PROCEDURE MANUAL AND STANDING CLUB RULES OF SENIOR OUTDOORS!

The following information describes the roles and responsibilities of the various officers of the Seniors Outdoors organization and constitutes the Standing Club Rules as described in the By Laws. This information is intended as a resource for current and future individuals holding these positions. Each person in the respective position is responsible for assuring the duties described are accurate and current and for updating the description as necessary. Any updates are to be provided to the Board Secretary who will then update the master procedure manual for all officers. Only Board members have voting privileges. All Committee chairs and volunteers are welcome to attend Board meetings and provide input to the Board.

The positions include the following:

Board Members

President:

- Serves as member of the Board of Directors
- Presides at meetings of Board and of Club, including preparing agenda for Board meetings and announcements for Club meetings
- Represents Club to community
- Oversees operation of Club, club records and information
- Provides information and revisions as needed for the Member Information documents, Procedure Manual/Standing Club Rules and Website and forwards to Secretary.
- Forwards approved Decision Log to the Webmaster.
- Writes checks from Club's bank account in absence of Treasurer
- Assumes other responsibilities as directed by Board
- Assists all Committees as needed
- Manages any special projects as requested by Board
- Conducts New Member Orientation sessions twice a year (Sept/Mar)

Vice-President:

- Serves as a member of the Board of Directors
- Assists the President, as requested, in performing all duties of the President
- In the absence of or at the request of the President, performs any or all duties of the President
- Writes checks from the Club's bank account in absence of the Treasurer and the President.

Secretary:

- Serves as member of the Board of Directors
- Drafts minutes of Board meetings and provides them to the Board and Committee Members within 10 days of the Board meeting for review. Comment period is two weeks. The Secretary makes edits, after which Minutes are considered approved.
- Maintains all pertinent Club documents in official records archive
- Provides Webmaster with information about Board meetings for inclusion on Website
- Compiles and maintains records of final decisions made by the Board in a Decision Log. Provides the draft Decision Log to the Board and Committee Members within 10 days (as tracked by Secretary) of the Board meeting for review. Comment period is two weeks (as tracked by the Secretary.) Edits are made, after which the Decision Log is considered approved.
- Maintains approved Decision Log in official records.
- Documents decisions by Board on issues addressed and decided outside of quarterly Board meetings and maintains these documents in official records.
- Assumes other responsibilities as directed by Board.

- Provides information and revisions as needed for the Member Information document, Procedure Manual/Standing Club Rules, New Member Orientation outline and Website.
- Assists the President in providing information and revisions as needed for the Member Information documents, Procedure Manual/Standing Club Rules and Website. Documents are forwarded or filed as appropriate.
- Provides Procedure Manual/Standing Club Rules document to new Board/Committee members electronically.

Treasurer:

- Serves as member of the Board of Directors
- Oversees the Club's Treasury and bank account, including promptly paying Club bills in conjunction with others authorized to disperse Club funds.
- Prepares and stewards annual budget with input from Committee Members.
- Maintains appropriate financial records
- Prepares monthly financial report for Board meetings
- Assumes other responsibilities as directed by Board
- Provides information and revisions as needed for the Member Information documents, Procedure Manual/Standing Club Rules and Website.
- Maintains the primary key to the Club's Post Office Box and checks for mail

Outings Committee Chair:

- Serves as member of the Board of Directors
- Chairs the Outings Committee
- Consults with Club members for suggestions about outings and outings leaders, including reviewing the member Interest Surveys
- Provides information and revisions as needed for the Member Information documents, Procedure Manual/Standing Club Rules and Website
- Assumes other responsibilities as directed by the Board

Committees and Other Administrative Positions

I. Outings Committee **(Updated by Harding Cure, July 2018)**

The Outings Committee is responsible for planning, schedules and procedures for SO! Outings. The Outings Committee is comprised of the **Outings Chair**, who serves as a Director of SO! and oversees the Committee, the **Outings Committee Members**, who contact the leaders and gather and write up the trip information, and the **Outings Schedule Publisher**, who compiles all the information from the Committee members and puts it into the final format prior to publication.

Procedures for Outings Committee Chair

1. Schedules**,** prepares an agenda, attends and leads Committee meetings in which the quarterly outings schedules are produced and other Committee duties performed.

2. Maintains a current *Leader Contact List* with each leader assigned to a Committee Member.

> a. *New Leaders*: Adds new leaders using the information provided from the Membership Committee or other sources after they have been contacted and have agreed to lead outings.
>
> b. *Ex-leaders:* Upon request, leaders will be removed from the Leader List. If a leader has not responded to requests for outings for more than 1 year, the Chair may remove them from the Leader List. Note that some Leaders will only lead in specific seasons or may take a break from leading so it is not automatic that they be removed for not leading over a 12 month period.

3. Keeps a list of potential Committee members as provided by the Membership Committee.

4. Contacts new leaders to welcome them and provide information as to how the Outings Committee operates, how and when leaders are contacted and what information is needed from the leaders for the schedule. The leaders should also be directed to the section for Trip Leaders and other Outings information on the Website.

5. Informs Committee members when to start contacting leaders for their suggestions for outings to appear on the next schedule and of the time, date and location of the next Outings Committee Meeting.

6. Provides necessary information needed by the Committee members such as updated Leader Lists, Carpool Cost, the approved Outings Format-for submitting outing information, calendar pages, hunting dates for when wearing orange is necessary, and any other relevant information.

7. Works closely with Committee Members and Schedule Publisher to make sure all changes and corrections are taken care of before the publishing date.

8. Keeps on file the Outings Attendance Lists and visitor waivers for completed trips. These are used to determine number of outings participants and to find future leaders. The Chair obtains these from the Trip Bag Coordinator periodically throughout the year or collects them from the trip bag when participating on an outing. These lists and waivers are kept for two years.

9. Maintains a file of maps, books, the Car Pool Cost List, forms, former Schedules, and other reference material to help in planning and scheduling future outings.

10. Organizes an annual meeting and/or dinner for new, old and potential leaders to obtain input and discuss current procedures, conditions and any actual or potential problems.

11. In coordination with the Committee, plans needed budget items in support of SO! outings and activities and seeks approval of such expenditures from the Board.

12. With the Committee, periodically monitors, reviews and updates as necessary procedures and practices for club outings and outing leaders, to include the Leader and Outing Guidelines on the Website, the contents and equipment of the trip bags, and other aspects as appropriate.

13. Attends orientation meetings for new members and assists in briefing the new members regarding club outings and procedures.

Procedures and Time Line for Outings Committee Members

1. <u>Three weeks before the quarterly Outings Committee meeting:</u>

The Chair will email each member copies of the current *Leader Contact List Carpool Cost* and each member will make initial contact with their assigned leaders to solicit outings for the next quarter. Committee members will provide each leader a copy of the Outings Format and request that leaders provide multiple potential dates for each outing when possible. The Chair will also advise each member of the date, time and place of the next Committee Meeting

2. <u>One week before the meeting</u>:

Each Committee member should send a reminder to their leaders to send in their information and encourage additional outings.

3. <u>Outings Committee Meeting:</u>

a. The submitted outings are reviewed and scheduled by the Committee using Calendar pages provided by Outings Chair. Every effort should be made to schedule outings with diversity and with regard to weather, trail conditions and the wishes of the leaders. If the Schedule is not adequately filled, the Committee Members should re-contact leaders for additional outings.

b. A date is set for the next Outings Meeting which is typically about three weeks before the next quarterly Pot Luck and General Meeting.

4. <u>The day after the meeting:</u>

a. Each member contacts their outing leaders to inform them of the scheduled dates of their trips and verify that the dates are acceptable

b. Upon verification of the outing dates, each member prepares in final form a single table using the Outings Format which includes all the scheduled outings for that member's group of leaders with completed Carpool Costs. That completed form is then emailed to the Schedule Publisher.

5. The Schedule Publisher will compile the information from the Committee members, add any extra information, and email the schedule back to the Committee members and/or individual leaders for proof reading. *Each Committee Member must check the information for their leaders and send any corrections to the Schedule Publisher ASAP*

6. The Schedule Publisher will email the corrected schedule to the Web Master, the Outings Chair and members as soon as it is ready. The schedule should be ready for publication on the Friday before the next SO! meeting.

7. The Web Master posts the schedule on the Website and emails an announcement to the membership.

8. The Circulation Chair will make copies of the schedule to be sent out to those members not using email and make any extra copies needed for the New Member folders.

Hints for Contacting Leaders:

1. Send out a general email at first, including the Outings Format. If that doesn't work, send a personal email or contact by telephone. You can make suggestions for trips, or see if they have something new to lead. Get to know your leaders, the type of trips they like to lead and when and how they like to be contacted. If they can't lead a trip for the current schedule, contact them for the next schedule, or when they indicate they will next lead a trip.

2. Ask your leaders to give you several possible dates or a window of time so we can be flexible in fitting all of the trips onto the schedule.

3. If using an older trip description, have the leader verify all of the information, especially the meeting times, total distance and total elevation gain, and make sure you put in the updated Carpool Cost.

4. If your leader is not comfortable using the Outings Format, ask them to provide the information to you in a format they are comfortable with and insert that information into the proper format.

5. Thank your leaders for volunteering to lead outings – encourage feedback.

6. If assigned to you, please also be sure to contact and make sure the Committee includes on the schedule and the Schedule Publisher receives the information from the following Committees and recurring events:

1. Wednesday Wanderers
2. Program Committee
3. Hospitality Committee: Quarterly potlucks, to include scheduled dishes
4. Highway cleanup dates: Do not schedule any other event on that day
5. Ski days at DMR
6. Weekly bicycle rides

Outings Schedule Publisher

1. The Outings Schedule Publisher formats and compiles the information for the Outings Schedule four times a year. Currently this occurs in late November, late February, late May, and late August.

2. The Publisher decides what format he/she would like to use and informs the Committee members how to put their information into that approved format.

3. The Publisher receives the filled in formatted schedule from each Committee member and the updated information from the previous Schedule (available online or from the current Calendar), and compiles this information and types any additional information into the final Schedule.

4. If the Outings Schedule Publisher has questions about the text, he/she calls the Committee Members or the Outings Chair to clarify.

5. When finished, proof-reading is done by the Committee Members and/or leaders and corrections are made.

6. The Schedule is then emailed to the Webmaster for posting on the Website. When the schedule has been posted, the Circulation Committee makes copies to send out to the members who do not have email.

7. The Publisher keeps on file the previous Schedules.

Highway Clean-up Instructions:

Highway clean-up is done on the 2 sections of highway sponsored by SO! They are both located on Hwy. 550, one just past the Hermosa intersection, the other just before the San Juan Nat'l. Forest sign. There should be a spring and a fall clean-up every year, scheduled in April and October, not on Wednesday. The scheduling is up to the event leader and should be coordinated with the Outings Committee to be added to the spring and fall schedules. When listing the event, inform volunteers that the meeting place is at the Hermosa gas station. Volunteers should be instructed to bring orange vests if possible, and gloves. The leader should assemble volunteers, and divide them between the two road sections.

In preparation for the clean-up, the event leader should contact CDOT (Melody Connell) at 385-8360. She should be notified of the date of clean up, so that CDOT can arrange to have the orange bags picked up soon thereafter. The event leader should be in possession of the orange trash bags and vests for volunteers who forget to bring their own. When supplies run low, CDOT can be contacted for more.

In the past couple years, we have added an incentive.....coffee & donuts before dispersing to clean up. This is up to the leader to decide and execute!

II. Trip Equipment Coordinator (Updated by Kate Martin, June 2018)

1. Be the "go to" person if the trip bags do not pass smoothly from trip leader to trip leader.

2. Maintain three trip bags labeled #1, #2, #3 with minimum of:
   - 4 radios labeled #1-#4 and chargers,
   - ResQlink locator beacon
   - Red First Aid kit,
   - Blue Documents holder and Clipboard with trip sign-up sheets, Liability Waivers, Emergency Contact List.

3. Check the trip bags at least once a month in order to:

   a. Remove used trip sign-up sheets and liability waivers from folder. They should be retained by the Trip Equipment Coordinator for one year, then discarded.
   b. Make copies of and restock sign-up sheets and liability waivers.
   c. Check that there are four to six radios in each trip bag and that they are working. If any are missing, call some previous leaders to try to track them down. If they are lost, purchase new ones and get reimbursed from the Club Treasurer.
   d. Check that the radio chargers are present.
   e. Check that the first aid kits are stocked.
   f. Keep a current Outings Schedule, Membership Roster and Emergency Contact List in the folder.
   g. Make orange vests available to trip leaders for hunting season
   h. Make club snow shovels available for the winter months and remove them at the end of winter.

4. Make arrangements with the Backup Coordinator if you are going out of town. (If it is for an extended period, either notify affected trip leaders or send a club email to the Email Coordinator.)

III. Program Committee (Updated by Jeff Brame – May 2018)

The Program Committee shall:

A. Schedule programs and presenters.

1. **The Chair** will call meetings as needed and notify the **Webmaster** of Committee meeting dates**.**
2. Plan eight programs and secure presenters for meetings in January, February, April, May, July, August, October, and November for the second Tuesday of each month. There are potlucks the other months. Committee members will be **Designated Leaders (DL)** for the various programs and will be in charge and introduce the Presenter.

3. Schedule Programs/Presenters far in advance. Ask the Presenters to provide a **Title and a brief Description** for the Outings Schedule. Also request a **brief Bio** for an introduction. The Presenters should arrive at 6:00 p.m. to set up. Meetings are held at the Rec Center at 6:30 p.m. for social time, 7:00 p.m. business and 7:10-8:00 p.m. program. We need to vacate the room by 8:30.

4. Email the scheduled **Programs/Presenters** to the Outings Chair by the quarterly deadlines: midmonth February, May, August, and November to be included in the **Outings Schedules** and thus on the **Website.**

5. Solicit program ideas from SO! members, newspapers and others. Programs should relate to seniors' outdoor activities, health, community and educational opportunities.

6. The Chair will contact the Treasurer to receive money to purchase gift cards from the Chamber of Commerce at Santa Rita Visitors' Center or cash for the presenters. Individual presenters will be given $50 or panelists will receive $25 each. Contact the Treasurer if there are special circumstances.

7. Choose a member to store the projector and bring it to the meetings.

8. A Committee member will be designated as the **Liaison with the Rec Center** to book the monthly meetings. BOOKING DATES are **March 15, June 15, and October 15.** The details are in the Chair's Program Notebook. The Treasurer will pay the REC Center.

9. At least one member should attend the SO! Board meetings or a report should be submitted.

B. **The Designated Leaders (DL)** will:

1. After the Presenters are secured, send/email to them attaching the "PRESENTERS' INFO SHEET" located in the PROGRAM FILE on the Chair/Committee's computers. This has the details they will need regarding their presentation: time, place, equipment and contacts.

2. Contact the Presenter one month ahead of their scheduled Program and then a week ahead as a reminder, review the details and ask what equipment they need. Perhaps, email another copy of the "PRESENTER'S INFO SHEET".

3. Early on the meeting day check with the REC Center Custodian (375-7300) to review the room set up; we usually need 60-80 chairs, screen down, microphone & sound system ready, 3 or 4 long tables and assure that the kitchen is open. Arrive at 6:00 PM to check the set up and microphone and help the Presenter set up. Confirm that the projector will be there.

4. Give the Program Presenter a $50 gift card or cash and a note of appreciation. The gift cards are held by the Chair.

IV. Hospitality Committee (Updated by Dorothy Bregar – May, 2018)

The Hospitality Committee is responsible for organizing the 8 Monthly Pre-Meeting Socials and the quarterly Potlucks and Food Drives.

The Committee Chairs, Coordinators and Leads are recruited for a one-year term and may hold more than one position.

Committee Members

Hospitality Chair(s)
Hospitality Supplies Coordinator
Monthly Meeting Social Team

- Social Coordinator/Volunteer Recruiter
    - 2 Hosts (set-up/clean-up)
    - 5-6 Snack Volunteers

Quarterly Potluck Team

- Potluck Recruiter
- Potluck Leads
    - Set-up/Clean-up Volunteers
- Food Drive Lead
    - 2 Food Drive Volunteers

Committee Member Responsibilities

Hospitality Chair(s): The central point of contact and coordination for the hospitality team. Responsibilities:

1. Manage the budget for the group and share budget information with Picnic and Holiday Potluck Leads. The Fall/Spring Potlucks are covered under the regular kitchen supplies budget.
2. Recruit Volunteers for Committee Positions each year or as needed
3. Check in with Leads quarterly to see if there are updates for the Board
4. Attend the quarterly Board Meetings or file a report if an alternate can't be found
5. Update procedures, checklists and other forms as needed.
6. Keep *Potluck Assignments/Food Drive Recipients List* up to date.
    - Submit Potluck Food Assignments and Food Drive Recipient information to the Outings Committee Contact quarterly.
    - Make sure the Potluck Assignments and Food Drive information is listed correctly in the Outings Schedule and updated as needed. Note: The December Potluck assignments are often decided after the schedule is published and will need to be updated according to what the December Potluck Lead has planned.
7. Each month, call or send an email out to every new member who has checked a box on the membership form volunteering for any Hospitality Committee position.

Hospitality Supplies Coordinator:

- Keeps tabs on Hospitality Supplies stored in Rec Center kitchen cupboards and purchases replacements as needed.
- Periodically checks that bins are neat and organized.
- Maintains an inventory list of items in each bin and keeps track of quantity of items purchased each year.
- Gives receipts to Treasurer for reimbursement.

Volunteer Recruiting: To recruit, send an email to mail2020@seniorsoutdoors.org asking them to forward it to the membership.

- Include specific information about how many Volunteers are needed.
- Give job descriptions and the time they are needed.
- Be sure to add **"Please do not reply to this email"** in the note, and include your own email and phone number for responses.

Recruiting for Hospitality Committee Positions:

- Committee Positions are for a one-year term.
- Check once a year in the Fall or as needed to see if the Committee Member will commit to another year.
- The Holiday Potluck and the June Picnic Leads should be recruited at least 6 months before the respective Potluck.
- The Spring and Fall Potluck Leads need to be in place at least two months before the Potluck.

Monthly Pre-Meeting Social Coordinator/Volunteer Recruiter: Recruits a new team of Volunteers for each of the 8 monthly Pre-Meeting Socials and gives information needed for the team to fulfill their tasks.

- Ten days before the monthly meeting, send an email to the membership requesting Volunteers for the meeting social:

- 2 Hosts for the Beverage and Snack Setup and Cleanup
    - 5-6 people to bring "Finger Food" Snacks (requiring no utensils).
- After Host positions are filled and prior to the meeting, email the Host Checklist and Procedures to the Host Volunteers
- After Snack Volunteers are recruited, send a list of names to the Hosts so it can be given to the meeting announcer.
- One day before the meeting:
    - Email the Host Volunteers a reminder of when they should arrive before the meeting. Include the lock combination.
    - Email the Snack Volunteers to remind them of the time they need to arrive, and that snacks should be finger food that does not require utensils for serving or eating.
- Day of the Meeting:
    - If you are attending the meeting, check in with the Volunteers to see if there is anything they need.
    - Check supplies to see what needs to be replenished and notify the Hospitality Supplies Coordinator of what is needed.
- After the Meeting: Send a thank you email to all volunteers.

Quarterly Potluck and Food Drive Volunteer Team Recruiter: Recruits a team of one-time Volunteers for each quarterly Potluck and Food Drive.

- Check with the Potluck Lead for that Quarter to confirm the number of Volunteers needed and if the Lead wants to list what the specific jobs are.
    - Some Leads like to recruit for specific tasks and times (particularly for the December and June Potlucks). Other Leads want a certain number of Volunteers for the whole event.
        - If recruiting for specific jobs, ask Volunteers to specify their first and second choice, or if they are willing to work where needed.
        - If recruiting for specific times, ask Volunteers to specify setup, cleanup, both, or when needed.
- Volunteers are recruited quarterly, immediately after the Monthly Meeting prior to the Potluck.
    - Number of Potential Volunteers:
        - Spring and Fall Potlucks: 6 Volunteers
        - June Picnic: Check with Lead for tasks and number of Volunteers needed for each task.
        - Holiday Potluck: 6-12 Volunteers.

Quarterly Potlucks:
Potlucks are held quarterly in March, June, September and December.

The March and September Potlucks are held at the Rec Center and usually have a new member orientation meeting beforehand that is led by the Board. The March and September Potlucks are covered under the monthly meeting budget. This covers the normal beverage set-up and any small expenses related to decorations such as cut flowers. There is one "Spring/Fall" Potluck Container stored at an SO! Member's house with table cloths, decorations and vases.

The June Potluck is a picnic that is usually held at an offsite location. The club pays for burgers and brats and the potluck assignments are changed to include appetizers, salads and desserts. There are two designated "Picnic" containers with barbeque utensils, picnic table cloths and other needed supplies that are stored at an SO! Member's house.

The December Holiday Potluck is held at the Rec Center. As this is usually a more festive potluck, there is a budget to cover any planned extras, such as special foods or door prizes. ***Note: SO! Board Policy prohibits soliciting local businesses for door prizes.*** There are two designated "Holiday" Potluck containers containing holiday decorations, tablecloths and rolls of ticket stubs that are stored at an SO! Member's house.

Potluck Leads: The Potluck Lead is responsible for overseeing the organization of the Potluck assigned to him/her. The Potluck Lead should keep detailed procedures for each type of Potluck that should be updated and passed along to each succeeding Lead.

Responsibilities include:

- Keep in touch with the Hospitality Chair before and after the event to share information about budget, expenses, Volunteer needs and suggestions for future potlucks.
- Contact the Potluck Recruiter in advance to let him/her know the number and type of Volunteers needed.
- Contact Volunteers prior to the potluck to assign duties and give any other needed information.
- Answer Volunteer questions, troubleshoot and direct the Team on the night of the function, and thank the Volunteers by email afterwards.
- Give the Treasurer the receipts for reimbursement.
- Keep lists of information to pass on to future Potluck Leads.

Potluck Food Drive Collection Lead and Volunteer Duties:

- Two Volunteers are recruited by the Potluck and Food Drive Recruiter 1 month prior to the Potluck. Names are sent to the Food Drive Lead.
- Donation recipients are:
  - March: Manna Soup Kitchen
  - June and December: Durango Food Bank
  - September: Volunteers of America (Homeless Shelter and Women's Safe House)
- Food Drive Lead: emails detailed instructions to Volunteers
- Food Drive Volunteers: divide the following responsibilities:
  - Obtain list of specific food item needs from the appropriate organization and email the information to the membership 10 days to 2 weeks before the potluck.

    - At the potluck receive food and monetary donations. Load collected food into vehicle and deliver to the appropriate agency the next day. It is helpful if one of the Volunteers has a truck or SUV to haul the food.
    - Prepare email to the membership reporting on amount collected and thanking members for their donations.

Please Note:

- The SO! Supplies Cupboard is located in the Rec Center Kitchen. For the combination to the lock on the cupboards, contact the Hospitality Chair, the Kitchen Coordinator or the Pre-meeting social coordinator.
- Kitchen Setup/Cleanup Procedure Checklists are stored in the upper right hand drawer above the SO! Cupboard.
- Coffee Making and Cold Beverage instructions are stored in the Coffee/Lemonade Bin located in the SO! Cupboard.

V. Circulation Committee (Updated by David Wright - May 2018)

The Circulation Committee has the following functions:

- Copy and mail a membership renewal form to all members in June (we need to collect dues and have a new liability waiver signed each year, so it is mailed to everyone)
- Copy and mail a quarterly outing schedule to members without Internet and/or printing access. (Currently about 22 addresses, about 5% of the membership. This should decrease with time, since most new members can access the SO! Web site and print their own schedules.)
- Copy and mail other materials to members without Internet access as needed; in recent years this has been limited to a mailing about the June picnic.
- Create address labels from the membership database or obtain them from the Membership Chair for mailings.

Procedures for mailing Outing Schedules

- Check Post Office mailing rules, as they are evolving. At present, (10/15) we can fold materials in half with the fold at the bottom, then tape the middle of the top, and add a piece of tape on the left and right edges (stapling is no longer permitted).
- Download and print two final copies of the Outings Schedule from the SO! Website. If there is at least ½ blank, even-numbered page at the end, put a return address label in the bottom right corner of the master before making copies. Otherwise, create an address sheet with the return address of the Membership Chair in the upper left corner, for use as a “wrapper” around the schedule.
- Call the Recreation Center at 375-7300 during office hours to get permission to run copies on a Sunday (or other mutually convenient time) before the next quarterly outing schedule takes effect, i.e., early September, December, March and June. They

let us use the copier for a very good price, currently 5 cents per side. Check on the current price and payment procedure (currently they prefer a personal or SO! check at the time of copying.)

- Work with the Membership Chair to generate labels with the Access report "SO Mail-Only Labels" and print labels or obtain a label PDF file from the Membership Chair. Print the label PDF file on Avery 1 x2 5/8 labels (Avery 5160 template or equivalent).

For the actual copying, folding, and stamping operation at the Rec Center, bring:

- A personal check or a SO! check to pay for copies
- Enough first class stamps for the mailing (presently about 22)
- Scotch tape to seal the mailing
- Address labels
- 2 most-current copies of the new Outings Schedule from the Website

At the Rec Center:

- Start the copy machine if copying on a weekend with advance permission
- If needed, add the Return Address sheet to Outings Schedule, making sure that it is the last, even-numbered page (4th, 6th, 8th, etc.) so it will be on the back of the copied schedule.
- Copy the Outings Schedule, using two-sided copying. Quantity = number of address labels + 10 extra for the Membership Chair + 1 each for the Rec Center and the Senior Center
- Fold the Outings Schedule copies so the return address is on the outside, add an address label, tape the three open sides, and add a first-class stamp. Up to about 7 sheets of paper can be sent for 1 ounce postage.
- Give a count of the total number of copies made (for example, a 10-page schedule copied onto 5 sheets of paper counts as 10 copies) and leave a check for the agreed upon amount, made out to the City of Durango. Make a copy of the tally and check for the SO! Treasurer and include it in the copy count. Leave the count of copies with the check on the front desk in the office. Be sure to include your contact name and phone number in case the Rec Center has a question. Also leave a copy of the Outings Schedule for the Rec Center.

Modifications for the June mailing of the Membership Renewal Forms

In June, we mail personalized renewal forms and waivers to all members; Outings Schedules for the approximately 22 member households that request paper copies are handled separately.

- In late May or early June, Circulation and Membership work together to create a mail-merge file in both Word and PDF formats that contains for each household: an address page, a blank page, a personalized renewal page, and a liability waiver. After checking that the file has exactly four pages per household, it is printed on WHITE paper for mailing to the membership by an external vendor, currently Office Depot.

- Five or six volunteers can fold, tape, and stamp the renewal forms for mailing in about an hour. We currently use a room at the Rec Center – either the former café just outside the pool area or the small conference room next to the Rec Center office. Supplies include tape, tape dispensers, and about 390 first class stamps.

VI. Membership Chair (Updated by Hugh Brown – May 2018)

The Membership Chair is responsible for processing new and renewing memberships and maintaining the membership database.

Membership Database. The membership database is currently maintained in an Access Database. The membership chair needs to be proficient in basic computer functions, such as creating, editing, storing, and printing files. The annual membership renewal task requires using the Access Database entry screen and executing prewritten reports. The club provides a dedicated laptop to the Membership Chair with the necessary software installed.

The Access Database one-page entry screen contains the following information for each member: membership count (i.e., one or two members at the same address), amount paid, renewal year, date joined, date updated, special requests, requested access to SO materials (i.e., mail or email/web), SOS membership, name(s), telephone number(s) address(es), email address(es), emergency contacts, volunteer interests, and comments.

Processing New Members. New members complete a Membership Form, including signing a liability waiver, that is available on the club Website and given out at monthly meetings. Completed forms and dues are mailed to the PO Box shown, c/o the Membership Chair or collected at monthly meetings. The Membership Chair visits the PO Box frequently, especially during the renewal season June – August. The Membership Chair is responsible for having someone sitting at a Visitor Information table at every meeting to distribute club information and membership forms, and to answer questions about the club.

The Membership Chair collects completed Membership Forms and dues from new and renewing members, enters information from forms into the database, and deposits dues into the SO! bank account. All membership forms are marked with the amount paid and the check number and retained for two years. The chair also keeps the Treasurer informed of bank deposits and forwards email addresses of new members to the Email Coordinator. The chair emails a welcome letter to new members that describes the importance of volunteering, gives the address of the club Website and provides the user name and password for the Website roster. Each month, the Membership Chair generates preprogrammed reports and emails them to select club volunteers and officers. Annually, the chair becomes involved in updating the Club Member Information materials and the Membership Form as needed.

Monthly Meetings - Visitor/New Member Sign-in:

1. Set out on table:
   - Seniors Outdoors! Visitor Sign-In sheet
   - Pen
   - Name tags for members
   - Felt tip pens for name tags

2. For each visitor:
   - Ask visitor to sign in
   - Give visitor special *Visitor* name tag
   - Give visitor one-page "Seniors Outdoors!" information sheet with attached membership application

3. If visitor completes membership form at the meeting,
   - Collect check or cash for dues (amount listed on form) indicating in upper right-hand corner of the form the amount received and if cash or check: i.e., Received 2/11/15 - $7.50 check and the check number. Put in Membership Forms & Dues Collected envelope. There is also a Cash/Check envelope which has $23 of small bills and change, if needed.
   - Let them know that they will shortly receive an email with some additional member information (Membership chair will send out email)

4. Give meeting moderator the visitor sign-in sheet so that he/she can introduce visitors at the meeting; get sheet back from moderator.

Monthly Updates/Reports. At the end of every month, the Membership Chair provides information about new members to various groups/Committees within the club. The chair generates the following reports: 1) Roster Report: sent to Webmaster – which provides an updated roster of members to the Webmaster. The Webmaster posts on the Club Website. This is an alphabetized list of members and their contact information that is created from the database. 2) New/Renewing Members Report: sent to Committee Chairs. The report lists new members, with their contact information and volunteer interests. 3) Emergency Contact Report: sent to the Trip Duffle Coordinator. 4) Three Membership Reports: sent to the President, Vice President, Treasurer, Secretary and Outing Chair. 5) Singles and Social Roster Report: sent to Singles and Social Coordinators.

Annual Renewals. The Club's fiscal and membership year runs from July 1 through June 30. The membership chair prepares a computer file from the Access Database comprising individualized Membership Renewal Forms for mailing prior to the June meeting/picnic. The Circulation Chair leads the process for printing and mailing the forms, with assisting volunteers. Members are asked to check the information for accuracy, indicate interest in volunteer activities, sign a liability waiver, and return the form with dues to the PO Box shown c/o the Membership Chair. As with new members, the chair updates the membership database with any new information and deposits dues into the Club account. Once members have been given sufficient time to renew their memberships, usually through August, the chair generates a new Club Roster listing only the renewed or new members for the current Membership Year.

The current and immediately past year's paper membership forms are retained in an alphabetized file so that the signed liability forms can be accessed if needed. The expiring year's paper forms are shredded at First National Bank of Durango.

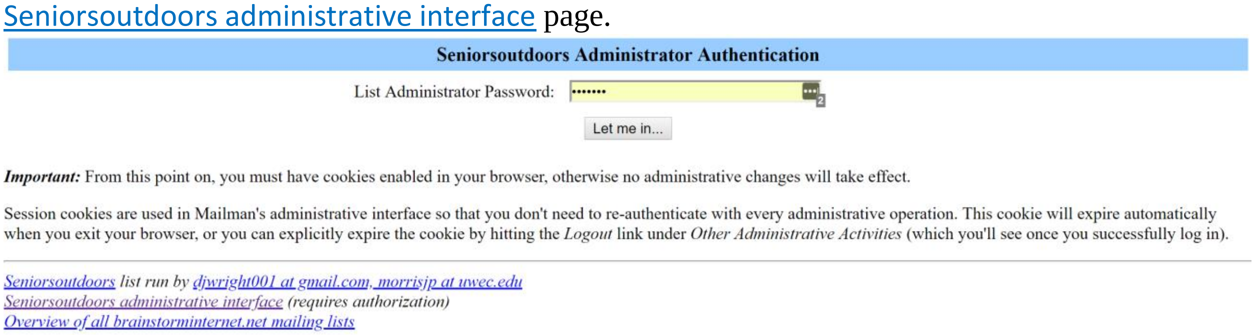
Time Commitment. Excluding the renewal process, the chair spends approximately four hours a month plus any time dedicated to attending the monthly meetings. The Renewal Period during June and July can require several hours per week to process several hundred incoming renewals. A volunteer or spouse can assist to make it go faster. Additionally, trips to the bank and PO Box are involved year-round, although usually easily added to normal trips around town.

VII. Email Coordinator (Updated by David Wright – May 2018)

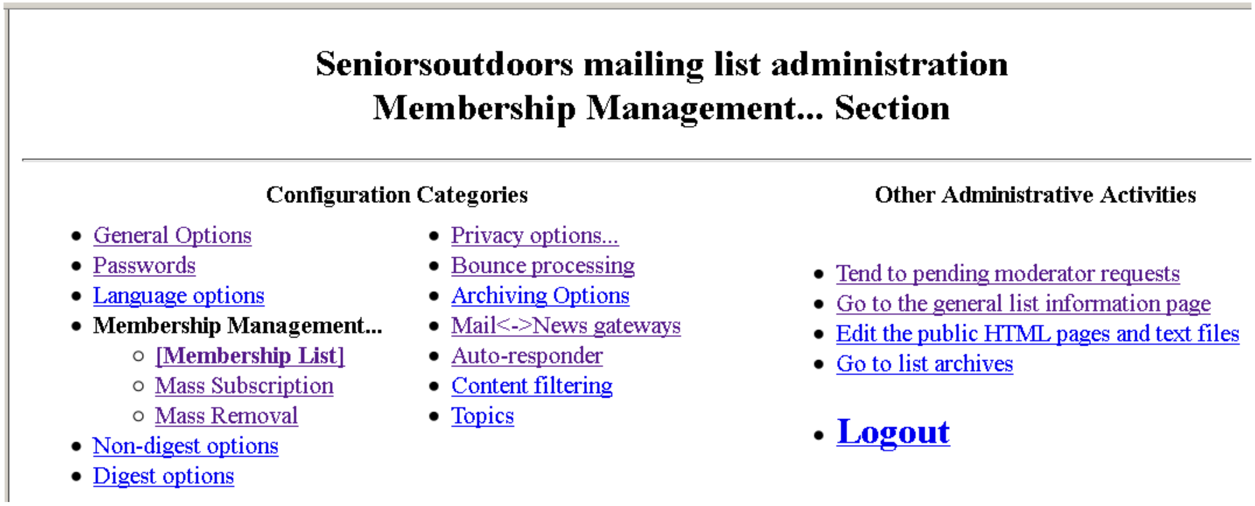
The Email Coordinator maintains the email list for our Brainstorm Internet Listserv and responds to club requests that are sent to mail2020@seniorsoutdoors.org. Valid requests – club-wide news, changes in the Outing Schedule, reminders about potluck assignments and donations, etc. are sent to the listserv and then approved for distribution by the email coordinator or backup (at present, 3 people get copies of requests and can act on them). Any questions about whether a request is valid are determined by either or both of the club co-presidents.

Listserv Management Web Address

Virtually all work with listserv management is done at http://lists.brainstorminternet.net/mailman/admindb/seniorsoutdoors, usually on the Seniorsoutdoors administrative interface page.



After signing in, click on the **Seniorsoutdoors administrative interface link** and then on **Membership Management**:



Seniorsoutdoors mailing list administration
Membership Management... Section

Configuration Categories

- General Options
- Passwords
- Language options
- **Membership Management...**
  - **[Membership List]**
  - Mass Subscription
  - Mass Removal
- Non-digest options
- Digest options
- Privacy options...
- Bounce processing
- Archiving Options
- Mail<->News gateways
- Auto-responder
- Content filtering
- Topics

Other Administrative Activities

- Tend to pending moderator requests
- Go to the general list information page
- Edit the public HTML pages and text files
- Go to list archives
- **Logout**

Monthly maintenance

Every month (or so) the Membership Coordinator sends out a memo with the list of new and renewing members; those with email addresses need to be added to the listserv.

The easiest way is to run the Access "Email by year and date" Query which gets the exact spelling of both first and second email addresses from the database in a form that is easy to copy. Enter the membership year (e.g., 18-19) and the earliest date in mm/dd/yy format (entering 9/1/18 would get addresses for all members who joined or renewed since 9/1/18). Note that date can be earlier than the date range used by the Membership Coordinator because the Listserv software automatically discards duplicates.

Copy the list of email addresses from the query and go to the listserv management site:
http://lists.brainstorminternet.net/mailman/admindb/seniorsoutdoors

Click on Seniorsoutdoors administrative interface and then, under Membership Management choose Mass Subscription where you can paste the list of email addresses and click on "Submit Your Changes". The listserv manager will list all email addresses that have been successfully submitted, as well as a list of those already subscribed. It will also automatically send out a welcome message to new members, though that can be disabled or modified.

Changing an email address

When a member asks for a change in address, go to the Seniorsoutdoors administrative interface page, Membership Management and then Membership List page, where members addresses are listed alphabetically. The leftmost column is labeled "Unsub". Checking the box and then clicking on "Submit Your Changes" will unsubscribe the checked addresses. Then go to the Mass Subscription page, enter the new address and click on "Submit Your Changes". All deleted addresses will get a message that they have been deleted and then the new addresses will get the welcome message.

Annual maintenance

Once a year, usually in early September, we purge all email addresses from the listserv and resubscribe all current members. The best way I have found to accomplish this to run the Access "Email by year and date" Query (see Monthly Maintenance above), using the prior membership year (e.g., 17-18 in Sept 2018) and an early date, such as June 1 of the prior year (e.g., 6/1/17).

On the Seniorsoutdoors administrative interface, under Membership Management select the Mass Removal page. Copy and paste that long list of addresses into the box and click on "Submit Your Changes". That will remove almost all addresses. Then go to the Membership List page and remove any remaining addresses by clicking the button under "Unsub" in the first column. Click on "Submit Your Changes" to remove them.

Then rerun the "Email by year and date" query, using the new membership year and the earliest date when renewals were processed (typically about June 1 of the current year). Copy and paste that list into the Mass Subscription page and click on "Submit Your Changes" to re-subscribe all current members. **It is also wise to turn off good bye and welcome messages on the General Options page so that you don't get several hundred queries about what the heck is going on.** A short, separate email to the membership explaining that all addresses are being removed and all current, paid members will be put back on will generate only a few questions.

Sending email to the membership

To send email to the membership, send an email with the exact title and text to be sent out to seniorsoutdoors@brainstorminternet.net. Be sure to include a note reminding folks to click on the relevant email address (typically the trip leader) and not to click on "reply". Shortly after, you will get an email like this:

> As list administrator, your authorization is requested for the following mailing list posting:
>
> List: Seniorsoutdoors@brainstorminternet.net
> From: honeee4him@yahoo.com
> Subject: Re: [Seniors Outdoors] Saturday Jan 18th Snowshoe
> Reason: Posting to a moderated newsgroup
>
> At your convenience, visit:
>
> http://lists.brainstorminternet.net/mailman/admindb/seniorsoutdoors
>
> to approve or deny the request.

Click on the link, sign in and go to the page where you can Approve the posting. Click on it and on Submit all Data to send out the email.

Responding to attempts to reply to an email

Occasionally, someone will try to respond to an SO! email by clicking "Reply", which generates an email like the one above, for you to respond to in the administrative interface. The option Reject generates a message something like "Your post was rejected as inappropriate," which then generates more confused and hurt replies. The best solution I have found is to click on Discard and then to separately reply to their email, explaining that they need to contact the person listed in the email directly and that using "Reply" just gets them to me. Depending on my email client, I may be able to copy the intended recipient so that they know what the sender wants to tell them.

VIII. Volunteer Coordinator (Updated by Jan Collins – July, 2018)

The Volunteer Coordinator is mainly responsible for sending out reminders to the board members and Committee leaders when their terms are expiring. They may also help identify volunteer needs and fill vacant volunteer positions. Currently we recruit in the spring and fall for Board and Committee Chair/Members, and Lead positions lasting for a one year term.
Specific responsibilities for the Volunteer Coordinator:

- Attend the quarterly Board Meetings, normally held on the 4th Wednesday of January, April, July, and October.
- Spring Recruitment for Board Member Positions
- Fall Recruitment for Committee Chairs, Members, and Leads

Spring Recruitment

Board members are recruited for a one year term. They are voted into office at the June Picnic and their terms run from July 1st to the following June 30th. Here is the timeline for Spring Board member recruitment.

- January Board Meeting: spring recruitment should be discussed. Get a preliminary idea of which board members would like to be replaced when their terms expire in June. Ask for ideas about possible replacements.
- March 1: contact all board members asking again who would like to be replaced for the next term, who would be willing to stay on if no one else volunteers, and who wants to go through the election process if more than one person volunteers for a position. NOTE: all Board members and Committee Chairs should be on the lookout for possible replacements so that we can have a complete list of candidates by the April board meeting.
- Early March: after all current board members have responded, send an email to the membership (via mail2020@seniorsoutdoors.org) requesting candidates to run for any of the Board Positions. Ask the Presidents to announce at the monthly

meetings that you are looking for candidates for ALL of the Board Member positions. Note that no board member can simply decide to stay on for another year without being re-elected; we must notify the membership that all positions are open.

- March through mid-April: send out emails to members requesting specific position replacements (include job descriptions or point to web info). Once the needed positions are filled, send out a final call for candidates.
- April Board Meeting: announce the Slate of Candidates for the Board Positions
- May: send out the Slate of Candidates to the membership and inform them that the Candidates will be voted into office at the June picnic. NOTE: if there is no candidate for a particular position by the June picnic, the By-Laws note that the position will remain vacant until a replacement is found and voted in by the Board.

Fall Recruitment

This recruitment is for all Committee Chairs and Leads who volunteer for one year terms starting on January 1st. Following is the timeline for Fall Recruitment:

- Late September: contact all Committee Chairs (see SO Volunteer Chart) to ask if they would be willing to stay on for another year or if they would need a replacement. Also ask the Chairs to contact the Leads on their Committee to see which of them would like a replacement. Attach a copy of the Volunteer Chart to the email so that the Committee Chairs have a current list.
- Early October: send an email to the membership requesting volunteers for the positions that are needed. As each position is filled, respond to the volunteer and send their name to the current position holder and Committee Chair and Lead. Encourage the old and new position holders to exchange necessary information about what is involved in the job.
- When all positions are filled: send a final list to the Board and the Webmaster of all the new volunteers and ask them to make sure the Website is updated in December.
- Update your SO! Volunteer Chart with the new names and contact info.
- If you have problems recruiting, ask the board and Committee members to make announcements at the monthly meetings until volunteers are found.

Recruiting for Committees and One Time requests

Each Committee Chair is responsible for recruiting for their own Leads (or asking the Volunteer Coordinator to request them from the membership during the fall recruitment). Each Lead is responsible for finding volunteers needed for the various individual projects.

Volunteers for individual members (for example, to help with the potlucks) should be recruited directly by the Committee Chair or Project Leader. This is done by sending an email to mail2020@seniorsoutdoors.org. Be sure and add "Please do not reply to this email" in your note, and include your own email and phone number for responses. Include specific information about how many volunteers are needed, at what times and for how long, etc. Have mail2020 forward the request to the SO membership for response.

NOTE: Volunteers for the monthly meetings are recruited by signing up on the 'clip board' that is passed around at each meeting. This is handled by the Hospitality Committee and the Volunteer Coordinator does not have any responsibility for this activity.

IX. Webmaster (Updated by Joline Morrison - May 2018)

This position is responsible for maintaining the SO! Website, which is hosted on the WordPress content management system. The Webmaster must be computer-savvy and be able to edit Web pages and follow instructions to perform computer operations,

The Webmaster is responsible for loading the outing schedule into the WordPress database every quarter. He or she must also update the Website content as requested by the Board. The Webmaster also accepts digital photos from outing participants and posts them to the Photo Album gallery page. The Webmaster also keeps the Club's domain registration current with IGotYourDomain.com

X. Publicity Coordinator (Updated by Gayle Williamson - January 2019)

The Publicity Coordinator submits a weekly update of SO! events to the Durango Herald for publication in the Outdoors Section of the Friday edition. The procedure is as follows:

Briefly summarize the following week's events, Saturday – Friday. Events are found at seniorsoutdoors.org Schedule/Calendar View. Use the RSVP when listed. Be consistent in format. End events list with: For more details: www.seniorsoutdoors.org

Example:

(Jan 19 – 25)

Mon 9:00 am – XC Ski the La Plata Foothills – RSVP Steve Krest: stevekrest@gmail.com 970-588-3806

Tues 7:00 pm – Moonlight Snowshoe – RSVP Michael Snyder: comichael57@gmail.com 970-884-4770

Wed 9:30 am – Wednesday Wanderers – Hike Animas River Trail – Eric Pahlke: pahlkee@aol.com 970-247-1130

Thurs 9:45 am – Classic or Skate Ski Vallecito Lake – RSVP Nancy Mead: nancy.a.mead@gmail.com 970-259-5978

Fri 9:00 am – XC Ski Outing – RSVP Travis Ward: tlward@frontier.net

For more details: www.seniorsoutdoors.org

Include monthly SO! meetings, potluck/fundraisers, and orientations for the week. If an event is only for SO! members, include it, adding: Join Today!

Submit via email to: herald@durangoherald.com
Subject: Outdoor Briefs from Seniors Outdoors

Outdoor Briefs are due every Wednesday evening or early Thursday morning before 7:00 am at the latest. Check your emails from SO! for last minute changes or cancellations