Payson Rimstones Rock Club
Roles & Responsibilities
1/15/2024

Board Roles

President Responsibilities:

1. Conducts meetings and oversees activities of the organization
2. With the Treasurer, prepares the annual budget
3. Appoints committee chairpersons
4. Represents the organization before community, educational and other mineral groups and associations
5. Sends Welcome email to new Club members
6. Assigns tasks to board members or Club members, as needed
7. Acts as ex-officio member of all Club committees

Past President Responsibilities:

1. Be an advisor to the President
2. Assists President in his/her responsibilities, when needed

Vice-President Responsibilities:

1. Fulfills the duties of the President in his/her absence
2. Develops programs and/or schedule speakers/demonstrations for Club meetings
3. Assists President in identifying/establishing other Club programs (such as a Club Workshop)
4. Reserves the Club's monthly meeting location
5. Addresses any audio/visual issues that arise during speaker presentations
6. Assists Appointed Board Members to find adequate Club volunteers for Club activities and events

Treasurer Responsibilities:

1. Receives and disburses the funds of the organization at the action of the Board
2. Maintains Club official bookkeeping records
3. Prepares the annual budget, with the President
4. Stands ready, at all times, to present a report on the financial standings of the organization
5. Coordinates the end-of-year audit of the financial records
6. Assists Appointed Board Members to find adequate Club volunteers for Club activities and events
7. Designates a back-up Club member to collect money when Treasurer is unable to attend Club meetings

Secretary Responsibilities:

1. Documents the General and Board meeting minutes and handles such correspondence, as deemed necessary
2. Provides official Board meeting minutes to Board members for review/approval
3. Provides Board and General meeting notes to the Newsletter Editor for inclusion in the Club Newsletter
4. Submits monthly Payson Roundup Almanac information regarding upcoming PRRC meetings/events
5. Assists Appointed Board Members to find adequate Club volunteers for Club activities and events
6. Maintains the Club By-laws
7. Maintains the Club Roles & Responsibilities document
8. Designates a back-up Club member to take Board and General meeting minutes when the Secretary is unable to attend Club meetings

Appointed Board Member Responsibilities (4 positions):

1. Ensures all chairs/coordinators/directors have adequate volunteers to support Club activities and events
2. Fills the roles of Education Coordinator, Field Trip Coordinator, Show Chair and Membership Coordinator, if not already filled by another Club member

Education Coordinator Responsibilities:

1. Provides information or rock samples to members at meetings, especially related to upcoming Club field trips or rock/mineral shows
2. Assists with developing/updating Welcome Pkgs for new members
3. Oversees the inventory of donated buckets of rocks and minerals the Club has received
4. Coordinates the Education Area at the Annual Fall Rock Show – Spinning Wheel, Treasure Hunt, Arts & Crafts, Fluorescents, Ranger Station hand-outs
5. Supports the education outreach programs
6. Supports the Scholarship Chair at the High School Scholarship application night
7. Supports the Education Area Volunteer(s) with their education programs/activities

Field Trip Coordinator Responsibilities:

1. Obtains Club and Board input for future field trips
2. Reviews past field trips and locations that other area clubs use
3. Coordinates at least one (1) Club-sponsored field trip per month, weather permitting
4. When possible, scouts field trip locations to determine accessibility and abundance of material
5. Schedules field trips and notifies membership by email (date/time, meeting location, terrain, road status, materials to be collected)
6. Notifies Club members if field trip plans are changed
7. Gives safety information prior to each trip
8. Ensures field trip attendees have signed waivers and have signed in prior to participating on each trip
9. Knows property boundaries, land-use designations, and collecting restrictions
10. Encourages adult guests to join our club
11. Encourages other club members to lead trips

12. Attempts to find an alternate leader, when unable to lead a trip
13. Works with other clubs to develop joint field trips

Show Chair Responsibilities:

1. Coordinates the Club's Spring and Annual rock, gem, and mineral shows
2. For the Spring Show:
    - Determines Show date based on weather and Payson Chamber of Commerce activities
    - Identifies/Secures the location for the Show
    - Has the selected venue added to the Club insurance policy as a secondary insured
    - Develops rental agreements and obtains vendors for the Show
    - Develops and distributes advertising for the Show
    - Obtains Club volunteers for the Show
    - Coordinates the transportation of Show items to/from the Show location
    - Provides proceeds from the Show to the Club Treasurer
    - Sends Thank You letters to the participating vendors
3. For the Annual Show:
    - Identifies/Secures the location for the Show (3rd weekend in September)
    - Has the selected venue added to the Club insurance policy as a secondary insured
    - Attends rock/mineral/gem shows to acquire minerals and specimens for the silent auction and/or raffles
    - Designs Show posters, flyers and information brochures
    - Inventories the storage unit to determine if Show supplies and materials are adequate and available for use; if not, either repairs or purchases new items
    - Sends out contracts to the previous show's vendors if they indicated they wanted to return (Contracts should be sent out no later than mid-May)
    - Maintains a wait list of vendors wanting to be in the show if space is available
    - Reviews vendor contracts and selects vendors for the Show (Selection of vendors is first-come, first-served. New vendors are usually vetted by what they are selling, so the Club does not get too many selling the same items)
    - Sends out publicity/press release information to magazines, newspapers, websites, community calendars, the local theater and other media outlets
    - Works with the Sub-Chairs (Education, Security, Tickets, etc) to verify each area has what it needs for the Show
    - Schedules working meeting(s) to prepare items for the silent auction and any other activity
    - If desired, schedules space at the Farmer's Market for two weekends to advertise the Show and/or distributes Show flyers at the County Fair
    - Obtains Club volunteers for the Show – all aspects
    - Schedules Chamber of Commerce marquee signage
    - Identifies the Club members who will set up display cases
    - Assembles Vendor Welcome Bags
    - Finalizes Show floor plan based on number of vendors and tables
    - Arranges for final advertising announcements near the Show date – radio, newspaper features, movie theater, Casino, social media
    - Finalizes the Volunteer schedule and provides to the Show Sub-Chairs
    - Coordinates event set-up with the Show venue based on finalized Show floor plan

- Provides Show oversight and addresses any issues as they arise during the Show
- Coordinates event tear-down
- Provides Show proceeds to the Club Treasurer
- Obtains vendor and Club member feedback
- Maintains Show receipts, vendor correspondence, and other Show documentation
- Sends Thank You correspondence to each participating Show vendor

Club Membership Coordinator Responsibilities:

1. Coordinates Club Membership which includes:
   - Maintaining the Club Membership List and providing it to designated Club members
   - Creating/Maintaining a Newsletter email and USPS mailing list Developing/Updating the Club Membership/Waiver Form, when needed
   - Coordinating the Membership Renewal Campaign
   - Coordinating the New Member Campaign
   - Developing/Updating the new member Welcome Package
   - Providing an electronic version of the Welcome Package to new Club members
   - Providing new member Welcome Packages to the Club Greeter
   - Issuing electronic correspondence, including the Newsletter, to Club members
   - Creating new member name tags

Volunteer Roles

Newsletter Editor Responsibilities:

1. Has a working knowledge of programs used to create electronic newsletters
2. Collects articles/information/pictures from the Board and Club members for inclusion in the Newsletter
3. Edits information/corrects grammar on information received from Board/Club members, when needed
4. Creates a Newsletter layout that is easy to read and provides a balance of text and graphics
5. Works with another Club member to have the Newsletter proofread prior to it being issued, when possible
6. Provides an electronic copy of the Newsletter to the Membership Coordinator so it can be distributed to Club members
7. Makes hardcopies of the Newsletter and mails to designated members each month. This includes: folding the Newsletter, and affixing stamps, address labels and seal labels

Webmaster Responsibilities:

1. Has a working knowledge of website design and maintenance
2. Develops/Updates the Club's website such that it:
   - Attracts new members
   - Provides member information
   - Assists the Club in fulfilling the Club's mission

3. Maintains the site domains (ensures they are properly registered and are property of the Club)
4. Maintains the hosting company URL and anti-spam software
5. Manages all correspondence received via the website

Historian/Librarian Responsibilities:

1. Maintains the Club's historical records including, but not limited to:
   - Newsletters
   - Meeting minutes
   - Event photos
   - Newspaper articles

Social Media Coordinator Responsibilities:

1. Has a working knowledge of current social media platforms
2. Maintains the Club's Facebook site
3. Acts as the "Gatekeeper" to determine/regulate Facebook group membership
4. Monitors the Facebook site for any functionality issues
5. Monitors the Facebook site for questionable posts

Scholarship Chair Responsibilities:

1. Selects Club members to serve on the Scholarship Committee
2. Develops/Updates scholarship application form and list of eligible STEM careers
3. Provides scholarship application form to the high school and posts on the Club's website
4. Attends Scholarship Night at the Payson High School (School Counselling Office provides the date)
5. Obtains completed scholarship application packages from the high school or students already attending college on a PRRC scholarship
6. Verifies the eligibility of scholarship applicants
7. Provides a copy of each eligible application package to the Scholarship Committee
8. Coordinates a committee meeting to discuss the application package review results after each committee member has completed their review
9. Submits the winning scholarship recipients to the Club President
10. Notifies the High School Counselling Office of the scholarship recipients and the amounts awarded
11. Presents a certificate for the scholarship and a letter instructing the recipient of how to get the money at the High School awards ceremony; If it is a renewal, notifies the recipient via email and/or letter
12. Invites the winning scholarship recipients to a Club meeting/event
13. Drafts letters to the colleges and provides them to the Club Treasurer to send out checks (usually in July) after the scholarship recipients provide the Scholarship Chair the name/address of the college they are attending and their student ID number

Raffle/Show & Tell Table Coordinator Responsibilities:

1. Raffle Table activities include:
   - Sets up raffle table at the Club meeting
   - Obtains raffle supplies (rock/mineral samples, tickets, ticket tumbler, signage, table cloths)

- Procures additional raffle and 50/50 tickets, when needed
- Sells raffle and 50/50 tickets before and during the Club meeting
- Provides raffle ticket to the Club guest speaker and members submitting a raffle item
- Calls out winning raffle numbers
- Provides raffle and 50/50 proceeds to the Club Treasurer
- Cleans up the raffle table

2. Show & Tell Table activities include:
   - Sets up Show & Tell table at the Club meeting
   - Provides raffle ticket to folks submitting an item for Show & Tell
   - Cleans up the Show & Tell table

Hospitality Coordinator Responsibilities:

1. Sets up the refreshment table at each Club meeting; cleans table after the meeting
2. Coordinates the Club's Summer Picnic, including:
   - Determining the location of the Club picnic
   - "Advertising" the picnic to Club members in the Newsletter and/or email
   - Obtaining Club volunteers to help with set-up and clean-up, if needed
3. Coordinates the Club's end-of-year Holiday Party, including:
   - Identifying the date for the party
   - Reserving the party location and making payment to the facility owner
   - Having the selected venue added to the Club insurance policy as a secondary insured
   - Inventorying holiday decorations that can be used
   - Procuring/Making holiday decorations, if needed
   - "Advertising" the Holiday Party to Club members in the Newsletter and/or email
   - Obtaining Club volunteers to help with set-up and clean-up
   - Developing food sign-up sheets so Club members know what to bring
   - Establishing limits/rules for the gift exchange, if there is one
   - Determining if there will be door prizes/raffle and asking Club members to bring items for it
4. Works with the Show Chair to coordinate lunch for the Fall Show set-up day

Greeter Responsibilities:

1. Sets up the Greeter and Club Information tables prior to the General meeting
2. Maintains the meeting sign-in sheet(s) and ensures all Club members and guests sign in when they arrive
3. Distributes name tags to new Club members when they arrive
4. Provides guest name tags, when needed
5. Distributes Club Newsletter to guests who attend the meeting
6. Provides names of guests and new Club members attending the meeting to the Club President prior to the start of the General meeting
7. Provides Club Membership/Waiver Form to meeting attendees/guests, when they request one
8. Supports the Membership Renewal Campaign by reminding members when they arrive that they need to renew their Club membership
9. Assembles and provides Welcome Packages to new Club members

10. Maintains the Club Information Table including: Club merchandise sales, providing brochures/flyers, helping with volunteer/event sign-up sheets
11. Cleans up the Greeter and Club Information tables at the end of the meeting

Jr. Diamond Rockhounds Director Responsibilities:

1. Works with the school superintendent/board/principal/educators and parents to ensure the after-school event is acceptable
2. Develops programs designed to provide a basic understanding of rocks, as well as, promote student self-worth, respect, and good behavior
3. Provides periodic program updates to Club members and identifies/communicates program needs
4. Procures items (rock/mineral samples, supplies, etc)
5. Obtains Club volunteers for events, if needed
6. Provides oversight during each after-school event
7. Sets up and manages the Jr. Diamond Rockhound silent auction table at Club meetings
8. Provides proceeds from the silent auction to the Club Treasurer

Club Photographer Responsibilities:

1. Takes pictures of Club activities including, but not limited to:
   - Field Trips
   - Meetings
   - Volunteer Events
2. Provides photos to the Webmaster, Social Media Coordinator and Newsletter Editor and other Club members, as directed

Club Merchandise Coordinator Responsibilities:

1. Obtains Club merchandise that may include, but not be limited to:
   - Shirts
   - Headwear
   - Bags
   - Patches
   - Pins
   - Plastic Name Tags
2. Procures Club merchandise taking into consideration:
   - What Club members want (size, color, style)
   - Quantity pricing
   - Upcoming sales events (like shows)
3. Coordinates the "advertising/marketing" of the Club merchandise to Club members
4. Oversees the sale of Club merchandise

Education Area Volunteer(s) Responsibilities:

1. Set-up (and remove) library displays that promote the Club (materials are available for these displays from Club members); Done every three months
2. Provide the Chamber of Commerce/Payson Visitor Center "Take a Piece of the Southwest" basket of rocks and minerals with info about the Club (materials are available from Club members); Done every two months

3. Arrange rock/geology education lessons and/or provide information for charter or home-schooled students and businesses, when support is requested from the Club; Done as needed
4. Organize special Club educational events (like Fluorescent Finders nights, cleaning rocks/crystals, tumbling, lapidary, wire-wrapping, etc) to provide continuing education opportunities for Club members
5. Inventory donated buckets of rocks and minerals the Club has received and provide information to the Education Coordinator; Done as needed
6. Help with the set-up/clean-up for Education Area Workshops; Done two to three times a year
7. Support the Gila County Fair in early September (volunteer for 2 hours)