

CANON CITY GEOLOGY CLUB STANDING COMMITTEES

(Revised May 2017)

Field Trip Committee: This group will explore opportunities for trips, propose dates, organize carpools, produce the flyer and submit all information to the board member who communicates this with the membership through mass member email and phone communication for those without email. This information (flyer) will also be given to the PR committee including webmaster to be advertised to the community at large. Maintains and holds the gate signs. Responsible for taking these on trips where gates are used and insures the gates are left as desired by property owners. The committee member holding this position will be identified to the board and to the members on the field trip. Field Trip committee sends thank you notes to guide or company (e.g.; Holcim, who allows us to come on property and provides guide, CC&V mine, etc.); and landowners, maybe asking for comments and how can we improve field trips. Make sure to have a current copy of the Certificate of Liability Insurance before visiting properties.

Public Relations Committee: Responsible for promoting the club to all of Fremont County using radio, flyers, newspapers, Internet and CCGC website. Provides a monthly radio program (KRLN) to advise the community of the date, time and topic of the community meeting that night. Develops the yearly calendar of events for distribution, including dates for all membership meetings and field trips. Communicates with Webmaster. **Webmaster:** Maintain CCGC website: CanonCityGeologyClub.com with current information, receiving approved information through President or designated board member.

New Hope Amethyst Claim Committee: Responsible for ongoing amicable relations with the BLM and Roger Rupp (current land owner for crossing private property). Supervises BLM approved reclamation/mitigation work. Makes sure annual BLM fees are paid through NHAC checking account by September 1. Communicates and accommodates BLM representatives with annual BLM inspections. Alerts the board and membership of workdays and organizes this effort similar to a field trip, including carpooling, sign-ups, etc. This committee consists of the current BLM liaison from CCGC and Ray Garber, serving as liaison to Roger Rupp for crossing private property and road use. Organizes the yearly field trips to the club claim, coordinates these trips with the Field trip committee to insure no overlap with other scheduled field trips. The NHAC committee may also arrange field trips to the New Hope for other geology clubs. These trips require a reciprocal trip to that club's claim or other suitable field trip. Other requirements may need to be met prior to the trip to our claim. Gate signs must be used for field trips to NHAC.

Finance Committee: Will be responsible for fund raising – both in the community and among the members. Secures a person to do our early audit (for our tax status) see Bylaws. At the November meeting, the President shall appoint an Auditing Committee of two or more members to report at the January meeting.

Program Committee: At the beginning of the year, the Program Committee contacts speakers. They arrange the monthly meeting programs for our membership, for all months except July, August and December. The speaker should be contacted two weeks in advance of program date for confirmation and to find out what the speaker needs: PA, projector, table arrangement. Relay AV technical needs to CCGC AV technician. The Program Committee members will set up meeting room and introduce the event at the beginning of the meetings. They will get a check from the treasurer for speaker. This is usually for \$50 and will be given to the speaker following the presentation. Watch the weather and be prepared for a backup program. Guidelines and resources need to be listed and shared for future use.

Hospitality Committee: Makes coffee and cleans the room after meetings. Coordinates the annual Christmas party.

Membership Committee: Keeps a roster of new and renewing members after getting information from treasurer. Presents roster to the board monthly or sooner as needed. Maintains the ccgeologyclub@gmail.com email list for mass membership emails, deleting non-renewed member after January 31, yearly. The committee has people sign-in and hands out nametags. Responsible for ensuring names, addresses, phone numbers and email addresses are current. Call members who do not have email, to notify of meetings, fieldtrips, classes, etc. This committee provides on-going support to the class and fieldtrip leaders to ensure current membership status. Has CCGC t-shirts and patches on hand for purchase at meetings.

Nomination Committee: Responsible for developing a slate of candidates and presenting this at the October meeting. At the September meeting the membership shall elect three qualified members to the Nominating Committee. It shall be the duty of this committee to nominate candidate for each office. This report shall be in writing, and shall be presented to the membership at the regular October meeting. Before the election in November, nominations may be made from the floor, provided each person so nominated has given their consent. Printed ballots will be used for the vote by the membership.

Scholarship Committee: This committee will consist of 3-7 club members and at least one board member. The committee is responsible for implementing the scholarship program as defined in the guidelines. They will communicate with local schools regarding the application process, ensuring the program and application process is current and up to date. Applications will go to the CCGC P. O. box. The board president will assign a number to each, and redact the names. The president and treasurer (or whomever is picking up the mail) shall be eliminated from the committee.

Historian: Maintain all current and past historical records and have them digitized.