

Board of Directors' Duties

Mason-Dixon Trail System

Adopted

PRESIDENT:

- 1) Builds consensus on where the organization is heading,
- 2) Attends and chairs quarterly meetings,
- 3) Appoints people to empty elected positions until next election,
- 4) Appoints people to non-elected positions,
- 5) Coordinates with outside organizations or appoints someone to represent the organization,
- 6) Speaks for the organization, and
- 7) Sets priorities

VICE PRESIDENT:

- 1) Chairs meetings in the President's absence,
- 2) Assists the President in the performance of his duties,
- 3) Leads special projects and committees, and
- 4) Attends quarterly meetings.

SECRETARY:

- 1) Assists the President at meetings ensuring that appropriate procedures are followed,
- 2) Records meeting minutes including committee reports and business conducted,
- 3) Sends correspondence as directed by the board,
- 4) Sends the quarterly newsletters via USPS to members without email,
- 5) Files meeting minutes, committee reports, correspondence (sent and received) and other documents,
- 6) Serves as the custodian of the organizations governing documents,
- 7) Manages the election of officers and board members, and
- 8) Attends quarterly meetings.

TREASURER:

The Treasurer manages the financial affairs of the organization to include the following:

- 1) Opens and closes accounts (e.g., checking, savings, CDs) at the direction of the board,
- 2) Transfers funds between accounts,
- 3) Collects dues and other income depositing them in the appropriate account,
- 4) Issues payments for legitimate expenses while maintaining supporting documents,
- 5) Reconciles accounts and prepares reports of income, expenses and net worth for quarterly board meetings and other special reports as requested by the board,
- 6) Submits financial reports for an annual audit,
- 7) Processes requests for map sets/guides,
- 8) Processes requests for membership by sending a map set/guide and a patch to the new

member and sending his/her name, address and phone number to the membership secretary,
9) Keeps a historical record of all dues and contributions to determine when one becomes a lifetime member, and
10) Attends quarterly meetings.

DIRECTOR (3 states- PA, MD and DE):

- 1) Coordinates with the appropriate state and local government agencies,
- 2) Coordinates with appropriate non-profit organizations,
- 3) Interfaces with property owners,
- 4) Reports issues to the board, and
- 5) Attends quarterly meetings.

TRAIL COORDINATOR (3 sections- Western, Central and Eastern):

- 1) Maintains a list of trail sections and the steward(s) for each section,
- 2) Recruits trail stewards,
- 3) Oversees the trail stewards work and records information on the work performed,
- 4) Identifies problems requiring additional assistance and requests a team to assist,
- 5) Reports trail conditions for their region at quarterly meetings, preferably in person, but in writing if unavailable,
- 6) Generates annual reports for the appropriate state agencies (e.g., KTA) on the volunteer hours for that year, and
- 7) Attends quarterly meetings.