

Calgary Metal detecting Club

EXECUTIVE COMMITTEE ROLES and RESPONSIBILITIES

The following has been excerpted from the CMDC BYLAWS in order to provide the General Membership with an outline of each of the Executive Committee positions.

This will assist the General Membership with making an informed decision as to whether or not they would accept a nomination to, or volunteer for, any one of these positions.

In the event that there is a discrepancy between these descriptions and those detailed in the official CMDC BYLAWS, these descriptions will be superceded by the CMDC BYLAWS.

The Bylaws are excerpted here.....

01 - THE EXECUTIVE COMMITTEE

A. The officers of the Executive Committee shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Membership Director
6. Hunt Director
7. Education Director
8. Publicity Director
9. Librarian
10. Newsletter Editor
11. Website Administrator

B. In addition to attending and reporting at regular and special meetings of the Society, Duties and Responsibilities of each Executive position are as follows....

1. President - The President shall preside at all meetings of the Society and of the Executive Committee and shall perform all such duties as may pertain to his/her office.

2. Vice-President - The Vice-President shall assist the President in the discharge of his/her duties upon his/her request and shall, in the absence of the President, perform duties of that office.
3. Secretary - The Secretary shall be responsible for the keeping of the Minutes of all meetings and shall handle all official correspondence relating to the Society.
4. Treasurer - The Treasurer shall keep true and accurate records of all financial transactions of the Society. The Treasurer shall deposit all monies received in a financial institution in the name of the Society and shall make all payments or deposits as ordered by the Executive Committee. All cheques shall be signed by two (2) designated officers of the Executive Committee having signing authority.
5. Membership Director - The Membership Director shall accept membership applications, collect membership dues, issue receipts, forward all monies to the Treasurer and compile an accurate Membership Roster. The Membership Director shall issue Society Identification Tags to all paid-up Members. The Treasurer will receive monies and issue receipts in the Membership Director's absence or as necessary.
6. Hunt Director - The Hunt Director shall organize regular and special Club Hunts for the Membership following approval by the Executive Committee. He/she will ensure that the Society's Code of Ethics is properly followed during these hunts and that all precautions for the safety of the Members and the Public are taken as necessary.
7. Education Director - The Education Director's mandate is to provide the membership with an educational segment at regular club meetings or special events through the use of Guest Speakers, seminars, quizzes, films, slides, demonstrations etc.
8. Publicity Director - The Publicity Director shall be the Society's spokesperson for all communications with the Public and the Media. He/she will promote the Society's good image and maintain a good relationship with all parties involved with the Society.
9. Librarian - The Librarian is responsible for storing and caring for the Society's extensive collection of printed materials. As steward of the Library, they are also tasked with administering to the Membership for borrowing and returning materials and tracking the transactions as necessary to ensure the collection remains intact. In addition, when materials are lost, found, or added to the collection it is the Librarian's duty to inform the Website Administrator so that the current state of the collection is accurately detailed online for the Membership's perusal.
10. Newsletter Editor - The Newsletter Editor is responsible for the solicitation of articles that will be used to populate the Society's quarterly (soon to be Bi-Monthly) newsletter, which is titled "The Buzzer". In addition, the Editor has full artistic licence to formulate the newsletter in any manner, provided it does not portray the Society, any of its members,

persons of the Public or the hobby of metal detecting in a negative way. In addition, advertising by Society sponsors MUST be included in the format that best matches the sponsors original design provided it is approved by the quorum of the Executive Committee.

11. Website Administrator - The Website Administrator is responsible for all duties that pertain to creating, editing and otherwise maintaining the Society's permanent world wide web presence. The URL for this presence is www.cmdc.org and shall remain so until such time as the Society is disbanded. The Website Administrator is expected to carry out their duties in a manner which is commensurate with this position especially when liasing with other website administrators during reciprocal negotiations.

End of Excerpt.....