

Colorado Archaeological Society
Pikes Peak Chapter
Committee Chairpersons' Guidelines

Thank you for volunteering for the Pikes Peak Chapter of the Colorado Archaeological Society. Our chapter has thrived since 1983, thanks to the efforts of volunteers like you.

The following paragraphs describe the responsibilities for each position. The guidelines below are detailed to help ensure you are successful in your position. Do not let these details scare you! Outgoing officers and Chairpersons will offer significant advice and training to ensure you are comfortable with your new role. Our goal is to ensure your volunteer position is fun and rewarding. We also believe that everyone wants to enjoy their membership; that's why they joined this organization. To that end, we encourage all Chairpersons to make an effort in particular to socialize with and welcome visitors and new members.

Yes, it takes legwork to keep our chapter running. However, we gain camaraderie, adventure, and knowledge during our field trips, educational events, monthly programs, picnics, holiday parties, and other events. Hey, our chapter knows how to have fun, so welcome aboard!

MEMBERSHIP CHAIRPERSON

Maintains the membership form, membership badges and the membership roster for the Chapter. Rosters and badges are updated when needed, adding new members, updating renewals, removing lapsed memberships and making other changes i.e. name, address, etc. Coordinates with the Treasurer and Newsletter Editor to keep membership information up to date. Follows up on lapsed or overdue memberships through telephone calls or emails and assists members in resolving discrepancies or errors. Assists the Treasurer in collection of dues. Brings to or ensures the name badges are at the General meetings. Ensures a guest book is available at each General meeting and encourages visitors to sign it. Solicits new members by providing them with membership information and a follow up telephone call or email, as needed. Notifies the Newsletter Editor of guest names and email or mailing addresses to assure they receive a complimentary newsletter. Ensures new members are "Welcomed" with an email with pointers to membership information that is available on the Chapter Website. Ensures information i.e. By-Laws, Field Trip Policies & Procedures, etc. are available and current on the website; as information changes, makes revisions and have the information replaced on the website. Notify all members when there are changes. To ensure a smooth handoff with the incoming Membership Chair, offers advice and training as necessary and hands off all pertinent files and information.

PAAC COORDINATOR

Promotes Chapter member participation in Program for Avocational Archaeological Certification (PAAC) activities, such as classes, fieldwork, summer surveys, laboratory opportunities, site form workshops, and certification. Semi-annually conducts a survey of Chapter members for class topic preferences and dates, and provides results to the State PAAC Coordinator. Arranges for class facility and room accommodations such as blackboards, projectors, flip charts, etc., as required by the instructor. Collects class sign-ups and prepayment of fees (in 2014, checks for classes are made out to History Colorado). CAS sets the member fee and the Chapter Board sets the non-member fee. Attends Chapter Board meetings, as necessary, to report on PAAC activities. Attends quarterly CAS PAAC meetings, reports on Chapter activities and collects information for the Chapter. Quarterly CAS PAAC meetings are generally held in the morning before the afternoon CAS Quarterly Board meeting. Various CAS chapters around Colorado sponsor the CAS Quarterly Board meetings. In the event of an anticipated absence from a required meeting, asks the Chapter CAS Representative or President to fill in, if possible. Maintains a copy of the current (2014, 13 courses) PAAC course materials and makes them available to members who wish to review the materials before a class is offered. To ensure a smooth handoff with the incoming PAAC Coordinator, offers advice and training as necessary and hands off all pertinent files, information and materials.

REFRESHMENT

Keeps the Chapter's Refreshment supplies, including hot water maker. Brings the supplies to General meetings and prepares hot water for tea, hot chocolate, instant coffee, etc. Ensures adequate supplies of sugar, artificial sweetener, creamer, tea bags, etc. are available. Ensures an edible treat (sweet or savory) is available and solicits volunteers to help with this. Provides a container for donations. May be called on occasionally to provide Refreshment services at other chapter activities, such as special meetings and locally hosted state meetings. To ensure a smooth handoff with the incoming Refreshment Chair, offers advice and training as necessary and hands off all pertinent files, information, supplies and equipment.

PUBLICITY

Notifies local newspapers, TV stations, radio stations, college campuses, and the Webmaster of General meetings in a timely manner. (Two to four week's lead-time is ideal). Obtains speaker information for the General meeting from the Vice-President. To publicize special events, coordinates with the chairperson/contact within the Chapter and any other involved parties. Maintains copies of articles written for at least the past 12 months. To ensure a smooth handoff with the incoming Publicity Chair, offers advice and training as necessary and hands off all pertinent files and information, including a current mailing and contact list.

COMMUNITY OUTREACH

The Education Chairperson brings awareness of the importance of archaeology and archaeology preservation to the wider community through informal educational programs. Target audiences include people of all ages with a special emphasis on reaching children. Special attention should be given to promoting and celebrating Colorado Archaeology and Historic Preservation Month (May). These programs are also publicized in a statewide calendar of special events. The Chairperson supervises the acquisition of education kits on various subjects and contributes written material. Recruits volunteers, as needed, to assist with any planned programs. Coordinates with the CAS Representative to report Chapter education activities (completed and planned) to the State Archaeologist. Reports to the membership on upcoming activities, as well as completed projects. To ensure a smooth handoff with the incoming Chair, offers advice and training as necessary and hands off all pertinent files, information, education kits and materials.

FIELD TRIPS

Chairs the Field Trip Committee, which organizes field trips for the benefit of the Chapter membership. The Field Trip Committee consists of all PPC/CAS members who are interested in leading field trips to various historical or archaeological sites in the region. Organizes a meeting of the Field Trip Committee to develop a tentative trip schedule for the following year. See the Field Trip Policies and Procedures for all other duties. To ensure a smooth handoff with the incoming Field Trip Chairperson, offers advice and training as necessary and hands off all pertinent forms, files, and information, including a list of the past four (4) years of trips.

NEWSLETTER EDITOR

The Newsletter may be produced monthly or on the schedule voted on by the Board. Compiles speaker information, minutes of the previous General meeting, monthly financial information, local PAAC class information, state PAAC class schedule, field trip schedule, information about upcoming field trips, field trip reports, CAS Code of Ethics, current officer and committee chair contact information, other chapter & state CAS activities and other items of interest, when available. Emails or mails the Newsletter ASAP following the Board meeting to ensure members receive the Newsletter approximately one week before the General meeting. Purchases necessary supplies (ink, paper, staples, seals, postage stamps, etc.) and submits receipts to the Treasurer for reimbursement. To ensure a smooth handoff with the incoming Newsletter Editor, offers advice and training as necessary and hands off all pertinent files, information and printing/ mailing supplies.

WEBMASTER

Maintains the Chapter website. When Officers and Chairs send pertinent information to be posted on the website, posts the information in a timely manner. To ensure a smooth handoff with the incoming Webmaster, offers advice and training as necessary and hands off all pertinent files and information, including passwords.

NOTE TO ALL CHAIRPERSONS

You may choose to form a committee of volunteers to assist you in your endeavors. Committees thus formed may be informal, meet infrequently or simply communicate via telephone or Internet as necessary. It is up to the Chairperson to determine what, if any, assistance is required.

Having consulted with the CAS President and Executive Secretary, we make the following recommendations regarding files to keep and pass forward. Most of the files passed forward are to assist the incoming Chairperson in understanding how to do their function and to provide a background of ideas and a record of events so that activities are varied. New Chairpersons should keep the records of their term of service and pass those records forward to their replacement. The incoming Chairperson can choose to dispose of the previous Chairperson's records when they feel comfortable in their new position. The few exceptions to this are noted in the position guidelines.