

WAYNE COUNTY GEM & MINERAL CLUB DUTIES OF CHAIRPERSONS

NEWSLETTER EDITOR: To gather and organize information from club meetings, club functions, news of upcoming events including digs, shows and news from other clubs. Also to gather and organize information on upcoming meetings and events as well as information on last month's events and publishing such information worthy of being in the newsletter and website.

FIELDTRIP CHAIRPERSON: Shall select dates and localities of field trips, appoint capable leaders, and acts as or appoints a safety chairman. Fieldtrip chairperson and or safety chairperson shall be in charge of enforcing club and quarry safety rules and the collecting "Code of Ethics", and shall report to the Board of Directors, all infringements. Shall supply bulletin information to the Editor for four or more fieldtrips per year.

SAFETY CHAIRPERSON: To assure everyone's safety at a club dig and to explain and enforce safety rules at all club digs that are scheduled. Fieldtrip chairperson could also be safety chairperson or appoint a safety chairperson for a specific dig. Shall be familiar with and have copies at all digs of club dig rules, E.F.T.A. dig rules, quarry/land owner's dig rules, and club claim rules.

PROGRAM CHAIRPERSON:

To schedule monthly programs for club meetings, such as speakers, DVD's, videos or slide programs, some of which can be obtained from the EFMLS. Program chairman could appoint a club member to set up a specific program for a specific meeting. To solicit club members to do a program.

HOSPITALITY CHAIRPERSON: To make arrangements with club members for refreshments and door prizes for monthly club meetings and to be the sunshine person who keeps track of all members birthdays, illnesses and deaths, etc. To also keep track of and purchase all club hospitality supplies.

MEMBERSHIP CHAIRPERSON: Shall collect dues and submit money to the treasurer and submit new applications to the Board of Directors for voting. Membership chairperson could be the treasurer. Keep a current list of all paid up members. Provide membership information for all voting.

LIBRARIAN: Keeper of any books, magazines, videos, DVDs. Also does research on anything in question or information needed for the club. Keep current list of items available for club members to sign out and to make sure things are returned timely and in good condition. Report anyone not returning items or if they are returned in poor condition to the Board.

MINI MINERS CHAIRPERSON: Coordinates programs and oversees the mini miners at all meetings. Assists the dig chairperson at all digs with mini miners.

PROPERTY CHAIRPERSON: Keeps track of all belongings of the club such as tools, equipment and materials of the club and recording all loan outs and making sure they are returned to the club. Keep current list of items available for club members to sign out. Report anyone not returning items or items that are returned in poor condition to the Board. Report to the Board any items that need to be replaced or repaired.

HISTORIAN To keep track of the history of the club. To provide history to the Wayne Co. Historian for archiving.

MAIL PERSON: Responsible for receiving mail at the clubs P.O Box and bring it to club meetings for distribution. Responsible for getting proxy's to the meeting for voting.

CLUB LIASON: Keeps in contact and corresponds with other clubs and the Eastern and American Federations. Supply all necessary information to the federation as needed. It is suggested not to be an officer of the club. Report to the Board any information being requested by Federation.

AUDITOR: Goes through treasurer's records to make sure things are in order and accurate, and to safeguard the club from any misappropriation of club funds. Audits club property. Audits club library. Audits hospitality supplies.

NOMINATING COMMITTEE: A nominating committee of three members shall be appointed by the president at the September meeting. They would search for club members willing to hold said offices and submit their names to the board for elections. A list of nominees, with their approval, shall be presented to the membership at the October meeting. Additional names may be nominated from the floor subject to prior approval of nominees. Election of officers shall take place at this time.