

Searchers Gem and Mineral Society, Inc.

A Non-Profit Corporation

Standing Rules

Standing Rules Adopted May 14, 2013

Job Duties Adopted November 13, 2018

Standing Rules, with the exception of those governed by the By-Laws, are adopted or suspended by a majority vote of those members present after a minimum one-month notice is given.

At any Searchers meetings, the presiding officer shall ensure that a copy of Roberts Rules of Order, Revised is available, per the By-Laws.

Board of Directors:

- Consists of:
 - President
 - First Vice President
 - Second Vice President
 - Treasurer
 - Secretary
 - CFMS Delegate
 - Shop Chair
 - Show Chair
 - Director
- The board has full authority to conduct the routine business of the Corporation.
- Expenditures of more than \$1000.00 for other than routine business must be approved by the membership in advance by a majority of the Adult Members of the club. Routine business is defined as recurring operating expenses including such items as storage unit rental fees, CFMS insurance fees, etc. but specifically excludes all items requiring membership approval in the Bylaws.
- Each board member is responsible for updating his/her file before turning it over to their successor by the January Board meeting.
- 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.
- Assures that all provisions of the By-Laws and Standing Rules are consistently and fully adhered to.

President:

- Conducts monthly meetings (to include, but not be limited to, board and general meetings).
- Serves as ex-officio member of each committee except the Nominating Committee.
- Provides President's Message each month to the Rock Slab News Editor.
- Handles correspondence.
- Coordinates special classes/programs during the year.

- Responsible for all keys and security devices in person or by appointee.
- In January at the Board meeting, reviews the Searchers By-Laws, and 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.
- Appoints the following committee chairpersons as necessary, and provides them with job descriptions:
 - ~~○ Anaheim Arts Council and chosen Alternate~~
 - Asset Management
 - Historian
 - Hospitality
 - Librarian
 - Meeting Host/Hostess
 - Membership
 - Monthly Drawing
 - Nominating Committee chairperson and members (must be done by August)
 - Rock Slab News Editor
 - Rock Slab News Mail-out
 - Show Chairperson and chosen Co-Chair
 - Social Director
 - Special Classes
 - Sunshine
 - Veterans' Coordinator
 - Website Webmaster
 - Workshop Coordinator
- By November, sets up the working schedule for the following year and makes the meeting room reservations.
- Appoints Nominating Committee by August, and announces to membership by September.
- Responsible for securing meeting rooms as necessary.
- Presents CFMS pins and bars to outgoing board members at the annual installation.

First Vice-President:

- Shall serve in the absence of the President.
- As the Program Chairperson, plans programs/speakers for monthly meetings, February through January.
 - ~~Will be responsible~~ 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.
- Makes sure all needed equipment is available for program presentations.
- Introduces the guest speaker to the membership at the general meeting.
- Plans holiday dinner meeting and entertainment, in coordination with the board.
- Responsible for the installation of new officers.
- No program may exceed \$250.00 without board approval.

- Plans recognition of present officers and any other person making outstanding contributions to the Society.
- Conducts or oversees activities of the Social Director as required.

Second Vice-President:

- Shall serve in the absence of the President and First Vice President.
- As the Field Trip Chairperson, is responsible for planning and coordinating all field trips and associated events during the year, February through January.
- 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 the 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.
- Shall notify all participants of field trip rules and regulations, to include but not be limited to:
 - All participants must sign the waiver form for field trips.
 - Dogs will not be allowed to run loose on field trips.
 - No discharge of firearms within two miles of camp.
 - No motor bikes to be ridden through camp area at any time.
 - Motor bikes will not be started before 8 a.m. or run after dusk in camp area.
- Shall make first aid instructions available on each field trip.
- Reimbursement of current Federal guidelines per mile, not to exceed a total of 500 miles without board approval, is available for each scouting trip.

Treasurer:

- ~~Presents the club's ledgers to the March, June, and September board meetings each year to show that they are properly posted to date.~~
- Has charge and custody of, and is responsible for all assets, funds and securities of the corporation.
- Maintains financial records on an accrual basis of accounting in accordance with generally accepted accounting principles.
- Maintains physical custody of all financial records and supporting documentation at all times.
- Works with the Membership Chair to assure that the membership roster reconciles with bank deposit records of dues payments.
- Gives a monthly report at both the general and board meetings to include income, expenditures, and the current balance at hand.
- Has the books ready for audit by November, works with the Board appointed individuals to complete the financial review ~~audited~~ by December 10th, and ready for review by the board in January.
 - The auditors shall be two people appointed by the board.
- Prepares and files regulatory required reports in a timely manner including:
 - ~~Files form S1-100 (11/95) and appropriate tax forms with~~ to the California State Treasurer every other year by March 15th or by the date required by law, whichever is earlier.
 - Form 199-N e-postcard with the State of California annually.
 - Form RRF-1 with the State of California annually in January.
 - Sales Tax return to the State of California annually in January.
 - Form 990E with the Internal Revenue Service annually.

- Provides a ~~show~~ preliminary show financial report by the May general meeting.
- Provides a ~~show~~ final show financial report by the July board meeting.
- Orders CFMS pins and bars for outgoing board members.
- Determines what is necessary to update bank signature authority and coordinates completion with new officers.
- Collects all outstanding Searchers' monies no later than December 15th.
- A board meeting is to be held before December 15th, at which time:
 - All authority over Searchers' monies will be turned over to the Treasurer.
 - All bank signature cards will be ready for a smooth transfer of records.
 - The outgoing Treasurer will present the incoming Treasurer with a list of January duties.
- Provides incoming Treasurer with sufficient working capital in the checking account.
- Presents incoming Treasurer with a list of January duties.
- Determines Federal guidelines for scouting trip reimbursement.
- ~~● Files form SO 100 (11/95) and appropriate tax forms to the California State Treasurer by March 15th or by the date required by law, whichever is earlier.~~
- After consulting with all Board Members and Committee Chairs, prepares an annual budget of all revenues, expenses and cash flows which is presented to the Board at the January Board Meeting.
- Provides Board with copies of all documents filed with State and Federal entities.
- Performs such duties as assigned by the President or board.
- Checks the Searchers P.O. Box regularly.

Secretary:

- Keeps the minutes of the monthly board meetings and provides a written/verbal report no later than the next board meeting.
- Keeps the minutes of the monthly general meetings and makes a written report available no later than the next general meeting.
- Performs the job of secretary for the Show Committee, the By-Laws Review Committee, and other committees or meetings as assigned by the President.
- Acts as Be custodian of the ~~Corporate~~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.
- Sees that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.
- Performs such duties as assigned by the President or board.

Delegate to California Federation of Mineralogical Societies (CFMS):

- Shall be the representative of the Corporation to the CFMS meetings.
- 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.
- The delegate may appoint, with the board's approval, an alternate to act in his/her absence at CFMS meetings.
- 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

- Expenses for official club business will be granted for two official meetings per year plus any unscheduled meetings deemed beneficial to the Corporation and approved by the board. The official meetings are:
 - November meeting: two nights lodging and Saturday night dinner.
 - Yearly convention (summer): up to three nights lodging and banquet.
- Mileage expenses
 - A reimbursement of current Federal guidelines per mile is available for approved meetings.

Director

- The immediate past President or designee shall remain a member of the Board of Directors with a vote.
- Provides experience and advice to the new board.
- Administers oath of office and installs new board members at the November Annual Meeting.

Asset Manager:

- Responsible for locating, inventorying, and tracking movable property and assets of Searchers.
- 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.
- Reports to the Treasurer before and after the Annual Show, and in November in time for the annual audit.
- Reports significant losses and gains immediately.

Historian

- Responsible for documenting and keeping on file the important events and milestones of the club.
- 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:

~~Shall recruit members to serve on the monthly refreshment committee~~

- Coordinates membership for serving refreshments at general meetings, excluding December.
 - A minimum of two persons is needed.

- Gives monthly volunteer a guideline for expenses to be reimbursed by the Treasurer
- Reasonable cost of refreshments and decorations will be reimbursed by the club.
- Responsible for maintaining the supply of staples, such as:
 - Coffee
 - Paper goods
 - Plastic tableware

Librarian

- Responsible for running the library.
- Responsible for inventorying, indexing, and labeling library items.
- Loans are valid for a two-week period with a two-week extension, for a maximum of one month.
- 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.
- May appoint assistant librarians to record library loans and returns during workshop hours and at other times.
- Oversees assistant librarians' actions, library loans, and returns.
- Members who damage or fail to return items are responsible for replacement costs.

Meeting Host/Hostess

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

Membership Chairperson:

- 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).
- Prospective new members will be required to fill out an application for membership, after which the new member will be presented with the following:
 - Receipt for dues
 - Membership card
 - Searchers' decal
 - Welcome packet
 - Information about access to the members-only section of the Searchers website, which includes the following documents. (Hard copies may be available upon request.)
 - By-Laws
 - Standing Rules
 - Job Duties
 - Workshop/special classes rules
 - Rockhound AFMS Code of Ethics
 - The current roster
- Dues are due and payable on the first day of January each year and shall not be prorated.
- Responsible for making up, printing, maintaining and distribution of the new distributing up-to-date membership rosters, to be completed by the March general meeting.

- Keeps an up-to-date file on all members, and notes any change of address, name, death, etc.
- Has any Searchers-related merchandise available for sale, such as Searchers T-shirts, patches, pins, decals, and metal signs.
- By the week following the February general meeting, shall conduct a membership audit and with due diligence notify the members who haven't paid their dues.
 - At a minimum, the notification shall be by email to the last known email address, or by mail to the last known address for those who have requested mail instead of email.

- Takes orders for name badges.

Monthly Drawing

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

Nominating Committee

- Appointed by the President in August, and presented to the membership in September, the committee is made up of three (3) ~~members~~Adult Members in good standing.
- 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' newsletter: the Rock Slab News.
- Advises the Treasurer of type, cost, and any necessary information concerning advertising in the Rock Slab News.
 - Paid-up ~~members'~~Adult Members' advertisements are free.
 - The commercial/non-member rate to be collected by the Treasurer is \$25.00 for up to a quarter of a page advertisement.
- 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.

Rock Slab News Mail-Out

- Obtains printed copies of the Rock Slab News for members who have requested them in writing, 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:

~~Appointed for a term of fifteen (15) months: from May the year before the show through July following the show, and is responsible for the show.~~

- Shall attend all board meetings and report on the show status.
- In May, reserves the show location for the following year.
- 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.
- Schedules show planning and post-show meetings.
- Establishes advertising budget for board approval.
- Organizes volunteers to work at the show and coordinate volunteer schedules. Volunteers should be recruited as soon as possible.
- Arranges for security.
- Reviews security protocols with the board.
- Reviews established Corporation security protocols with security personnel, including but not limited to safety, accident, theft, and misbehavior.
- Ensures all required fees are paid.
- Obtains business licenses from City Hall for the club and vendor booths.
- Ensures that the information provided to the show insurer is accurate, sufficient, and timely.
- Presents progress reports:
 - In writing to the Rock Slab News and to the website members-only section.
 - Orally at the board and general meetings.
- Submits overnight parking permit requests to show venue officials.
- Assembles and updates show report documents detailing all pertinent information, to be presented to successor.

Silent Auction (Show)*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.

CLUB 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

- Approved and appointed by Show Chairperson.
- Reports to Show Chairperson.
- May appoint volunteers to assist with silent auction.
- Responsible for
 - Gathering, sorting, labeling and organizing material for silent auction.
 - Pricing initial bids.
 - Turning over money generated to the Treasurer.

Special Classes:

- ~~Volunteer in charge will be responsible for maintaining a sign-in sheet and collecting fees, if any.~~
- Calls for volunteers to assist with silent auction, and oversees running of the silent auction at the show.
- Calls for donations in kind to the silent auction.
- Ensures sufficient auction bid slips, pens, ~~Fees~~ and ~~paperwork~~ other office materials are to be submitted 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 at least quarterly 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.

CLUB 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 SHOW COMMITTEE JOBS**

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:

- In the event of the 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.
- In case of illness of members, get-well cards will suffice.
- 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:

- Responsible for creating and maintaining a comprehensive internet website for the Searchers Gem and Mineral Society.
- With board approval, has final responsibility for and approval over all Searchers website content submitted by board members, department chairpersons, Presidential appointees, members, or the public.
- Reports to the President and the board.
- Reports significant issues to the board, such as:
 - Areas requiring major revisions/additions/deletions.
 - Significant security concerns.

- Obtains, registers, and maintains domain names: Searchers Gem and Mineral Society and any other appropriate domains.
 - Advises the Treasurer of the necessary fees and their due dates for the continued ownership of the domains.
- 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:

- Responsible for maintaining a sign-up sheet for shop sessions and collecting fees.
 - A fee based on "rate per person per session" will be charged for any use of shop equipment.
- Submits workshop and class fees to the Treasurer at least ~~quarterly~~monthly, along with a written record of attendance and expense receipts.
- Opens workshop; supervises activities assuring a safe work environment and proper use and care of equipment.
- Maintains workshop supplies and equipment.
- Expenditures under \$200.00 can be made at the discretion of the workshop coordinator, with receipts to be presented to the Treasurer for reimbursement.
- ~~Expenditures~~Obtains prior approval of board for expenditures between \$200.00 and \$1000.00 ~~shall be presented to the board for approval.~~
- ~~All~~For expenditures over \$1000.00 ~~shall be presented to the membership for approval.;~~
 - ~~Quotes for purchases over \$1000.00 will be obtained from at~~At least two (2) different sources ~~prior must submit quotes to presentingbe presented~~ to the board-
- ~~END OF STANDING RULES~~Must have board and membership approval.

Youth Coordinator

- To be developed

MONTHLY CALENDAR OF KEY BOARD ACTIVITIES

<u>Month</u>	<u>Duties</u>	
<u>January</u>	<u>1. Assures Board members from previous year turned over their folder to their successor by the end of December</u> <u>2. President reviews by-laws and standing rules with incoming Board. President appoints committee to review by-laws and standing rules.</u> <u>3. Board appointees present results of the annual financial review to Board.</u> <u>4. Treasurer presents proposed annual budget</u>	

	<u>5. Previous year's treasurer presents new treasurer with a list of January duties.</u>	
<u>February</u>	<u>1. Membership chair, by the week following the February general meeting, shall conduct a membership audit and, with due diligence, notify the members who haven't paid their dues.</u>	
<u>March</u>	<u>1. Membership Chair updates and distributes membership roster.</u> <u>2. Treasurer files form S1-100 (11/95) as required and appropriate tax forms to the California State Treasurer by March 15th or by the date required by law, whichever is earlier.</u>	
<u>April</u>	<u>1. Asset Manager reports to Treasurer before and after annual show.</u>	
<u>May</u>	<u>1. Treasurer provides a show preliminary financial report by the May general meeting.</u> <u>2. Asset Manager reports to the Treasurer before and after the Annual Show.</u> <u>3. Show Chair reserves show location for the next year.</u>	
<u>June</u>	<u>1. Membership Chair updates and distributes membership roster.</u>	
<u>July</u>	<u>1. Treasurer provides a show final financial report by the July board meeting.</u>	
<u>August</u>	<u>1. President appoints Nominating Committee</u>	
<u>September</u>	<u>1. Membership Chair updates and distributes membership roster.</u>	
<u>October</u>	<u>1. Treasurer orders pins/bars for outgoing board members.</u>	
<u>November</u>	<u>1. Board reviews Searchers' requirements for first aid kits.</u> <u>2. President sets up working schedule for following year and makes meeting room reservations.</u> <u>3. Nominating Committee coordinates election and Director installs officers.</u> <u>4. Treasurer has the books ready for audit by November.</u> <u>5. Board appoints two people to audit club books.</u> <u>6. Asset Manager reports to the Treasurer in November in time for the annual audit.</u>	
<u>December</u>	<u>1. Board members update their job files before turning the file over to their successor.</u> <u>2. Financial Review shall be completed by December 31st and ready for review by the board in January.</u> <u>3. Membership Chair updates and distributes membership roster.</u> <u>4. A board meeting is to be held before December 15th, at which time:</u> <u>o All authority over Searchers' monies will be turned over to the Treasurer.</u> <u>o The outgoing Treasurer will coordinate updating bank records to reflect new officer signature authority.</u>	

○ The outgoing Treasurer will present the incoming Treasurer with a list of January duties. (Is the timing still relevant if incoming Board is in place in November?)

5. In consultation with board members and committee chairs, the Treasurer prepares a proposed annual budget to be presented to the Board in January.