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# BCH

## High Sierra Chapter SOP's and Duties

### Change History:

Revision Date	Last Revision By	Reason for Change
January 21, 2009	Petra Keller; et al	Initiate document – consolidate the SOP's and duties into one document
February 2014	High Sierra Chapter, Elaine Anagnostou	Update document

Action	Responsibility
President	Annual Report, checks, budget, communicate with State and National BCHA
Vice President	Track volunteer hours, miles, etc.; annual report; -Provide information on up-coming calendar with help of board.
Secretary	Minutes, communications between State, National, and local chapter
Treasurer	Annual report finance reporting, budget, checks, track member dues
Director	Sign checks

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# **I      PRESIDENT**

## **1.1    PRESIDES AT MEETING & EXERCISES GENERAL EXECUTIVE CONTROL**

- Chairs Meetings (arranges for substitute in his/her absence)
- Authorized to call special meetings
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## **1.2    MEETING AGENDA**

- Establish agenda for meetings. Provide agenda to Secretary for distribution to members and friends no later than 7 days prior to meeting.
- Sources of Agenda Topics
  - o Unfinished business
  - o Input from Board, club members
  - o Correspondence from National / State organization
  - o Calendar events
  - o Other

## **1.3    REPRESENTS HIGH SIERRA CHAPTER**

- With State/National BCH Organizations
- Acts as spokesperson for the club
- Acts as the ‘sounding board’ both to and from State/National

## **1.4    BANKING**

- Signer for checks
- Monitor to ensure bank signature card is updated and current, establish in January Board Meeting who the new check signers are for the year. (Treasurer, President, Director)

## **1.5    ANNUAL REPORT**

- Review Annual Report as prepared by Vice President Prior to the State meeting. A copy of the report is presented at the State meeting. Annual Report includes information on:
  - o Membership
  - o Dues
  - o Volunteer hours for prior year
  - o Up-coming calendar
  - o Photos

## **II VICE PRESIDENT DUTIES**

### **2.1 ASSIST THE PRESIDENT**

- In the presidents absence shall be vested with all the powers and duties of the President

### **2.2 SET YEARLY EVENT/PROJECT CALENDAR**

- Contact USFS/Parks dept/other organizations to identify needs
- Request input from club members on events, rides they would like to have/put on each year
- Chair board of directors meeting to finalize calendar
- Start following year calendar in October and have ready for distribution and presentation at the State meeting in the new year.
- Provide a copy of calendar to BCHNV.com Webmaster for posting
- Provide calendar to insurance company ONLY if non-members will be participating in BCH events.

### **2.3 SET MEETING PROGRAM CALENDAR**

- At October general meeting ask members what programs and projects they would like to have for the following year. Continue to November meeting if necessary.
- Contact potential speakers/presenters to see if they are willing to do a program with potential dates. General membership should coordinate guest speakers with VP if they want someone to speak at general meeting.
- Favorite ride action item on each general meeting agenda. Favorite rides are on a volunteer basis.
- Chair, board of directors, works through VP to establish program calendar on an on-going basis.
- Program Calendar is a living document that needs updating though out the year
- Send copy of updates to BCHNV.com Webmaster for posting

### **2.4 CHAIR WELCOMING/MEMBERSHIP COMMITTEE**

- Establish membership committee
- Identify committee's duties
  - o Order items/assemble membership packets
- Identify supplies/materials required for welcoming packets
  - o Order supplies / materials for packets from [www.backcountryhorse.com](http://www.backcountryhorse.com)
  - o Give Treasurer receipts for packet
- Supplies/material reimbursement money (individual who orders items from BCHA will be required to use their personal credit card to pay and the club will reimburse them. (Note: Orders less than \$100 can be approved by the board; orders over \$100 must be pre-approved by chapter member at the monthly meeting.)

- Greet new people to sit with you
- Get pertinent information about person so you can introduce them to the club
- Give membership packet to the individual
- Put welcome packets together NLT end of first quarter of the year
- Order BCH stickers, etc., for sale at membership meetings.
- Report status to Secretary

## **2.5 MEMBERSHIP DEVELOPMENT**

- Mentor members to prepare them to take on new offices/ responsibilities
- Identify training requirements for trail repair/ development
- Crosscut saw training
- Safety/First Aid
- CPR Training
- Wilderness first aid
  - o Human
  - o Equine
- Tool/Equipment safety
- Packing skills
  - o Pack saddle fitting
  - o Load balancing
  - o Ponying/Pack string leading
  - o Water crossing/obstacles
  - o Knot tying
  - o Hobbling
  - o High lining
- Leave No Trace training
- Project Leader Training/responsibilities/checklist

## **2.6 COORDINATOR FOR CLUB/ORGANIZATION AFFILIATIONS**

Other clubs work with VP on any programs or projects to partner on.

### **III SECRETARY DUTIES**

#### **3.1 Record and keep minutes for meetings (regular, Board and special meetings)**

- On Demand - usually monthly
- Agenda: Email agenda (as established by P) to Board, asking for input/additions (3 days)
- 3 days later email agenda to members and friends
- Record start and stop times, any votes taken, summarize each topic
- Distribute draft of minutes to board via email within 1 week for feedback
- Distribute final minutes to members and friends with no less than 1 week prior to the following meeting
- Provide minutes to Webmaster to post to website
- Track present members via sign-up sheet at each meeting. The sign up sheet is filed with minutes and agenda from each meeting

#### **3.2.1 COMMUNICATE (EMAIL) WITH MEMBERS ABOUT UPCOMING EVENTS AND DUES**

- On Demand – ongoing
- Share incoming information with members via email forward with cc to [info@bchnv.com](mailto:info@bchnv.com)
- If question arises regarding content appropriate for BCH, check with President prior to distribution
- Make sure inquiries are being responded to that are delegated from the President

#### **3.3 MAINTAIN MEMBER ROSTER AND EMAIL LIST**

- Roster maintained as Excel sheet or other widely available MS program
- When changes happen, update sheet right away and email to Webmaster for posting on the internal website
- Treasurer sends new member applications to secretary for filing and tracking in the roster
- Roster includes email addresses, name, mailing address, phone numbers, date membership paid, notes, type of membership (single/family)
- Create email distribution list via cut & paste from the member roster
- Always cc to [info@bchnv.com](mailto:info@bchnv.com) for tracking purposes
- Work closely with Treasurer (membership payments) and board member responsible for mail pick-up to get all applications

### **3.4 COMMUNICATE WITH NATIONAL BCH TO HAVE NATIONAL NEWSLETTER mailed to members**

- On demand - whenever there are changes to membership
- Email National Secretary to add any new members to distribution for National Newsletter

### **3.5 CORRESPONDENSE**

- Secretary notifies other clubs and organizations of new contact information and who to contact, included but not limited to, Forest Service, other local chapters, and Tahoe Rim Trail Association of new board.
- Updates National Secretary and State President in January of new board
- 

## **IV TREASURER'S DUTIES**

### **4.1 BANK SIGNATURES**

- Must have 3 signatures on file with the bank:
  - o Treasurer
  - o President
  - o Board member
- Bank Information:
  - o Wells Fargo Bank
  - o 497 South Meadows Parkway
  - o Reno, NV 89521
  - o Back Country Horsemen of NV, High Sierra Chapter
  - o 775-850-4720
  - o Account #083-2115349
- Process to change over the signers:
  - o Must have an old signature person meet the new signees at the bank along with a letter or the monthly minutes on HSC letterhead stating who are the new signatures

### **4.2 BANK DEPOSITS**

- Make bank deposits as needed

### **4.3 TREASURER'S REPORT**

- Balance the checking account.
  - o Report balance to membership, recorded by Secretary in the minutes
  - o Keep treasurer's report in files
- Prepare income statement and compare expenses and revenue to budget.
- Provide a monthly account of finances at the monthly meeting

### **4.4 DUES**

Collect dues at the beginning of the year from existing members. Outgoing treasurer passes information to new treasurer. Information transfer should be completed by January business meeting.

- Collect dues monthly if any new members
  - o \$50 / Family membership
  - o \$35 / Single membership
- Give the secretary the membership applications of paid members
- Send check to State Secretary for annual dues based on member count as of December 31 which are provided by State each year. Dues must be paid at the state meeting. Can be taken to the state meeting or mailed to be received by the date of the State Meeting.
  - o \$26 / Family membership
  - o \$20 / Single membership

### **4.5 PAY BILLS**

- Standard bills require no authorization.
- PO Box fee due annually; Due April 30, should be paid by April 15th
- Domain hosting for website (\$166 for 2 years (next due 7/2014))
  - o Fast & Easy Websites- Can pay on-line by using a check
- URL name www.bchnv.com - \$24.26 for 2 year renewal (as of 2014)
  - o Fast & Easy Websites (last paid 4/15/2014 (next due 4/2016)
- Misc. bills from membership require prior authorization
  - o Trail training bills
  - o Supplies
  - o arena reservation
  - o Secretary supplies
  - o Christmas party
  - o A board member or officer orders Outgoing president's belt buckle or gift which board agrees on and orders



## 4.6 BUDGET

- Works with President on new annual budget
- Outgoing treasurer transitions finance items to new treasurer

## V BOARD DUTIES

### 5.1 PICK UP MAIL ON DEMAND

- Determine in January who will pick up mail on regular basis. There are 2 keys; designate a Primary and Secondary. (*Create a key log to be kept in Treasurer's box to keep track of the keys.*)
- Back Country Horsemen of America, High Sierra Chapter
- P.O. Box 19324
- Reno, Nevada 89511
- (800) ASK-USPS
- **P.O. Location/Phone:** 75 McCabe Drive, Reno, NV (775) 853-2615
- Sort through mail & distribute
- Invoices/checks/bank statements, membership applications go to treasurer
- Correspondence/Inquiries go to secretary. Notify secretary and treasurer of checks and applications for new members.
- Bring correspondence to Monthly meeting

### 5.2 MAINTAIN SIGNATURES

- Update all signatures as early as possible in the new year but no later than by February

### 5.3 MAINTENANCE OF SOP

- The procedures and details required to perform an SOP shall be updated on a yearly basis. A member will be assigned to head a committee which includes one or more members of the board. The head of the committee will be assigned at the January meeting and updates to the Standard Operating Procedures shall be reported at subsequent meetings.

Note: Not all Standard Operating Procedures require maintenance. Therefore, this SOP should contain a list of Standard Operating Procedures requiring yearly maintenance.

## VI WEBMASTER

- As of 4/2014: Webmaster is Holly Lenz on a volunteer basis
- Website is not set up for users to add content. Requests for information to be added or deleted are sent to [webmaster@bchnv.com](mailto:webmaster@bchnv.com) for posting/removing. She does not create or edit items, simply posts what is submitted.
- Annual domain name (bchnv.com) is through Fast Easy Web-sites with an annual charge. Payment for two years of 24.26 paid 4/15/2014.
- Host (also through Fast Easy Web-sites) \$166/two-year – due July 2014.

## VII DUTIES SUMMARY

Board	B
Committee	C
Director	D
BCH Member (can be a board member)	M
President	P
Secretary	S
Treasurer	T
Vice President	VP
Volunteer	V
Webmaster	W

Task	Date Due	Bylaws	Primary	Secondary	Requires SOP
Recruit new members	On Demand		ALL		
Participate in projects/ programs	On Demand		ALL		
Voting	On Demand	2005	ALL		
Hold Member Meetings	Monthly	2005	ALL		
PR needs to be OK'd by board - i.e. RGJ, Horse Tales			All		
Tracking of PR	On Demand		S		
Pick up mail from PO box	On Demand		T	M	Y
Annual BCH Chapter Budget	Jan/Feb		B		
Meeting Place coordinator	On Demand		P	VP	
Hold Board Meetings	Monthly	2005	P	VP	
Delegate/Representative Appointment	On Demand	2005	P	VP	
Election Coordinator (creation of ballot)	Nov-Dec	2005	C		Y
Order Supplies for Member kits	On Demand		VP		
Maintain Member Kits and distribute	On Demand		VP		
Welcome and Introduce new members at meetings	On Demand		C		
Work with forest service	On Demand		M	B	
Work with TRT (Tahoe Rim Trail)	On Demand		M	B	
Work with other agencies (i.e. Friends of Nevada Wilderness)	On Demand		M	B	
Webmaster	On Demand		V	P	
Trail Clinic coordinators/organizer	Jan- Apr		M		Y
Christmas Party Coordinator	Oct- Dec		M		
Banking (signors, check ordering)	Dec/Jan		P/T Outgoing		Y
Make agenda	Meeting - 7 days		P	VP	Y
Preside at meetings	At meeting	2005	P	VP	
Interact with state/national (not sure what the tasks are here)	On Demand		P	VP	
Exercise general executive control		2005	P	VP	
call special meetings	On Demand	2005	P	VP	
record and keep minutes Meetings(regular, Board and special meetings)	At meeting	2005	S	P/VP to determine at meeting	Y
Preparation of correspondence on behalf of the organization	On Demand	2005	S	n/a	
Distribute Minutes To Members	Meeting + 10 days		S	n/a	
Maintain a file of correspondence sent and received for organizational records	On Demand	2005	S	n/a	
Communicate (email) with members about upcoming events	On Demand		S	VP	Y
Respond to email inquiries (info@BCH)	On Demand		S	B	Y
Get meeting info in paper, on external websites	On Demand		S	P	

Maintain Non Member Contact list (I.e. TRT, Lahontan)			S		
Communicate with National to have National Newsletter mailed to members	On Demand		S		Y
Establishing Annual Membership dues		2005	State		Y
Write & sign checks (per By Laws 3 signors)	On Demand	2005a	T	P + 1B	Y
Reconcile accounts	Monthly		T		Y
Maintain member roster <i>Per By laws is a Treasurer duty</i>	On Demand	2005	T	S	Y
Furnish a report of the state of the finances	Monthly	2005	T	P	
Collect dues and make deposits	On Demand	2005	T	P	Y
Create programs list	Dec/Jan		VP		Y
Create & Maintain calendar	Dec/Jan		VP	B	Y
Event/Project Coordinator	On Demand		VP		
Club Affiliation or chapter organization and coordination		2005	VP		
Structure membership committee		2005	VP		Y
Membership development		2005	VP		Y
Publish minutes	Meeting + 14 days		S	W	Y
Check email account (info@bch)	On Demand		S	T	Y
Update for sale part on website	On Demand		W	S	
SOP Maintenance	Oct/Nov		M		Y
Maintain Calendar (add/change items)	On Demand		VP		
Membership Recruitment			M		
Changes to Passwords			W		Y
State Dues	Jan/Mar		T		
Pay Bills	On Demand		T		
Maintain PO Box Signatures	On Demand		T		