

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 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, community outreach 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 identify possible assistants for the committee. 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 appropriate. 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 temporary absence, including presiding over Board and General Meetings and attending State CAS Meetings, if necessary. Chairs and selects a Nominating Committee for new Board officers, as needed each year. To ensure a smooth handoff with the incoming Vice President, offers advice and training as necessary and hands off all pertinent files and information.

SECRETARY

Attends Chapter Board meetings, records and distributes copies of the minutes to all Board members and Committee chairs, solicits and incorporates comments and distributes copies of the Final Meeting minutes 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. Keeps a copy of all Board minutes and passes those

copies on to the successor Secretary. Attends General meetings and records and distributes the General Meeting minutes to all Board members and Committee Chairs, solicits and incorporates comments and distributes the Final Meeting minutes 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

Attends Chapter Board and General Meetings. Receives dues payments from Director of Membership. Records and forwards the appropriate portion of these dues to the Society Membership Chair and copies Chapter's Director of Membership. Collects, dispurses 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-at-Large. Collects, records and disperses the receipt of special (non-budgeted) funds. If the depositing of any monies will cause the Chapter annual revenues to exceed the Internal Revenue Service guidelines, the Treasurer will contact the CAS Treasurer for guidance/options. Note that a chapter exceeding the guidelines must file an income tax return. Ensures that two additional officers are signatories on the checking account. 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 and deposit slips.

DIRECTOR-AT-LARGE

Attends Chapter Board and General Meetings. Directors-at-Large serve in an advisory role to the other officers. The Chapter elects two Directors-at-Large, 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 the first quarter, both Directors audit the Chapter's financial records and report the results to the Board and the membership at the May 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. To ensure a smooth handoff with the incoming Directors-at-Large, offers advice and training as necessary and hands off all pertinent files and information.

DIRECTOR OF PROGRAMS

Attends Chapter Board and General Meetings. 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, Newsletter Editor and the Website Chair well in advance of the General Meeting date (generally one month in advance if possible). 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 stipend or other gift as appropriate and as agreed upon by the Board. To ensure a smooth

handoff with the incoming Director of Programs, 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 Director of Programs, schedules the speaker presentation for the month of January after the term expires.

DIRECTOR OF MEMBERSHIP

Attends Chapter Board and General Meetings. Updates and maintains the Chapter's portion of the State CAS mandated On-Line Membership database. Collects and records the payment of all dues in the membership roster. Forwards a copy of the updated membership roster and all dues monies collected to the Treasurer. Coordinates with the Newsletter Editor to keep membership information up-to-date. Maintains the membership form and membership badges. Updates the membership roster and badges as needed, adding new members, updating renewals, removing lapsed memberships and making other changes i.e. name, address, membership type, etc. Follows up on lapsed or overdue memberships and assists members in resolving discrepancies or errors. 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 addresses to assure they receive a complimentary newsletter. Ensures new members are "Welcomed" with an email with website links to membership information which is available on the Chapter Website. Ensures information i.e. Bylaws, Field Trip Policies & Procedures, etc., are available and current on the website; as information changes, makes revisions and has the information replaced on the website. Coordinates with the Newsletter Editor to notify all members when there are changes to the above mentioned documents. To ensure a smooth handoff with the incoming Director of Membership, offers advice and training as necessary and hands off all pertinent files and information.

CAS REPRESENTATIVE

Attends Chapter Board and General Meetings. 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. Reports Chapter activities to the appropriate State Committee Chairs, as needed. Reports to the membership on upcoming 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. Forwards these summaries to the Newsletter Editor so they will be included in the Chapter Newsletter. In the event of an anticipated absence from a required meeting, asks another Board member to fill in, if possible. 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.