

# RMSKC STEERING COMMITTEE

## ROLES AND RESPONSIBILITIES

These ROLES AND RESPONSIBILITIES may be revised by the RMSKC Steering Committee so as to facilitate the ongoing operations of the RMSKC pursuant to the Bylaws adopted by its members on October 12, 2011.

### PRESIDENT:

1. Calls for, sets agenda for, and presides at meetings of the SC and meetings of the general membership.
2. Plans for Club activities with other SC members, and coordinates their efforts to ensure timely, efficient and consistent implementation of Club activities.
3. Coordinates, along with the Treasurer and Trip Coordinators, with ACA concerning insurance, dues collection, trip planning and reporting.
4. Signs annual PAC Agreement with ACA and reviews same to determine if RMSKC By-laws or the RMSKC Roles and Responsibilities need to be updated.
5. Renews annual certification of non-profit status with the Colorado Secretary of State in August of each year. [Link to <http://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do> and enter Club's name to access the documentation.]
6. Archives minutes of SC meetings.
7. Provides written notice of the date, time, and location of meetings to the membership at least two weeks prior to the meetings, including, as needed, notice of elections to fill vacancies of the SC.
8. Conducts and responds to correspondence as required. Signs contracts and agreements on behalf of RMSKC.
9. Agrees to serve, at the discretion of the SC, as advisor to a new President so as to assist in the transition after an election. Agrees to attend SC meetings to provide advice if requested.

### SECRETARY:

1. Maintains a file of RMSKC legal documents and licenses, past minutes, and other official documents.
2. Receives and records all copies of contracts and agreements consummated by RMSKC.
3. Records minutes at all SC meetings.
4. Sends out minutes of meetings to all SC members for updates or corrections within a week of the meeting.
5. Updates minutes as necessary.

#### MEMBERSHIP COORDINATOR:

1. Sends notifications to current members to renew their membership before March 31 of each year.
2. Receives all member renewals and new member applications.
3. Checks all applications forms for accuracy. Makes a copy of all Application and Waiver forms and files the copies in the Membership Notebook.
4. Forwards the original Waivers, Application forms and checks to Treasurer.
5. Updates the membership roster.
6. Sends copies of the current member roster to the SC whenever changes are made.
7. Sends a copy of the current member roster to all members at least once a year.
8. Answers general membership questions from members or the public, or refers them to the SC for clarification.

#### TREASURER:

1. Keeps accurate financial records with an accounting of all income and expenses.
2. Makes timely deposits of all monies received.
3. Maintains Club checking account.
4. Pays expenses authorized by the SC.
5. Makes financial records available to RMSKC for inspection and audit.
6. Makes periodic financial reports to the SC.
7. Provides periodic reports of Club financial accounts for publication.
8. Prepares a draft of the annual budget for presentation to the SC in January or February.
9. Forwards to the ACA required Waiver and Release of Liability forms, and checks for new and renewing members.

#### PUBLICATIONS EDITOR:

1. Publishes and distributes Club's newsletters periodically during the year. Emails a copy of each publication to the ACA coordinator for insurance to register our official calendar. Forwards ACA's reply to the Paddling Coordinator for archiving.
2. Writes articles concerning Club meetings, Club policy, and Club procedures for publication after approval by SC.
3. Solicits articles from members for publication.
4. Updates Club schedule for each newsletter with information received from Paddling and Onshore Events Coordinators.
5. Proposes new ideas for newsletters for SC review.
6. Maintains archival copies of the Club publications.

7. Maintains software for use in publishing.

WEBMASTER:

1. Maintains Internet server/website connection.
2. Updates Club website with information received from and approved by the SC.
3. Proposes new ideas for website to SC for review.
4. Serves as Yahoo Group administrator.
5. Assists members with Yahoo Group registration and usage.

PADDLING COORDINATOR:

1. Serves as central contact for members wanting to coordinate Club-sponsored paddle events.
2. Helps find volunteers to coordinate Club paddles.
3. Maintains master calendar of Club paddling events.
4. Updates Publications Editor and Webmaster of changes in Club paddling event dates or locations.
5. Oversees Club compliance with ACA trip planning and reporting requirements.
6. Sends necessary trip planning and trip procedure documents and a current Club Roster to Trip Coordinators or the Onshore Coordinator for land based events.
7. Provides required trip and event information to the ACA..
8. Ensures that a majority of the SC approves all paddling events that are on the Club Schedule.

ONSHORE COORDINATOR:

1. Serves as central contact for members concerning Club-sponsored land events.
2. Serves as the official Trip Coordinator for onshore events by verifying membership and collecting waivers and fees from nonmembers, and provides the final event report to the Paddling Coordinator to send to ACA.
3. Assists in finding volunteers to help with land events.
4. Updates Publications Editor, Paddling Coordinator, and Webmaster of changes to on-land event dates or locations.
5. May seek ways to promote the Club or provide benefits for Club members

INSTRUCTION AND SAFETY COORDINATOR:

1. Serves as point of contact for training events and safety concerns.
2. Serves as instruction coordinator and records keeper.
3. Solicits or prepares instruction and safety articles for publication or posting on the website.
4. Organizes educational presentations and/or contests for PaddleFest.

5. Reviews state and federal regulations in order to advise the SC and members on the established legal parameters.
6. Reviews the ACA rules and advises the SC on changes required to meet ACA rules and safety guidelines.