

Board of Directors and Assistants

Last revised January 2012

Some positions are well suited to having people share the work. These “assistants” are voted in with the board slate and are valued members of the leadership team but are not voting members of the board.

Some duties of the President, Vice President/Trips Coordinator, Treasurer, Secretary, and Equipment Cage Coordinator are defined in the Bylaws and are indicated by **bold font** with a reference to the Bylaws section. Modification to these duties requires a modification of the Bylaws. Duties in normal font with Bylaws section references have been assigned by the Board of Directors and can be reassigned by the Board. All other duties have been defined and assigned by the Board of Directors and can be modified and/or reassigned by the Board.

Officer Roles

President

- **Has general management of the business of the corporation and serves as CEO.** (4.04-1)-3)
- **Runs meetings of the members and the Directors** (4.02-2)
- **Appoints all committee chairs** (except as elected by members) (4.04-3)
- **Serves as member ex officio** (“member by virtue of the office”) on all committees (4.04-4)
- Meets with new people during the meeting break, (after intro & trip reports — before the program), to go over basic club information such as how we operate and club membership benefits
- Contact person for outside inquiries
- **Oversees other positions, following up to make sure other jobs are being done** (4.04-6)
- **Approves purchases over \$200 (together with the Board Member affiliated with the purchase)** (4.04-7)
- Finds someone to pick up mail
- Sees that all Board positions are filled at election time and throughout the year
- Submits Annual Business Renewal to the State annually (December) — see “Important Information” section
- **Appoints Nomination Committee at least four weeks in advance of Annual Meeting** (4.09)
- **Post candidates for annual election at least one week in advance of Annual Meeting** (4.09)
- Incoming new President submits to the State of Minnesota a Notice of Registered Office/Registered Agent form using his/her mailing address— see “Important Information” section
- Has access to checking account as alternate to Treasurer
- Reserves meeting room (REI Bloomington) for Annual Board Meeting)

Vice President/Trips Coordinator

- **Makes sure there are an adequate number of diversified trips** — including day trips (4.05)
- **In absence/disability of the President shall succeed the power and duties of the President** (4.05)
- Assists President with governance of the organization
- Ensures the organization is following best practices for nonprofit governance
- Serves as backup for Trips Director
- Meets with new people during the meeting break, (after intro & trip reports — before the program), to go over basic club information such as how we operate and club membership benefits
- Other duties as assigned by the president

Trips Director

- Presents trip reports at meetings, or find a substitute. This includes bringing the upcoming trips list, asking members to share about recent trips, and announcing upcoming trips.
 - Encourage members to share reports on recent trips through technology
 - Encourage people to coordinate and participate in trips
 - Remind people that they must be paid members to go on overnight trips (except Extravaganza)
- Contact person for Rovers activities
- Makes sure trip coordinators are paid members
- Promotes trip coordination and participation
- Works with web administrator to update trips on web site on a weekly basis.
- Maintains Trips policy

Treasurer

- **Maintains bank accounts** (4.06-3)
- **Monitors bank accounts and budget, balances checkbook** (4.06-1)
- Transfers checking account balances over \$3000 to savings accounts
- **Keeps accurate records and accounting** (4.06-2)
- Pays club bills
- Record purpose for each payment or money received
- Pays cage rental when due (option to pay more than one month at a time)
- Pays P.O. Box fee due in June and December
- **Presents financial report at each regular Board meeting** (monthly or quarterly, as required) (4.06-5)
- Reserves meeting room for weekly indoor membership meetings (in May)
- Track number of memberships & voided membership cards received –compare with records of Membership Coordinator & Database Coordinator — Quarterly — to ensure accurate recordkeeping
- **Reimburses individual expenses that fall within the annual budget upon receipt of documentation of the expense** (6.08)
- **Arranges for annual financial review** (6.03)
- **Ensures records are maintained for minimum of 6 years** (6.02 and 417A.461 Subdivision 1)

Secretary

- **Records and distributes Board meeting minutes** within one week after meetings. (4.07-2)
- **Records and distributes minutes of the business portion of the Annual and Special membership meetings;** minutes will not be recorded for the weekly general membership meetings as they are social in nature (4.07-2)
- Keeps minutes on file, passing on to next secretary
- **Notifies Board Members of meetings at least two weeks and one week in advance** (4.07-3) and 3.06)
- **Notifies Members of Annual meeting and Special Meetings of the members** at least two weeks and one week in advance (4.07-3)
- Maintains Yahoo! Board Calendar
- Annual update of Board Handbook in January
- Applies for grants (e.g., from outdoor stores)
- **Creates Year-in-Review report of annual summary of major decisions, changes, activities etc.** to meet the requirement for an Annual Statement of Policy and Activities (3.01)
- **Ensures records are maintained for a minimum of six years** (6.02 and 417A.461 Subdivision 1)
- Maintains Special Meeting of Voting Members Policy

Equipment Cage Coordinator

- **Administers checkout and return of equipment, and instruction on care** (4.08)
- **Conducts annual inventory** (6.04)
- Conducts annual inspection of boats, PFDs, stoves, , tents, first aid kits
- **Acquires and labels new equipment, and adds to inventory list** (4.08)
- **Maintains/repairs equipment** (4.08)
- Disposes of old equipment, with Board approval
- Maintains Cage Equipment Management and Checkout policies and procedures

Conservation

- Informs members about current conservation issues
- Coordinates cleanup events at least 2 times per year
- Promotes and coordinates Rovers maintenance efforts on the Border Route Trail in coordination with Border Route Trail Association and Minnesota Trails Alliance

Membership Coordinator

- Responsible for membership promotion
- Provides membership information to prospective members
- Serves as contact for new members to answer questions, welcome, etc.
- Attends meetings to process memberships, or finds substitute
- Issues memberships
- Provides member lists & New Member Handbook to members
- Provides new & renewing member information to Database Coordinator, including serial number
- Gives monies received for membership to Treasurer, including any voided cards
- Maintains Membership policy, Membership and Membership Termination procedures, and the New Member Handbook

Database Coordinator

- Maintains membership database
- Provides member lists to members
- Sends out renewal reminders to expiring members at beginning of expiration month
- Provides web administrator with a list of:
 - New members to invite to join the e-group
 - Expired members to remove from e-group
- Printing of membership cards — distributes to membership coordinator — tracking serial #s
- Provides data and reports to Board as requested

Programs Coordinator

- Solicits programs for all meetings
- Notifies Web Administrator of program schedule for website
- Sends out periodic e-mails to membership e-group about upcoming programs
- Introduces guest speakers or finds a substitute
- Maintains Programs policy

Publicity Coordinator

- Assists Events Coordinator with event planning
- Coordinates special events, website content, & advertising
- Maintains list of businesses on the web site that offer discounts on merchandise to members of the club
- Coordinates publicity for club events
- Sends out club announcements to local newspapers
- Coordinates printing of brochures, membership forms, business cards, etc.
- Maintains distribution of club brochures to stores and other appropriate locations
- Finds no-cost outlets to publicize Rovers
- Solicits articles, pictures, recipes, etc. for website
- Coordinates Spring and Fall Intro Shows
- Coordinates Rovers booth at Midwest Mountaineering's Spring & Fall Outdoor Expos

Events Coordinator

- Coordinates Spring and Fall Extravaganzas
- Assists Publicity Coordinator with other special events as necessary

Web Administrator

- Maintains Rovers website
 - Update weekly with new trips, programs, events, etc.
 - Website design changes as appropriate
 - Renewal of domain name
 - Annually audit of the LINKS page to ensure active links
 - Solicit other websites for reciprocal links
 - Annual update of website with new Board Members
- Contact person for e-mail inquiries through website
- Moderator for e-group(s)
 - Maintains E-Group Guidelines
 - Invites new members to join e-group
 - Review requests to join
 - » Approves if applicant is current club member
 - » Send informative e-mail to applicant if not a current member
 - Periodically sends out email etiquette reminders
 - Warns etiquette violators & removes repeat offenders
 - Removes expired members from e-group
- Artistic director & graphic design

Other Board Member Roles

Director at Large

- Three 3-year positions, with staggered terms
- Requires previous Board experience plus at least 3 years Rovers membership
- Provides continuity of leadership

- Acts as historian
- First Year Director At Large assists treasurer in monitoring bank accounts (deposits and withdrawals), and opens and reviews all bank statements before turning over to the Treasurer
- Second Year Director At Large transfers funds from savings account to checking account when needed
- Third Year Director At Large is alternate for transfer of funds from savings account to checking account when needed
- Is available as a resource to the other Board Members

BRTA Representative

- Provides BRTA status to the Board and membership
- Provides information on the Border Route Trail