

**Hill 'N Dale Hikers
Club Officer Duties
Revised April 2011**

The Club Officers consist of a President, Vice President, Secretary, Treasurer, and Trail Boss. They will be elected by the general membership to serve a 2-year term. If any Officer is not able to complete their term, the remaining officers will select a replacement to complete that term. All issues addressed at Officers meetings will be determined by a simple majority vote.

The President will:

- Ensure that the functioning of the club accomplishes its overall purpose. (see Hikers Guidelines)
- Set the agenda and preside over Club Officer and general membership meetings/socials.
- Solicit volunteers for committee positions.
- Participate in the transfer of club banking documents.
- Provide oversight of club financial status, with authority to sign checks in the Treasurers absence.
- Serve as liaison with webmaster, compiling all material submitted for posting on web.

The Vice President will:

- Perform duties of the president in their absence.
- Follow-up with inquiries about club membership and manage new member processing.
- Distribute club brochure to promising locations and events, as deemed necessary and productive.

The Secretary will:

- Keep minutes of Officer meetings.
- Maintain a current roster of membership, distributing it to Club Officers as well as others who have a specific need for that information.
- Send public service announcements to local newspapers and other appropriate sources.

The Treasurer will:

- Maintain current and accurate financial records, keeping a record of all receipts and disbursements.
- Promptly notify the Officers of any changes to the club membership (additions or deletions).
- Participate in the transfer of club banking documents.
- Report the club financial status as deemed necessary by the President.
- Notify the President of any expenditure over \$50.
- The Treasurer and Secretary will work together to verify the accuracy of the current roster.

The Trail Boss will:

- Be responsible for overall planning of hike dates and locations.
- Solicit club members to assist in planning hikes, as deemed necessary.
- Assign capable **Trail Leaders** who are willing to:
 - take charge in case of an emergency
 - use a head-count system to account for all participants at all times
 - ensure that they (or someone in the group) have a cell phone, trail maps, and first aide kit
 - postpone a hike, or turn back when in progress, if there is any condition that is risky or unsafe.

Standing Committees:

- Are formed, or deleted, as deemed necessary by the Club Officers.
- Each committee chairperson will communicate plans and progress to the club President.
- Examples:
 - **Service:** plan and coordinate a specific project or event (dinner, social, trail clean-up, etc.). Cost for each event will be discussed with the President and Treasurer to ensure sufficient funds are available.
 - **Historian/Scrapbooking:** responsible for archiving the club history and events in picture and words. These records of the club's events will be displayed at social events and will be passed on to their successor. Expenses for scrapbook materials will be coordinated with the Treasurer.
 - **Sparkles:** a community service program organized for the purpose of keeping Bella Vista clean by performing trash pick-up along the local streets. Our club is only one of many local clubs who volunteer for this community project.

Webmaster:

- Is responsible for maintaining a current club website which is professional in appearance.
- Is paid a fee as agreed to by the Club Officers and Webmaster.
- Coordinates web postings with the Club President.