

Trailsweepers Snow & Sport Club
10/13/2014

Trailsweepers Administrative Guide Book

Supplement to Constitution

I. Summary

This control book will serve as a supplement to the constitution to more clearly define the roles and responsibilities and operational execution details for club functions.

The goal of this document will serve a few functions.

- Provide more consistent execution of roles with changing ownership.
- Provide a clearly documented process and ability to recover information, should someone no longer be available for continuity.
- Provide a summary that can be given to each prospective and newly elected officer or committee member.
- This document is not designed to replace the constitution. All new officers (and members) should read the constitution. The content and information contained in the constitution takes precedence over any information contained in this document.
- Suggest that this document be updated yearly if possible.
- Roles that will be covered
 - Treasurer
 - Club Accountant
 - Chairman of the Board – Administrative Vice President
 - Board Members
 - Discount Tickets
 - Membership
 - Chairman of the Board
 - Board Members
 - President
 - Executive Vice President
 - Secretary
 - Membership
 - Event Leaders
 - Discount Tickets
 - Photo Album/Scrap Book
 - Facebook
 - Web Administration
 - Newsletter
 - New Jersey Council (NJSC)
 - Publicity
 - There are a number of roles which are outlined in the constitution that are not currently active in the club. Some of these will remain in the constitution in case this role is restarted.
 - Program Committee
 - Activities Committee
 - Ski Education Committee
 - Junior Program Committee
 - Constitution committee
 - Nordic Skiing Committee
 - Racing is not in the constitution yet we actually have someone doing it.

II. Treasurer

Roles & Responsibility

- *Responsible for the safekeeping, receipt, and disbursement of all club monies & property.*
- *Responsible for recording incoming dues membership and associate names of paid members. This information is provided by the membership committee.*

Fiscal Year

- Trailsweepers fiscal year operates from June 1st to May 31st.

Financial Procedures

- Treasurer shall submit monthly, and at fiscal year end, a report of the financial status of the club. The report shall consist of a Statement of Income and Expense and a Balance Sheet (Statement of Financial Position).
- Treasurer shall be responsible for preparation of submittal of all tax forms which apply to the fiscal year of their office. These tax forms may be prepared by the club accountant, but the treasurer has the final signature and responsibility for submission. These forms include:
 - Form 990 tax form if required – (is not typically required if there is no income)
 - NYS Sales Tax filing
- Collect and manage incoming money received via checks or from money transfers to the TSSC PayPal account
- Record transactions in appropriate database (currently Quickbooks)
 - Specify the account to be credited along with the date of the transaction
 - Record any appropriate information related to the deposit
- Write TSSC checks or transfer money from the TSSC bank using PayPal as required by event/trip leaders and to pay daily bills.
 - Record transaction in an appropriate database (currently Quickbooks)
 - Specify the amount to be debited along with the date of the check or PayPal withdrawal from the bank
 - Record any appropriate information related to the check/Paypal withdrawal.
- To help protect the club financial assets, insure all monies in the PayPal account are transferred out as soon as possible, minimally each month.
- For each trip/event generate an account report based on the incoming & outgoing monies in the assigned account
 - Review the report with the trip/event leaders to insure that all monies have been account for

- Keep a hardcopy of the account report, receipts and trip/event reports.
- Perform monthly reconciliations of the recorded money transactions with the monthly bank statements
- Perform regular backups of the TSSC database to an external media (might need more info on this)
- Provide a means of backup for all information regarding TSSC accounts and associated passwords
 - Online Bank Account – President of the club shall have the backup id
 - PayPal Account – id is shared with the President in hardcopy form.
 - DataBase (Quick Books) – backup file yearly with a copy sent to the president. Ledger reports are provided monthly to the board and can be used to recreate the database should it be required.

DISBURSEMENTS OF FUNDS:

The treasurer shall make disbursements without action from the club for:

- Funds appropriated in the budget.
- Advances approved by the Board of Directors for Sanctioned Events.
- Funds specifically authorized by the Constitution or By-Laws.
- Discount ticket purchases approved by the Board of Directors up to the dollar amount approved by the members.

All other disbursements shall be governed by the following procedure:

- a. For each item less than \$300, a motion must be made and passed by a majority of quorum.
- b. For each item \$300 or more, a motion be made and tabled for at least one meeting, and then passed by a majority of quorum.

BUDGET

The treasurer shall be responsible for the preparation of the annual budget. This budget shall be presented to the board and subsequently to the membership for approval with a club vote at the first meeting following October 10. An interim budget for operating expenses required prior to approval of the annual budget shall be presented for approval by a club vote at the last meeting of the previous fiscal year (last meeting in May). The intent of this budgetary procedure is to authorize, not mandate, the expenditure of funds.

Paypal

- Paypal may be used to pay for membership. It is recommended that members use the personal option to pay for the membership dues to avoid a paypal surcharge. Should members neglect to exercise this option, it was agreed that the club will absorb the paypal fee on membership.

Misc

- All club financial records are kept in quickbooks. A copy of quickbooks is provided from the club accountant (Rudy Firmbach).

III. Club Accountant

Currently Rudy Firm is performing the role of club accountant and typically assists the treasurer regarding financial procedures and tax filing guidance.

IV. Chairman of the Board – Administrative Vice President

The Administrative Vice-President shall also be a member of the Board of Directors and serve as its Chairman. The chairman of the board is responsible for the following:

- Running board meetings which should be scheduled once monthly.
- Generation of the proposed and final agenda as well as the minutes for board meeting.
- Communication at meetings of key decisions to the club membership.
- Provides newsletter chairman information relevant to members including but not limited to:
 - Preliminary agreed upon budget that will be voted upon
 - Any key items which will be subject to a club vote
 - Provides a list of sanctioned events to the newsletter & web chairman to allow publication
- Review upcoming events to insure there is an owner that is attending to coordination details and operations such as collecting funds, having membership forms, food coordination, cleanup etc.
- Insure that key club dates are met and adhered to. A summary of these key dates include but are not limited to:
 - Summer/Interim Budget Vote – last meeting in May
 - Identify discount ticket allocation as part of Summer/Interim budget vote.
 - Insure key club bills are paid including but not limited to:
 - Club Insurance Policy. Typically paid in July. Joe Guerin of Guerin Insurance is the insurance agent we use.
 - NJSC Council Dues – bill submitted by NJSC representative. Due by July.
 - NJSC Club Details – Due by August
 - Post Office Box Fee – bill submitted to treasurer by secretary (need typical date)
 - Fall Budget Vote – Fall Budget includes the proposed summer budget items. Voted upon the first meeting following Oct 10
 - Publication of proposed budget content in newsletter (done by treasurer) - newsletter prior to each of the above votes – email may be used as an alternative communication vehicle to the newsletter if necessary.
 - Identification of a slate of election candidates (election committee or board) – Last meeting in March
 - Elections – First meeting in April
 - Date and planning for the almost summer bash. This is organized and planned by the board, typically just prior to summer sometime in June.
 - Schedule as needed of constitutional amendments last regular meeting January, April, July or October.
 - Acquires recognition material that will be presented to the outgoing president at the relevant awards banquet. Historically this has been a plaque with a gavel.
 - Date for yearly planning meeting that will help set a schedule of events. Typically the president schedules the planning meeting.
 - The administrative vice president is responsible for maintaining and putting together the summer schedule which covers May 1 – September 30. This is typically developed as

part of the yearly planning meeting, however there are changes that can and should be made over time.

V. Board Members

The Board of Directors shall consist of nine members. The term of office for elected directors shall be two years, with three directors elected on odd numbered years and four directors on even numbered years. The Administrative Vice-President shall fill the eighth position and shall be the Chairman of the Board. The ninth position is filled by the outgoing president for one year. Board members responsibilities include:

- The Board shall meet as required, but at least once per month a quorum of three members must be present. Minutes shall be recorded.
- The Board shall respond to requests from the club for recommendations on policy and for interpretations of the Constitution and By-laws.
- The board should insure there is adequate coverage or ownership for upcoming scheduled events, insuring that operational details have been addressed and planned, such as clean up, collecting payment from members and non-members (event charge for non-members or ask to join).
- The Board shall review and pass judgment on all proposed activities and financial accounts for which official club sanction is sought. The club shall in no way be responsible or liable for any activity or account not sanctioned by the Board.
- The Chairman may assign board members to serve as temporary advisors to special or standing committees.
- The Board shall make any recommendations on any matters which they decide require attention.
- The Board shall make itself aware of all legal requirements and tax laws which apply to the club and shall be responsible for ensuring that the club comply with same.
- The board identifies and proposes the slate for elections. The election committee consists of the three remaining board members that will be continuing their term.
- The board is typically responsible for organizing and running the almost summer bash if scheduled.

In general board members are expected to look out for the general well being of the club and to proactively bring forward suggestions. Typically board members will end up taking on work especially when club members are not appropriate or available to execute critical club tasks.

VI. President

- It is the duty of the president to preside at all meetings, to enforce due observance of the constitution and bylaws and standing rules, to call all special meetings and to perform such other duties as the office may require.
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- One of the key jobs of the president is to effectively run meetings. Key elements that should be included in the meeting agenda include but are not limited to:
 - Upcoming calendar of events

- Announce guests and new members at each meeting. If you don't recognize them, you can ask if there are any guests or new members present.
 - Together with the administrative VP, support any required club votes
- Distribution of club emails. Bcc note for mail efficiency and adherence of club member email privacy.
- The president also plays a key role in insuring there is an adequate calendar of events and solicits support from club members to run these events. This may be done by working with the administrative VP for summer events and the executive VP for winter events. The president schedules the planning meeting which will help generate new ideas for events, solicits volunteers and helps create the general calendar.
- Safely stores and transfers to the next president relevant material such as passwords, post office keys etc that are a backup should they be required. The information that is currently provided to the president should include:
 - PayPal password
 - Post Office Box Backup key
 - Backup login id to bank account
 - Key club documents as outlined under the secretary section

VII. Executive Vice President

- The Executive VP is responsible to help the president with the winter schedule of events, both to identify calendar ideas and people to run them.
- The executive VP provides backup to the President to run meetings or other duties as appropriate.

VIII. Secretary

The secretary is responsible for all permanent records of the club. The secretary's role includes the following:

- Checks mailbox for incoming mail, and distributes to appropriate members. The PO Box is located in Kingston NY box number 3061.
- Provides the president with a backup key to the post office box.
- Insures relevant bills are forwarded to the treasurer for review
- Sends cards and other correspondence on behalf of the club either at own discretion or at the request of the president or board of directors.
- Takes minutes during relevant business meetings. Examples include:
 - Election Meetings
 - Meetings with critical club votes
- Keeps an electronic copy of critical club documents which will be passed on to all new officers after the election. These documents will also be stored on a shared cloud id for easy access by all board members. The secretary however, will insure they have the most current as backup should it be required. The web location is https://drive.google.com/folderview?id=0B_Eqox0i0yFSeXdqRWNpUzZDdGc&usp=sharing_eid.
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- Key club documents include:
 - Constitution
 - Articles of Incorporation
 - Name Change
 - History
 - Tax exempt letter

IX. Membership

- *The membership chairman should report to the board monthly during the renewal period of September 15-January 15th on membership renewal status.*
- *Membership chairman is responsible for processing all new and renewed members. This includes:*
 - Collecting monies and providing such to the treasurer
 - Processing all new membership forms, retaining information on email and privacy preferences.
 - Keeping a record of dues paying membership, as well as the name & address of each member. Currently this is recorded in an excel spread sheet.
 - Timely distribution via mail or other means at a club meeting, new membership cards including New Jersey Ski Council stickers which are required for discount ticket eligibility. Ideally this distribution includes a written welcome or summary letter.
 - Notification via email that a members form has been received and is being processed
 - Updating and notification for all email distribution lists of new & renewed members. Currently the membership chairman updates the presidents gmail address book on gmail to insure it is up to date with new members and any email address changes. The membership chairman also notifies the newsletter distribution chairman as well as any other backup club communication owners.
- The membership chairman shall provide the following to the treasurer
 - Count of single and couple members by March 1st to assist in the preparation of sales tax
 - Provides treasurer with a summary of deposits by member name clearly designing check numbers or if cash was provided. This should be provided at least quarterly or more frequently if needed.
- Optionally the membership chairman should have membership forms at relevant events and provide all members running events a membership list so they may validate event participants' membership status.
- The membership chairman shall distribute a copy of the membership roster monthly to the board of directors and president. This may be done via email, or stored on the club's shared cloud folder.
- Membership chairman will make a club directory available to members. This will be available at meetings and via a protected google cloud location. This link will only be shared with current members and all members will be given an opportunity to request that their email not be shared in the directory.
- Positions on non member participation of events
 - Non-members who are participating in certain events, including non member spouses of members, are subject to a surcharge. This has typically been \$5.
 - Non-members are not allowed to participate in club trips unless they are affiliated with the Hudson Valley Ski Club or New Jersey Ski Council.

The following dates and activities shall be executed by the membership chairman

- Membership mailing September 1st to kick off renewal process. This may be done via email and/or a hard copy mailing.
- Membership mailing or calls to non-renewals – Start Dec 1 complete January 15th. Note if the list is too large, the board may be asked to help on some of these calls.
- New members joining after March 1st will have membership rights through the following year. A new member is considered to be one that has not been a member for at least one year.
- Renewing members after March 1st will only have membership rights until the next renewal cycle in the Fall.

X. Event Leader Responsibility

- Provides trip/event proposal to board prior to club communication for formal sanction. (sanction form is contained in appendix 1). Included in the sanction should be plans for coverage of things such as cleanup after the event and that collection of payment will be covered at an event. Insures that participants are members and requests that they join should they not be members.
- Coordinates sign ups and management of funds for event as well as working with the treasurer on any reimbursements and disbursements.
- All checks for events should be made out to Trailsweepers Snow & Sport Club Inc
- Provides financial summary (including receipts) of trip to board and treasurer (see appendix 2 for sample).
- Is entitled to take advantage of group compensation that might be available such as a free room per x number purchased per typical group terms.
- Validate membership status for event participation
- Pictures of events to be used on the web and scrap book
- Trip & Event Surcharges
 - The current policy is that there will not be a surcharge for events. This policy is to be re-evaluated each May to insure that position is still relevant to the upcoming fiscal year.
- Trip Refund Policy
 - After cancellation date of trip, no refunds shall be given until after the trip.
 - Refund only amount not paid out. (Lift tickets to be refunded in full unless the refund increases the cost of group tickets). (Not to be refunded is the participant share of cost of bus or other fixed costs.)
- If there is money in excess of 5% of the advertised trip price after all payments and refunds, then it shall be divided equally between all trip participants who are entitled.

XI. Discount Tickets

The discount tickets person has the responsibility to be the liaison to the New Jersey Ski Council for discount tickets. In broad terms the program works as follows:

- The New Jersey Ski & Snowboard Council offers club members an opportunity to obtain discount ski lift tickets from many Eastern ski areas.
- The program is administered thru the individual member club, and all tickets are ordered by the discount ticket club representative and delivered to the club.
- The program is for use by club members for themselves and their families, only
- All tickets are obtained by the Trailsweeper's discount ticket representative by logging onto the voucher section of the NJSC Council Website.
<http://www.newjerseyskicouncil.org/DiscountsMain.html>
- The id and password are tied to an individual. They will issue a new password for new people taking on the role to insure the id is tied to that particular individual. To get the new password, the discount chairman contacts NJSC ticket chairman.
- Full ordering information and instructions are provided in the Voucher section of the website.
- Orders from club members are placed with the TSSC discount ticket representative 2 weeks in advance of when they need the tickets. A check is supplied to Trailsweepers for the tickets and our treasurer sends a check to NJSC for the tickets.
- Tickets will be either delivered to the NJSC club representative at the next Ski Council meeting, or shipped directly (a \$10 shipping charge will be added to the cost of an expedited ticket or mailed order, i.e. one with less than two weeks lead time to order). Members who require expedited tickets will bear the \$10 expedite fee. To avoid expediting fees, orders should be placed in one week in advance of the upcoming NJSC meeting.
- Ticket returns
 - Some ski resorts who participate in this program allow a certain percentage (up to 100%) of the tickets to be returned if not used. All returns, like all ordering, is handled through the member club's representative to the New Jersey Ski & Snowboard Council.

- There is a surcharge that needs to be collected from the member prior to picking the upgraded ticket voucher up.
 - o Club members returning tickets bear the burden of the surcharge and their purchase of the ticket is non refundable.
 - o Discount ticket representative maintains a list of members that returned tickets vouchers for an upgrade and provides them the upgraded ticket when received upon receipt of the upgrade fee.
- The discount ticket representative should provide information on the program to the newsletter early in the season with monthly updates, and updates/email content on when tickets must be returned to the council for upgrade at the end of the season.
- By directive of the NJSC, prices are not provided in the newsletter or website, however they maybe be included on handout to members at meetings so they can understand the pricing. I just made this up...we need to validate what is allowed and what isn't allowed.
- Discount ticket representative will submit a year end financial summary including any outstanding tickets the club may still hold including the list of members names who have returned vouchers for an upgrade.
- Web Site URL's

<http://www.newjerseyskicouncil.org/DiscountsMain.html>

XII. Photo Album/Scrap Book

The photo album chairman is responsible for gathering photos from as many club events as possible and cataloging them for a given year (multiple years may be combined). This album should ideally be made available at the end of the ski year (ideally in time for the annual spring banquet).

Ideally the photo album chairman is available at meetings to solicit photos or has a representative to help remind members at meeting.

Photos are also available from the web site as well.

Reimbursement of fees from photo or album development are covered in the budget.

XIII. Face Book

The Trailsweepers facebook page was opened by Carol Tomassetti. There is an additional administrator who also is able to post pictures, status etc. (Currently Kate Henderson). This site is used to generate interest in the club and to post relevant pictures from the club, event updates and things that might be of interest to our members.

Ideally the Facebook site is updated weekly to maintain interest and momentum.

For the future efforts, we will determine if this account can be tied to a general club email, rather than an individual member.

XIV. Web Administration – need to finish with Daniel

The Trailsweepers web site is www.trailsweepers.org. This is currently administered by Daniel Desmedt. Questions for us to discuss...

1. Do we have a means to replicate the site should something happen to Daniel. i.e. should we have a periodic snap shot of the html?

2. Think the right thing is to discuss this with Daniel to figure out the best approach to have a backup/disaster recovery plan here.

XV. Newsletter – need to finish with Daniel

The newsletter is currently being administered by Daniel Desmedt. It is distributed monthly prior to the beginning of the first of the month that it covers.

Events must be sanctioned prior to be included in the newsletter. The chairman of the board sends the list of sanctioned events to the newsletter chairman.

What software are we using?

I think the same questions apply here but maybe not quite as critical as the web site.

Newsletters are distributed to members, not to a broader non member population. Email distribution lists should be updated yearly to remove non renewing members.

XVI. New Jersey Ski Council (NJSC)

The NJ Ski council representative will represent the club at all regular NJSC meetings. These meetings are held the first Monday of the month. The council rep's role typically covers but is not limited to the following items:

- Communicate our club's position on key votes or decisions that may be discussed at these meetings.
- Pick up NJSC discount tickets
- Shares information on upcoming or planned NJSC trips with the TSSC officers.
- Shares any other relevant information that might benefit the club with the TSSC officers.
- Travel costs will be reimbursed for this role.
- Submits the bill for dues to the treasurer for payment by July
- Sends request for updates to council directory to club leadership or secretary for update.

XVII. Publicity

The publicity chairman/committee executes the following role:

- Prepares a documented plan for the year to increase club visibility, with the ultimate goal of increasing club membership and visibility.
- Mains the current club value proposition in written form that should be used to describe the club. Ideally this is reviewed by the board of directors.
- Identifies and executes upon opportunities to publicize club events, leveraging publications, web sites other clubs, Facebook, google search strategies, radio and news outlets as appropriate. This can typically be done without extensive expense, however, there is a budget to execute items which do require a budget.
- Prepares and owns the club brochure which can be delivered electronically or in hard copy form.

Trailsweepers Snow & Sports Club Inc. Sanctioning Form

Name of Activity: _____

Date(s): _____

Location: _____

Expected number of people: _____

What will be provided? (meals, lift tickets, lodging, equipment, band etc) _____

Sum of all expected costs _____ based on ___ expected people. (Number quads, doubles, triples etc)

(Be sure to include all required taxes, tips, fees and club surcharge.)

Detail cost sheet:

- Lodging/double \$ _____
- Lodging/triple \$ _____
- Lodging/quad _____
- Ticket(s) \$ _____
- Food/Drink \$ _____
- Band/DJ \$ _N/A_____ per person
- Other ___Tax_____ \$ _included___ per person
- Other _____ \$ _N/A_____ per person

Is a deposit required? ____ If yes, how much? \$ ____by _____

What is cancellation date without penalty? _____

What is cancellation fee after cut-off date? ____

What is the per person deposit? \$___ When is the due date for deposit?

When is the final payment due? _____

MISC COMMENTS: Include total trip or event price here or other relevant information not contained above. Double price \$xxx, Triple price \$xxx, Quad price \$xxx,

X Rooms to be reserved

X _____

(Event Leader)

X _____

(Board Chairman)

Appendix 2

Sample of accounting summary required by event or trip leader upon completion of trip

Sample Trip or Event Accounting Sheet - Spread sheet available to trip leaders if needed

	Expense	Income or paid in
Checks Paid for Lodging	xx	
Checks paid for Tickets	xx	
Checks or expense for food	xx	
	xx	
Cash provided to Treasurer		xxx
Checks provided to Treasurer		XX
Other (might be \$ used to pay above food in cash)		XXX
		XXX
Total	XXX	XXX
Club Profit or Loss	XXX	XXX

Appendix 3 – Agreed upon membership Form as of November 2013 – we should edit this for more explicit paypal instructions and we need to put the choice in to not publish their name in a club directory.

T.S.S.C. Membership

Membership will not expire UNTIL 12/1

Trailsweepers Snow and Sports Club, Inc.

Please list all adults and children to be included in this membership:

Date _____

Name(s) _____

Mailing Address _____

Telephone# _____

E-Mail Address _____

Children (dependent children under 18 years of age)

Name _____	Age _____
Name _____	Age _____
Name _____	Age _____

Please check the activities that you enjoy:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Downhill Alpine Skiing | <input type="checkbox"/> Snowshoeing | <input type="checkbox"/> Backpacking | <input type="checkbox"/> Windsurfing |
| <input type="checkbox"/> Snowboarding | <input type="checkbox"/> X Country Skiing | <input type="checkbox"/> Biking | <input type="checkbox"/> Hiking |
| <input type="checkbox"/> Telemark | <input type="checkbox"/> Ice Climbing | <input type="checkbox"/> Running | <input type="checkbox"/> Scuba Diving |
| <input type="checkbox"/> Back Country Skiing | <input type="checkbox"/> Camping | <input type="checkbox"/> Rock Climbing | <input type="checkbox"/> Kayak/Canoeing |
| <input type="checkbox"/> Ski Racing | <input type="checkbox"/> Other _____ | | |



New Membership & Renewals after 10/1
Singles (Including Children) (\$25) ___ Couple/Family(Including Children) (\$35)

Renewals if paid by 10/1 Single (including children): (\$23), Couple (including children) \$33

Make your check payable to: **Trailsweepers Snow and Sports Club, Inc**
Mail the check and this form to: TSSC Membership

Trailsweepers Snow and Sports Club, Inc
UPO Box 3061
Kingston, NY 12402

Membership may be made via Pay-Pal on our web site www.trailsweepers.org.

