

JOB DESCRIPTIONS FOR
THE WOODLAND HILLS ROCK CHIPPERS
ELECTIVE AND APPOINTIVE OFFICES

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PRESIDENT – ELECTED OFFICER

The President is the highest-ranking officer in the club. The position requires that the President:

1. Conducts both the general meeting and the business meeting.
2. Be responsible for making appointments to the various appointive offices of the club.
3. Provides leadership and guidance to the other Board members and the general membership.
4. Step in to fill the gap or assign another person to do the job if an elective or appointive officer fails to do his/her assigned job.
5. Provide inspiration and goals for the membership.
6. Submit an article to the club bulletin each month which contains ideals and goals to be followed.
7. Have responsibility for all club related keys where available.
8. Be one of the signatories on all money accounts.

SECRETARY – ELECTED OFFICER

This position requires the Secretary to:

1. Take the minutes at the monthly business meeting and the general club meeting.
2. Submit a copy of the general club meeting minutes to the Bulletin Editor for monthly publishing.
3. Submit copies to the Board members of the monthly business meeting minutes either by email or postal mail.
4. Keep the general club meeting minutes in a notebook.
5. Keep the business minutes in a notebook for the membership's access.
6. Handle any correspondence the President deems necessary.
7. Assist the President at business and general club meetings with reference information, dates of events, etc.
8. Be responsible for collecting club assets held by members when they leave the club.

TREASURER – ELECTED OFFICER

The primary function of the Treasurer is to handle all funds of the organization as outlined in the By-Laws and in any club Standing Rules and Policies. In carrying out these duties the Treasurer performs the following:

1. Keeps accurate and timely records of all receipts and disbursements.
2. Reports monthly to the Board and membership the current balance of accounts.
3. Arranges for a semi-annual audit of the books
4. Chairs a committee to prepare an annual budget.
5. Reconciles monthly bank statements.
6. Makes all bank deposits and pays all bills approved by the Board.
7. Makes use of vouchers for reimbursement to members for expenses.

Job Descriptions (cont.)

8. The Treasurer is one of the signatories on all money accounts
9. Attends all business and general club meetings.
10. Arranges for new signature cards on money accounts when needed.

AUDITOR

It is the function of the Auditor to audit the club Treasurer's books in June and December of each year (and prior to any new Treasurer receiving the books if there becomes a vacancy during the term).

At the end of each June and December, the checkbook, ledger book and bank statements are obtained from the Treasurer.

It is the Auditor's responsibility then to:

1. Verify that the checkbook balances with the bank statements.
2. Check that each amount in the ledger book coincides with each deposit made and each check written.
3. Verify that there is a notation for each entry in the ledger book as to the source of deposit or purpose of each check.
4. Verify that the ledger book balance coincides with the checkbook balance.

The Auditor will make a notation in the ledger that the audit was performed, along with the date and the auditor's signature.

At the next general club meeting after the audit, a report is to be made that the audit was performed and the result of the audit is given.

The Auditor usually is the previous Treasurer.

BULLETIN EDITOR

The duties of the Woodland Hills Rock Chipper Editor are:

1. Each month, information and articles are gathered from the club officers, appointed chairpersons and others. Generally the articles are e-mailed to the Editor by a deadline that the Editor specifies.
2. The Editor will send the bulletin out so that the membership receives their copy at least five days before the general club meeting, which is the third Saturday of the month.
3. The Editor determines the bulletin format and produces it by any of various modes (computer, word processor or typewriter). The time required for this will be discussed below.
4. The master copy is then taken to a copy house and reproduced for as many copies as necessary to make a distribution. The copies are to be collated, folded, stapled and address labels and stamps affixed and mailed for receipt as stated above.

Job Descriptions (cont.)

5. The Editor maintains the list for distribution and makes the address labels to make that distribution. The distribution list may include other rock clubs with whom the Editor wishes to exchange bulletins.
6. Extra bulletins will be made to fulfill the following:
 - a. One copy to be filed with the club's Historian.
 - b. One copy to be kept for the CFMS Bulletin Editor's contest, if desired.
 - c. Extra bulletins to pass out at the general club meeting.
 - d. Saving extra bulletins not used to pass out at the CFMS show.
7. At the general club meeting, the Editor obtains the guest list containing the names and addresses of visitors desiring to have bulleting mailed to them. These copies are mailed as long as the visitor continues attending meetings and for three months after their last visit.
8. After the visitor's list is used for bulletin distribution it is turned over to the Membership Chairman.

The Bulletin Editor shall be responsible for setting deadlines for submission of articles. Any articles received late may get put where they fit or even left out entirely.

CLASS/WORKSHOP COORDINATOR

It is the responsibility of the Class/Workshop Coordinator to provide monthly educational opportunities for club members. The gatherings usually are scheduled for the same day as the monthly general club meetings, either in the morning or afternoon. The class workshop has a leader (club member/s volunteer) or an outside teacher who is hired to teach the activity.

It is also the responsibility of the Class/Workshop Coordinator to complete the following tasks as required during the year to support the activities chosen.

1. Determine the club membership interests with an annual query of the membership. From this canvass of the members, select the activities for the year.
2. Arrange for the workshop site (club or other site as needed).
3. Arrange for the workshop supervisor or teacher.
4. If a teacher is hired, ascertain the following:
 - a. Time and date the teacher is available. Coordinate with the club preference.
 - b. If a fee is to be charged participants, the amount of the fee
 - c. Maximum number in the class and any requirements regarding participant skill level.
 - d. Tools and materials list for participants for the project.
 - e. Parking/housing/hospitality needs for the teacher – including a map with directions to workshop location.
 - f. Correspond with the teacher as needed.
5. Write an announcement of workshops for the monthly bulletin. The article should include past workshop review and upcoming workshop information.
6. Take class reservations, collect any fees to be turned over to the Treasurer. All classes taught by volunteers have a fee of \$5.00 per person. This fee is not to be confused with the fee collected for a hired teacher. Any expenses for materials that a volunteer teacher

Job Descriptions (cont.)

spends that are not borne by the students shall be submitted to the Treasurer for reimbursement.

7. Write thank you notes to volunteers and hired teachers.
8. Maintain a file of information regarding workshops scheduled, people contacted, and annual query results. This will provide the next coordinator valuable information for the next term of office.

Attending the workshop is not required if the collecting of the \$5.00 participation fee is delegated to the workshop leader. Follow-up after each workshop for feedback by the leader/teacher is of benefit to the coordinator.

The Workshop Coordinator has the authority to ask persons to leave if their behavior is hazardous to other participants or if they are disruptive to the class session. When the Coordinator is not present, the leader/teacher has this authority.

It is the responsibility of the Coordinator working with the leader/teacher to make sure all safety requirements are met; i.e., safety goggles, guards on machinery used, that all participants have been informed/instructed of safety procedures for machinery use, etc

The Class/Workshop Coordinator provides the Bulletin Editor with information on each month's project, tools and materials needed, who will be leading the class as well as summarizing the past month's project.

COMMUNITY OUT-REACH

This Chair will handle all club showcase exhibits. These include those requested by CFMS member clubs for display at their shows as well as for our own show.

This Chair is responsible for arranging and coordinating exhibits at the local library(s).

Educational programs for presentation to local school classes are to be arranged by this Chair. Specific programs for "Fossils" and for "Igneous, Sedimentary and Metamorphic Rocks" are those usually requested. Coordination between the school and the volunteer are the Chair's responsibility.

Other community related activities are to be under this Chair – such as Chamber of Commerce or Historical Society event participation.

This Chair will coordinate with the Publicity Chair, the Bulletin Editor and the Web Master so information is available to the public regarding our out-reach events.

For display material the Chair will have a sign-up sheet put out for those who have something they are willing to have on display.

CORPORATE ADMINISTRATOR

The Corporate Administrator is responsible for attending to all corporate records and filings. This Administrator will carry out the following specific tasks :

1. Be responsible for the archive of corporate papers, which are separate from business or general meeting minutes
2. Maintain a complete up-to-date list of all club assets and real property and their locations. .Copies of this list are to be provided to the President and Treasurer.
3. Be responsible for keeping the Secretary of State of California informed of all officer changes and filing annual reports (July of each year).
4. Files an annual report with the State of California Attorney General's office.
5. Renews the club's raffle permit with the State of California.
6. Makes any annual reports required by the IRS.

COURTESY/HOSPITALITY

The Courtesy/Hospitality Chairperson keeps a list of all the member's birthdays and anniversaries and sends personal greeting to each member to arrive on the applicable date.

If there is anyone sick, passed away or having an operation, a card shall be sent to the member or family as appropriate to the situation..

If there is something special that someone has done, it is also nice to write and congratulate them. The courtesy chairperson represents the organization and shows concern for all members, guests and their families.

The Courtesy/Hospitality Chairperson also submits to the bulletin each month the applicable greetings for birthdays, anniversaries, get well wishes, condolences, etc.

During general club meetings the courtesy/hospitality chairperson serves as host/ess by greeting visitors and introducing guests to members.

CUSTODIAN

The Custodian has custody of the meeting place. This includes the responsibility for preparations before each meeting and cleanup after each meeting. The Custodian has the authority to request help from other members at the meeting.

Following are the necessary activities to prepare the meeting place (The Canoga Park Community Center).

Arrive at the meeting facility at least one-half hour before any function (class, meeting, pot luck, etc.) in order to set up tables and chairs as required. Open the outside door (back entrance on the East side of the

Job Descriptions (cont.)

building) prior to the scheduled start time of the event. The normal hour for the pot luck to start is 6:30pm (be there at 6:00pm).

Note: The front entrance door (toward Owensmouth Avenue) is kept closed during the general club meeting. However, it should be verified operable from the inside in case of the need for an emergency exit. (The Community Center building is constructed of un-reinforced masonry and is therefore vulnerable to damage by an earthquake.) Place the sign that indicates the club meeting is in session in the front door window. The sign is in the club storage locker #1.

The meeting room/s preparation is as follows:

1. Turn on the Historical Museum lights – 3rd switch from the left on the East wall.
2. Turn on the kitchen lights – switch on the West wall of the kitchen.
3. Turn on the meeting room lights – 2 switches in the meeting room near the kitchen doorway, or, there are 2 switches in the meeting room on the West wall.
4. Open the storage locker #1. This contains the club's library, coffee pot, etc.
5. Turn on the air conditioning/heating unit as needed. The thermostat is in the meeting room on the East wall. The timer for the fan must be turned to ON.
6. The tables and chairs are to be set up as directed by the club activity for the evening or as directed by the President or program chair.
7. Make sure that the trash/refuse can is lined. Additional liners are found on the kitchen counter.
8. The rest rooms are to be checked for cleanliness and paper products.

After the meeting is over the following needs to be done to prepare the Community Center for use:

1. Put away table and chairs, except for one table on the North wall and one on the West wall.
2. Sweep all floors of the meeting room/s. The push mop is inside storage locker #3.
3. Put the trash/refuse in the dumpster outside.
4. Verify the front door is closed and return the club sign to the storage locker #1.
5. Turn the air conditioning/heating unit and fan to OFF.
6. Put the WHRC library box, coffee pot and other supplies into storage locker #1 and lock.
7. Verify that all persons are out of the building and turn all lights off.
8. Lock the back entrance door.

DIRECTOR AT LARGE – ELECTED OFFICE

This position is filled by the annual election of officers and directors.

The responsibilities of Director-at-large are those of a member of the Board of Directors as defined in the corporate By-Laws..

It is the responsibility of the Directors-at-large to represent the interests of the membership in all the business functions of the corporation. They attend the monthly business meetings and any special meetings called by the officers or membership.

The number of Director-at-large positions are dependant upon the number of active members according to corporate By-Laws.

DISPLAY AND EDUCATION

The Display and Education Chairperson arranges for displays of collections, lapidary work, jewelry work, items collected on field trips, etc. at the general club meetings.

At the general club meetings, he/she will request those who have displays to discuss them and point out items of interest.

The Display and Education Chairperson will submit monthly information to the bulletin on who is scheduled to display and what they will display and where.

This Chair informs the membership of rock related information. The information can be written articles for the bulletin, or by short talks at the general club meeting. Interest may be created during the talks by getting audience participation, asking questions and giving small awards.

FEDERATION DIRECTOR and ALTERNATE FEDERATION DIRECTOR

The basic responsibility of the Federation Director is to be the liaison between the club and the California Federation of Mineralogical Societies. As such, he/she represents the club in the ongoing operation of the Federation. In fulfilling these responsibilities, the Federation Director is expected to:

1. Keep up-to-date on the continuing business and operation of the Federation. This is done by:
 - a. Diligently reading the CFMS and AFMS Newsletters as they are issued for items of interest and/or concern to the club.
 - b. Attending and participating in the semi-annual Federation Director's meeting of the CFMS as a representative of the club.
2. Keep the club membership informed of CFMS business and items of interest to the club by:
 - a. Preparing articles for the club bulletin each month.
 - b. Reporting on the pertinent information of both the CFMS and AFMS at the club business and general club meetings.
3. Serve as contact between the Federation and the club in order to effectively resolve any concerns raised by the club relative to Federation policies or activities.
4. Speak for the club at the Federation meetings in a manner best representing the position of the club as directed by the club Board prior to the Federation meetings as required. In some cases this will require the Federation Director to take actions in the name of the club. Such actions must be reported to the club Board as soon as practicable.
5. Pass any information received at the Federation meetings to the club Board.
6. The Federation Director is provided, in the club's annual budget, mileage and lodging expenses to attend the meetings.

In the absence of the Federation Director, the Alternate Federation Director has the responsibility to carry out the above duties.

FIELD TRIPS

The Field Trip Chairperson chairs the committee that plans field trips for the year. The Chairperson performs the following additional activities.

1. Scouts the field trip area.(The club budget provides a mileage reimbursement.)
2. Arranges permits when needed.
3. Submits to the Bulletin Editor each month for publication, the type of material to be found, any necessary equipment required, conditions to be found at the site, detailed directions or a map and meeting times.
4. Conducts or has another member conduct the trip. Items to be done when conducting a trip are:
 - a. Put up directional signs to the selected camping/meeting location/place.
 - b. Select the camping/meeting area.
 - c. Assists newer attendees with desert driving, parking, where to look, what material to be found, use of tools, etc.
 - d. Have the Liability Waivers signed in duplicate (one for the club records and one for the participant.)
 - e. Coordinates with other clubs on joint field trips.
 - f. Maintains the Field Trip Log Book, which contains the date and location of each field trip, signatures of the participants and their Liability Waivers.
5. Notifies the BLM and Forestry Departments regarding our club's field trip usage of their areas of oversight including the specific locations, date of trip and number in the party.

FUTURE ROCKHOUNDS OF AMERICA ADVISOR

The responsibilities of the position are to follow the outline given by the AFMS and conduct such activities so that the young people can obtain their badges accordingly. Such duties include, but are not limited to:

1. Procure any necessary materials for the project.
2. Have the materials available at the meeting.
3. Conduct the project, or have someone else do it.
4. After the project conclusion, clean up the work table/s with the help of the attendees.
5. Take home any materials left over and store them for future usage.
6. Submit a monthly article to the bulletin stating last month's accomplishment and project for the next month and any future projects.
7. Submit to AFMS individual accomplishments and request badges as appropriate.
8. Conduct the presentation of badges.
9. Arrange for activities for prospective FRA members at the 7pm meeting (before the general club meeting).

HISTORIAN

It is the duty of the Historian to:

- 1 Assemble and preserve a record of the activities and achievements of the corporation.
- 2 Act as custodian of all records and material pertinent to the history of the corporation.
- 3 Prepare and present a summary of the year's activities and accomplishments at the end of the year, namely in December.

INSURANCE

The Insurance Chairperson insures that all necessary insurance payments are made when due so that all policies are in effect.

Copies of the policies and names of agents or contact persons are kept on file for membership information or use.

Information of general interest is made available through the bulletin and announcements at the club meetings.

The Chairperson shall also get a Certificate of Insurance from the CFMS insurance agent for the club meeting room location and for the facility where the annual club show is held.

Current records and procedures shall be kept and passed on to the next Insurance Chairperson.

LIBRARIAN

It is the duty of the Librarian to manage the club's collection of audio, video, CD/DVD and printed educational materials.

A card catalogue is to be maintained with provisions for checking out materials to club members. A reasonable time frame for return of materials is to be followed.

The Librarian is responsible for following up on overdue materials to assure against losses to the club's inventory.

A list of available items is to be printed and posted in the library box with additional copies available to club members.

Rental of audio and video materials is permitted according to the board's guidelines.

MEMBERSHIP

The Membership Chairperson receives all applications for membership, determines eligibility and submits application to the Board of Directors for action.

After the Board action, notifies the applicant of acceptance or rejection.

Maintains and distributes up-to-date membership lists to the membership quarterly.

Receives all dues and submits the dues to the Treasurer.

Upon acceptance of a new member, the Chairperson will obtain a name badge and present it to the new member along with a copy of the club By-Laws, Standing Rules and a Membership Certificate. The new member is also introduced to the membership at the next meeting following the Board acceptance.

In November reminds all club members at the general club meeting and through the bulletin that annual dues are due and are delinquent by the following January.

The Membership Chairperson submits monthly information to the bulletin. This can include profiles of the new members and the activities and events of current members.

PARLIAMENTARIAN

The duties of the Parliamentarian are as follows:

1. Must attend all club meetings – general, business and all committee’s special meetings.
2. Must be familiar with the club’s By-Laws and Articles of Incorporation.
3. Must be familiar with Robert’s Rules of Order.
4. The purpose of attending the meetings is to answer any questions pertaining to the By-Laws or Articles of Incorporation of the club; to address any questions pertaining to the order of the meeting, and to assure that the meeting and actions are conducted according to the By-Laws.
5. Periodically reviews the club Articles and By-Laws to determine if revisions or up-dates are needed and take responsibility for convening a committee to up-date them and present them to the Board.

Normally the Parliamentarian does not have voting privileges at the meetings he/she attends.

PROGRAMS

Job Descriptions (cont.)

It is the responsibility of the Program Chair to search out and select programs to be presented at the club meetings. The programs should be both interesting and informative.

Lists of possible speaker sources are to be found from CFMS Podium People. Past club bulletins are also consulted as well as club members and other clubs.

A variety of programs are to be selected covering the different aspects of the hobby to appeal to a wide group of interests. The Program Chair will stay within the allotted monies from the budget.

The Program Chair provides the Bulletin Editor with information each month regarding the coming program and its presenter, as well as summarizing the past month's program and thanking the presenter.

A record of programs is kept for the club files and at years end is reported to CFMS.

The Program Chair is responsible for the club's audio/visual equipment.

The Program Chair is responsible for securing monies from the Treasurer to cover program costs.

PUBLICITY

The Publicity Chairperson is responsible for all outside publicity.

The Chairperson will submit articles to daily newspapers announcing pertinent club events, such as the annual show.

The Chairperson will have flyers printed that promote the club's regular meetings and distribute them to various locations, such as rock and gem stores, libraries and other suitable places.

The Chairperson will maintain a supply of club brochures and have more printed when needed and make sure the information is up-to-date.

The Chairperson places ads and makes flyers for the club's annual yard sale.

The Chairperson will have flyers printed for the annual show, denoting the date, time and location, as well as any other pertinent information.

REFRESHMENTS

The Refreshments Chairperson will organize volunteers to provide sandwiches, cold drinks, ice and/or dessert for the general club meetings each month.

The Chairperson will maintain the supplies for the monthly meeting, such as

Job Descriptions (cont.)

- Coffee
- Creamer
- Sugar/sweetener
- Paper plates
- Plastic forks, spoons, knives
- Tea
- Urns for coffee and hot water
- Plastic cups

The Chairperson will make the coffee and have the supplies out before the meeting starts each month, and will ensure that the kitchen is completely cleaned up after each meeting.

The Chairperson will oversee the club's pot lucks and again ensure the clean up.

The Chairperson will submit receipts for any purchases to the Treasurer for reimbursement.

The Chairperson will submit a brief item for the bulletin each month, thanking members who provided the refreshments at the previous meeting and remind the volunteer/s for the coming meeting.

SHOP COMMITTEE

It is the responsibility of the shop committee to instruct, supervise and maintain all of the club's shop equipment that, at the present time, is located at the home of Dave and Jean Buetow.

The shop committee shall instruct members in the safety and use requirements of all equipment. The club saw/s instruction shall include a demonstration of the safety needs in using the saw and an additional session of hands-on supervision to determine the individual's ability to safely use the equipment.

When an individual has completed the instruction on the shop equipment, the shop committee shall inform the board of that person's qualifications to use the shop equipment. The board will rely on the shop committee for confirmation of successful completion of the required safety and hands-on use of the equipment.

Use of sign-in logs and/or collection fees for shop use will be determined by the club membership and carried out by the shop committee.

A file of copies of Liability Waivers is to be maintained at the shop and a duplicate file is to be maintained by the Secretary. No club member may use the shop without completing a liability waiver regarding shop use.

Shop hours of operation shall be designated with the consent of the homeowners. If reservations are required, individuals will sign up with the shop committee. The shop committee shall coordinate with the homeowners regarding hours of shop use.

Job Descriptions (cont.)

No use of the shop shall be permitted without a shop committee member present.

SHOW

It is the responsibility of the Show Chairman to coordinate all show function; to schedule and chair separate meeting times as needed to facilitate show planning and activity; to make reports to the board on progress with show planning; to submit items for the bulletin regarding show needs, dates, activities and all other pertinent information; to obtain permission as required and coordinate all activities to comply with site's requirements; and to submit a budget for show expense..

Activities at the show may include:

- 1) Set-up –floor plan, electrical, tables and chairs, sound system, display showcases.
- 2) Publicity - distribution of coupon flyers, posters, advertising, street signs.
- 3) Display – club members and guests, setting up showcase displays.
- 4) Raffle – ticket sales, prize donations and display arrangement, manning sales desk at show.
- 5) Hourly prizes – seeking donations, arranging display, handing out tickets at show, drawing for prizes hourly, getting sign-ups for bulletin.
- 6) Silent Auction – seeking donations, running auctions at show.
- 7) Kitchen – Refreshments for Friday night set-up, selling food and drinks during show, gathering all needed supplies.
- 8) Crafts table – Gather materials for projects, set up table and man during show, take down at end of show.
- 9) Geode saw – Prepare geodes for cutting, make arrangements for saw and qualified users for show.
- 10) Boutique –Schedule any separate activities to create items for the boutique. Gather white elephants for show sale. Handle consignment activities for club member sales.
- 11) Games – Coordinate with FRA for youth to man games table during the show. Inventory items and seek donations for supplies as needed. Supervise youth during the show.

WAYS AND MEANS

The Ways and Means chairperson thinks of ways to raise money for the club and implements them after approval by the Board of Directors.

He/she purchases or obtains items for the monthly club raffle and conducts the raffle during the general club meeting.

He/she is responsible for the silent auctions and annual yard sale. It is his/her responsibility to request donated materials from the membership for these events.

Job Descriptions (cont.)

He/she provides information to the Bulletin Editor regarding these events.

He/she is responsible for the club boutique at the annual club show. This requires soliciting the membership for materials, making any arrangements for pickup as necessary, and getting help to maintain the boutique table at the show.

WEB MASTER

The Web Master is responsible for keeping the club's web site current.

The club will assist in procuring such software as is required to maintain the web site.

The user name and password to access to the club's web site design and editing process shall be known only to the President and Web Master.

Any new items for the web site must be approved by the board of directors and communicated to the web master through the President.

Any links to other web sites must be approved by the board of directors prior to posting on the club's web pages.