



Sno-Eagles, Inc. Snowmobile Club

Duties of Officers, Directors, and Committees

The President shall:

1. Be the principal executive officer of the corporation.
2. Supervise and manage all business and affairs of the corporation
3. Preside at all membership meetings and Board of Directors meetings
4. Have authority to appoint such agents and representatives of the corporation, as he shall deem necessary and to delegate the authority to them.
5. Have authority to sign all documents on behalf of the corporation in the course of its regular business with the consent of the majority of the Board of Directors.
6. Authorize the Vice President or any officer or agent of the corporation to sign such other documents in his absence, with the same authority.
7. Appoint the Trail Boss(es) every two years with the approval of the Board of Directors.
8. The President shall appoint such committees as necessary to work on projects and events.

The Vice-President shall:

1. Attend all membership and board meetings
2. In the absence or resignation of the President, perform the duties of the President
3. When so acting, shall have all the powers of and be subject to all the same restrictions upon the President.
4. Perform other duties as directed by the President

The Secretary shall:

1. Attend all membership and board meetings
2. Take and distribute the minutes of the membership meetings
3. Take and distribute the minutes of the Board of Directors meetings
4. Be the custodian of the records of the corporation
5. Perform all the duties incidental to the office of secretary and such duties as may be delegated or assigned by the President
6. Send appropriate Club correspondence i.e.: Thank You notes, flowers or cards for special needs of the members
7. Provide the Board of Directors meeting minutes to the President for review and then once reviewed, distribute to the Board of Directors
8. Provide the membership meeting minutes to the President for review. The President will distribute the unapproved minutes with the next monthly newsletter
9. Prepare and send absentee ballots upon written/electronic request

The Treasurer shall:

1. Attend all membership and board meetings
2. Conduct duties of Treasurer according to club by-laws and applicable laws.
3. Pick up mail daily @ Eagle River Post Office, PO Box 866, Eagle River
4. Pay all invoices and expenses
5. Make deposits for all checks and cash received by club to M-Bank Eagle River
6. Maintain check register
7. Enter all check register items on account sheets
8. Balance checkbook twice per month
9. Prepare monthly financial statement-ending balance in check register must match ending balance on monthly financial report
10. Prepare a Budget versus Actual report starting in January of the fiscal year and monthly thereafter
11. Present current financial status to monthly board and membership meetings
12. Maintain files for all receipts and invoices per chart of accounts
13. Prepare information the WI Fuel Tax Refund and Federal Excise Tax Refund
14. Submit fiscal year financial records to club accountant for preparation of annual Federal Tax Return
15. As Chairman of the Budget Committee prepare annual budget for presentation to the Board of Directors at August Board Meeting
16. Review groomer driver's time sheets and submit to accountant for preparation of payroll checks
17. Prepare information for quarterly sales tax returns and submit to accountant for filing return.
18. Prepare on AWSC website, enter all membership renewals and new members. Pay AWSC dues for members. When received, mail AWSC membership cards to members. Maintain file of all applications. Send a copy of applications to the Membership Committee Chair

The Directors shall:

1. Attend all membership and board meetings
2. Represent the membership by supervising the activities of the club/corporation
3. Directors have the fiduciary responsibilities of the corporation
4. Represent the membership in safeguarding the purpose and mission of the club
5. Directors shall volunteer to serve as a committee chair or sub-committee chair of the club activities

Community Liaison Committee Chair:

1. Shall manage the Trail Hotline Phone update from Dec. 1 until the end of the snowmobile trail open season
2. Shall update the following websites for the club:
 - a. SnowmobileEagleRiver.com
 - b. TravelWisconsin.com
 - c. Snowtracks.com
3. Shall function as the Trail Easement Coordinator between the Sno-Eagles and the private land owners as well as Vilas County. This includes verification of the easements via letters to private land owners each year after July 1 and before the start of the snowmobile season.

4. Shall provide the Treasurer a list of landowner names for trail liability insurance
5. Assist the club with various activities throughout the year.

Publicity Committee Chair:

1. The Publicity Committee is responsible for publicizing Sno-Eagles activities.
2. Announce and promote Sno-Eagles activities through local media, website and electronic communications
3. Provide publicity update at board of directors and membership meetings

Fundraising Committee Chair:

1. Shall ensure that each sub-committee assumes responsibility for their sub-committee and accomplishes the fundraising activities.
2. Delegate authority to the sub-committees to accomplish all fundraising activities
3. Report fundraising activities at the board of directors meetings and at the membership meetings.

Activities Committee Chair:

1. Shall ensure that each sub-committee assumes responsibility for their sub-committee and accomplishes all activities
2. Delegate authority to the sub-committees to accomplish all activities.
3. Report various activities at the board of directors meetings and at the membership meetings.

Sub-committee Chairs:

1. Assume responsibility for organization and implementation of specific fundraising and club activities
2. Provide monthly report of applicable event to Fundraising or Activity Committee chair
3. Provide pertinent information and details of the event to the Publicity Committee chair in timely manner to ensure effective promotion

Tellers Committee Chair:

The Tellers Committee serves to facilitate the Club annual meeting with the Election of Officers and Directors. Responsibilities of the Tellers Committee include:

1. The Tellers Committee shall conduct the business of the Club in accordance with these adopted rules, the Bylaws of the Sno-Eagles Snowmobile Club and adopted parliamentary authority
2. Each member of the Tellers Committee shall be a member in good standing with the Sno-Eagles Snowmobile Club
3. Election functions include:
 - a. Members of the Tellers Committee shall verify the candidates are able to fulfill the duties of office and that each candidate is a resident of the Eagle River area prior to the start of the Club annual meeting
 - b. Determination of a quorum. The President will announce the start of balloting
 - c. Each Club member will complete his/her ballot and hand it to a member of the Tellers Committee
 - d. Members of the Tellers Committee will count the ballots

- e. The Tellers Committee is responsible for tabulating, recording, and certifying the results of elections.
- f. At the annual meeting the Tellers Committee will open the sealed absentee ballots for counting
- g. Ballots will be checked to ensure validity.
- h. The number of votes for a given candidate shall be counted repeatedly until the same result is obtained twice.
- i. The number of votes for each candidate shall be recorded on the election report and certified by the Committee Chair.
- j. The Chair will then hand the election report to the President, who will announce the result.
- k. Submission of a report recording the results of all votes and elections during the Club annual meeting to the President

Budget Committee:

The President shall appoint the Treasurer as Chair of the budget committee. The principal functions of the budget committee are to:

- 1. Develop an annual budget consistent with the purpose and mission of the Sno-Eagles Snowmobile Club with guidance from the Board of Directors
- 2. Receive and review individual budget estimates concerning different budget line items
- 3. Suggest changes, modifications in accordance with organizational objectives
- 4. Suggest corrective action to improve efficiency and achieve budgetary goals
- 5. In performing these functions, the budget committee, headed by the budget committee chair, becomes a management committee

Membership Committee:

The President shall appoint a Chairperson to form the Membership Committee. The duties of the Membership Committee are:

- 1. Prepare a Welcome Packet for each new member/family of the Sno-Eagles
- 2. Suggested composition of the Welcome Packet:
 - a. Welcome letter from the President
 - b. Welcome letter from the Membership Chairperson explaining the contents of the packet.
 - i. Explanation of membership and membership year
 - ii. Explanation of membership into AWSC and membership year
 - iii. Explanation of newsletters, website and how to get involved in the club
 - iv. Sno-Eagles decal

The Trail Boss(es) shall:

The club trail boss(es) is an appointed position by the President of the Sno-Eagles Snowmobile Club with the approval of the Board of Directors, for a term of two years. Listed below are the key duties and responsibilities of this position:

Communication

1. The Trail Boss(es) is required to attend all board of directors and membership meetings
2. Maintain a positive relationship with land owners
3. Provide accurate and timely data entry into the Snowmobile Automated Reporting System (SNARS)
4. Maintain a positive relationship with the City of Eagle River and Vilas County
5. Maintain an open and friendly work environment with the grooming and maintenance staff
6. Maintain open communication with other snowmobile clubs' trail bosses in the area

Groomer Maintenance

1. The Trail Boss(es) has the overall responsibility of equipment and building maintenance. The Trail Boss will work closely with volunteers and recruit volunteers to assist in equipment and building maintenance
2. Conduct weekly maintenance program with drivers and volunteers; ensure that equipment maintenance logs are completed. Ensure pre-start up checks are completed
3. Coordinate special project maintenance

Trail Maintenance & Safety

1. Coordinate with the Chairman of the Trail Maintenance Committee the volunteer trail maintenance workdays throughout year
2. Assist & coordinate brushing crew
3. Assist & coordinate sign crew coordination with Trail Sign Committee
4. Work cooperatively with Vilas County Forestry & Recreation
5. Inform the board of directors of any route changes or trail improvements needed
6. Coordinate and direct volunteers and paid contractors with any work conducted on the trail system

Grooming

1. Maintain cost effective and efficient grooming program
2. Schedule & train grooming staff
3. Ensure drivers understand when to stop if a machine shows warning lights or operating problems
4. Post a weekly groomer driver schedule
5. Schedule regular groomer maintenance in coordination with Maintenance Committee
6. Ensure groomer drivers maintain the daily log books for the equipment
7. Address the concerns and suggestions of businesses who support Sno-Eagles regarding grooming & trail issues
8. Complete all paperwork required by the County for trail reimbursements and by the club for easements.
9. Establish and encourage member involvement
10. Develop 3, 5, 10, 15-year equipment replacement plan