

**PIKES PEAK CHAPTER  
COLORADO ARCHAEOLOGICAL SOCIETY  
OFFICERS' GUIDELINES**

Thank you for volunteering for the Pikes Peak Chapter / 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. But don't let these details scare you! Outgoing officers and chairpersons will offer significant advice and training to ensure you're 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 Officers 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! Welcome aboard.

**PRESIDENT**

Presides over all Chapter Board and General meetings. Appoints committee chairpersons, as needed, and helps them obtain assistants. Ensures that each Chapter member receives a copy of the Chapter Bylaws. Sees that the Newsletter Editor publishes the names and contact information of all officers and committee chairpersons. Maintains the Chapter Charter and presents it to his or her successor. Serves as a member of the Board of Directors of the Colorado Archaeological Society (CAS), and as such attends CAS Quarterly Board meetings, sponsored by various CAS chapters around Colorado, the CAS Annual meeting, and such other meetings as may be called by the CAS President. In the event of an anticipated absence from a required meeting, asks the Chapter CAS Representative or Vice-President to fill in, if possible. Maintains liaison with academic and professional archaeologists in the local area and offers Chapter assistance as requested. After each election, provides the CAS President and Executive Secretary a list of the incoming Board members and chairpersons and their contact information. Ensures that the annual audit of the Chapter books is performed. Holds and maintains pertinent Chapter historical files. To ensure a smooth handoff with the incoming President, offers advice and training as necessary and hands off all pertinent files and information.

**VICE-PRESIDENT**

Attends Chapter Board and General meetings. Performs all duties of the President in the President's absence, including presiding over Board and General meetings and attending State CAS meetings, if necessary. Contacts and schedules speakers for the General meetings. Provides all meeting and pre-meeting dinner details and directions to the speaker well in advance of the program date, as well as reminders as necessary. Provides a brief program description and speaker biography to the Chapter Publicity Chair and the Newsletter Editor well in advance of the General meeting date (generally one month in advance). Maintains the inventory of the Chapter's audio/visual equipment, which may include laptop computer, DLP projector, slide projector, microphone, speakers and pointer. Brings the appropriate equipment to the General meeting and sets it up for the speaker. Introduces the speaker at the time of his/her presentation at the General meeting and thanks the speaker at the conclusion. Provides a thank-you note to each speaker, plus a t-shirt, stipend, or other gift, as appropriate, and as agreed upon by the Board. To ensure a smooth handoff with the incoming Vice-President, offers advice and training as necessary and hands off all pertinent files and information, including the file of program ideas and the spreadsheet of past speakers/topics. Also, as a courtesy to the incoming Vice-President, schedules a speaker for the month of January after the term expires.

## **SECRETARY**

Attends and records the minutes of Chapter Board meetings and distributes copies of the minutes to all Board members and committee chairs prior to the next General meeting (if possible) or within three (3) weeks following the Board meeting if there is no General meeting that month. The purpose of distributing the Board minutes as soon as possible is to assist the other Board members and committee chairpersons in remembering points for the General meeting and to take the actions assigned at the Board meetings. Board members may provide corrections or additions to the minutes and the Secretary corrects the minutes as indicated. Keeps a copy of all Board minutes and passes those copies on to the successor Secretary. Attends and records the minutes of each General meeting. Distributes copies of the General meeting minutes to the President and the Newsletter Editor within two weeks, if possible, but no later than the Wednesday before the newsletter publication. Keeps a copy of all General meeting minutes and passes those copies on to the successor Secretary. Keeps copies of other significant correspondence, if any, and passes that correspondence on to the successor Secretary. To ensure a smooth handoff with the incoming Secretary, offers advice and training as necessary and hands off all pertinent files and information, including copies of the minutes document templates.

## **TREASURER**

Collects and records the payment of all dues and forwards this information to the Chapter Membership Chair, Newsletter Editor and the CAS Membership Chair. Forwards the appropriate portion of these dues to the CAS Membership Chair. Collects and records all Chapter income and expenses. Maintains and reconciles the Chapter bank account and checkbook. Presents an itemized report of receipts and disbursements at each Board meeting and a summary report at the General meeting. Disburses Chapter funds as directed by the Board upon presentation of substantiating receipts. Creates an annual budget proposal using the previous year's expenditures, and submits it for approval by the Board at the January Board meeting. Tracks income and expenditures against the approved budget and reports status of the budget to the Board. Arranges for the annual audit of the Chapter's financial records by the Chapter Directors. Collects, records and disperses the receipt of special funds. If the depositing of any monies will cause the Chapter annual revenues to exceed the Internal Revenue Service guidelines (in 2008 the maximum is \$25,000), the Treasurer will contact the CAS Treasurer for guidance/options. Note that a chapter exceeding the guidelines must file an income tax return. Maintains an inventory of items for sale, such as t-shirts, caps, pins, etc., and has them available for sale at General meetings. Ensures that two additional officers are signatories on the checking account. Attends Chapter Board and General meetings. Files any required form as directed by the CAS Treasurer. To ensure a smooth handoff with the incoming Treasurer, offers advice and training as necessary and hands off all pertinent files and information, including the accounting spreadsheets, checks, checkbook, deposit slips and remaining sale items in inventory.

## **DIRECTOR**

The Directors serve as an advisory body to the other officers. The Chapter elects Directors in alternate years for two-year terms. This ensures continuity when the newly elected Board makes the transition from one year to the next. In January, audits the Chapter's financial records and reports the results to the Board and the membership at the February Board and General meetings. Organizes the Chapter's annual picnic and holiday party, serves on committees as requested, and may assist on other Chapter activities. Attends Chapter Board and General meetings. To ensure a smooth handoff with the incoming Director, offers advice and training as necessary and hands off all pertinent files and information, including the file of picnic and holiday party ideas and the record of past picnic and holiday party locations and activities.

## **CAS REPRESENTATIVE**

Represents the Chapter as a member of the CAS Board of Directors. Attends CAS Quarterly Board meetings, sponsored by various CAS chapters around Colorado, and the CAS Annual Meeting. Coordinates with the Education Chairperson to report Chapter education activities (completed and planned) to the State Archaeologist. Reports Chapter activities to the CAS Advisory Committee. Reports to the membership on up coming activities and completed projects. Reports on other chapters' activities to the Chapter membership and briefly summarizes

the highlights of CAS meetings and other CAS activities throughout the year. Serves on one or more of the various CAS committees. In the event of an anticipated absence from a required meeting, asks the Chapter PAAC Coordinator or President to fill in, if possible. Attends Chapter Board and General meetings. To ensure a smooth handoff with the incoming CAS Representative, offers advice and training as necessary and hands off all pertinent files and information, including the chapter activity reporting form.

**NOTE TO ALL OFFICERS:** 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 officer in understanding reporting requirements and to provide a background of ideas and a record of events so that activities and speakers are varied. New officers should keep the records of their term in office and pass those records forward to their replacement. The new officer can choose to dispose of the previous officer's records when they feel comfortable in their new position. The only records the Chapter should maintain long term are financial records for seven (7) years and the Chapter Charter for as long as the Chapter exists.