



## Steel on Ice Policy and Procedures

### 1) ELECTED OFFICERS RESPONSIBILITIES

*Primary responsibilities are defined in the bylaws. Additional responsibilities are defined below:*

- a) PRESIDENT
  - i) Attend regional and national NBS meetings, as the Club budget allows
  - ii) Provide oversight for the Activities Committee
  - iii) Maintain oversight of Club disbursements
- b) VICE-PRESIDENT
  - i) May serve as the Membership Chair
  - ii) Provide oversight for the Safety Committee
  - iii) Provide oversight for the Racing Committee
  - iv) May serve as Annual Learn-to-Ski Chair
- c) CORRESPONDING SECRETARY
  - i) May serve as the Publicity Committee Chair
  - ii) Provide oversight for the Hospitality Committee
  - iii) Reserve meeting rooms for membership and executive board meetings
  - iv) Publish newsletter
  - v) Generate, issue, and archive Club and Executive Board Correspondence
  - vi) Collect & disseminate correspondence from Club PO Box
  - vii) Maintain Club Hotline
  - viii) Respond to Club mail, email, and phone calls within 7 days
  - ix) Publish Club announcements
  - x) Act for Recording Secretary, when needed
- d) FINANCIAL SECRETARY
  - i) May serve as the Youth Chair
  - ii) Provide oversight for the Paraphernalia Committee
  - iii) Collect and record Club deposits, deposits to be made within 7 days of receipt
  - iv) Collect and archive membership applications/liability forms
  - v) Provide paid member names, numbers, addresses, etc. to Membership chair
  - vi) Report Club deposits to Treasurer 7 days prior to Club meeting
  - vii) Collect funds and fees for received insufficient fund checks
  - viii) Act for Treasurer, when needed
- e) RECORDING SECRETARY
  - i) May serve as the Elections Chair
  - ii) Provide oversight for the Parliamentarian Committee
  - iii) Provide oversight for the Historian Committee
  - iv) Act for Corresponding Secretary, when needed
- f) TREASURER
  - i) Provide oversight for the Fundraising Committee
  - ii) Disperse funds for Club expenses, payments to be made within 7 days of request
  - iii) Develop and maintain Club budget and report biannually
  - iv) Notify the President and initiate a moratorium on spending if treasury balance goes below \$1,500
  - v) Suspend project spending if project budget is exceeded
  - vi) Act for Financial Secretary, when needed

- vii) Tools provided by Club:
  - (1) Accounting software, as budget allows
  - (2) Club checks

## 2) COMMITTEE RESPONSIBILITIES

### a) MEMBERSHIP COMMITTEE

- i) Maintain Club roster and mailing list
- ii) Maintain listing of current and past members
- iii) Provide roster to officers and members
- iv) Provide list of birthdays to Hospitality Committee
- v) Meet and greet non-members at Club meetings and events
- vi) Plan Club membership drives
- vii) Develop, maintain, and distribute New Member Informational Package
- viii) Plan new member activities
- ix) Ensure that liability waiver forms are executed for physical and travel related activities
- x) Provide activity announcements and summaries for the newsletter
- xi) Provide written financial report for activities

### b) ACTIVITIES COMMITTEE

- i) Plan Club activities, maintain annual calendar of events, at least 1 per month in ski season and 1 every other month during other seasons
- ii) Ensure that liability waiver forms are executed for physical and travel related activities
- iii) Develop, maintain, and distribute Trip Leader Manual
- iv) Report on Club activities at meetings
- v) Provide activity announcements and summaries for the newsletter
- vi) Provide written financial report for activities

### c) YOUTH COMMITTEE

- i) Plan Youth activities, maintain annual calendar of youth events
- ii) Ensure that liability waiver forms are executed for physical and travel related activities
- iii) Provide Youth activity announcements and event summaries for the newsletter
- iv) Provide written financial report for Youth activities
- v) Participate in NBS youth development conference calls

### d) FUNDRAISING COMMITTEE

- i) Plan Club multiple annual fundraising activities
- ii) Provide activity announcements and summaries for the newsletter
- iii) Ensure that liability waiver forms are executed for physical and travel related activities
- iv) Provide written financial report for activities

### e) CLUB PARLIMENTARIAN/HISTORIAN

- i) Maintain Club procedure oversight (i.e., adherence to bylaws and Roberts Rules of Order)
- ii) Chair the Elections committee
- iii) Collect photos from each event
- iv) Maintain Club written history
- v) Maintain Club scrapbook

### f) SAFETY COMMITTEE

- i) Provide safety coverage for Club ski events
- ii) Report on safety developments at meetings
- iii) Provide safety announcements for the newsletter

- g) RACING COMMITTEE
  - i) Organize at least one Club local racing event per year
  - ii) Organize Club racers at Regional and National events
  - iii) Attend Western Pennsylvania Ski Council meetings
  - iv) Report on Club activities at meetings
  - v) Provide activity announcements and summaries for the newsletter
- h) HOSPITALITY COMMITTEE
  - i) Provide light refreshments at Club meetings
  - ii) Provide cards (birthday, condolences, achievements) to members
  - iii) Organize annual Club picnic
  - iv) Report on activities at meetings
  - v) Provide activity announcements and summaries for the newsletter
  - vi) Provide written financial report for all activities
- i) CLUB PUBLICITY COMMITTEE
  - i) Maintain Club website, update on a monthly basis
  - ii) Maintain Club social media sites, update/post on a weekly basis
  - iii) Share Club email with appropriate personnel
  - iv) Design Club ads, ads can be placed in appropriate publications, as budgeted with Executive board oversight
  - v) Assists Event Chairs with publicity
- j) PARAPHERNALIA
  - i) Design Club paraphernalia (jackets, tee shirts, pins, etc.), as requested
  - ii) Design Club keepsakes for significant Club events, as budget allows
  - iii) Maintain inventory of Club paraphernalia
  - iv) Maintain Club banner
  - v) Report on activities at meetings
  - vi) Provide Club paraphernalia announcements for the newsletter
  - vii) Provide written financial report for all Club paraphernalia

### 3) DUES AND FEES

- a) DUES (Approved on 9/8/00 by general membership)
  - i) Prompt membership renewals (April – June)
    - (1) adult \$35
    - (2) family \$75
    - (3) associate \$25
    - (4) youth \$10
  - ii) New member and other renewals (July – March)
    - (1) adult \$45
    - (2) family \$95
    - (3) associate \$35
    - (4) youth \$10
  - iii) Members outside continental USA +\$10
  - iv) Definitions
    - (1) New member – someone who has never been a member before
    - (2) Adult – ages 18 or older
    - (3) Youth – ages 3 to 17, note those under 6 may incur additional activity fees
    - (4) Family – two adults and associated youth
    - (5) Associate – persons residing 50 miles or more outside the city of Pittsburgh without voting rights

b) FEES

i) EVENT FEES

(1) All events should raise funds for the Club. Processing & handling fees should be added to events, provided that the event remains marketable. Appropriate ads can be sold for program books.

ii) BANKING FEES

(1) Credit card, Paypal, etc. transaction fees should be included in the cost of items or services sold  
(2) All Banking fees plus a \$10 Club processing fee shall be assessed to originator for insufficient fund checks  
(3) Member voting rights shall be suspended until all fees are paid

iii) LATE PAYMENT FEES

(1) fees can be assessed if is payment not received as required, provided that payment schedules are published prior to purchase  
(2) failure to pay fees can result in cancellation of purchase without refund  
(3) Member voting rights shall be suspended until all fees are paid

**4) DISBURSEMENT OF FUNDS**

a) DISBURSEMENTS FOR ACTIVITIES

i) Disbursements should be requested with Club disbursement form by the activity chair  
ii) Disbursements should be requested 7 days in advance

b) REFUNDS

i) Refunds should be requested by Club refund form submitted by the activity chairs within 30 day of the event  
ii) Receipts must be attached

c) TRAVEL REIMBURSEMENT

i) President

(1) Partial to full reimbursement for registration, standard transportation (bus, rail, coach air, or GSA mileage) & one night standard single lodging for NBS meetings, as Club budget allows  
(2) Lodging for meetings in Pittsburgh may be reimbursed, only if room is used as the hospitality suite for the event and Club if budget allows  
(3) It is the President's responsibility to reduce costs as much as possible (i.e., book air fare 21 days or more in advance, book standard lodging & transportation, telecommute, etc.). Ground transportation, meals, parking, telecommute events, etc. are not reimbursable, unless budgeted by the Club. Additional limits can be imposed by the Executive Board to control Club spending.  
(4) Reimbursement to be paid only after event report has been submitted in writing to the Executive Board

ii) Other Officers and Committee Chairs

(1) Reimbursement for seminar registration, standard transportation (bus, rail, or coach air) & one night standard single lodging for NBS Operational Improvement Seminars, if Authorized by the President and as budget allows, for events outside of Pittsburgh  
(2) It is the traveler's responsibility to reduce costs as much as possible (i.e., book air fare 21 days or more in advance, book standard lodging & transportation, telecommute, etc.). Ground transportation, meals, parking, telecommute events, etc. are not reimbursable. Additional limits can be imposed by the Executive Board and/or President to control expenses.  
(3) Reimbursement to be paid only after seminar report provided

d) **COMPENSATION**

i) Trip leaders

- (1) if the Club receives compensation in goods and services, trip leader can be compensated from those items limited to: 1 registration, single lodging, 1 transportation (bus, rail, or coach air), up to 5 days of lift tickets, and meals.
- (2) if the Club receives cash compensation, trip leader can be compensated from up to 25% of those funds for their trip costs limited to: 1 registration, 1 night lodging, 1 transportation (bus, rail, or coach air), and/or up to 4 lift tickets. Cash compensation will not be used where compensatory goods and services are available.
- (3) if the Club does not receive cash compensation, trip leader will be compensated for their cost of registration, if budgeted
- (4) Compensation will only be paid after the event report have been submitted to and approved by the Executive Board. Additional compensation can be authorized by the Executive Board where an event exceeds its fundraising target, limited to up to 25% of the additional event income.

ii) Youth and Racing chairs

- (1) 1 day lift ticket for the event, if budgeted and provided the chair participates in the entire event

**5) NEWSLETTER, ANNOUNCEMENTS, AND ACKNOWLEDGEMENTS**

i) Newsletter

- (1) Published and email on regular basis
- (2) Hardcopy may be mailed to paid members on request
- (3) Newsletter to include Club events, member news (weddings, births, graduations, serious illness, significant achievements, etc.), ski news, and community events
- (4) Paid advertising may be solicited/accepted, with rates oversight by the Executive Board
- (5) Controversial content shall be avoided

ii) Announcements

- (1) event announcements may be sent to a general mailing list (current, past, and perspective members). Announcements should include membership application information. Hardcopy announcements may be utilized as budgeted and authorized by the Executive Board

iii) Cards\*

- (1) Birthday cards may be sent to members by the Birthday/Hospitality Committee, as budgeted
- (2) Acknowledgement cards will be sent to member for serious life events by the Corresponding Secretary

iv) Memorials

- (1) In the event of a death of a member, a \$25 donation shall be sent by the Treasurer in their memory to an appropriate non-profit organization

*Club reimburses for Club expenses, when reimbursement forms and receipts are submitted*

May 2020