

BOARD POSITIONS AND DUTIES

PRESIDENT

The President shall preside over all meetings of the Society. He/she shall appoint all committee chairmen and shall appoint special committees as needed. He/she shall have committees report their activities to the Board of Directors meetings and suggest ideas or help the Chairmen when there are problems that need assistance. He /she should be open to suggestions of committee Chairmen which will aid the best interest of the Society. With the aid of a Parliamentarian, he/she shall conduct all meetings in accordance with the By-laws of the Society and Robert's Rules of Order.

VICE PRESIDENT

The Vice President shall keep him/herself informed of all the activities performed by the President and be able to conduct any meetings should the President be absent. Assist President as needed. Shall be responsible to see that General meeting programs are being schedule by Program Chairman. Any committees not held by elected Board Members are to report to Vice President.

SECRETARY

The Secretary shall take accurate minutes of all meetings, record all motions and their adjudication. He/she will have minutes prepared for the next meeting, and provide copies for approval before each meeting. After approval and correction, he/she shall turn copies of said Minutes over to the President, the editor of the Gem-N-I and keep a copy in the Secretary's file. A binder of all approved Minutes shall be kept in the Club Office. He /she shall remind President of any old business to come before the Society and be of any assistance the President may need. He/she shall read any correspondence and keep them on file, write all letters as dictated by the President and be sure they are mailed.

TREASURER

The Treasurer shall bank all monies of the Society and keep accurate and detailed accounts of monies paid in and paid out. He/she shall file all receipts and be ready to assist the Auditing Committee at each yearly audit. He/she shall report the standings of the finances of the Society at each meeting. The Treasurer will be responsible for all government forms, including those to maintain our 501(c)3 status. The treasurer will act as a liaison with the Society's Insurance broker.

FEDERATION DIRECTOR

The Federation Director is the liaison between Society and the California Federation of Mineralogical Societies. He/she shall make reports of business the CFMS may deem necessary to keep the Society informed. When possible, he/she shall attend meetings of the CFMS, report back at meeting and submit a written report for the Gem-N-I to keep members up to date. The Federation Director is required to attend either the AFMS or CFMS annual show with the purpose of attending at least one of the officer's meetings.

DIRECTORS AT LARGE AVAILABLE COMMITTEE CHAIRS

- ACTIVITIES:** The Activities Chair is responsible for coordinating dates, time and locations for events such as the Annual Pot Luck BBQ, Holiday Party and Rock-0. Information will be printed in the Gem-N-I and website. Additional committees or jobs may be delegated out to Members to fulfill the needs of the event.
- SHOW CHAIR:** The Show Chair will oversee all aspects of the annual show. The Show Chair will take part in the forming and managing of specific sub-committees. The Show Chair is responsible for providing sub-committee updates to the President and the Board.
- FIELD TRIP:** The Field Trip Chair shall scout locations for fieldtrips or get information from other sources of locations available. He/she shall inform the Society of any hazards, types of equipment needed at a site, where they will meet and shall lead or designate a leader for the expeditions. He/she must be able to assist in emergencies in the field, carry a complete first aid kit and have CPR training. Field Trip information will be announced at the Board Meeting and printed in the Gem-N-I and on the website
- JUNIORS:** The Junior Chair and assistants are in charge of all Junior members. They will oversee and teach the young people at the shop, help them plan field trips of their own or incorporate with the adults, teach proper procedures and safety in the shop or in the field. They shall teach care of the environment and respect of other's property. The Junior Chair will be responsible for creating a monthly Junior Staffing Schedule.
- MEMBERSHIP:** The Membership Chair shall receive all applications for membership and fees as set forth by the Board of Directors. He/she is responsible that all requirements are met before issuing a membership card. He/she shall turn all fees over to the Treasurer, obtaining a receipt therefore and keeping it on file. He/she shall keep accurate account of correct names, addresses, telephone numbers and emails of members. An updated Membership list will be provided as needed. He/she shall list all new members monthly to be published in the Gem-N-I. Membership chair shall be responsible for maintaining a current email list of all Members for email distribution of Gem-N-I, as well as other important notices and reminders. The Membership chair shall make available membership contact information for "phone-tree" type reach outs.

NEWSLETTER: The Newsletter Editor and committee shall collect news articles, select suitable photos members may take of Society's activities, and print them in the Gem-N-I. He/she shall write a synopsis of significant activities deemed appropriate. Newsletter editor and staff shall include highlighted minutes in the Gem-N-I. They shall publish all articles submitted by members, pertinent information from exchanged bulletins of interest to our members, print messages from the President monthly, insert a calendar of Field Trips, including those of neighboring clubs, and list the names of new members. The Newsletter Editor shall provide a copy of the completed newsletter to the Membership Chair prior to the first of the month for email distribution to Members as well as other clubs that participate in newsletter exchange. A copy of the Gem-N-I will be posted on the website by the Webmaster.

PROGRAM: The Program Chair with committee will line up speakers, films and activities of interest to the Society for General Meetings. Additional activities could include: Raffle, donated refreshments and Silent Auction. All monies raised during General Meeting activities are to be collected and turned over to the Treasurer where it's to be recorded and kept on file. Upcoming programs shall be reported during the Board Meeting and printed in the Gem-N-I.

SHOP FOREMAN: The Shop Foreman w/ committee shall keep machinery in good working order, replacing and repairing parts needed. They shall keep the Shop clean and free of hazards, reporting any building maintenance necessary. The Shop Foreman will schedule bi-annual clean-up days that will involve the Membership. The Shop Foreman will also be responsible for creating a monthly Shop Attendant schedule that will be made available to the Board for the upcoming month.

WEBSITE / PUBLICITY: Maintain society's website, www.SRMGS.org with objective to meet the requirements of the Societies Mission while meeting the criteria set by AFMS on the "Webmaster Score Sheet". The Webmaster will regularly update the site to keep Members and public informed of events and information pertaining to the Society. The Webmaster is responsible for posting the Gem-N-I on the website for reference as well as historical purposes since 2008. The Webmaster is responsible for the renewal of domain www.SRMGS.org as well as maintaining monthly hosting with all bills being submitted to the Treasurer.

Pertaining to Publicity, the Chairman/ with committee will be responsible for all publicity in all media forms including online, where our Society can place advertising or written articles. The Webmaster will be responsible for managing social media accounts such as Facebook and Pinterest until irrelevant.