

Minnesota Rovers Officer Roles

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 Director, Treasurer, Secretary, and Equipment Director 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.

President

- **Has general management of the business of the corporation** (4.04-1)
- **Serves as the CEO** (4.04-5)
- **Runs meetings of the members and the Directors** (4.02-2). Prepares Powerpoint slides for Zoom meetings, incorporating slides from Trips and Presentations.
- Monitor Zoho account for president@mnrovers.org. Respond as necessary.
- **Appoints all committee chairs (except as elected by members)** (4.04-3)
- **Serves as member ex officio (“member by virtue of the office”) of all committees** (4.04-4)
- Meets with new people during the meeting break (after intro & trip reports — before the presentation), 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)
- Monitors Trip Director email
- Finds someone to pick up mail if neither DAL is available.
- Sees that all Board positions are filled at election time and throughout the year
- **Appoints Nominating Committee at least four weeks in advance of Annual Meeting** (4.09)
- **Ensures the candidates for annual election are posted at least one week in advance of Annual Meeting** (4.09)
- President files “Annual Renewal” with the State of Minnesota by December 31 and updates “Registered Office” (using his/her mailing address) — see “Important Rovers Information” section
- The President should also make sure the “Assumed Name” is renewed annually — see “Important Rovers Information” section
- Has access to checking account as alternate to Treasurer
- Reserves meeting room for board meetings (Midwest Mountaineering or other location)
- **Arranges for annual Financial Business Review with Treasurer** (6.03)
- Arrange for [nonprofit grants Google survey](#) to be sent to membership with grantees chosen by board at a subsequent meeting (typically in fall).
- Ensures there is a backup moderator for the e-group when necessary
- Responsible for the decision to cancel member and board meetings due to inclement weather or other unexpected situation and coordinates notification of the cancellation
- Maintains [Other remaining] policies

Vice President/Trips Director

- **Makes sure there are an adequate number of diversified trips** (4.05) — including day trips
- **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
- Meets with new people during the meeting break (after intro & trip reports — before the presentation), to go over basic club information such as how we operate and club membership benefits

- Other duties as assigned by the President
- Presents trips at meetings or finds a substitute. This includes asking members to share about recent trips and announcing upcoming trips
- Encourages members to present reports on recent trips
- Encourages people to coordinate and participate in trips
- Sends out possible trip suggestions (i.e., ranger led activities at state park, bike trails, etc.)
- Conducts at least one Trip Coordinator Workshop a year
- Reminds people that they must be current members to go on overnight trips (except Extravaganza and BRTA Service trips)
- Monitors Trip Director email for questions and for new trips
- Makes sure trip coordinators are current members
- Publishes trips on web site on a weekly basis or more often, when possible
- Maintains Trips policy
- Remind trip coordinators to make sure non-members on day trips fill out waivers either online or on paper

Treasurer

- **Maintains bank accounts** (4.06-3)
- **Monitors bank accounts and budget, balances checkbook** (4.06-1)
- Maintains an average of \$4,000 in the checking account by transferring extra to the savings account
- **Keeps accurate records and accounting** (4.06-2)
- Monitors Treasurer email
- Notifies 1st year DAL each month when checking account statement is available online to review.
- Pays club bills
- Responsible for checking account debit card
- Records purpose for each payment or money received
- Pays equipment locker rental when due
- Pays P.O. Box fee due in September
- **Presents financial report at each regular Board meeting** (4.06-5)
- Reserves meeting room for weekly indoor Rovers meetings
- **Reimburses individual expenses that fall within the annual budget upon receipt of documentation of the expense** (6.08)
- **Ensures records are maintained for a minimum of 6 years** (6.02 and MN statute 317A.461 Subd. 1)
- Files 990-N IRS Postcard before June 15.
- Works with Membership and Database Directors to account for all membership revenue
- Creates Annual Budget to be approved by Board at January Board meeting
- At direction of President, partners with third party to develop and deliver Financial Business Review
- Maintains ownership of online accounts for financial services (Huntington Bank, PayPal, Stripe, etc.), meeting rooms, IRS and PO Box

Recording Secretary

- **Notifies Board Members of meetings** “...in writing at least two (2) weeks prior...” and then sends a reminder one week in advance (4.07-3 and 3.06)
- **Records and distributes draft Board meeting minutes** to board members within one week of meetings (4.07-2)
- Uploads and stores minutes in the “MN Rovers Board Files” section of Dropbox
- **Notifies Members of Annual meeting and Special Meetings of the members** at least two weeks and one week in advance (4.07-3) – coordinates with web master for email distribution to entire membership using MailChimp and prints/mails election ballots to members without email addresses

- **Records and distributes minutes of the business portion of the Annual and Special membership meetings (4.07-2)**
- Minutes will not be recorded for the weekly general membership meetings as they are social in nature.
- Updates the Board Handbook in January
- **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 MN statute 317A.461 Subd. 1)**
- Keeps attendance records of board meetings
- Creates annual list of Board members for historical purposes

Equipment Director

- **Administers checkout and return of equipment, and instruction on care (4.08)** according to the Equipment Checkout Policy
 - Lost equipment or equipment damaged beyond normal wear and tear should be charged to the responsible party. Present each case to the Board of Directors for approval of action to be taken.
 - The Equipment Director has the authority to refuse to check out equipment to any member who has not returned equipment due from previous checkout or who has not paid charges due from equipment lost or damaged beyond normal wear and tear.
 - Conducts annual inventory (6.04) in March or April
- Conducts annual inspection of boats, PFDs, stoves, tents, sleeping bags, first aid kits
- **Acquires and labels new equipment, and adds to inventory list (4.08)**
- Monitors Equipment email
- Any items not budgeted are to be submitted to the Board for approval before acquisition
- **Ensures equipment is maintained and repaired (4.08)**
 - Maintains instructions on equipment use and care
 - Performs or obtains necessary maintenance or repair services to keep equipment in good working condition
- Submits recommendations to the Board for disposal of equipment. Equipment that is no longer usable may be thrown out or offered for spare parts with the approval of the Board
- Maintains Equipment Checkout policies and procedures
- Ensures that persons borrowing Rovers' gear are current Rovers members by viewing their Rovers membership card, checking the membership list on the Rovers website, or by checking with Membership Team
- Has access to storage facility online account as backup for Treasurer

Conservation Director

- Informs members about current conservation issues
- Coordinates at least four conservation volunteer events a year
- Promotes and coordinates Rovers maintenance efforts on the Border Route Trail in coordination with Border Route Trail Association

Membership Director

- Provides membership information to prospective members
- Serves as contact for new members to welcome and answer questions
- Monitors and updates members information in online membership system
- Coordinates with Membership Assistant to monitor membership system when unavailable
- Approves/rejects subscription requests to e-group
- Monitors and updates automated membership emails
- Provides information regarding online membership process to members

- Monitors Membership email account
- Gives monies received for membership to Treasurer
- Works with Treasurer and Database Directors to account for all membership revenue
- Maintains Membership policy, Membership subscription process, Membership Termination procedures, and the Member Handbook
- Keeps list of ineligible Members
- At Annual Board change over meeting, processes free memberships for prior year Board Members
- Verifies member discounts with vendors and works with web administrator to keep webpage up to date

Database Director

- Provides report of membership fees recorded in the database during the month to treasurer for reconciling to bank statement
- Works with Treasurer and Membership Director to account for all membership revenue
- Provides monthly summary of members joining during the month to the board
- Removes expired members from E-group
- Provides data and reports to Board as requested

Presentations Director

- Solicits presentations for all weekly member meetings
- Puts presentation descriptions on the website
- Puts presentation descriptions on Hiking Meetup Page when presentation is hiking related
- Sends out periodic e-mails to membership e-group about upcoming presentations
- Monitors Presentations Email for questions and for new presentations
- Introduces speakers or finds a substitute to do the introduction
- Maintains Presentations policy

Publicity Director

- Coordinates Spring and Fall Intro Shows in collaboration with the President
- Coordinates Rovers booth at Midwest Mountaineering's Spring & Fall Outdoor Expos and finds a volunteer to act as the boat auction coordinator
- Works with an apparel company to create Rovers' merchandise for members to purchase
- Coordinates special events and advertising
- Coordinates volunteers for events to promote Rovers
- Coordinates printing of brochures, membership forms, business cards, etc. in collaboration with Web Administrator
- Finds a volunteer to distribute club brochures to stores and other appropriate locations
- Posts presentation descriptions on Rovers Meetup Page and Facebook
- Works with Web Administrator on maintaining ownership of online publicity accounts such as Meetup

Events Director

- Coordinates Spring and Fall Extravaganzas
 - Reserves suitable camp sites in suitable locations as soon as they can be reserved. Suitable locations allow for new and potential members to gain a representative insight into the typical Rovers experience. Suitable locations allow for different activities and sufficient camping for a minimum of 50 individuals
 - Works with experienced members to ensure a varied agenda of activities suitable for newcomers and potential members to participate in as many sample activities as possible during the weekend. Typical activities include: biking, climbing, hiking, paddling, socials by the fireside and varied educational opportunities.

- Works with the Equipment Director and assistants to ensure that all required and suitable equipment is available and at hand at the Extravaganzas. Reserve trailer if needed to haul equipment
- Works with volunteers to ensure that group dinner & breakfast are planned and provided
- Works with Publicity Director and Web Administrator to ensure that the event is publicized
- Provides comprehensive information about the event to participants and potential participants ahead of time as well as during the event
- Acts as contact person for inquiries and questions about the event
- Ensures signup of participants
- Oversees the event
- Fosters a welcoming and constructive atmosphere for all participants

Web Administrator

- Maintains Rovers website
 - Renewal of domain names (mnrovers.org, mnrovers.com, minnesotarovers.org, minnesotarovers.com)
 - Collaborates with website developer (Bizbudding) on hosting, plugin updates, major changes, etc.
 - Maintenance and renewal of various plugin licenses (See list in shared files)
 - Maintains issue tracking log (bitbucket.org)
 - Website design changes and content updates as appropriate
 - Updates Board Member page
- Onboarding of new Board members to manage their website content and email addresses
 - Trips Director
 - Presentations Director
 - Membership Director and assistant
 - Others, as needed
- Maintains Zoho account / Board and committee email addresses
- Contact person for e-mail inquiries through website (info@mnrovers.org)
- Makes changes to website and processes based on feedback from Board of Directors and club members
- Download online waivers and keep for specified number of years
- Updates list of businesses on the web site that offer merchandise discounts to members of the club
- Manages e-group(s)
 - Assigns additional owners/moderators as needed
 - Maintains e-group Guidelines
 - Periodically sends out email etiquette reminders
 - Warns etiquette violators & removes repeat offenders
 - Backup to Membership director for approving/rejecting subscription requests
- Artistic director & graphic design
- Mailchimp account owner
- Has access to online financial services accounts as backup for Treasurer

Other Board Members

Directors at Large (DAL)

- Two 2-year positions, with staggered terms
- Requires minimum of one year of Board experience plus at least 3 years of Rovers membership
- Provides continuity of leadership
- Acts as historian at board meetings
- First Year DAL assists Treasurer in **monitoring bank accounts** (deposits and withdrawals) and reviews all bank statements each month. If First Year DAL is not available, then the 2nd Year DAL will perform this duty

- First Year DAL is the preferred person to hold post office box key and **retrieve mail every 5-10 days**. Second year DAL is the primary back-up. If neither DAL is able to get mail, any Board member other than Treasurer or President can be assigned this duty.
- Second Year DAL **transfers funds from savings account to checking account** when needed. First year DAL is alternate
- Every April the Second Year DAL shall contact the current archivist to verify all his/her contact information and ask for any status items archivist may have to report.
- Both DALs need to be signatories on the Savings Account. Second Year DAL is the primary signatory and the First Year DAL is secondary
- Both DALs are responsible for ensuring signatories are changed within 30 days of the new Board
- DALs may be assigned to assist other board members

BRTA Liaison (not a voting member)

- Functions as the liaison between the BRTA, and Rovers.
- Provides BRTA status updates to the MN Rovers Board and membership