

Guidelines for Officer Positions

THE BOARD OF DIRECTORS

- The voting membership of the Board of Directors is defined by Article IV of the Bylaws. All other Board of Director meeting attendees are non-voting members.
- Periodically, the Board of Directors shall assure itself that these Guidelines are being followed or that they require changes. Field trip and program policies shall be evaluated as frequently as necessary and changed as needed.
- The Board of Directors shall meet at least once each quarter and as many other times as deemed necessary by the President and/or the voting members of the Board of Directors. This Guideline does not intend to identify all of the business that could be conducted at any of the meetings. The following sections include many of the mandatory items of business that must be conducted in order for the Corporation to function properly.
- January meeting must include:
 - Receive the trial balance from the treasurer for the previous year and evaluate the previous treasurer's methods in preparation of D below.
 - Review policy for the News Nuggets, Programs, Field Trips, Annual Show, and speaker's honoraria in an amount specified in the budget. Determine the status of preparations for the Annual Show and take whatever actions deemed necessary.
 - Select an external audit committee (CPA) to make an evaluation of the Corporation's financial and property records for the previous fiscal year. Complete the audit and report by the March Board of Directors Meeting. The elected Board of Directors approves/disapproves the Appointed Board of Director members.
- February meeting must include:
 - Make preparations for the Annual Show for the following year, designate a Club member as Chairperson for that show, and select the site for that show.
 - Determine the Club policy on the New Mexico State Fair participation. If the Club's position will be to participate, appoint a Club member to be in charge. Designate the necessary judge(s) for the Science Fair in March at the University of New Mexico and instruct them to obtain the winner's contact information and invite them to the April general Club meeting where they will be awarded the gift certificate. March meeting must include:
 - Review the report of the audit of the financial and property records. Take actions to resolve any deficiencies.
 - Finalize, the time, date, place, and type of activity for the Annual Meeting in December when the next year's officers are installed.
- May meeting must include:
 - Review the evaluation of the financial statement for the current year annual show.
 - Review the proposed budget for the spring show for next fiscal year, make any corrections, and approve the show budget.
- August meeting must include:
 - The selection of a nominating committee to provide the Board of Directors with a slate of elected candidates at the October Board of Director's meeting. See By-Laws, Article V, Section 1.
- September meeting must include:
 - Establish the membership dues for the next fiscal year
 - Review the status of the BOD nominating committee.
- October meeting must include:
 - Nomination of a budget committee to provide the Board of Directors with a proposed budget at November Board of Directors meeting.
 - Review the slate of candidates for the next year and make any changes as deemed appropriate so that the slate of elected officers can be presented to the membership at the October meeting.
 - Appoint a committee to run the silent auction at the New Mexico Mineral Symposium. The Club donates all table fees (\$20/table) and all proceeds from the Club table (donated material) to the Tech Mineral Museum.

- Insure the symposium sponsorship check (\$200) has been sent.
- November meeting must include:
 - Review the proposed budget and make any corrections and adjustments deemed appropriate, and present it to the incoming Board of Directors at the December BOD Meeting.
 - Review the Constitution, By-Laws, and Guidelines and determine if there are changes which should be recommended to the incoming Board of Directors.
- December meeting must include:
 - Present the proposed budget for the upcoming fiscal year, make any corrections deemed appropriate, and approve the budget.
 - Ensure that the responsibility of Club property is transferred to the incoming officers.
 - Select honorary members for the next fiscal year.
 - Determine if the Treasurer for the next fiscal year is to be bonded. The Club will pay the bonding fee if such is deemed necessary.
 - Review the Treasurer's current fiscal year financial statement for the period ending November 30. Present a copy (or directions to online location) of the Constitution, By-Laws, and Guidelines to each of the incoming Board of Directors. Present any recommended changes to the Constitution, By-Laws, or Guidelines to the incoming Board of Directors.

PRESIDENT

The President is the chief executive of the Club and the Board of Directors. The president presides over the general meetings of the Club and the Board of Directors, coordinates the activities of the board members and committees, and represents the Club to the public and other organizations (e.g. Rocky Mountain Federation of Mineralogical Societies, American Federation of Mineralogical Societies).

1. The President should be cognizant of the work being done by other officers, directors, standing committees, newsletters, shows, exhibits, etc.
2. The President presides at general and board meetings. If unable to attend, the order of succession per Article VII of the bylaws is VP-Programs, VP-Field Trips.
3. Although the President has the authority to determine the order of business at any general meeting the following should be considered:
 - A. Call to order
 - B. Welcome and introduction of visitors and guests
 - C. Items of special interest
 - D. Committee reports
 - E. Unfinished business
 - F. New business
 - G. Program
 - H. Adjourn
 - I. Break and refreshments
 - J. Special activities such as raffle and door prizes
4. Although the President has the authority to determine the order of business at any Board meeting the following should be considered:
 - A. Call to order
 - B. President's preface
 - C. Review and approval of the minutes of the previous board meeting
 - D. Treasurer's report
 - E. Programs report
 - F. Field Trip report
 - G. Reports from other board members and committees
 - H. Old Business
 - I. New Business
 - J. Adjourn
5. Conduct Board and general meetings as required by and in accordance with the By Laws.
6. Keep the general membership informed of Board actions and Club activities via the News Nuggets and announcements at general meetings.

7. Ensure that the actions in the Board of Directors section of these guidelines are accomplished at the required time by including them in the agenda of the appropriate month's meeting.
8. Yearly required actions:
 - A. December of last year/January – Appoint people to chair all standing committees for the next year. These include: State Fair, Web Site, Refreshments, TotE Show, Junior Club, Editor, Historian, Raffle/door prize, Mineral symposium silent auction, Year-end party, July picnic, Science Fair, and any others foreseen. April – presentation of the Club awards (currently Barnes and Noble gift certificates) to the two science fair winners selected by the Club judge(s). August – Send a letter (e-mail) to the University of New Mexico and the New Mexico Institute of Mining and Technology requesting their nominee for the Club scholarship award. The nominee should be entering their junior or senior year in the Earth Science Fields. Presently the contacts for these schools:
 - i. David B. Johnson Chairman, Geosciences Department New Mexico Institute of Mining and Technology Socorro, New Mexico 87301;
 - ii. Albert M. Kudo, Professor Department of Earth & Planetary Sciences Northrup Hall University of New Mexico Albuquerque, New Mexico 87111-1116
 - B. October – Send a letter (e-mail) to each scholarship recipient requesting his/her presence at the annual meeting to receive his/her check and provide a brief acceptance speech and News Nuggets article.
 - C. December – Request both outgoing and incoming officers attend the December Board of Director's meeting so that continuity in Club functions can be obtained. Present the checks to the scholarship recipients at the annual meeting. Introduce the incoming Board members.
9. The President should prepare an agenda for each Board and general meeting.
10. The President reviews all the incoming correspondence, emails, and telephone calls relating to the Club business and activities. The President advises the Board and general membership of any action required and taken.
11. The President should be sure that each Board member and committee chairman has an up-to-date copy of the Constitution, By-Laws, and Guidelines. The President will review these documents at least once a year to determine if revisions are needed and take action to update them.
12. The President should make arrangements for the meeting place(s) for the Club meetings for next calendar year.
13. If during the year a person is nominated for lifetime membership the president should consider appointing a committee to review the qualifications of the nominee for lifetime membership.

VICE PRESIDENT OF PROGRAMS

- The Vice-President of Programs shall act as President of the Albuquerque Gem and Mineral Club in the absence of the President.
- After obtaining the general policy of the Board of Directors at its January meeting and after examining the permanent file on programs from previous years, prepare a list of programs for the year. After approval by the Board of Directors, begin the process of obtaining the speakers.
- The Vice-President of Programs shall ensure that the necessary equipment is available for the speakers requiring video and/or audio assistance. Usually the speaker has access to the equipment at his or her place of work and if given adequate advance notice, will bring it to the meeting. If none is available through that source, make arrangements to obtain the equipment either from the Club's inventory or through a rental agency. (AGMC has their own laptop, purchased in November 2010 dedicated for use by speakers.)
- Provide the News Nuggets editor at the Board of Directors meeting preceding the regular club meeting, or as soon thereafter as is possible, with an article for the News Nuggets giving the speaker's name and an abstract of the program.
- Contact the Albuquerque Journal, P.O. Drawer J, Albuquerque, New Mexico 87103 the Tuesday preceding the regular Club meeting with a short article on the meeting place, time, and speaker for inclusion in the Club portion of "Speakers" of the Arts-Entertainment section of the Sunday paper.
- In the event we hold a silent auction, provide the Editor with whatever information is necessary to the membership so that they will obtain maximum benefit from the event. Obtain a supply of bid sheets so they will be available to the membership no later than at the time of the silent auction. Prepare and/or

update the procedure for the silent auction. It should be noted that silent auctions cannot be conducted at the New Mexico Museum of Natural History, but the University Geology department has offered to have it there. A silent auction may also be considered as part of the annual picnic.

- Introduce the speaker, monitor the audience's actions, and present the speaker with a Certificate of Appreciation and honorarium when applicable.
- Maintain the permanent files describing the programs for each meeting and pass this on to the next Vice-President of Programs or any other individual as designated by the Board of Directors at the December Board of Directors' meeting. For each monthly program, this file should contain the name of the speaker, the address of the speaker, and appropriate background material on the speaker, and the title/abstract of the talk, the date of the meeting, and any other comments considered appropriate.
- Maintain the Club audio/visual equipment in operating condition and list the individual items complete with serial identification, etc. as needed. Provide the Treasurer with a copy of this list and the location of each item so that the inventory of the Club Property can be kept up to date.
- Present the incoming Program Vice-President with the club equipment, used for programs at the December Joint Board of Director's Meeting or at the end of the Annual Meeting if that is more convenient.

VICE PRESIDENT OF FIELD TRIPS

- Act as President of the Albuquerque Gem and Mineral Club in the absence of the President and the Vice President(s) of Programs.
- At the December meeting of the Board of Directors, get from their predecessor any equipment, forms with clipboards and file for the previous years' field trips. Give a list of the equipment received to the club Treasurer. By year-end prepare a calendar for the following year's field trips and ensure that no trip conflicts with any other club event or major function attended by club members such as the Mineral Symposium or major mineral shows in the area. Submit the calendar to the Board of Directors for approval at the December board meeting and publish the calendar in the January newsletter. Review and update as necessary forms which address preparation for and conduct during field trips. Coordinate with the editor of the newsletter to have the guidelines published early in the year.
- Select locations for the field trips and make sure that leader(s) make whatever trips are necessary to scout the location. Make certain that all necessary approvals by landowners and/or claim holders have been obtained.
- Maintain and carry on all field trips the club's first aid kit, release forms, membership forms and any other equipment deemed necessary for safety and a successful field trip. Any non-members wishing to go on a field trip must complete an AGMC membership form and pay dues prior to field trip.
- At the beginning of each field trip have each person attending sign the trip log sheet (release form), display samples of items to be collected and provide specific directions to the location and method for collecting. Establish a departure time.
- Help obtain from trip leader(s) a detailed report about the upcoming field trip and send to the Editor of the newsletter. Said report should include the general or specific location, the meeting place and time, the approximate mileage and driving time to the location, the condition of the roads, equipment needed for collecting and any other information considered appropriate.
- Ensure that the Editor to receives a brief synopsis of the previous field trip from trip leader(s) for publication.
- At each club meeting, give brief verbal reports of the previous field trip and the next upcoming field trip. Consider a display of sample material to be collected at the next field trip location.
- At the December Board of Directors meeting, give to your successor an updated file on the year's field trips and all the equipment and forms in your possession.
- Maintain an active e-mail database to communicate critical information regarding field trip status or other club activities that may not have made publication in the newsletter.

SECRETARY

The Secretary prepares official club correspondence, records the minutes of General Club and Board of Directors meetings, and performs duties as required by the Bylaws.

- A. Minutes of the General Meetings are produced in narrative format recounting the events of the monthly meetings. The minutes of the general meeting are sent to the News Nuggets editor. This report is published in the News Nuggets and is sent to the Board of Directors.
- B. Minutes of the Board of Directors Meetings are produced in enough detail to allow individuals attending the meeting to reconstruct events. Minutes will be annotated to indicate motions passed and action items that the board members will need to complete. Minutes of the board meetings, once approved by the Board must be signed by both the Secretary and President. Official minutes of the meeting will be sent to the club historian.
- C. The Secretary maintains the official Club records and distributes them as directed by the Board of Directors.
- D. Meeting minutes file is organized by month for the current year and contains the minutes of the Board of Directors Meeting with attachments, and pertinent correspondence.
- E. Club Record File: The file contains the current copies of the Club Constitution, By-laws, Guidelines, and copies of applicable New Mexico laws. These records will be revised as directed by the Board of Directors or government agencies.
- F. Financial records will be maintained by the Treasurer.
- G. At the direction of the Board, the Secretary provides the permanent files to both the Club Historian and the incoming Secretary. Paper as well as electronic files are recommended.

TREASURER

The Treasurer shall on a monthly basis:

- Pay newsletter, postage, speakers, and refreshments within the approved budget.
- Make deposits shortly after each meeting. Keep copies of all checks. Use Club deposit worksheet.
- Provide Treasurer's Report at every board meeting. This report is kept with the secretary's minutes. Balance checkbook with the bank statement every month.
- The Treasurer shall be aware of the requirements for paying bills. All checks require one signature. There is only one checkbook. Three different board members can sign checks. All expenses are paid by check within the club's budget or have the Board of Director's approval. There is no petty cash fund. For silent auctions the Treasurer will have \$5's and \$1's available at silent auctions as change for auction purchases. Treasurer or event chairperson shall be in charge of collecting money or appoint someone to do so. Outgoing Treasurer shall have the final Trial Balance, Property Report, and turn in all past records, check book, notebook, or anything pertaining to the Treasurer's job at the January Board of Directors meeting. Each Month there are reoccurring agenda items that the Treasurer needs to be aware of as follows:

January

1. NM State Public Regulation Commission, NMSPRC, (\$10) is due every year. Due April 15th.
2. Web Host- Bill Meier (\$100). Get an invoice around the 20th of January.
3. Southwestern Minerals (\$240 for 12 months) storage rent
4. NM Expo second payment-check contract for due date each year.
5. Close December books before January Board meeting.
6. OK from the Board on the CPA who will audit the books. Get books to the CPA.
7. Present Trial Balance and Property report at the January Board of Directors meeting.

February

8. Audit, retrieve records and pay CPA.
9. Report audit results at the next Board of Directors meeting.
10. Get Certificates of Insurance from RMFMS insurance rep. The Certificate of Insurance must have NM State Fairgrounds typed on the form.
11. Call special events coordinator at the Tax and Revenue Department. Need special event forms for dealer packets. Tax & Revenue will put Treasures of the Earth and the show dates on each form. Forms go to show chair.
12. Decide on TOTE show station denominations for "start-up" money and extra change on hand. Stations are: Admissions, Jr. Table, Auction, and Raffle. Extra money for change is in \$5's and \$1's (\$500-\$750).
13. Inform Show Committee of supplies in storage: skirting, butcher paper, tape, scissors, etc.

March

14. Certificates of Insurance to Expo NM office before the show. Must be there BEFORE the show. No Certificate-No Show. Call or email DAILY to get the Certificates to Expo NM and to the club.
15. Get money denominations from the bank for each show station and the extra \$5's and \$1's required.
16. Make out worksheets for each show station. Keep all station's money separate throughout the weekend.
17. Final payment to expo NM id due Thursday before the show.
18. During show, have change available for each station, collect excess money throughout the day. Keep cash collected safe, be aware of all around you throughout the day. Note: Collect only that money OVER the start-up cash or you won't balance. You'll be counting the start-up money as profit, which it isn't.
19. At the end of the day you can pick up all the money from each station, or leave only the start-up amount. The station chair decides if they want to be responsible for start-up money overnight.
20. Pay various show expenses: dinner, raffle, display awards, supplies, tables, etc.
21. Record all show income. Pay all show expenses by the next Board meeting.
22. Prepare show budget for next year and have ready for the Show Committee, "After the Show" reports.
23. Send an email to Board and Show Committee members to clarify if any property need to be repaired or replaces. (Does any property need to be repaired or replaced?)

April

24. Form 990 tax form is due April 15th. Did the CPA file this? The form is due if income is over \$25,000.
25. Science Fair- reimburse for medals and gift certificates for winners that are purchased and presented in April.
26. Was the NMSPRV (\$10) paid by now? It was due April 15th.

May

27. Expo NM –First payment is due for next year's show. Check contract for due date.

June

28. No deadlines for this month.

July

29. Pay picnic expenses.

August

30. Start working on next year's club budget to be discussed at the October BOD meeting.
31. Board will decide on next year's dues, scholarship awards, science fair awards, symposium sponsorship, etc.

September

32. Pay State Fair/Expo New Mexico expenses.

October

33. NM bureau of Geology and Mineral Resources (\$200) for Symposium Sponsorship. This check is payable to: NM Tech Mineral Symposium.
34. Present first draft of Club budget for next year to the Board of Directors.
35. Update Guidelines for Treasurer for approval by the Board at the November Board meeting.
36. Update Treasurer's contact information (phone, address, email).
37. Count property at Southwestern Minerals warehouse. (4 people, one list, 3 people call out, takes about 45 minutes.)
38. Contact Board and Show Committee members for missing property items that weren't in the warehouse.
39. Begin to prepare property report that the January Board of Directors needs to see.
40. At the bottom of the report, note any property that was raffled, auctioned, sold, given away or thrown out during the year.

November

41. Send NM Bureau of Geology and Mineral Resources money earned at the club auction table, includes, dealer table fees and what club's table earned. This check goes to the NM tech Mineral Museum.

42. NM Museum of Natural History and sciences check needs to be made for rent for next year's meetings, 12 board meetings, 11 general meetings, and 11 junior meetings.
43. RMFMS dues and insurance is due. Use information as of October 31st. The contact person is RMFMS insurance rep.
44. Present updates or changes to the Treasurer Guidelines for approval by the Board of directors.
45. If there is any more discussion on next year's budget can be done at this time. The budget can be approved by the board in November or December.

December

46. PO Box rent is due for next year.
47. College scholarships (\$2,000) - \$1,000 to UNM and \$1,000 to NM Tech student during the December Club dinner.
48. Pay Installation Dinner expenses (meat, plates, silver, napkins, drinks, etc.)
49. Pay the owners for the hall where we held the Installation dinner.
50. Close club books for the year to present at the January Board of Directors' meeting.

Treasurer's Contacts

Organization	Contact	Address	Phone, FAX, eMail
NMSPRC	(Corporation Report)	NM State Public Regulation Commission, PO Box 1269 Santa Fe, NM 87504-1269	1-800-947-4722
ISP for AGMC	Bill Meier	103 Canterbury Ct., Carlisle, MA 01741	
Webmanager for AGMC	John Scully		575-379-3397 Jscully216@aol.com
Southwestern Minerals	Gary Young	7008 Central Ave. SE, Albuquerque, NM 87108	266-6778
Auditor/CPA	Maureen Fronck		286-1905 maurencpa@yahoo.com
Expo NM/ State Fair	Peggy Durkin	PO Box 8546, Albuquerque, NM 87198-8546	266-7784 ext. 221 Fax-268-6753
	Sabrina Garza		304-2938 or 265-1791 Fax 268-6753
	Helmet Perzi		222-9740 Fax 268-6753 helmetperzi@state.nm.us
Disco Display House (tables)	Gary	3123 Central Ave. NE, Albuquerque, NM 87106	265-1515
Town & Country Toilets	Dave		294-5658
NM Bureau of Geology & Mineral Resources NM Tech	Dr. Virgil Lueth	NMBGMR- NM Tech 801 Leroy Pl., Socorro, NM 87801-4796	575-835-5140 vwlueth@nmt.edu
NM Museum of Natural History & Sciences	Sheila Bednarski	1801 Mountain Rd. NW Albuquerque, NM 87104	leave msg @ 841-2874 841-2802, 841-2800, 841-2803 Fax 841-2892
One Stop Business Shop (print shop)		6804 4th. St. NW Los Ranchitos, NM 87107	344-7701
Tax and Revenue Dept. Special events CRS-1 Forms	Donald Goldston	San Mateo and Lomas (ask for him on 1st floor & he will come down from 3rd floor.	841-6238
RMFMS Rocky Mountain Federation Mineral Society	Arlene Burkhalter (Insurance chair)	1267 Kingbird Lane, Choctaw, OK 73020	405-732-0808 maburkhalter@cox.net
	Gene Maggard (Gets things done)	8318 SE Hwy. 77 Leon, KS 67074-9026	316-742-3746 gandpmaggard@wildblue.net
Wild Spirit Wolf Sanctuary Education Outreach	Allison or Leyton	HC 61 Box 28 Ramah, NM 87321	Kimberly has phone # Do they want flyers mailed?
Heights Cumberland or others?			(2010)

EDITOR

- As stated on the club information page of the News Nuggets the "News Nuggets exists to assist the membership in communications and to provide information on club activities." Decisions concerning content should be weighed against this statement as well as the philosophy obtained from the Board of Directors.
- At the January meeting obtain the philosophy for the News Nuggets from the Board of Directors. This should include:
 - The nominal length of the news letter
 - Any revisions to the club information page
 - Which non-club members are to receive the news letter (e.g. other clubs, federations, associations, or other courtesy mailings)
 - What "core" articles are to be included. Core articles are articles that should appear in every issue, (e.g. club information page, general meeting minutes, mystery mineral)
- Revise the club information page (currently the last page) and the "Next Meeting" section (currently on the first page) to reflect any changes from above, as well as current: dues, meeting place, phone numbers, email addresses, and the list of Board of Directors.
- Except for the monthly changes of the issue number and month, the club information page and the "Next Meeting" section will remain the same unless changed by the Board of Directors.
- Ensure that the correct volume number and issue number appears on the front page of the News Nuggets. The volume number increases by one as of January 1st of each year (e.g. 2009 is Volume 56, 2010 is Volume 57). The issue number increases with each issue starting with number 1 for the first issue after January 1st.
- Ensure the correct month (or date) is on each page including the front page.
- The Editor is responsible for "filling out" the news letter if insufficient articles have been submitted by club members to meet the nominal length requirement. Sources of "filler" articles include: news letters from other clubs, hobby and technical publications, online listings of show schedules, past News Nugget articles from our archives, web searches, and articles written by the Editor.
- The November, January, and February issues must include the club membership form and an article describing when memberships expire and how to renew membership.
- In October review and update these guidelines for approval at the November board meeting.
- The news letter will be distributed such that it is received by the membership no later than the third Monday of the Month (one week prior to the monthly general meeting). This includes any sent by US mail. The Editor should set a deadline for submissions that ensures this distribution requirement will be met.
- Distribution of the news letter to: club members, other clubs, federations, associations, or other courtesy mailings will be by e-mail. Exceptions to this policy can be made on a case by case basis by a majority vote of the Board of Directors.
- Monthly, obtain the email (or US mail) addresses and phone numbers of club members from the Membership Chairperson or the Treasurer. Phone numbers are needed so that when an e-mail comes back as undeliverable you can immediately resolve the problem with the subscriber. The list of non-club member addresses is maintained by the Editor.
- Each month print the required number for hardcopy mailings plus extra copies as needed for handout at: club meetings for new members, the state fair, art fairs, etc. Keep the number of hardcopies to the minimum needed (5 extras per month is about right at this time).
- Hard copy mailings require folding, stapling, addressing, and taking to post office for weighing and postage.
- Club members entrust their email addresses to the editor for the sole purpose of distributing the news letter, any other use of the club mailing list is not allowed. For this reason always use Bcc: when sending the news letter (i.e. put the Editors email address in the To: space and list all others in the Bcc: space).
- It is advisable for the Editor to send a welcome e-mail to new members shortly after they have joined. This allows working out errors in e-mail addresses and encourages them to put the Editors e-mail address in their address book. This requires continual communication between the Editor and the Membership Chair and/or Treasurer. A sample e-mail is:

Subject: AGMC News Nuggets

Welcome to the club.

I wanted to test your e-mail address before the news letter (News Nuggets) comes out (a few days after the 2nd Monday of the month).

Please add this address (editors e-mail address) to your address book so the Nuggets doesn't end up in your spam/junk/trash folder. Let us know if you don't get your news letter when expected. The subject line will be AGMC or News Nuggets or both.

I've attached last month's news letter, if you have any problems opening it let me know, sometimes we actually have a solution -----just kidding.

Our next field trip is_____.

The next club meeting is _____(the 4th Monday of each month).

Please reply to this e-mail so we know everything is working.

Questions?,

Editor's name, Editor

E-mail address

Phone number

MEMBERSHIP CHAIRPERSON

- The Membership Chairperson works closely with the Treasurer to re-enroll existing members and to enroll new members. Existing and new members must fill out a new membership form, at the beginning of each year. This allows the club to maintain accurate records. The Membership Chairperson will forward any dues, along with the membership form directly to the Treasurer.
- The membership form has the following information: senior member's names, junior member's names and ages, new member or returning member, mailing address, email address, phone number, and date of payment received. It is important to have all members declare on the form whether or not they want to be listed on the club roster. The Membership Chairperson maintains a copy of the membership list that is created by the Treasurer.
- Members should be notified that the newsletter is delivered via email only, and if a member does not have an email address they can pick up a copy of the newsletter at the monthly meetings.
- A file containing the membership form is maintained for each individual/family. This file is given to the Historian at the end of each calendar year. It is important to maintain an updated and accurate file because the information is used for many things, including club insurance.
- The Membership chairperson orders and delivers name badges to the members that pay the appropriate amount. Members fill out a form that has the following information: the member's name as they wish it to appear on the badge, the person's desire for a pin or magnet badge and amount they paid. Currently, the badges are made by Recognition Plus, (505) 883-6078, 3320 San Mateo NE, Albuquerque, NM, 87110. Their email address is: recognition4u@aol.com. The contact person is Akasa Berzins. Badges are delivered at the monthly meetings. The Membership chairperson prepares the New Members Packet, and gives the packet only to new members when they join the club. The New Members Packet contains: a Welcome Page, Resource Page, Collecting Ethics Page, Personal Field Trip Locations Page, Field Trip Necessities Page, and Club Roster, Calendar of Events/Field Trips, a recent News Nuggets (the newsletter), and any discount coupons from local mineral shops.
- The Membership Chairperson works with local vendors at the start of each calendar year to ensure that vendors continue to allow their coupons to be included in the new member packets. It is important to note once again that the coupons are for new members only and there is a limit of one coupon from each vendor per individual/family.
- The new chairperson should feel free to ask for help and assistance with any question or problem that may arise. After all..... this entire club was created so people of similar interests could interact with each other and have fun in the process.

JUNIOR CLUB CHAIRPERSON

- The Junior Club Chairperson/Co-chairperson shall have the responsibility of coordinating the monthly Junior Club meeting and any other activity pre-approved by a majority of the Board of Directors. Each Junior Club member attending an activity, other than the regular club meetings, must be accompanied by

his/her parent(s) or guardian(s). Each Junior Club member attending an out-of-town activity, including a regular club out-of-town activity, must be accompanied by at least one of his/her parent(s) or guardian(s).

- This series is, primarily, for the protection of the Albuquerque Gem and Mineral Club and to ensure that Junior Club members (those individuals who have not reached their 18th birthday by the first of the year in which their parent(s)/guardian(s) became members of the Albuquerque Gem and Mineral Club). These guidelines are to be followed for all Junior Club activities whether associated with regularly planned club activities or activities planned for the Junior Club alone.
- No person under the age of 18 will be permitted at any Junior Club activity other than the regularly scheduled Junior Club meeting preceding the General Meeting, without the attendance of his/her parent(s) or guardian(s) who must have a family membership in the Albuquerque Gem and Mineral Club. No Junior Club member will be allowed on any out-of-town activity without being accompanied by parents or guardians who are members of the Albuquerque Gem and Mineral Club.
- The Junior Club Chairperson/ Co-chairperson must submit for approval of the Board of Directors all in town and out of town activities at the Board Meeting prior to the activity, and have that activity approved by a majority (51%) of the Board Members in attendance.
- Junior Club members and family members attending Junior Club activities other than regularly scheduled monthly meetings or general monthly club field trips must sign in on the standard field trip sign-in and permission sheet as used on club field trips. That sign in sheet must then be turned in to the Field trip Coordinator at the earliest opportunity.

SHOW CHAIRPERSON

- The Show Chairman shall have the responsibility of coordinating the annual Albuquerque Gem and Mineral (AGMC) Show. The Show Chairman shall be appointed and approved by a majority of the voting members of the Board of Directors (BOD) no later than its February BOD meeting a year prior to the show. The term of office will be from March 1 of the year preceding the show year through April 30 of the show year or as long as necessary to close out the financial aspects of the show for which the individual has responsibility.
- The Show Chairman shall, with the assistance of the BOD, organize a committee of AGMC members to assist in accomplishing the various functions of the show. The Show Chairman shall schedule a committee meeting soon after the last show to decide on the desired building, dates, and theme for the next show as well as conduct a post-mortem of the last show. The Show Chairman shall call and schedule other show committee meetings as they are needed.
- Following is a list of current Show Committee members: (The Show Chairman shall essentially act as the contact between the BOD and the various show committee members and will have the responsibility for ensuring that each aspect of the show is adequately accomplished.) Other categories may need to be established.
 - A. Show Chairman
 - B. Assistant Show Chairman
 - C. AGMC Treasurer (ex officio)
 - D. AGMC President (ex officio)
 - E. Publicity Coordinator
 - F. Vendor Coordinator
 - G. Admissions Coordinator
 - H. Silent Auction Coordinator
 - I. Raffle Coordinator.
 - J. Junior Sales Coordinator
 - K. Security Coordinator (over night and during the show hours)
 - L. Food Coordinators
 1. Thursday food during set-up
 2. Thursday night potluck
 3. Friday through Sunday Hospitality
 - M. Exhibit Coordinator
 - N. Set-up and tear-down Coordinator(s)
- The titles of the various chairperson/coordinators pretty much explain their duties but there are a number of minor duties to be parceled among the committee members or other AGMC volunteers. These include

arranging for tables and supplies, the making and distribution of badges, admissions passes, vendor signs, banners, et hoc genus omne.

- The Show Chairman shall maintain a file of guidelines for any of the above chairperson/coordinator positions that it would be beneficial to have on hand should a new chairperson/coordinator become necessary.
- The show chairman shall coordinate with personnel of EXPO NM in order to:
 - A. Reserve the desired building and dates for the show. (Peggy Durkin is currently (2010) the booking manager for EXPO NM.)
 - B. Read (examine for errors, changes), sign, and copy the contract sent by EXPO NM and transfer the original to the AGMC Treasurer for payment schedule information. The Treasurer shall submit the signed contract to EXPO NM.
 - C. Coordinate with the Treasurer to insure payments to EXPO are made on time.
 - D. Coordinate with Booking Manager and/or assigned Event Coordinator to secure
 - Parking passes
 - Chairs
 - Armed security personnel
 - Any other necessary equipment/facilities A-frames
 - Running of air conditioning before the show
 - Spraying for insects
 - Last minute sweeping of debris (from above items)
 - Access for people delivering tables, etc.
 - Other
 - E. Coordinate with the EXPO NM Concessionaire Manager to arrange for a food vendor to be on site during the show.
- The Show Chairman shall communicate progress on pertinent aspects of the show to the AGMC BOD at the BOD meetings.

The Show Chairman shall communicate progress on pertinent aspects of the show to the AGMC members via the AGMC newsletter (the News Nuggets) and by reporting at the monthly, general AGMC meetings. The Show Chairman and various members of the show committee shall request volunteers to work on the show at the January a