

# Searchers Gem and Mineral Society, Inc.

A Non-Profit Corporation

## Job Duties

Adopted May 14, 2013

### Reference Source Notes

- BL indicates By-Laws
- SR indicates Standing Rules

## BOARD OF DIRECTORS

- BL
  - Consists of:
    - President
    - First Vice President
    - Second Vice President
    - Treasurer
    - Secretary
    - CFMS Delegate
    - Director
  - Each board member is responsible for updating his/her file before turning it over to their successor.
  - All board members are to review the CFMS newsletter monthly.
  - With prior approval of the board, Searchers attending or participating in club business may be reimbursed at the current Federal guidelines per mile.
  - Review Searchers' requirements for first aid kits at the November board meeting.

## PRESIDENT

- SR
  - In January at the board meeting, reviews the Searchers By-Laws, Standing Rules, and Job Duties with incoming board members.
    - Appoints a committee to review the By-Laws, Standing Rules, and Job Duties as deemed necessary by the President.
- SR
  - Appoints committee chairpersons and provides with job descriptions.
- BL
  - Conducts monthly meetings (to include, but not be limited to, board and general meetings).
- BL
  - Serves as ex-officio member of each committee except the Nominating Committee.
- BL
  - Provides President's Message each month to the Rock Slab News Editor.
- BL
  - Handles correspondence.
  - Coordinates special classes/programs during the year.

- BL
  - Appoints Nominating Committee by August, and announces to membership by September.
  - Responsible for all keys and security devices in person or by appointee.
  - Responsible for securing meeting rooms as necessary.
- SR
  - By November, sets up the working schedule for the following year and makes the meeting room reservations.
- BL
  - Presents CFMS pins and bars to outgoing board members at the annual installation.

## **FIRST VICE PRESIDENT**

- BL
  - Shall serve in the absence of the President.
- SR
  - Plans programs/speakers for the general meetings, February through January. Available sources include:
    - Club resource book
    - CFMS resources
    - Library
    - Other clubs
    - Personal recommendations
  - Provides Rock Slab News Editor and the Webmaster with a written announcement of future programs to include:
    - Speaker's name
    - Short biography or background
    - Subject of program.
  - Introduces the guest speaker to the membership at the general meeting.
  - Plans Christmas Dinner meeting and entertainment, in coordination with the board.
- SR
  - Responsible for the installation of new officers.
  - Makes sure all needed equipment is available for program presentations.
- SR
  - Conducts or oversees activities of the Social Director as required.
  - Plans recognition of present officers and any other person making outstanding contributions to the Society.

## **SECOND VICE PRESIDENT**

- BL
  - Shall serve in the absence of the President and First Vice President.
- SR
  - Responsible for planning or coordinating all field trips and associated events during the year, February through January.
- SR
  - Notifies all participants of field trip rules and regulations (see Standing Rules).
  - Provides the Rock Slab News Editor and the Webmaster with a written description of future field trips or events to include:
    - Maps, including unusual conditions/circumstances
    - Mileage/distances
    - Fees
    - Dates
    - Special Needs
    - Activities

- Provides written report on last field trip to the Rock Slab News Editor and the Webmaster.
- Provides an oral report to the board and the membership at the next board and general meetings.

## **TREASURER**

- BL • Has charge and custody of, and is responsible for, funds and securities of the corporation.
- Keeps financial records and supporting documentation.
- SR • Reports to the board and the membership at both board and general meetings, including:
  - Income
  - Expenditures
  - Current balance on hand
- BL • Performs such duties as assigned by the President or board.
- Checks the Searchers P.O. Box regularly.
- SR • Presents the club ledgers to the March, June, and September board meetings for review.
- SR • Orders CFMS pins and bars for outgoing board members.
- SR • Has the books ready for audit by November and audited by December 10<sup>th</sup>.
- SR • Prepares all bank signature cards before December 15<sup>th</sup>.
- SR • Collects all outstanding Searchers' monies no later than December 15<sup>th</sup>.
- SR • Presents incoming Treasurer with a list of January duties.

## **SECRETARY**

- BL • Keeps the minutes of the monthly board meetings and provides a written/verbal report no later than the next board meeting.
- BL • Keeps the minutes of the monthly general meetings and makes a written report available no later than the next general meeting.
- BL • Performs such duties as assigned by the President or board.
- BL • Be custodian of the corporate records. There are some exceptions, for example:
  - History book is kept by the Historian.
  - The President keeps some correspondence.
  - Financial records and supporting documentation are kept by the Treasurer.
- BL • Keeps a register of each member's post office address and other contact information, which shall be furnished to the Secretary by the Membership Chairman.
- BL • Sees that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.

## **DELEGATE TO CALIFORNIA FEDERATION OF MINERALOGICAL SOCIETIES (CFMS):**

- BL • Shall be the representative of the Corporation to the CFMS meetings.

- BL
  - Shall provide the necessary coordination between the Corporation and CFMS.
  - Provides reports, verbal and/or written, to the board and the membership of CFMS activities.
- BL
  - The delegate may appoint, with the board's approval, an alternate to act in his/her absence at CFMS meetings.
- SR
  - Attends any unscheduled meeting deemed beneficial to the Corporation and approved by the board.
  - Obtains information as required from relevant sources such as the following, and reports pertinent information to the club:
    - Newspapers/internet
    - Bureau of Land Management
    - California Desert Coalition
    - Weekly Congressional Reports (accessible at public library)
    - ALAA, CFMS, and PLAC publications

## **DIRECTOR**

- BL
  - The immediate past President shall remain a member of the Board of Directors with a vote.
- BL
  - Provides experience and advice to the new board.
  - Purchases a gavel for the outgoing President for the December meeting, and presents him/her with CFMS pin or bar.

## **ANAHEIM ARTS COUNCIL REPRESENTATIVE and/or ALTERNATE**

- Represents Searchers at Anaheim Arts Council meetings and other functions.
- Makes written reports to the Rock Slab News and Searchers website as appropriate.
- Makes oral reports at general meetings as appropriate.

## **ASSET MANAGER**

- Responsible for creating and maintaining a comprehensive register of all Searchers:
  - Lapidary equipment
  - Movable property
  - Loose assets
  - Significant donations to the Searchers, not including cash or money
    - Keeps a record of the donor's name, contact details, nature, and value if any
  - Any other items specified by the Board of Directors
- The register of assets shall include items over the value of \$50.00 that are used in functions or events such as the following:
  - The annual show
  - Club functions
  - General and annual meetings
  - Field trips

- The Searchers library, except for items that can be checked out (books, videotapes, and DVDs), which the librarian keeps track of
  - The workshop
- Labels all Searcher equipment, property, and loose items with appropriate ID labels. Items where ID labels are inappropriate are excluded, such as:
  - Items held by the club for members, such as T-shirts, name tags, patches, or similar items.
  - Rocks or specimens collected by the club for use in the workshop or for the annual show, silent auctions, and club functions.

## **HISTORIAN**

- Responsible for documenting and keeping on file the important events and milestones of the club.
- Keeps a current list of deceased paid-up members and monitors the update and placement of the Memorial Plaque.
- Keeps the historical archive of printed Searchers newsletters. The historical archive covers the period prior to the oldest newsletter that is archived on the Searchers website.

## **HOSPITALITY CHAIRPERSON**

- Coordinates membership for serving refreshments at general meetings, excluding December.
- Gives monthly volunteer a guideline for expenses to be reimbursed by the Treasurer.
- Responsible for maintaining the supply of staples, such as:
  - Coffee
  - Paper goods
  - Plastic tableware
- Gives advance notice to membership that the November general meeting is “Pie Month”.

## **LIBRARIAN**

- Checks out books, videotapes, and DVDs to members.
- Ensures all books, videotapes, and DVDs checked out are returned in one month.
- Creates and maintains:
  - A library inventory master list.
  - Other records and files as necessary.
- Labels and indexes each item with a Searchers ID, library pocket, and card.
- Oversees assistant librarians’ actions, library loans, and returns.

## **MONTHLY DRAWING**

- Purchases door prizes.
- Requests prize donations from the membership.
- Sells tickets and conducts drawing for door prizes at general meetings except June and December.

## **MEETING HOST/HOSTESS**

- Meets and makes guests and new members feel welcome.
- Introduces guests and new members to club members at each function.

## **MEMBERSHIP**

- SR • Shall be at general meetings to receive renewal dues.
- Receives from prospective members a completed written application and the current year's dues.
- Introduces new members to the club, and presents the new member with a new member package (see Standing Rules).
- Responsible for maintaining and distributing up-to-date membership rosters, to be completed by the March general meeting.
- Maintains an up-to-date file on all members, and notes any changes of address, name, membership status, death, etc.
- Has any Searchers-related merchandise available for sale at general meetings, such as Searchers patches, pins, decals, and metal signs.
- Takes orders for name badges.

## **NOMINATING COMMITTEE**

- Seeks candidates for office from the general membership and, with the candidates' permission, presents the selections at the October general meeting.
- Keeps the membership informed of the status of the recruitment of candidates via media such as the Rock Slab News, email, and the Searchers website.
- At the annual meeting, conducts the election, distributes ballots when necessary, and counts the votes.
- Announces the results of the election.

## **ROCK SLAB NEWS EDITOR**

- Responsible for the monthly publication of the Searchers Rock Slab News, as follows:
  - Establishes deadline for submission of material
  - Gathers material from chairpersons and members
  - Edits, types in format
  - Emails to members and exchange clubs.

- Advises the Treasurer of type, cost, and any necessary information concerning advertising in the Rock Slab News.
- Collects (in advance) a monthly fee of \$25.00 for up to a quarter page advertisement (commercial/non-member rate).
- Paid-up members' advertisements are free.

## **ROCK SLAB NEWS MAIL-OUT**

- Obtains printed copies of the Rock Slab News for members who need them, and mails the copies to those members.
- Maintains a current list of exchange newsletters.
- Keeps account of mail-out copy and postage costs to be reimbursed by the club.

## **SHOW CHAIRPERSON**

- SR • Appointed for a term of fifteen (15) months: May the year before the show through July following the show, and is responsible for the show.
- SR • Shall attend all board meetings and report on the show status.
- SR • In May, reserves the show location for the following year.
- SR • Appoints Show Committee, except for the Secretary and Treasurer, and oversees their activities.
  - The Secretary and Treasurer board members shall perform those respective functions for the show committee.
- SR • Schedules show planning and post-show meetings.
- SR • Establishes advertising budget for board approval.
- SR • Organizes volunteers to work at the show and coordinates volunteer schedules. Volunteers should be recruited as soon as possible.
- SR • Arranges for security.
- SR • Reviews security protocols with the board.
- SR • Reviews established Corporation security protocols with security personnel, including but not limited to safety, accident, theft, and misbehavior.
- SR • Ensures all required fees are paid.
- SR • Obtains business licenses from City Hall for the club and vendor booths.
- SR • Ensures that the information provided to the show insurer is accurate, sufficient, and timely.
- SR • Presents progress reports:
  - In writing to the Rock Slab News and to the website members-only section.
  - Orally at the board and general meetings.
- SR • Submits overnight parking permit requests to show venue officials.
- SR • Assembles and updates show report documents detailing all pertinent information, to be presented to successor.

## **SOCIAL DIRECTOR**

- Reports to and works with the First Vice President.
- Plans show awards presentation.
- Plans annual picnic.
- Plans any other social activities.

## **SUNSHINE CHAIRPERSON**

- SR
  - In event of death of a paid-up member, a floral spray or donation will be limited to \$75.00. (Under special circumstances, the board will be able to extend this courtesy to former members.)
    - Sympathy cards will be sufficient in cases of non-members.
- SR
  - Sends get well cards to members in case of illness.
  - Prepares announcements for the general meetings and media such as the Rock Slab News, email, or website.
  - Presents receipts to Treasurer so money may be reimbursed by the club for flowers, cards, and postage.

## **VETERANS' COORDINATOR**

- Provides interface between the VA Hospital Lapidary shop and the Searchers.
- Reports to board, general meetings, or the Rock Slab News and the Searchers website, as appropriate.
- Collects slabs at general meetings to be donated to the VA Hospital Lapidary shop and delivers same.

## **WEBSITE WEBMASTER**

- SR
  - Responsible for the creation and maintenance of a comprehensive internet website for the Searchers Gem and Mineral Society.
  - The Searchers website shall be a tiered website with various levels of access as appropriate: public, members, individual board members, the board, and the Webmaster.
  - Designs and creates necessary templates, wireframes, and work pages so that website content (such as text, pictures, documents, and advertisements) may be easily and quickly uploaded to the Webmaster for review and early publication.
  - Creates guidelines for the submission of website contents to minimize editing and graphic revisions, thus simplifying their review and posting to the Searchers website.
  - Posts a timetable on the website and in the Rock Slab News for the submission of such information, in order to provide sufficient advance notice to all Searchers members and guests for the various meetings, activities, and the show calendar of the Searchers Gem and Mineral Society.
  - Suggests advertising rates and guidelines for the board's approval.
  - Reports website traffic or other items to the board when requested.



## **WORKSHOP COORDINATOR**

- SR
  - Responsible for maintaining a sign-in sheet for shop sessions and collecting fees.
- SR
  - Submits shop/class fees and paperwork to the Treasurer at least quarterly.
  - Opens workshop; supervises activities assuring a safe work environment and proper use and care of equipment.
  - Maintains workshop supplies and equipment.
- SR
  - Presents receipts of \$200.00 or less to the Treasurer for reimbursement.
- SR
  - Obtains prior approval of board for expenditures between \$200.00 and \$1000.00
- SR
  - For expenditures over \$1000.00:
    - At least two (2) different sources must submit quotes to be presented to the board
    - Must have board and membership approval.

## **SHOW COMMITTEE JOBS**

### **CASES**

- Provide sign-up sheet at appropriate general meetings for members interested in displaying an exhibit.
- Coordinate members' cases to be exhibited.
- Provide ribbons to members displaying a case and to special guest exhibitors.
- Attend Show Committee meetings and report status.

### **CHILDREN'S JEWELRY**

- Obtain necessary supplies and equipment, and help children attending our show assemble a piece of jewelry.
- (Optional) Set up a table to display "touchable rocks".
- (Optional) Organize prize drawing.
- Set up tables and signs as needed.
- Provide sign-up sheet at appropriate general meetings for members interested in working this table, suggest three (3) during show hours.
- Attend Show Committee meetings and report status.

### **DEALERS (aka VENDORS)**

- Establish and maintain a list of current and alternate dealers.
- By the first show meeting, review the show contract documents with the Show Chairperson and the board.
- Collect all necessary fees and paperwork, including signed contracts from each dealer by the established deadline and turn in to the Treasurer.
- Send show flyers to dealers for promotion.
- Establish booth assignments.
- Obtain dealer RV overnight parking requirements and vehicle IDs for the Show Chairperson.
- Attend Show Committee meetings and report status.

### **DECORATIONS**

- Survey needs (flowers, vases, pictures, vinyl for table covers and skirting), and secure as necessary.
- Coordinate decoration set-up with interested persons such as Show Chairperson, Kitchen, and Friday Night Dinner committee members.
- Attend Show Committee meetings and report status.

### **DEMONSTRATIONS**

- Seek and sign up potential demonstrators interested in working this table.
- Establish a schedule of demonstrations.
- Survey the show venue and arrange for signage.
- Set up necessary tables and signs.
- Attend Show Committee meetings and report status.

## **DONATION AWARDS**

- To be determined by the Show Chairperson. (Donation awards concerns the handling of donations from dealers, members, etc.)

## **ELECTRICAL**

- Survey and make necessary repairs to electrical equipment prior to show set-up.
- Oversee electrical set-up activities during show set-up and breakdown.
- Attend Show Committee meetings to identify new needs and report status.

## **FINANCIAL**

See TREASURER.

## **FRIDAY NIGHT DINNER**

- Plan menu; purchase necessary food.
- Coordinate preparation, serving, and clean-up.
- Provide sign-up sheet at appropriate general meetings for members interested in helping with this event.
- Attend Show Committee meetings and report status.

## **GRAB BAGS**

- Prepare necessary number of grab bags before show dates.
- Request and receive donations of polished rock and rough specimens from membership as needed.
- Set up necessary table, signs, and display of items for sale.
- Provide sign-up sheet at appropriate general meetings for members interested in helping with this event.
- Attend Show Committee meetings and report status.

## **HOSPITALITY**

- Assemble and publish a show program.
- Set up visitor receiving area at show entrance.
- Provide and maintain a guest registry.
- Distribute programs, hourly door prize drawing tickets, miscellaneous show flyers, etc.
- Coordinate walk-in volunteers.
- Coordinate the Searchers members-only show table.
- Verify attendance as requested for students.
- Provide sign-up sheet at appropriate general meetings for members interested in helping with this event.
- Attend Show Committee meetings and report status.

## **KITCHEN**

- Plan menu; purchase food and material (napkins, plastic ware, etc.)
- Coordinate preparation, serving, and clean-up.
- Set up kitchen and serving tables.
- Prepare a menu with prices so that a sign can be made.
- Provide sign-up sheet at appropriate general meetings for members interested in helping with this event.

- Attend Show Committee meetings and report status.

## **LAYOUT**

- Work with Show Committee to determine layout.
- Submit blueprint for Fire Department approval at least six (6) weeks prior to the show.
- Ensure Fire Department provides written approval of layout drawings at least four (4) weeks prior to the show.
- Attend Show Committee meetings and report status.

## **MEMBERSHIP**

- Organize membership table information and coordinate set-up.
- Provide sign-up sheet at appropriate general meetings for members interested in helping with this event.
- Attend Show Committee meetings and report status.

## **PUBLICITY**

- Secure and update mailing list to media.
- Provide gem magazine notices as required by each publication.
- Explore possible websites.
- Contact local newspapers to promote interest in our show.
- Update and print flyers to be available for distribution.
- Develop appropriate “News Release” type of announcement and submit to media accordingly.
- Send notification to Southern California Gem and Mineral clubs.
- Attend Show Committee meetings and report status.

## **SECRETARY**

- Keep minutes of Show Committee meetings.

## **SECURITY**

- Review prior year’s Security Plan and update as necessary.
- Discuss expectations and conditions with incoming Security Officer; sign time sheets for hired security as necessary.
- Discuss expectations and conditions with each member prior to their work shift.
- Secure money pickups during the show.
- Provide safety inspections and monitoring during the show.
  - Notify Show Chairperson of problems, including problems involving safety or improper conduct.
  - Create incident reports as appropriate.
  - Notify hired security or the police as appropriate.
- Provide sign-up sheet at appropriate general meetings for members interested in helping with this event.
- Attend Show Committee meetings and report status.

## **SET UP AND CLEAN UP**

- Plan transportation of necessary equipment and supplies to and from show.
- Arrange for rental tables after checking number of tables available at the show location.
- Assist Show Committee members as needed during show set-up and break-down.

- Provide sign-up sheet at appropriate general meetings for members interested in helping.
- Attend Show Committee meetings and report status.

## **SIGNS**

- Assemble necessary equipment and material to develop signs as they become necessary during show set-up.
- Attend Show Committee meetings and report status.

## **SILENT AUCTION**

- Calls for volunteers to assist with silent auction, and oversees running of the silent auction at the show.
- Gathers, sorts, organizes, and labels rock, slabs, specimens, and other material for the silent auction.
- Calls for donations in kind to the silent auction.
- Ensures sufficient auction bid slips, pens, and other office materials are available for the silent auction.
- Sets up the silent auction room before the show.
- Clears the silent auction room after the show.
- Arranges with the treasurer for a cash box and for sufficient float and change for the silent auction.
- Turns in money to the Treasurer periodically to minimize cash-on-hand risks.
- Reconciles monies turned in and the float with the Treasurer at the close of the show.
- Arranges sale, disposal, and/or storage of excess material after the show.

## **SPECIAL EXHIBITS**

- Arrange for special (guest) exhibitors, coordinating with the club Cases Committee member.
- Attend Show Committee meetings and report status.

## **TREASURER**

- Responsible for show monies.
- Maintain Balance sheet.
- Pay bills incurred.
- Collect receipts during the show.
- Provide change to start the show where necessary.
- Attend Show Committee meetings and report status.

## **VENDORS**

See DEALERS.

## **WHEEL OF FORTUNE**

- Request prizes from membership at general meetings and through media such as the Rock Slab News, email, and the website.
- Coordinate table set-up.
- Provide sign-up sheet at appropriate general meetings for members interested in working at this table.
- Attend Show Committee meetings and report status.

END OF JOB DUTIES