

SCHEDULE A
TO SASKATCHEWAN SECTION BYLAWS

1. DESCRIPTION OF EXECUTIVE POSITIONS AND TASKS

All Section Executive members are expected to attend all executive and section meetings and to assist in the organization and running of the Section and/or Section activities. Each of the Section Executive shall be a member of the Saskatchewan Section of the Alpine Club of Canada. A quorum of the Section Executive shall consist of the majority of its members.

2. MEETINGS

The Section Executive Shall met at regular intervals as deemed necessary. Members may attend Executive meetings should they wish, however only Section Executive members shall have voting privileges at Executive meetings. The Section Annual General Meeting shall be held no later than April of each year; supplemental fall meeting shall be held no later than October of each year, Saskatchewan Section meetings shall be open to members of the Alpine Club of Canada. Voting privileges shall be extended to Saskatchewan Section Members only. The elections for the Section Executive members shall occur at the Annual General Meeting.

SECTION CHAIRPERSON

- Attends all Executive and section meetings.
- Overall responsibility for all section activities, acts as a liaison with the various committees and the Chairperson of each committee.
- Sits on all committees, ex-officio.
- Chairs Section and Executive meetings. This includes preparation of the agenda, and attention to normal meeting procedures.
- Is the Section's representative to the general public, and the mountaineering community, strives to enhance the Section's reputation within this community.
- Generally is one of the four signatories on all section financial documents.
- Presents a report to all those in attendance at Executive and Annual General Meeting. Provides input to the membership through the Section website.
- Responsible for initiating and coordinating the section's short and long term planning.
- Assists the webmaster in checking the Saskatchewan Section electronic mail box regularly and distributes the mail accordingly.

- Acts as a liaison with the National Club Office and ACC Sections. The Chairperson acts as the Saskatchewan Section Board Representative unless another executive member takes on that role.

SECRETARY/TRESURER

- Attends all Executive and Section meetings or appoints a substitute to take minutes.
- Takes minutes of Section meetings and prepares an e-copy to be posted on the Section website.
- Keeps a hard copy on file for the Section records.
- Takes minutes at the Executive meetings. Distributes an e-copy to each member of the Executive prior to the next Executive Meeting; retains a hard copy for the section records.
- Reminds Executive members of upcoming executive meetings.
- Assists the Chairperson in:
 - Maintaining the Section Policy and Procedures Manual.
 - Maintaining a record of volunteer activity for purposes of recognition.
- Advises the National Club office of any changes in the executive members of the Section, including change of address, telephone numbers, e-mail, etc.). This is generally done following the elections at the Annual General Meeting.
- Handles and advises the Executive on all financial matters. The financial year is January 1st to December 31st
- Is one of the two signatories on all financial transactions.
- Maintains a record of all revenues and expenditures.
- Presents, with appropriate comments, the financial statements annually.
- Deals with all financial correspondence.
- Makes decisions, in consultation with the Executive Committee, concerning the most profitable and least risky portfolio of investment so as to maximize the return of these assets. These decisions deal with the allocation of funds to the current account, savings account and long-term investments, e.g., term deposits, savings bonds, etc.
- Keeps possession of all financial documents. (Cheque books, transaction record, etc). Records shall be maintained for the past seven years.
- Advises section executive on financial matters relating to all special projects.

- Accounts for all activities of the Saskatchewan Section using cash based (not accrual) accounting.
- Performs such business controls as deemed necessary to ensure the validity of the books of account.
- Is responsible for gathering information and creating the annual budget and monitoring adherence to it.
- Presents year-end financial report and proposed budget to the section at the annual general meeting on the year's activities.

ACTIVITIES COORDINATOR

- Recommended to attend all section and executive meetings.
- Reports to the executive committee and to the section members about committee activities and section trips.
- Recruits a minimum of 4 members to form the Trips Committee. Prepares the agenda for and chairs meetings of the Trips Committee.
- Organizes the operations of the Trip Committee and delegates tasks as appropriate.
- Trip Committee tasks include:
 - Recruiting potential trip leaders. Collecting background information from potential trip leaders, and confirming their suitability to act as trip leaders.
 - Organizing other trip-related activities deemed appropriate. These might include ski or summer camps, avalanche transceiver practices, crevasse rescue practices, etc.
 - Distributing information and waivers to trip leaders. Collecting signed waiver forms for completed trips and following up on unreturned waivers. Returning the signed waivers to the Secretary/Treasurer where they will be archived for 7 years.
 - Maintains a record to trip statistics, including the number of trips, those that were run, those that were cancelled, reasons for each and the number of participants.
 - Presents a report to the Section at the Annual General Meeting on the years' activities including a review of safety practices and potential areas for improvement and recommendations. Act as a resource for members and potential members regarding climbing / skiing activities, including section camps.

- Sits as a member of the Leadership Committee

MEMBER SERVICES COORDINATOR

- Attends all Executive and Section meetings.
- Is available at all Section meetings to answer questions relating to membership and to welcome new members to the section.
- Promotes Section and National club membership by:
 - Ensuring information is available to potential members.
 - Setting up display material with membership brochures forms, display panel, etc. at activities outside of club functions.
 - Providing membership information to facilities which are frequented by the mountaineering community (e.g., Outter Limits, Eb's Source for Adventure, Bike Doctor).
 - Receives from the National Office, on a monthly basis, a membership list of new and renewing members.
 - Provides a list of new Section members to the webmaster that will be published on the website welcoming them to the Section.
 - Ensures that membership forms and brochures are up to date on the website.
 - Makes recommendations to the executive regarding membership policies and procedures.
 - Presents a report to the section at the Annual General Meeting on the year's membership activities.

PAST CHAIRPERSON

- Recommended to attend all Executive and Section meetings.
- Ex-officio, voting position.
- Advises the Chairperson and section executive on both procedure and activities of the section.
- Chairs the Nominating Committee for the selection of the executive positions.
- Presents the nominees for the executive positions to the membership at the AGM.
- Reviews section bylaws and recommends amendments. Normally this would take place in January of each year.