to the Board of Directors the disbursement of monies from the Conservation Fund to specified nonprofit organizations.

Membership

The Committee shall consist of no more than seven and no fewer than five members. Member terms will continue indefinitely unless terminated by resignation or notice to the Chairperson of inability or unwillingness to attend future meetings or failure to attend three consecutive meetings unless excused by the Chairperson.

Officers

The Committee shall elect a Chairperson and a Secretary from among its members. The Chairperson shall send out notices of the meeting, chair the meetings, and be liaison with the Board and/or appoint a representative to attend Board meetings. The Secretary shall take minutes of the meetings and distribute the minutes to the Committee members.

Meetings

The Committee Members shall meet once a month at their convenience, preferably prior to the Board's monthly meeting.

CCHC Communications

Committee Members may write articles for the Knapsack pertaining to current conservation issues and other information that could be of interest to the Club.

Source of Funds

Funds are allocated by the Board at the beginning of each fiscal year and supplemented throughout the year by contributions from club members who specify "Conservation" when they make donations to the CCHC.

Conservation Fund Recipients

Funds may be given to nonprofit organizations that deal with environmental issues that fit best with the interests and activities of the CCHC. The Committee ensures that the organizations receive high scores from charity-rating services, if applicable. Although some of the organizations may be national in scope, preference is usually given to those that protect and enhance the ecological soundness and hiking opportunities in the Bay Area and Northern California. In Summary, monies are given to organizations that

- Acquire land for public open space
- Engage in habitat restoration and/or protect native species
- Construct and/or maintain hiking trails
- Provide young people with experiences that prepare them to be protectors and stewards of the environment
- Advocate for environmental causes through litigation or lobbying

AUDIT COMMITTEE

1. Once a year after the fiscal year ends on March 31, the audit committee chair initiates the audit process by finding a mutually convenient date for all to meet.
2. Those who participate in the audit consist of the audit committee members and the treasurer.
3. The treasurer sends out in advance, via email, the following documents: balance sheet for two years, income and expense statements for two years, detailed listing of revenue for the fiscal year, detailed listing of expenses for the fiscal year, checkbook register, social activities report, and donation detail analysis.
4. The audit committee, in one session, reviews the above reports and performs a thorough review of all financial documents including bank statements, checks written, and revenues received. The committee also verifies that the annual federal and state tax returns (Form 990-N and CA 199-N) have been filed timely as well as the California Statement of Information, which is filed with the secretary of state.
5. After the audit meeting day activity is finished, the chair writes a report containing important points for the board to be aware of as well as comments on reliability of the financial information for future decision making and recommendations to the board. This report is presented to the board by the chair who then explains key information contained in the report and answers any questions related to the report or to the financial documents accompanying the report.
6. The audit committee chair is responsible for keeping the current audit report and all prior audit reports since the process began in 2005.
7. The chair is responsible for making her/himself available for any response to financial requests from government authorities or from the board itself.

KNAPSACK EDITOR

Create (utilizing Microsoft Publisher) and distribute (via email) the monthly newsletter.

Currently there are two editors whose duties are roughly divided as follows:

Editor #1:

- Monthly: receive write-ups for the hikes (8 or 9 each month), edit and insert into Knapsack adding photos selected from those posted on Yahoo Groups or Facebook, or sent directly by photographers.
- Write special articles from time to time (overnight outings write-ups, other).

Editor #2:

- Monthly: update open hike dates, "Save These Dates", New Members, President's/ Board's Message (monthly or periodically).
- Write other articles (not monthly) - conservation column, overnight outings flyers, articles by members, obituaries, donations list, overnight outings write-ups, other.
- Send draft (in pdf format) to proofers and make needed corrections; put the final on the transfer drive and alert Fred Mock that it is there. (Fred prints the Knapsack and the Hike Schedule for those who receive paper copies.)
- Keep and update list of members who receive the on-line Knapsack. Send the final Knapsack, in pdf format, to the membership; quarterly send the hike schedule as well.
- Propose a yearly schedule for each month that is sent to the printer and mailing committee chair as well as the other editor. Also sent to board members and hike schedulers so they will be aware of our deadlines.

Each month one of the editors places the Knapsack on the transfer drive. Editors inform each other via email that they will be working on the Knapsack and send another email when finished, saving their work on the transfer drive, and numbering it (Dec-1, Dec-2, etc) so that both will know which is the latest version. The editor(s) should either attend the monthly board meeting or send a short report to the board stating what will be in the upcoming edition. Occasionally, editors fill in for each other if one will be away. Editors can change/update the format of the Knapsack by mutual agreement.

KNAPSACK MAILING COMMITTEE

Monthly work date is set by the editor and publisher of the Knapsack.
Allow 90 minutes to 2 hours for the process.

- Receive the address labels from the membership secretary by arrangement.
- Buy the number of first class stamps needed for mail.
- Receive the printed Knapsacks (from Fred Mock) by arrangement.
- Meet with the crew, have on hand scotch tape (easy tearing kind).
- Fold Knapsacks in half, inserting extra page if present.
- Tape folded Knapsack in 3 places (USPO requirement).
- Attach name labels and postage stamps.
- Submit request for reimbursement for postage to treasurer.
- Deliver to PO counter, not into curbside boxes.

HIKE SCHEDULER

1. Recruit members to lead future hikes.
2. Maintain list of upcoming hikes on website. Ensure that hikes are appropriate for the season and capabilities of club members while avoiding repetition.
3. Publish schedule of upcoming hikes on a quarterly basis. Collect detailed write-ups provided by hike leaders, and edit for accuracy, clarity, and space constraints. Write-ups should be submitted approximately two months before the referenced quarter, in order for publication approximately one month before the referenced quarter.
4. The position is currently split into a Scheduler for Thursday hikes and a Scheduler for Sunday hikes. The schedulers take turns merging and editing the quarterly hike schedule. A third person serves as a Final Editor for the quarterly hike schedule.
5. Suggested detailed instructions for the position can be found on the CCHC website under the Membership tab, *Scheduler Workflow*.

HISTORIAN

The Historian is to collect and store the monthly Knapsack, the quarterly hiking schedule, the Extracurricular, "significant" correspondence, annual meeting minutes, an inventory list of where archival material are kept and with whom, and printed and "special" photographs generated by club activities.

These may include but not be limited to outings, holiday luncheons, spring luncheons, and special hikes. Furthermore, the historian is to bring the previous year's history book to the annual meeting.

The Historian will have the discretion to determine what is worthy of saving (other than what is specifically stated) after consulting with the board members.

