

Denver Gem and Mineral Guild Board

The following summaries indicate some of the basic responsibilities of various officers and committee chairs. For a full description, please see the Denver Gem and Mineral Guild Bylaws.

OFFICERS

PRESIDENT

The President acts as presiding officer of all regular and special meetings of the Denver Gem and Mineral Guild or the Board. They act with executive powers in conducting the activities of the Denver Gem and Mineral Guild and offer guidance and counsel in accordance with the Articles of Incorporation to further the aims and purposes of the Denver Gem and Mineral Guild.

VICE-PRESIDENT

The Vice-President assumes the duties of the President, in event of his/her absence and acts as program coordinator.

SECRETARY

The Secretary records as minutes the transactions of all of the regular and special business meetings of the Denver Gem and Mineral Guild and the Board of Directors. They conduct all the correspondence pertinent to the business activities of the Denver Gem and Mineral Guild and maintain records.

TREASURER

Receives all funds belonging to the Denver Gem and Mineral Guild and deposits those funds to the account of the Denver Gem and Mineral Guild at a bank or other state approved depository. Disperses funds as authorized by the Board of Directors. Keeps a complete and accurate record of all receipts and expenditures; balances the account books at the end of each month; renders a complete financial report annually to the Denver Gem and Mineral Guild. Arranges for insurance as required. Maintains current information with the Office of the Secretary of State, including the electronic filing of the annual Periodic Report. Pays dues for membership and insurance to the Rocky Mountain Federation of Mineralogical Societies. Ensures the special event sales tax is paid to the Colorado Department of Revenue on the proceeds of the annual show grab bag sales.

COMMITTEE CHAIRS

In the By-Laws, each committee has a designated chair who is to be on the Board of Directors, but at any time a co-chair may be appointed to share the duties and responsibilities of operating a committee.

PUBLICATIONS CHAIR

The Publications Chair oversees the publication of the monthly newsletter, Tips & Chips. Oversees the participation of the Denver Gem and Mineral Guild in regional competitions such as Bulletin Editors' contest, webmaster's contest, and Club of the Year contest.

WEBMASTER

The webmaster maintains the Denver Gem and Mineral Guild website, denvergem.org and includes current information, links to other sources, archived Denver Gem and Mineral Guild newsletters and field guides, and the current membership list (hidden behind a secret spot requiring a members-only password) on the webpage.

FIELD TRIP CHAIR

The Field Trip chair organizes and supervises field trip activities as desired by the members and as approved by the Board of Directors. Enforces all rules and regulations as adopted by the Denver Gem and Mineral Guild during field trip activities and the American Federation of Mineralogical Societies' Code of Ethics. Obtains from each member, including minors, an annual signed waiver of liability and assumption of risk for themselves and dependents. Minors shall be accompanied by parent or guardian on field trips.

CLAIMS MANAGER

The Claims Manager chair is responsible for the filing of the Denver Gem and Mineral Guild annual mining claim(s) or renewal (Notice of Intent to the USFS), affidavits of Labor with County and Federal offices based on the annual assessment. These duties will be performed no later than August 30th of each year. Oversees a team that inspects and maintains contact logs of visitations at Denver Gem and Mineral Guild Claim(s). Monitors signage, discovery posts, and boundary markers as required to maintain legal status of the claim(s). Informs the Denver Gem and Mineral Guild membership of any changes of rules and regulations by the Forest Service or the Bureau of Land Management.

MEMBERSHIP CHAIR

The Membership Chair receives applications for admission to the Denver Gem and Mineral Guild. Collects dues and forward such funds to the Treasurer. Maintains annual membership accounts and records for the Denver Gem and Mineral Guild, including current membership lists.

WAYS AND MEANS CHAIR

The Ways and Mean Chair assumes responsibility for all fund-raising activities of the Denver Gem and Mineral Guild, as approved by the Board of Directors, except those activities for which a special committee has been appointed.

SHOW CHAIR

The Show Chair make all arrangements necessary to insure cooperation of all club members in the production of a successful annual Gem and Mineral Show. Establishes a committee to carry out the responsibilities of show chair. Maintain records of all exhibits and exhibitors and of People's Choice awards.

HOSPITALITY CHAIR

The Hospitality Chair establishes a committee to provide refreshments at meetings, special events, and oversees the club's expression of caring or condolences for members and their families. They work with a committee who host refreshments after business meetings of the Denver Gem and Mineral Guild and arranges with members to provide these refreshments.

CLUB HISTORY CHAIR

The history chair shall collect, accumulate, assimilate, compile, and preserve all information pertaining to the origin, history, and pertinent and interesting activities of the Denver Gem and Mineral Guild. Answers questions about the history of the organization.