California Alpine Club

Volunteer Positions

**CAC Secretary**

**Board of Directors**

*The California Alpine Club, established in 1913, is a large and active social club. CAC is also a state of California non-profit corporation and an all volunteer-run organization. Without your help we would cease to exist! Because volunteer leadership changes on a regular basis,and the jobs themselves change over time, these Volunteer Position documents are not meant to be a set of rules, but rather they serve as current “best practice” guides. The information has been compiled by individuals who have held a particular position. Reviewing the information will enable an incumbent, possible incumbent, or any interested party to better understand what the job entails. These documents are meant to be updated on a regular basis. The Volunteer Position documents become our institutional memory. Thank you for your service!*

***The CAC Secretary shall:***

***Become familiar with the CAC website at californiaalpineclub.org. Help to ensure that all Web-published information regarding and/or affecting your position is kept up-to-date***

**Meetings and Minutes**

1. A few days before the quarterly and annual meetings, check to see that you have received the consolidated financial report from the Treasurer and copies of the verbal reports from the chairpersons of the Alpine and Echo Lodge Trustees and request any missing reports by email. These reports should be filed with the minutes.
2. Attend all board and membership meetings and take minutes. At each meeting, circulate the sign-in register. You may assign someone to circulate the register among the members if you are too busy. (Form attached).
3. Ask the board to slow down if you cannot capture the information at meetings or need clarification on names or exact wording of motions.
4. Whenever you feel it necessary, request that motions be put in writing.
5. Recruit a reliable substitute when you are unable to attend a meeting.
6. Within ten days, send the first draft of the minutes to the President for review and correction.
7. After typing the minutes, prepare a list of action items to send to the President.
8. After the President is satisfied with the minutes, distribute them by email to the Board, Alpine Lodge Trustees, Echo Lodge Trustees, and committee chairs who participated in the meeting.
9. Post the draft minutes of the quarterly and annual meetings on the two bulletin boards at Alpine Lodge once the President is satisfied with them.
10. Send copies of approved minutes and all submitted reports to the Web Coordinator for posting after each meeting. The naming conventions for posting minutes on the web are as follows:

Board of Directors minutes: minutes\_bod\_yymmdd.pdf

Quarterly Membership minutes: minutes\_member\_yymmdd\_qtr.pdf. After the minutes have been posted check the website and notify the Web Coordinator of any problems or changes (e.g. incorrect dates).

1. Maintain a yearly CAC Board of Directors record book, which includes signed copies of approved Board and Membership meeting minutes together with agendas, sign-in registers, financial reports, Alpine and Echo reports, and any other reports. Minutes from previous years are stored with the archives in the Tam Building.
2. Turn over the current record book to the incoming Secretary after the April membership meeting.
3. Check the mail located in the plastic box located in the Alpine Lodge corner cupboard at least once a month.

**Other Records**

1. Maintain a Resolutions record book, with an index
2. Update the By-Laws and Policy notebook as needed.

**Correspondence and Required Forms**

1. At the Annual Membership Meeting in April, have each Board member and lodge Trustee sign a Conflict of Interest form and file the signed forms in the CAC Board of Directors record book. Send a blank form to those who are not present at the Annual Membership Meeting, asking them to sign and return to you. All Board members and lodge Trustees must sign a new copy of this form every year.
2. Prepare a Letter of Authorization to Conduct Business for each new lodge Trustee, have it signed by the President, and distribute to the new Trustees at the Annual Membership Meeting. Mail the letter to any Trustee not at the meeting. The letter is valid for the Trustee’s entire term. Sample copies are on file in the CAC Board of Directors record book.
3. A request for The Statement of Information for the California Secretary of State is normally sent to the CAC Post Office Box. Forward this notice to the Treasurer, who files the statement every year.
4. Wells Fargo Checking and Savings accounts: Usually the President, Treasurer, and Past President have signature authority. One current signer can remove a retiring officer and add his/her successor at any branch providing the successor accompanies the signer to the branch.
5. American Century Account: A written authorization is required to change contact information. A sample copy is filed in the CAC Board of Directors record book.

**Teleconferences**

CAC has an account with WCS Conferencing Center. Board members, lodge Trustees, Finance Committee, Nominating Committee, and others may from time to time hold teleconferences.

The organizing chairpersons have access to the phone number, conference ID, moderator ID, and pin number and will provide the phone number and conference ID to participants.

Rev. 1 – Carroll Pearson – Sept. 2014

Rev. 2 – Helena Troy – Oct. 2014

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**CALIFORNIA ALPINE CLUB**

* **BOARD OF DIRECTORS MEETING**
* **QUARTERLY MEETING**
* **ANNUAL MEETING**

**DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LIST OF ATTENDEES**

(Please, please print!)

NAME: BOARD MEMBERS NAME: MEMBERS

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