

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)**
- **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 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)**
- Monitors Trip Director email
- Finds someone to pick up mail
- 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)**
- Incoming new President files two amendments with the State of Minnesota: “Annual Renewal” and “Registered Office” (using his/her mailing address) — see “Important Information” section
- The President should also make sure the “Assumed Name” is renewed annually — see “Important Information” section
- Has access to checking account as alternate to Treasurer
- Reserves meeting room for Annual Board Meeting and for remaining board meetings (Midwest Mountaineering or other location)
- Meets with Midwest Mountaineering staff in winter to negotiate deductions for that year's Expo booth costs (with Publicity Director)
- **Arranges for annual Financial Business Review with Treasurer (6.03)**
- 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 paid members
- Publishes trips on web site on a weekly basis or more often, when possible
- Maintains Trips policy
- Collects liability waiver forms from trips, reminds coordinators to have waiver forms signed for those who aren't members of Rovers, and makes sure the forms get stored in the equipment locker

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 using either checkbook or debit transfer
- 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 (in May)
- **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

Recording Secretary

- **Records and distributes Board meeting minutes** within one week of meetings (4.07-2)
- Uploads the minutes to the MN Rovers Board Members E-Group files section.
- **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.
- Keeps minutes in E-group Board files

- **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)
- Annual update of 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
- Create 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

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

- Responsible for membership promotion
- Provides membership information to prospective members
- Serves as contact for new members to welcome and answer questions
- Attends meetings to process memberships, or finds substitute
- Monitors and updates member's information in online membership system
- 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 terminated Memberships
- At Annual board change over meeting, processes free memberships for prior year Board Members

Database Administrator

- Provides member lists to members upon request
- Sends out renewal reminders to expiring members one month following expiration month
- Sends out a survey to members that chose not to renew to find out why
- 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 Rovers Meetup Page
- 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

- Assists Events Coordinator with event planning
- Coordinates special events, website content, and advertising
- Coordinates volunteers for events to promote Rovers
- 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
- Coordinates Spring and Fall Intro Shows
- Coordinates Rovers booth at Midwest Mountaineering's Spring & Fall Outdoor Expos
- Works with an apparel company to create Rovers merchandise for members to purchase

Events Director

- Coordinates Spring and Fall Extravaganzas

- Sources and reserves suitable camping sites in suitable locations approximately 1 year ahead of time. 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 in alphabetical order e.g.: biking, climbing, hiking, paddling, socials by the fireside and varied educational opportunities as well as wildlife appreciation
- 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 and troubleshoots during 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 content
 - Trips Director
 - Presentations Director
 - Membership Director and assistant
 - Equipment Director and assistant
 - Others, as needed
- Makes changes to website and processes based on feedback from Board of Directors and club members
- Download online waivers and keep for specified amount of years.
- Maintains list of businesses on the web site that offer merchandise discounts to members of the club
- Maintains Board email addresses
 - Onboarding of new Board members
 - Contact person for e-mail inquiries through website (info@mnrovers.org)
- Moderator for e-group(s)
 - Maintains E-Group Guidelines
 - Periodically sends out email etiquette reminders
 - Warns etiquette violators & removes repeat offenders
- Artistic director & graphic design
- Mailchimp account owner

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
- 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 weekly**. 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
- 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
- DAL's 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