

This document outlines the duties and responsibilities of the President. This document should be updated at the end of your term and passed on to the next incoming President. Although many of the duties discussed below can be delegated, it is ultimately the President's responsibility to keep on top of what's going on.

President's Cart

A rolling file cart is provided to the president to store and carry the necessary equipment for conduct of the General and Board of Directors meetings.

- Video Projector and box of cables
- Speaker System with two microphones
- President's Binder
- Gavel

Club G-Mail Account & Google Drive

The club maintains a google account for the purpose of records retention and to facilitate communication with the club members. All board members have access to the account. The outgoing President will ensure that you have the log-in and password as soon as you take office.

Google Drive

The drive is the principal records retention method for all club business. A folder in the root directory of the drive contains all club records and documentation. The folder contains sub folders whose titles are generally self-explanatory. It is vitally important for the President to be familiar with the information stored on the drive.

Google Contacts

The Google Contacts feature is used to store contact information for all club members. This includes e-mail addresses for club wide notices. The Membership VP maintains the Google Contacts list.

G-Mail

The Gmail account allows the club to receive inquiries, account information, invoices, receipts and such. It also enables the President or other officers to communicate en masse with the Board or the entire club using prepared BCC groups. You should make sure to check this at least once a week -or more frequently if there are club events planned such as field trips.

The email account can become cluttered very quickly. Once each e-mail has been fully processed/handled, it should be moved out of the general inbox into another folder. (For instance a member email with a membership roster correction should be moved to the membership folder. That way if the VP of Membership needs to go back and reference, they know where to file. Newsletters from other clubs should be moved to the Newsletter exchange folder).

Google Calendar

The calendar feature is used to document the meeting schedule and import dates for legal filings, rent payments and such.

Monthly Announcements

The President has four obligatory announcements each month.

Board Meeting Agenda

The Board Meeting Agenda is sent out using the Board e-mail group on the Friday prior to the meeting.

General Meeting Agenda

General Meeting Agenda is sent out using the Board e-mail group on the Friday prior to the meeting.

General Meeting Invitation

The Invitation is sent out using the Membership e-mail group on the Friday prior to the meeting. The President prepares a message describing the highlights of the upcoming meeting including the Juniors Program topic, the topic of the presentation and any other pertinent items of interest for the general membership.

Newsletter Presidents Message

The front page of the Newsletter includes a few paragraphs of verbiage from the President. The topic is up to the President and may include highlights of the previous month's meetings or upcoming events or field trips. The message is transmitted to the newsletter editor by the 20th of each month.

Finances and Filings

As the Chief Executive Officer of the organization, you guide the financial well-being of the club. You are also responsible for ensuring that all legal filings mandated by governmental entities are made in a timely manner.

- **Recurring Expenses and Filings:** A description of the recurring expenses is stored on the Google Drive in the Financials Folder. This document will simplify your understanding of the club's annual budget and finances. It should be updated annually as some of the expenses will vary on club membership role and may rise with inflation. The Treasurer is generally responsible for the actual filings and payments but the President should be tracking the completion of the filings and fees. Where practical, filing and submittal dates are annotated in the Google Calendar.
- **Journal:** The Treasurer maintains a spreadsheet Journal which documents each financial transaction of the club.
- **Profit and Loss Statement:** The Treasurer maintains "running P&L" spreadsheet that is derived from the Journal and provides a monthly snapshot of the club's income and expenses.
- **Asset List:** The club has assets in the form of lapidary equipment, rock show equipment, rocks and minerals and other miscellaneous items. The Senior Director is responsible for updating the list every six months. The list is maintained on the Google Drive.
- **The Certificate of Deposit:** The club has a significant amount of money set aside in a Certificate of Deposit. These funds are not intended to cover the ongoing operation of the club

but rather are for emergencies and the implementation of the club's long-term goal of acquiring a permanent facility for meetings and/or a lapidary workshop/studio.

- **Budget:** The annual budget is developed at the February Board meeting based on the previous year's budget and expenditures. The budget is two fold, one aspect is the general budget and the second is the Rock Show budget. The General Budget includes all income and expenses whereas the Rock Show budget includes details specific to the show.
- **Budget Approval:** The balanced budget needs to be approved by the Board and forwarded to the General membership to be voted on at the February general meeting.
- **Budget Report/Accounting:** At the end of the year, a budget report should be submitted by the previous and/or new Treasurer showing total club expenditures for each account. This is done at the February meeting per the Club's by-laws and allows time for all bills to have been paid and to avoid significant member absence due to members attending the Tucson/Quartzsite shows. It is essential the club keep a copy of this report for tax and insurance purposes.
- **Spending:** Anyone who spends Club money needs to do so with approval by the Board. If there is an allotment in a particular budget funds should be spent at the discretion of the person in charge of that part of the budget and not by anyone else unless there is a prior arrangement. The person in charge of that budget is understood to have discretionary spending of the account up to a \$100 without Board approval.
- **Auditing/Online Banking:** The club bank account is with Columbia Bank in Templeton. The treasurer interacts with the bank and keeps all banking records. The president has signatory authority for the account, has log in access to the account for auditing purposes and is provided with a debit card to facilitate purchases. This is set up in January of each year.
- **Reimbursement:** Anyone who needs to be reimbursed for using their own funds for Club purposes needs to submit a receipt along with an expense request to the Treasurer.

Club Organization

The club has three principal organizations; the Board of Directors, the Rock Show Committee and Chairpersons:

Board of Directors

The make up of the Board of directors is governed by the club's bylaws. Elected Officers are the voting members of the Board. Committee Chairpersons do not vote at Board meetings and may not make or second motions. All board members are expected to attend all Board meetings and General meetings. See the individual position guidelines for further details of the duties and responsibilities of each Board position.

- **Senior Director:** In practical terms, this person is the Vice President.
- **Junior Director:** This person has no duties but is a "member at large" from the general membership and has voting privileges. Ideally this person would serve as Director for two years, first as Junior Director, and then as Senior Director. This is a good entry-level position for a newer member who is interested in learning more about the organization and perhaps eventually becoming an Officer.

- **Treasurer:** The Treasurer is in charge of banking and finances, collects money at each meeting and special event, is responsible for counting and depositing it into the bank, paying bills, dealing with the IRS and taxes, tracking the budget, etc.
- **Secretary:** This person takes minutes of official meetings (Board, General, and special meetings if invited). Beginning in 2026, the meetings are being recorded using a software package that automates the process of taking minutes.
- **Vice President of Membership:** This person oversees the new member application and existing member renewal process. They process new membership applications, maintain the club roster and email distribution list and report it to the website editor and the newsletter publisher. This person also makes badges for new members and compiles the final membership list as of Dec. 31 to give to you for reporting to CFMS with our annual dues.
- **Vice President of Education:** This person is in charge of adult and junior education, as well as community outreach including giving presentations to schools, etc. The Juniors program is implemented using the Junior Rockhounds of America program promoted by the American and California Federations.
- **Vice President of Communications:** This person is officially responsible for the newsletter (although that has been discussed above!), website maintenance and sending Club information to the media for publicity purposes. The club also has a Facebook page.
- **Past President:** the past president is a member of the board but does not have voting rights.

Rock Show Committee

The annual “Treasures of the Earth” show is the club’s “big event”. It is essential for funding the club’s operation as the membership dues do not provide much surplus for discretionary spending. The conduct of the show requires a high level of participation from all club members. There is an entire set of Guideline documents for the numerous positions on the Rock Show Committee. As president a few specific responsibilities fall under your purview:

- Serve as a de Facto member of the Show Committee. Support and assist the Show Coordinator(s) in conduct of the Show.
- Judge the Show Exhibits for the President's Award.

Committee Chairpersons

These positions are appointed by the board when a volunteer can be found. They are not required to attend the board meetings but may if they wish.

- **CFMS Director:** Responsible for attending CFMS meetings and reporting on CFMS events and concerns to the Board. There are two meetings a year, one in Visalia in November and the other during the annual CFMS convention and show, usually held during the spring or summer.
- **Library:** Maintains and develops the Club Library and making publications available to Club members. Many Club documents are kept in the library collection.
- **Historian:** Gathers and maintains information about the Club, developing a historical collection, including all issues of the *Rockonteur*
- **Museum Exhibits:** Maintains and updates the Club's exhibit on local minerals and mining history at the Pioneer Museum.
- **Silent Auction:** Provides rock-related items for the silent auction at Club meetings and handles the silent auction at the Club Picnic.
- **Raffle/Drawing:** Manages the monthly raffle/drawings at Club meetings.

- **Hospitality:** Arranges for refreshments for Club meetings and special events.
- **Merchandise:** Is in charge of choosing, acquiring, and selling Club merchandise.
- **Newsletter Editor/Publisher:** Editing duties include compiling and writing articles for the *Rockonteur*. Publishing duties include formatting the *Rockonteur* and sending it for publication via email.
- **Programs:** This person is responsible for providing programs for the General meetings and organizing Field Trips.

Officer Elections

- **Nominating Committee:** The committee should be formed in August to seek nominations for the next year's officers. This is because there is no September meeting, but the annual club picnic. The Committee needs to consist of (1) someone you appoint, (2) someone elected by the Board from its members at the August meeting, and (3) someone elected from the general membership at the August meeting. The Board elected individual serves as the Chair of this committee.
- **Description of Officer Duties:** This should be finalized (it is in progress) and posted in the members only area of the website. A hard copy should be distributed at the August meeting.
- **October Meeting:** The nominating committee should be prepared to present its list of nominees for each position. Additional nominations may be taken from the floor at the October meeting. Nominations close at this point.
- **November Newsletter:** The list of nominees must be published in the November newsletter before the general meeting.
- **Election:** An election must be held at the November meeting. No further nominations are allowed at this point. If there is only one candidate for each position, the slate can be voted in by acclamation.
- **Installation:** Installation takes place at the end-of-the-year party in December. There is typically no club meeting.

Board Meeting Conduct

The president presides at the monthly board meetings.

- **Quorum** - The bylaws require a quorum of 51% of the board be present when votes are taken i.e. 5 board members must be in attendance. If a quorum cannot be met, then the meeting should be rescheduled or cancelled.
- **Schedule** - The Board meets the first Monday of the month at 7:00 p.m. The meeting time and day can be adjusted as each Board sees fit however, any deviation of time and place requires that the TCSD be notified as the dates are part of our contract with TCSD.
- **Agenda** – Prepare an Agenda for the meeting and send it to each member of the Board, especially the Secretary, and optionally to the Committee chairpersons by Monday ahead of the meeting. A sample agenda attached to this document. The G-Mail account has a BCC group for board members. You can always add individuals you would like to be included for specific meetings.

- **Facilities** - Board meetings are currently held in the Templeton Community Center 601 S. Main Street. The lease agreement gives us access from 7:00 pm to 9:00 pm except for February which is 3 hours.
- **Room Set Up/Tear Down** – The president holds the only key to the building, so you must have the door open for set up of tables and chairs etc. by 7 pm. Only a few tables and chairs are needed for the Board. The loudspeaker and projector are not always needed.
- **Running the Meeting** - It is the Club's current practice to have the President run the Board meetings. In your absence, the meeting can be run by the Senior Director or your specific designee. However, if you can't make the meeting, you will want to prepare a more detailed agenda and discuss it with the designee.

General Club Meeting Conduct

The president presides at the monthly General Club meetings. The meetings in October and December are informal with minimal business conducted.

- **Schedule** - General meetings are held on the third Monday of the month, with two exceptions. In October the club picnic/Lapidary Day serves as the general meeting and in December, the meeting is a holiday party. The dates for all meetings are set during the December Board Meeting.
- **Agenda** – The president conducts the general meeting. There is a tradition of the “flow” of the meeting that is outlined in a sample agenda attached to this document.
- **Facilities** - The club meetings are held in the Templeton Community Center at 601 S. Main Street. The lease agreement gives us access from 6:00 pm to 9:30 pm.
- **Room Set Up/Tear Down** – The president usually holds the only key to the building, so you must have the door open for set up of tables and chairs etc. by 6 pm. All tables and chairs needed for the meetings are provided by TCSD. A recommended seating plan is found in the attachments. Other members who arrive usually will assist in the set up and tear down. The club is responsible for making sure the room is clean and put back into good order, floor vacuumed, restrooms in good shape, doors locked, trash emptied, HVAC off at the end of the meetings. There are two thermostats on the south wall, both must be operated to get the HVAC to respond.
- **Digital Projector** - The club owns a digital projector which is normally stored by the president. Numerous interface cables are provided but the best connections are via HDMI.
- **Loudspeaker:** The club owns a portable loudspeaker which is normally stored by the president. It should be used at all general meetings. It is a matter of common courtesy to make sure everyone can hear. The speaker unit requires USB charging periodically and the microphones are powered by AA batteries.
- **Juniors Session** – The Junior Rockhounds sessions typically start at 6:00 pm. Coordinate building access with the VP of Education. The Juniors use the kitchen area so as to not interfere with set up of the main room.
- **Adult Session** – An Agenda should be developed and sent to the Secretary prior to the meeting. The meeting should start promptly at 7:00 p.m. and conclude before 9:30 pm

Meeting Minutes

The recording, approval and retention of Meeting Minutes is a legal requirement for all 501(c)(3) organizations. This requirement applies to both the board meetings and the general meetings. It is very important to properly manage this aspect of the club's business.

- The Secretary takes minutes of both the Board and General meetings. In her or his absence, make sure to appoint someone to handle this task.
- The by-laws state the Secretary should keep a record/binder of all club minutes. The Club Google Drive is the principal record of the minutes. Minutes should be filed on the drive as PDF documents so that they cannot be easily altered.
- Meeting Minutes are considered a "public record" and must be available to all club members. This requirement is met by posting the minutes in the "Member's Only" section of the club website.
- The preferred practice is to have the Secretary send the minutes to the President to review/edit and then forward the corrected minutes to the other Board members.
- Make sure to read through the minutes and make any obvious corrections. This is where you will correct last names, spellings, and edit out anything that should not be reported to the general membership. Once you have edited them make sure to forward them to the Board far enough ahead of the board meeting to allow for adequate review.
- Minutes for both the previous Board and General meetings should be approved at the subsequent Board meeting.
- It is especially important that the November General Meeting minutes (where officers are voted in) and the December Board meeting minutes (where new officer bank account signatories are identified) are accurate and prepared in a timely manner. The bank requires these minutes to process the officer change. These minutes only need to be signed as submitted by the Secretary or Acting Secretary.

California Federation of Mineralogical Societies (CFMS)

CFMS is an umbrella organization for qualified rockhound societies such as ours, and gives us much greater clout and effectiveness in areas such as liability insurance, educational opportunities, and government (specifically the ALAA, American Lands Access Association which seeks to keep public lands open for rock collecting and other recreational use).

- We pay dues each year to the CFMS for each member of our Club as of December 31, reported by you in January to cover insurance with a small portion going to CFMS and AFMS (American Federation of Mineralogical Societies).
- CFMS has a business meeting each November in Visalia, to which each club is supposed to send a representative. There is also a meeting at the CFMS show, usually held in the late spring or early summer, hosted by a club within the Federation (California, Nevada, eastern Arizona).

Club Facebook Page

- Kim Noyes is the current official administrator/creator of this page, but he will add whoever you request to join in the fun. This is an important communication and outreach tool.

Club Storage

- **Location:** Club materials and inventory are stored at the storage unit (sea-train) which is located at Cliff and Elethea's house near San Miguel. We rent this facility from them and pay to use it every six months. They have agreed to never raise our rent and have made a lot of interior improvements to it on our behalf as the club's needs have changed..
- **Access:** It is locked and the combination to the lock is 7625 (ROCK). We have access to it at any time. It is courteous to call or email ahead when we plan to have unusual activities - such as a clean out - as sometimes Cliff may have an event going on at this property.
- **Inventory:** There is at present NO Club inventory list, although attempts to compile one have been made in the past. Some items belonging to the Club are stored at members' homes (such as the Club Library and the Club Projector).

PO Box

- Our PO Box is at the Paso Robles Post Office. There are currently two keys for it. Thanks to e-mail, we receive mostly bills and little correspondence. You can give these keys to whomever you want to check the box (or yourself) but it is imperative bills are given to the Treasurer in a timely manner for payment. You also want to periodically verify the PO Box is being checked regularly.

Special Event Meetings

- **Annual “Lapidary Day”/Picnic** - Galen Moyer has been hosting the event for many years. He should be asked at the beginning of the year if he would be willing to host again. If he won't, in the past the Club Picnic has been held at Templeton Park. This facility should be reserved as soon as possible.
- **End of the Year Party** - This is currently a pot luck at the December general Meeting.

Calendar Reminders

JANUARY

- Appoint Committee members and/or confer with current members to see if they will continue for the next year.
- Oversee bank signatory transition.
- File the Meeting Dates with TCSD and pay the rent
- Board meeting:
 - Ask for budget requests from Officers and Committee Chair persons;
 - Hear Show report and/or include as agenda item
- General meeting.
 - This is usually our annual "Show-n-Tell" Meeting.

FEBRUARY

- Board meeting:
 - Prepare balanced budget
 - Hear show report and/or include as agenda item.
- General meeting:
 - Receive end-of-year financial report from the treasure. Present and approve budget.
 - Begin soliciting volunteers for the show

MARCH

- Board meeting:
 - Hear show report and/or include as agenda item.
- General meeting:
 - Promote soliciting of volunteers for the show

APRIL

- Board meeting:
 - Hear show report and/or include as agenda item.
- General meeting: Last meeting before Show.
- Annual show

MAY

- Board meeting:
 - Hear show report and/or include a debriefing as an agenda item.
- General meeting.

JUNE

- Remind recipient of last year's Founder's Award to select a new recipient to honor at the July meeting.
- Board meeting.
- General meeting.

JULY

- Board meeting:

- Start to make plans for October picnic and auction.
- General meeting:
 - Club anniversary meeting (founded July 1991);
 - Founder's Award presented by last year's recipient.
 - Remind members that membership renewal begins in August.

AUGUST

- Board meeting:
 - The Board elects a nominating committee chair. You appoint a second member.
- General meeting:
 - General membership needs to elect a nominating committee member. Duties of all Board positions should be distributed at the meeting.

SEPTEMBER

- Board meeting:
 - Make preparations for October picnic and auction.
 - Begin arrangements for December End-of-year party.

OCTOBER

- Receive report from Nominating Committee for the October meeting.
- Picnic and auction, 3rd weekend, held in place of regular meeting.

NOVEMBER

- Nominees are published in November newsletter.
- Board meeting:
 - Finalize preparations for Christmas dinner.
- General meeting:
 - Hold elections for next year's officers. This can be done by acclamation if there is only one candidate per position. Arrange for Secretary to take minutes recording new officers for publication in the December newsletter to take to bank to change account signatories.

DECEMBER

- Board meeting:
 - Invite incoming Board members and answer all questions to allow for smooth transition. Finalize End-of-Year Dinner arrangements.
 - Set the meeting schedule for the following year
- General meeting / Christmas dinner:
 - Thank outgoing officers and present officer pins. Install incoming officers (performed by Past President).

SAMPLE AGENDA BOARD MEETING

- Call to order
- Officer's Reports
- Old Business
- New Business Items (list topics)
- Rock Show Business
- Move to Adjourn

SAMPLE AGENDA GENERAL MEETING

- Call to order
- Pledge of Allegiance
- Recognition new members and visitors
- Recognition of Birthdays and Anniversaries
- Reminder of field trip or other scheduled activities
- Junior Rockhounds Awards and Status
- Officer's Reports
 - Senior Director
 - Junior Director
 - Secretary
 - Treasurer
 - Membership
 - Librarian
- Call to members for rock news or announcements
- Description of the raffle and auction items
- Business Issues
 - Old business
 - New Business
- Conclude business portion of meeting
- Move to Adjourn
- 5 minute break to view of raffle and silent auction
- Introduce the Presentation
- Presentation
- Announce closure of raffle and silent auction time

