

Allegany Nature Pilgrimage
Officers and Committee Chairs
Final - August 3, 2020

Officers of the Board

Chairperson, Board of Directors:

- Shall be the chief elected official
- Shall preside over all Board of Director meetings
- Will, at the advice of Board of Directors create Ad Hoc Committees
- Shall nominate Committee Chairs to be approved by The Board
- Shall emcee or assign an emcee at the weekend's evening programs
- Shall serve for X years unless approved by a majority of the Board
- Shall remain on the Board for X years subsequent to their term in the capacity of "Director Emeritus"
- The Chairperson shall be empowered to make decisions with consensus of the Officers of the Board providing they are within the established spending limits AND all decisions are documented to the entire Board.

Vice Chairperson, Board of Directors

- Shall be elected and presumed to be Chairperson upon the completion of Chairperson's term.
- In the absence of Chairperson, the Vice Chairperson shall assume Chairperson responsibilities
- The Vice Chairperson shall be the only Officer of the Board who can be a Committee Chair
- Shall serve for X years unless approved by a majority of the Board

Treasurer:

- Ensure prompt financial transactions and recording of such
- Keep an audit trail for all financial transactions
- Routinely prepare and submit Financial Reports to The Board
- Secure all necessary permits and insurance certification
- Reserve and contract in a timely manner Tent, Group Camps, Camp Allegany and other venues as needed
- Shall propose a budget for the next Fiscal Year to be approved by The Board

Secretary:

- Record minutes of all meetings of The Board
- Send and present minutes to The Board in a timely manner
- Communicate agenda and meeting place to The Board

Director Emeritus:

- This is an unelected position and shall be fulfilled by the outgoing Chairperson.
- Shall serve in this role for X years unless approved by a majority of the Board.
- Shall not be limited to serving in another Officer's role or Committee.

Committee Chairs

Registration Committee Chair

- Recruits and directs the Registration Committee which will have responsibility for:
 - o Registration of participants, Directors, and leaders
 - o Works with The Board to set fees
 - o Works with the Chairperson of Media/Outreach/Promotions in preparation for year's registration opening
 - o Solicitation of registrations through postal mailing and email
 - o Collection of fees and tallying of registrants and their requirements for food and housing
 - o Maintaining database of past participants
 - o Assigning housing for leaders and The Board
 - o Preparing and distributing registration materials for participants during weekend
 - o Will be responsible for accountability of all financial transactions and working within the approved budget, providing an update at each meeting to the Board and Treasurer

Field Trip and Program Committee Chair

- Recruits and directs the Field Trip Committee which will have responsibility for:
 - o Recruiting and retaining of field trip leaders
 - o Soliciting Main Tent Programs
 - o Maintain a list of past leaders and potential leaders and their email addresses
 - o Maintain and update Allegany Nature Pilgrimage Leader Information document to send to all prospective leaders
 - o Approving field trip proposals
 - o Providing Leaders with program guidelines and updates
 - o Developing field trip agenda and logistics (The Schedule)
 - o During the weekend supervise leader reception, manage signage for field trips, departure point, and insure timely field trip departures
 - o Audio/Visual Support for evening programs
 - o Will be responsible for accountability of all financial transactions and working within the approved budget, providing an update at each meeting to the Board and Treasurer

Hospitality Committee Chair

- Recruits and directs the Hospitality Committee which will have responsibility for:
 - o Overall participant and leader wellbeing to include: food, coffee, rest rooms, information desk, entertainment and other associated requirements.
- Will be responsible for accountability of all financial transactions and working within the approved budget, providing an update at each meeting to the Board and Treasurer

Media/Outreach/Promotions Committee Chair

- Recruits and directs the Media/Outreach/Promotions committee which will have responsibility for:
 - o Raising ANP awareness through promotion, outreach, publicity, and social media
 - o Serving as liaison with local and national organizations with similar missions
 - o Responsibility for documents and advertising sent to attendees and prospective attendees (with the exception of registration) and media including brochures, websites, signage, social and print media
- Will be responsible for accountability of all financial transactions and working within the approved budget, providing an update at each meeting to the Board and Treasurer

Retail Sales Committee Chair

- Responsible for obtaining and selling merchandise consistent with the mission of the ANP. This will be done with a goal of generating profits which will be deposited in the general fund
- Responsible for coordinating sales desk activities
- Will be responsible for accountability of all financial transactions and working within the approved budget, providing an update at each meeting to the Board and Treasurer