

## Position Descriptions

**(to be used in our Operations and Procedures Manual; the part in *Italics* is from our our By-Laws)**

*The supreme power and authority of this organization shall be lodged in the assembled meetings. The BOD (Board of Directors) shall conform to the wishes and instructions of such organization, and be subject to such control and direction by the organization. The BOD shall manage and execute the affairs of the organization. When said organization is not in session, the BOD shall have all necessary authority to execute the purposes of this organization.*

***Section 2. The President***, or his/her representative, shall preside at all chapter meetings and appoint all Committee Chairmen. He/she shall be a member of all committees. He/she may also co-sign checks for disbursement of funds. No President shall serve more than three (3) years in succession.

Specific duties shall include:

1. Serve as the official spokesperson for the SBCH.
2. Sign SBCH documents.
3. Delegate duties and responsibilities.
4. Preside over all assembled meetings of the Board of Directors.
5. Assist the Board of Directors, committees, and chapter members in developing and maintaining sound financial practices.
6. Create committees and appoint committee chairs.
7. He/she shall serve as ex-officio on all committees.
8. He/she may also co-sign checks for disbursement of funds.
9. Other such duties as normal to the office of the President of SBCH.
10. Welcome new members and visitors.

***Section 3. The Vice President*** shall perform the duties of the President in his/her absence, or at his/her request. He/she may also co-sign checks for disbursement of funds.

Specific duties shall include:

1. Fill in for the President when he/she is absent.
2. Assist the President as needed.
3. Sign checks (along with the President and Treasurer).
4. Welcome new members and visitors.

***Section 4. The Secretary*** shall record official minutes of each regularly scheduled meeting and the BOD meetings and report on the same. He/she shall conduct all official correspondence and maintain a permanent record of all minutes and correspondence.

1. Record the official minutes at all chapter meetings and Board meetings and provide chapter meeting minutes to the Publicity committee in a timely manner for publication.
2. Record the minutes of all Board meetings and share with the Board only in a timely manner.
3. Read aloud every motion before it is voted on to verify the correct wording.
4. Conduct all official correspondence.
5. Maintain a permanent record of all minutes and correspondence.

**Section 5. The Treasurer shall be responsible for the financial control of all funds, shall give regular reports on the financial conditions of SBCH to the governing body, and maintain an active membership list. The Treasurer shall be one of the three co-signers of record any two of which may validate a check (President, Vice President and Treasurer). An audit of the books shall be performed annually by two individuals appointed by the officers of the SBCH.**

Specific duties shall include:

1. Process and record membership payments quickly and regularly deposit membership and other checks immediately.
2. Insure that all submitted bills have been signed (authenticated/approved) by the appropriate Committee Chair.
3. Register member names with the National and State organizations, through quarterly reporting to WYBCH.
4. Keep and disburse all SBCH funds.
5. Manage and update check signors as needed.
6. Maintain and reconcile each bank account monthly.
7. Manage excess funds and investment in interest bearing accounts, CDs, money markets, etc., insured by FDIC.
8. Issue and sign checks for approved disbursement of funds with supporting documentation.
9. Report income and expenditures in the monthly newsletter and at monthly meetings if requested.
10. Request for approval to pay bills at monthly meetings.
11. Assist the Board in development of an annual budget, including restricted funds.
12. Update Sam.gov and Duns information online.
13. Prepare and submit the IRS Form 990 online.
14. Prepare and submit the Wyoming Secretary of State annual report online.
15. Maintain membership status in QuickBooks.
16. Manage the SBCH google email account and correspondence.
17. The Treasurer sends out emails to the membership on behalf of SBCH, with the approval of the President or approved Committee Chairs.
18. Manage the SBCH Google calendar for upcoming meetings, events, trail cleaning etc. The calendar is linked to the SBCH website.
19. Prepare the monthly Treasurer's report and mailing labels for the newsletter.
20. Obtain liability insurance for events as needed.
21. Keep an inventory of SBCH materials.
22. Keep an inventory of SBCH items for re-sale, i.e. hats, t-shirts, etc.
23. Attend meetings with various governmental agencies relative to SBCH budget issues.
24. Maintain complete and accurate financial files.
25. Maintain and update the checklist for important dates, filings, etc.

**Section 6. The Watch Dog Committee** shall be vigilant of all Federal and State Agencies that manage public lands and shall become aware of all policies and practices that affect BCH and inform the general membership of areas of concern. The Committee is to develop courses of action to protect the interest of the membership and provide the ongoing liaison work with Federal and State task forces or working groups as requested by the BOD and report back to the Board and the membership on the status of such work.

Specific duties shall include:

1. Developing and maintaining avenues of communication with land management agencies such as the US Forest Service and Bureau of Land Management.
2. Staying current on State and Federal agency policies that may impact the use saddle and packing stock by SBCH membership.

**Section 7. The Activity Committee** will plan, organize and carry out a variety of activities related to back country recreational stock use, which will provide fellowship and fun for all members.

Specific duties shall include:

1. Provide the Treasurer (E-mail "Local Group" coordinator) with information on scheduled Activity Committee functions to be sent out to chapter members.
2. Being responsible for all Chapter funds expended by the Activity Committee and for signing all approved Activity Committee receipts prior to submission to the Chapter Treasurer.

**Section 8. The Service Committee** will work cooperatively with the various Federal and State Agencies to maintain and preserve the back country for recreational stock use. They will plan, organize and perform, with the help of the full membership, various improvement and reclamation projects.

Specific duties shall include:

1. Responsibility for the function and coordination of the committee's activities with the rest of SBCH membership.
2. Records and reports, to the State BCH, BCHA, and USFS, all mileage, hours worked and traveled, members involved, and stock information for Cost Share Trails, Non-Cost Share Trails, Trail Head Projects, Youth Activities and Education Activities annually.
3. Is required to approve and sign all receipts for expenses associated with the Service Budget, prior to passing them on to the Treasurer for payment.
4. Ensures that First Aid and Saw Training certification is tracked and scheduled.
5. Coordinates meetings with the USFS, BLM and State for Trail and Trail Head project discussions.
6. Approves SCBH members taking the lead on Service projects
7. Ensures that the OF301a and OF301b forms along with the Safety Risk Assessment and sign up sheets are turned in annually.
8. As a volunteer partner with the USFS, BLM, and State of Wyoming, SBCH is required to follow their policies and procedures.
9. Will provide the Treasurer (E-mail "Local Group" coordinator) with information on scheduled Chapter service activities.

**Section 9. The Education Committee** will develop and put on programs, which will inform both the membership and general public about the sensible use of recreational stock in the back country. They will present other programs of interest to the Chapter.

Specific duties shall include:

1. Provide brochures, pamphlets or other handouts listing the Club's commitment to the principles of Leave No Trace, Trail Courtesy and Trail Etiquette.
2. Ask new members to review the videos and PDFs on the website which embrace the above principles.
3. Offer clinics or articles to educate members and the public on horsemanship, packing, desensitization, and safety on the trail and in the back country.
4. Work in cooperation with the Service Director to provide First Aid/CPR, Trail Regulations and Maintenance and Saw Certification training to meet forest Service Regulations.
5. When possible author educational articles to be shared in the monthly newsletter.
6. Will provide the Treasurer (E-mail "Local Group" coordinator) with information on scheduled Chapter education activities.

***Section 10. The Publicity Committee will maintain an information program using the local news media to make the general public aware of the positive policies and activities of the Chapter. They will also publish a newsletter to keep the membership informed of meeting dates, Chapter activities and issues.***

Specific duties shall include:

1. Publish a newsletter
2. Maintain a website to communicate with members, inform the public who SBCH is and our purpose, help people find us, and increase membership.
3. Solicit articles and information for SBCH newsletter, website and social media.
4. Use local media, social media, emails, written brochures, flyers and other means of communication for promotion, announcements, education, advertisements and activity coverage as approved by the membership.
5. Committee is responsible for providing budget input annually for the following year's requirements and for reporting to the Executive Committee periodically through the year.

***Section 11. The Recruitment and Retention Committee will focus on expanding our membership demographics in terms of age to make the SBCH chapter self-sustaining. Working with the Activities, Education and Publicity Committees, this Committee will identify opportunities to promote regional activities and assist in staffing those events in efforts to expand name recognition and membership growth. Also, attention to make sure we retain current members.***

Specific duties shall include:

1. Work with the Treasurer, President and Vice President to welcome new members and visitors.
2. Be responsible for providing the latest Newsletter and our informational pamphlets to new members and visitors.