

# **POLICY & PROCEDURE MANUAL**

**LONG ISLAND CHAPTER  
ADIRONDACK MOUNTAIN CLUB**

January 2004  
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# **POLICY AND PROCEDURE MANUAL**

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**Note:** It is hoped club officers and chairpersons will share in the duties of leadership, including the following:

- If possible, host a meeting of the Chapter Board of Directors/Executive Committee at your home.
- Offer to serve on standing and ad hoc committees.
- Assist with the hospitality at Chapter meetings and programs.
- Seek to recruit other members to take a leadership role in Chapter affairs.

In the interest of brevity this breakdown has been omitted from the individual Procedure listings.

## **PRESIDENT**

### **PURPOSE:**

Serve as chief administrative officer, responsible for all Chapter operations, preparing meeting agendas for and presiding at Board and membership meetings, overseeing work of standing and ad hoc committees, and assisting other officers as necessary.

### **RESPONSIBILITY:**

1. Prepare for and conduct meetings of the Chapter Board of Directors/Executive Committee.
2. Prepare for and conduct meetings of the Chapter membership.
3. Oversee Chapter operations.
4. Attend Chapter Meetings
5. Prepare a budget request for the Office of President.
6. Share the duties leadership.

### **PROCEDURE:**

1. Prepare for and conduct meetings of the Chapter Board of Directors/Executive Committee
  - a. Schedule meetings as required by Chapter business and the Chapter By-laws (Chapter By-laws art. V, § 3)
  - b. Prepare an agenda for each meeting of the Chapter Board of Directors/Executive Committee (see suggested format attached) and forward to the Secretary at least three weeks before the date of the meeting (see PPM Secretary, pro. 2[d])
  - c. Conduct Chapter Board/Executive Committee meetings in an orderly fashion. Allow each Member of the Chapter Board/Executive Committee who wishes to do so a chance to speak. Direct the discussion to keep it relevant. Call for a vote when all points have been discussed.
  - d. Secure a time, date and place for the next Chapter Board/Executive Committee meeting prior to adjournment.
2. Prepare for and conduct meetings of the Chapter membership.
  - a. Schedule Chapter membership meetings in accordance with the Chapter By-laws (Chapter By-laws art. V, §1).
  - b. Prepare an agenda .
  - c. Keep business to a minimum. Allow ample time for the program.
3. Oversee Chapter operations
  - a. With the advice and consent of the Chapter Board of Directors, appoint committee chairpersons (see Chapter By-laws art.IV, §5).
  - b. Communicate with committee chairpersons on a regular basis. Determine progress of committee activities and offer assistance if needed.
  - c. Write a report of the past year's activities and accomplishments prior to the annual meeting and send to the Club for publication in "Adirondac".
4. Prepare a budget request for the office of President and submit it to the Budget Committee at least one week prior to the Budget Committee's meeting in October.
5. Submit article to be published in the Mountaineer

## **VICE-PRESIDENT**

### **PURPOSE:**

Preside at meetings in the absence of the President and perform such other duties as may be assigned by the President and the Chapter Board of Directors/Executive Committee (Chapter By-laws art IV § 2).

### **RESPONSIBILITY:**

1. Preside at meetings in the absence or disability of the President.
2. Administer the Chapter Policy and Procedure Manual.
3. Secure approval for the use of the Chapter meeting place.
4. Prepare the annual Chapter calendar.
5. Prepare a budget request for the office of Vice President.
6. Attend Chapter meetings and Chapter Board of Directors/ Executive Committee meetings.
7. Share the duties of leadership.

### **PROCEDURE:**

1. Preside at meetings in the absence or disability of the President. Become prepared to assume the duties of the President, if required to do so, by studying this Policy and Procedure Manual, by participating in outings and other Chapter events and by getting to know the other Chapter officers and members of the Chapter Board of Directors/Executive Committee.
2. Administer the Chapter Policy and Procedure Manual.
  - a. Maintain the original of the Policy and Procedure Manual and have sufficient copies reproduced to be able to provide one to each incoming officer and Member of the Chapter Board/Executive Committee.
  - b. Review the Policy and Procedure Manual regularly and propose amendments to the Chapter Board where necessary in order to keep the manual in accord with current Chapter practices.
  - c. Inspect the copies of the manual at the meeting of the Chapter Board immediately preceding the annual Chapter meeting and replace those pages which are missing or out of date and collect copies from outgoing officers and Members of the Chapter Board.
  - d. With the Chapter Secretary, at the end of the Chapter year prepare extracts of the minutes of Chapter Board/Executive Committee meetings containing relevant resolutions governing the conduct of the operations of the Chapter for inclusion in the Policy and Procedure Manual.
  - e. At the first meeting of the Chapter Board of Directors/Executive Committee in the new Chapter year, provide incoming officers and Members of the Chapter Board/Executive Committee with a complete and up-to-date copy of the Policy and Procedure Manual and provide copies of the extracts of the minutes to all officers and Members of the Chapter Board.
3. Secure approval for the use of the Chapter meeting place. In November, write to the selected meeting place requesting the use of the facility for the forthcoming calendar year and setting forth a schedule of requested dates (usually the second Thursday of each month except July & August).
4. Prepare the annual Chapter calendar. In consultation with the President. In December prepare a calendar for the forthcoming year setting forth the dates of Chapter membership meetings , Chapter Board/Executive Committee meetings, and the Club Board of Directors meetings and important outings and other relevant events.
5. Prepare a budget for the office of Vice President and submit it to the Budget Committee at least one week prior to the Budget Committee's meeting in October.

## **SECRETARY**

### **PURPOSE:**

Record and maintain records of Chapter Board of Directors/Executive Committee meetings .

### **RESPONSIBILITY:**

1. Record the minutes of all official Chapter Board of Directors/Executive Committee meetings.
2. Distribute the minutes to all necessary parties.
3. Keep minute books and prepare extracts of the minutes.
4. Write and maintain a file of chapter correspondence .
5. Prepare a budget request for the office of Secretary .
6. Attend Chapter meetings and Chapter Board of Directors/Executive Committee meetings.
7. Share the duties of leadership.

### **PROCEDURE:**

1. Record the minutes of all official Chapter Board of Directors/Executive Committee meetings
2. Distribute the minutes to all necessary parties
  - a. Provide the President with a copy of the minutes of the Board of Directors/Executive Committee meeting within 30 days after the date of the meeting.
  - b. Secure the agenda for the next Chapter Board of Directors/Executive Committee meeting from the President at least three weeks before the date of that meeting.
  - c. At least one week before the date of the next Chapter Board of Directors/Executive Committee meeting, send the agenda for that meeting and a copy of the minutes of the last previous meeting to the chapter officers, the members of the Chapter Board, and others designated by the President.
  - d. Present the minutes of the last previous Chapter Board of Directors/Executive Committee meeting at the current meeting and make any corrections adopted by majority vote.
3. Keep minute books and prepare extracts of the minutes.
  - a. Maintain a loose-leaf binder containing the minutes of all Chapter Board of Directors/Executive Committee meetings. Upon the approval of the minutes, file those minutes in the binder.
  - b. With the Chapter Vice President, at the end of the Chapter year, prepare extracts of the minutes of Chapter Board/Executive Committee meetings containing relevant resolutions governing the conduct and the operations of the Chapter for inclusion in the Policy and Procedure Manual.
4. Write and maintain a file of all Chapter correspondence.
  - a. At the commencement of the Chapter year after the annual membership meeting in October, produce a roster of the names and addresses of the officers, members of the Chapter Board of Directors and committee chairpersons. Send a copy of that roster to: i. each person listed thereon, and ii. the Executive Director of the Club, together with a cover letter
  - b. After the annual membership meeting in October, notify the New York/New Jersey Trail Conference of the name and address of the Chapter President and the Delegate to the Trail Conference
  - c. When requested, write Chapter correspondence.
  - d. Send copies of resolutions and position papers to government bodies and other appropriate groups when directed by the Chapter Board of Directors/Executive Committee. Maintain a yearly file of all official Chapter correspondence written by or on behalf of officers, Directors or committee chairpersons.
5. Prepare a budget for the office of Secretary and submit it to the Budget Committee at least one week prior to the Budget Committee's meeting in October.

## **TREASURER**

### **PURPOSE:**

Keep financial records and manage all Chapter funds.

### **RESPONSIBILITY:**

1. Maintain Chapter accounts.
2. Pay Chapter expenses.
3. Receive and deposit Chapter income.
4. Assist in preparing a budget.
5. Report on financial position at Chapter and Chapter Board of Directors'/Executive Committee
6. Maintain authorization for signatures at banks in which the Chapter has accounts.
7. Prepare a budget request for the office of Treasurer.
8. Attend Chapter meetings and Chapter Board of Directors/Executive Committee meetings.
9. Share the duties of leadership.

### **PROCEDURE:**

1. Maintain Chapter accounts.
  - a. Prepare a spreadsheet as shown in the attached example. Record items of income and expense under the appropriate heading. Advise the Chapter Board of Directors if there is a shortage in any budget line.
  - b. Manage both the Chapter savings and money market account. Maintain an optimum amount in each for convenience and to maximize the payment of interest.
  - c. Reconcile monthly bank statements.
  - d. Maintain a list of any outstanding deposits for reservations and make sure that they are returned to the treasury.
2. Pay Chapter expenses
  - a. Pay rent for the use of the hall for Chapter meetings.
  - b. Pay expenses upon submission of a voucher by an officer or a committee chairperson, with bills if necessary.
  - c. Check the budget to determine if there is enough money available. Pay vouchers in excess of budgeted amount in accordance with Chapter policy.
  - d. Complete the voucher form and prepare the check.
  - e. Enter entire amount paid on the correct budget line and month of payment on the spreadsheet.
3. Receive and deposit Chapter income
  - a. Receive and deposit the monthly check from the Club for the Chapter's portion of the dues collected by it.
  - b. Enter deposits for reservations which are returned on the spreadsheet and remove the appropriate item from the list of moneys to be returned to the Chapter.
4. Assist in preparing a budget.
  - a. In October prepare a summary of the amount spent and estimated amount still to be spent for the rest of the year for each budget line.
  - b. Have the summary ready for the budget committee chairperson, usually in early November.
  - c. Attend the meeting of the budget committee.
5. Report on financial position at Chapter and Chapter Board of Directors/Executive Committee meetings.
  - a. Provide a summary of Chapter assets, including money market account balance, checking

account balance, any outstanding reservation deposits and the total amount.

b. The report should be made in person; however a written report may be sent to the President prior to the meeting.

c. Provide information about Chapter finances as requested by the President or the Chapter Board of Directors. Attend all Chapter Board of Directors'/Executive Committee meetings if possible and bring the spreadsheet. Be prepared to give an opinion about the state of Chapter finances.

6. Maintain authorization for signatures at banks in which the Chapter has accounts.

a. Prior to the annual meeting secure form for the change in the authorized signatures on Chapter bank accounts.

b. Circulate forms to new officers and return to the bank so as to permit the newly elected President and Treasurer to be able to sign checks.

7. Prepare a budget request for the office of Treasurer and submit it to the Budget Committee at least one week prior to the Budget Committee's meeting in October..

## **CHAPTER BOARD OF DIRECTOR**

### **PURPOSE:**

Formulate Chapter policy and conduct Chapter business through service on the Chapter's governing body, the Chapter Board of Directors.

### **RESPONSIBILITY:**

1. Become familiar with the organization and operation of the Chapter.
2. Prepare for, attend and participate in Chapter Board of Directors/Executive Committee meetings
3. Share the duties of leadership.
4. Attend Chapter meetings.

### **PROCEDURE:**

1. Become familiar with the organization and operation of the Chapter.
  - a. Read the Chapter Policy and Procedure Manual and gain an understanding of the jobs of the officers and committee chairpersons.
  - b. Attend Chapter meetings and outings. Talk with those present about the issues before the Chapter Board/Executive Committee and solicit the thoughts of members. Make visitors welcome and describe Chapter activities to them.
2. Prepare for, attend and participate in Chapter Board of Directors/Executive Committee meetings.
  - a. Read the copy of the minutes of the previous Chapter Board meeting sent by the Secretary with the notice of and agenda for the forthcoming Chapter Board/Executive Committee meeting. Organize your thoughts concerning the issues on the agenda. Make notes if necessary.
  - b. Attend meetings of the Board of Directors/Executive Committee; these are usually held in the months of February, April, June, August, October, November and December.
  - c. Participate in the discussion of issues, and, after expressing your own thoughts and listening to those of others, vote on motions and resolutions before the Chapter Board.



## **CLUB DIRECTOR**

### **PURPOSE:**

1. Represent the Chapter to the Club's Board of Directors and the Club's Board of Directors to the Chapter (Club const.art.VI, §§ 1-8; Club By-laws art. V, \*\* 1-3).
2. Serve as a voting member of the Board of Directors of the Adirondack Mountain Club.

### **RESPONSIBILITY:**

1. Prepare for meetings of the Club Board of Directors.
2. Attend meetings of the Club Board of Directors.
3. Report the results of meetings of the Club Board of Directors to the Chapter.
4. Keep Alternate Club Director informed of all Club business as it pertains to role of the office.
5. Prepare a budget for the office of Club Director
6. Attend Chapter meetings and Chapter Board of Directors/Executive committee meetings.
7. Share the duties of leadership.

### **PROCEDURE:**

1. Prepare for meetings of the Club Board of Directors.
  - a. Regularly attend meetings of the Chapter Board of Directors/Executive Committee. Confer with the Chapter Board of Directors about Club policies and issues likely to come up at the next Club Board of Directors meeting to receive instruction on the Chapter's position on those policies and issues.
  - b. Read and become familiar with the agenda, minutes of the previous meeting of the Club Board of Directors, reports and other attachments which will commonly arrive in the mail the week before the meeting.
  - c. If unable to attend a meeting of the Club Board of Directors, arrange with the of the alternates to attend in your place.
2. Attend meetings of the Club Board of Directors.
  - a. The Club Board of Directors meets 4 times a year on Saturday from 9:00 or 10:00 A.M. to 3:00 or 4:00 P.M. at Club headquarters in Lake George.
  - b. At each meeting, meet with and get to know the other Club Directors, present the Chapter's position when appropriate, discuss and vote as a member of the Club Board, and take good notes.
3. Report the results of meetings of the Club Board of Directors to the Chapter.
  - a. Report to the Chapter President as soon as possible, and to the Chapter Board of Directors at its next meeting concerning Club policies and actions.
  - b. Report to the membership.
    - i. Give an oral report at monthly chapter membership meetings.
    - ii. Prepare a written report for inclusion in each issue of the Chapter publication, the Long Island Mountaineer.
  - c. Notify the Treasurer of meeting attendance in order to receive the budgeted travel expense stipend.
4. Prepare a budget request for the office of Club Director and submit it to the Budget Committee at least one week prior to the Budget Committee meeting in October.

## ***ALTERNATE CLUB DIRECTOR***

### **PURPOSE:**

Attend meetings of the Club Board of Directors when the Club Director is unable to attend.

### **RESPONSIBILITY:**

1. Keep the dates of the quarterly meetings free so as to be available on short notice to attend the Club Board of Directors meeting(s).
2. See Club Director's page in Chapter Policy and Procedure Manual.

### **PROCEDURE:**

1. If asked to attend a meeting, see "Club Director" page for procedure for meetings and follow-up.

## **CONSERVATION CHAIRPERSON**

### **PURPOSE:**

Serve as the Chapter liaison to the Club and to other persons and organizations on conservation issues of interest.

### **RESPONSIBILITY:**

1. Establish and maintain communications with the Club and other persons and organizations on conservation issues of interest.
2. Evaluate conservation issues to recommend an appropriate course of action to be taken by the Chapter.
3. Inform the Chapter Board of Directors/Executive Committee and the membership about current conservation issues and activities.
4. Prepare a budget for the Conservation Committee
5. Share the duties of leadership.
6. Attend Chapter meetings and Chapter Director/Executive Committee meetings.
7. Share the duties of leadership.

### **PROCEDURE:**

1. Establish and maintain communications with the Club and other persons and organizations on conservation issues of interest.
  - a. Communicate with and receive communications from the Club conservation committee and take action as requested. Advise the Club of Chapter conservation activities.
  - b. Communicate with and receive communications from other persons or organizations such as the Nature Conservancy, the New York State Department of Environmental Conservation, the Adirondack Park Agency, the Greenbelt Trail Conference, and the New York/New Jersey Trail Conference, etc., and share information and/or respond as appropriate.
2. Evaluate conservation issues to recommend an appropriate course of action to be taken by the Chapter.
  - a. Prepare Chapter position papers and resolutions for approval by the Chapter Board of Directors.
  - b. Communicate with other individuals, organizations or chapters of the Club to convey the Long Island Chapter's position on issues.
  - c. Initiate letter writing activities or a telephone network with respect to issues of importance when requested by the Club or the Chapter Board of Directors.
3. Inform the Chapter Board of Directors and the membership about current conservation issues and activities.
  - a. Provide written or oral reports on conservation committee activities at Chapter Board of Directors/Executive Committee Meetings.
  - b. Prepare articles for publication in the Chapter publication the *Long Island Mountaineer*. "Bank" information for use in future articles when less material is available.
  - c. Provide a report on conservation activities at monthly Chapter membership meetings.
4. Prepare a budget request for the Conservation Committee and submit it to the Budget Committee at least one week prior to the Budget Committee meeting in October.

## **HOSPITALITY CHAIRPERSON**

### **PURPOSE:**

Coordinate the providing of refreshments and welcome members and guests at the regular monthly meetings of the Chapter.

### **RESPONSIBILITY:**

1. Coordinate the providing of refreshments at regular monthly meetings of the Chapter.
2. Welcome members and guests at regular monthly meetings of the Chapter.
3. Attend meetings of the Chapter Board of Directors/Executive Committee meetings.
4. Prepare a budget for the Hospitality Committee.
5. Share the duties of leadership.

### **PROCEDURE:**

1. Coordinate the providing of refreshments at regular monthly meetings of the Chapter.
  - a. Induce members to take turns serving as host or hostess in charge of the refreshments for monthly Chapter meetings.
  - b. Allot a portion of the Hospitality Committee's annual budget to pay the monthly cost of refreshments. Solicit donations of cakes and cookies, etc., by members.
  - c. Instruct the volunteer host or hostess on the type and quantity of refreshments to buy. Food budget is \$30-\$35. (see Appendix for shopping guide and helpful hints for food shopping )
2. Welcome members and guests at regular monthly meetings of the Chapter.
  - a. Seek out new members and guests.
  - b. Set aside time to meet new people. Introduce these new people to established members who might have similar interests.
3. Prepare a budget request of the Hospitality Committee and submit it to the Budget Committee at least one week prior to the Budget Committee's meeting in October.

## **MEMBERSHIP CHAIRPERSON**

### **PURPOSE:**

Serve as the Chapter's representative to prospective and new members, distribute information on the Chapter and Club to interested parties, maintain Chapter membership records and coordinate membership activities.

### **RESPONSIBILITY:**

1. Distribute information on Club membership to prospective members or other interested parties.
2. Welcome new members.
3. Maintain Chapter membership records.
4. Serve as membership contact with the Club membership coordinator.
5. Conduct and coordinate all membership activities and programs for attracting, keeping and increasing membership.
6. Provide regular statistical reports to the President and the Chapter Board of Directors/Executive Committee.
7. Attend Chapter membership and Chapter Board of Directors/Executive Committee meetings.
8. Prepare a budget for the Membership Committee.
9. Share in the duties of leadership.

### **PROCEDURE:**

1. Distribute information on Club membership to prospective members or other interested parties.
  - a. Have membership packets available at all membership meetings. Envelopes containing informational pages about ADK-LI, an application, and a current copy of the ADK-LI hiking schedule should be prepared beforehand in sufficient quantities for distribution to prospective members at the meeting.
  - b. Receive the membership inquiries outside the meeting from the Publicity Committee and mail the prepared information packets mentioned in 1a.
2. Welcome new members.
  - a. Personally greet new members at Chapter meetings, inquire as to their particular interests, answer their questions and advise who to contact if they have questions later.
  - b. When you are aware that a new person has joined, send a welcome letter (see Membership appendix 2B) with any pertinent items such as a patch or other items as directed by the Board of Directors/Executive Committee.
3. Maintain Chapter membership records.
  - a. Membership records and dues payments are processed and maintained at the Club office in a computer.
  - b. Receive membership reports listing renewals, new members, dropped members, record changes and an income report with the Chapter's portion of the dues from the Club.
  - c. Complete roster with all the members listed is sent at least twice a year. Retain all reports on file.
4. Serve as membership contact with the Club membership coordinator.
  - a. Assist Chapter members in solving problems such as not receiving ADK materials in the mail, incorrect or change of address, misspellings, etc.
  - b. Report any errors in membership data to the Club.
5. Conduct and coordinate all membership activities and programs for attracting, keeping and increasing

membership.

a. The Club sends a reminder renewal notice to members who do not remit annual dues upon receipt of the original renewal notice. The Membership Chairperson, in an attempt to keep the member active (see Membership Appendix 5A ), may contact those approaching loss of membership.

b. May conduct programs as directed by the Chapter Board of Directors/Executive Committee for attracting additional members.

6. Provide regular statistical reports to the President and the Chapter Board of Directors/Executive Committee.

a. Provide a current membership report for each Chapter Board of Directors/Executive Committee meeting.

b. Provide additional statistical reports as requested by the President or the Chapter Board of Directors/Executive Committee.

7. Prepare a budget request for the Membership Committee and submit it to the Budget Committee at least one week prior to the Budget Committee meeting in October.

## **OUTINGS CHAIRPERSON**

### **PURPOSE:**

Promote participation in Chapter activities by offering weekly outings and encouraging member participation.

### **RESPONSIBILITY:**

1. Contact persons experienced in outdoor skills to serve as outing leaders.
2. Assemble a schedule of easy, moderate and strenuous outings for publication in each issue of the Chapter publication, the *Long Island Mountaineer*.
3. Promote attendance at upcoming outings.
4. Report on the outcome of past outings.
5. Insure that the Club's "Release of Liability" form is completed and on file for each Chapter outing.
6. Share the duties of leadership.
7. Attend Chapter meetings and Chapter Board of Directors/Executive Committee meetings.

### **PROCEDURE:**

1. Contact persons experienced in outdoor skills to serve as outing leaders.
  - a. Communicate with outing leaders seeking names of participants who seem likely candidates to serve as future outing leaders.
  - b. Call or meet with the prospect and ask him/her to serve as a outing leader. Upon obtaining a commitment review (i) the outings guidelines and (ii) the duty to make a report after the outing (see 4 below) with prospective outing leader.
2. Assemble a schedule of easy, moderate and strenuous outings for publication in each issue of the Chapter publication, the *Long Island Mountaineer*.
  - a. In the middle of the odd numbered months make preliminary contacts with potential outing leaders in the three outing categories for outings beginning the weekend after the membership meeting in the next odd numbered month and ending the weekend before the third odd numbered month (i.e., preliminary contacts in January for the period from early March through early May). This task may be made easier by choosing a coordinator for each category of outing to assist the chairperson in contacting potential outing leaders.
  - b. In the remainder of the month obtain final and firm commitments from outing leaders.
  - c. By the end of the month outing descriptions must be composed and edited. The task of composing outing descriptions may be delegated to category coordinators with final editing by the Outings Chairperson.
  - d. Try to avoid scheduling competing outings on (i) trail maintenance days, (ii) Litter Day, or (iii) Columbus Weekend Loj Trip.
3. Promote attendance at upcoming outings.
  - a. The most effective and important task in promoting upcoming outings is the preparation of the bimonthly schedule and other promotional items for inclusion in the *Long Island Mountaineer* and the Chapter website. The schedule must be submitted to the editor of the *Long Island Mountaineer* by the last day of the odd numbered months. In the past, the Outings Chairperson has prepared a 4 to 6 page outings schedule for the outing section for the editor of the *Long Island Mountaineer* including the outing schedule - called "Looking Ahead"; an article about outing issues - called "Getting Out"; and various applications and/or forms for upcoming outings.
4. Report on the outcome of past outings.
  - a. Establish a system of reports to be sent by each outing leader to the Outings Chairperson (or such

person(s) designated by the Outings Chairperson) as soon as possible after the event. Notice of canceled outings should also be sent by the outing's leader. The initial request for outing reports may be made by Outings Chairperson or the category coordinator who should indicate that completing the report is part of the outing leader's job. The outing report should include the outing leader's name, the date or dates on which the outing was held, the names of the persons in attendance, the route taken and a description of notable events, experiences and places visited (see Appendix for suggested form).

b. Contact all outing leaders who have not submitted a report by the end of the odd numbered months to get all outing results recorded.

c. Edit and collate reports into a column for submission to the editor of the *Long Island Mountaineer* during the first week of the even numbered months. In the past, this column has been included in the outing section described in 3(a) above and has been called "Looking Back".

d. Collect "Release of Liability" forms from the outing leaders

## **OUTING GUIDELINES FOR LEADERS**

### **I. Planning.**

In planning an outing, a leader must consider, among other things, (1) the location of the outing, (2) the route, (3) the season of the year and the weather to be expected, (4) the transportation to and from the chosen location, (5) the maximum number of participants desired, (6) the physical abilities and outdoor skills that will be required of participants in order to complete the outing safely, and (7) the equipment required. A decision should be made as to each of these factors prior to registering the outing with the Outings Chairperson and publication in the *Long Island Mountaineer* and on the Chapter website.

### **II. Registration.**

1. It is the responsibility of the leader to handle registration for the trip and to answer the questions of prospective participants. The leader must be satisfied that the prospective participant meets the previously set requirements for physical abilities and outdoor skills, and should inform him/her of the equipment that will be required.

2. The leader must tactfully refuse to register those persons who do not have or cannot acquire the physical ability, outdoor skills or equipment necessary to complete the outing safely. While refusing to register an interested person is an unpleasant task, it is necessary to protect the unqualified from the consequences of their own over-enthusiasm and to ensure that the outing will be safe and enjoyable for those who are registered. Making such an evaluation is difficult and inevitably mistakes will be made; occasionally the qualified will be excluded and occasionally the unqualified will become registered. Once the outing has commenced, the route, the pace and the activities must be so arranged and conducted as to insure the safety of the participant with the lowest level of physical ability and outdoor skills.

### **III. Cancellation.**

1. Immediately prior to the outing, the leader must determine if the weather forecast is suitable and make the go/no go decision.

2. If the leader decides to cancel the outing, he or she must contact the registered participants in advance to inform them of the decision or, if contact with all cannot be made, the leader must be at the meeting place at the appointed time to cancel.

### **IV. Leading the Outing.**

1. The leader must know the transportation route to the starting point of the outing and be able to communicate it effectively to all those who are providing transportation. Set a time to rendezvous at the starting point.

2. The safety and enjoyment of all the participants must be the paramount concerns of the leader. To achieve these ends he/she must keep the group together, preventing some from racing far ahead while others lag far behind, and should attempt to achieve the goal set for the outing (climbing a particular



mountain, paddling to a certain pond, cycling a described route). As stated above, however, the needs of the least qualified participant must be met and where considerations of safety conflict with the achievement of the goal, safety must come first.

3. The leader must have all participants sign the “Release of Liability” form (This is a requirement ! NOT an option!). Following the outing, the leader must send the form to the Outings Chairperson.

NOTE: It is a policy of the Adirondack Mountain Club and the L.I. Chapter that the “Release of Liability” form MUST be used at ALL Club and Chapter outings

#### V. Report to the Outings Chairperson

Send a written report of the outing to the Chapter Outings Chairperson listing the persons who were in attendance, the route, happenings along the way, wildlife observed, trail conditions, etc.

### **OUTING GUIDELINES FOR PARTICIPANTS**

I. Register to attend the outing within the times listed on the schedule.

II. Question the leader about the outing objective, the route, and the physical abilities, outdoor skills and equipment needed. Accurately assess your abilities, skills and equipment and talk candidly to the leader about them. Do not register if you are not sure of your ability to complete the outing safely and at the pace described by the leader.

III. Be at the starting place on time and bring all the required equipment.

IV. Be prepared to drive or willingly pay the driver’s charges.

V. Obey the leader’s instructions. Keep with the group. Do not leave the outing without informing the leader and obtaining his or her permission.

VI. . Sign the “Release of Liability” form.

### **SUGGESTED OUTINGS CATEGORY DEFINITIONS**

**Easy hikes** are generally less than 5 miles, on almost flat terrain, with frequent stops, 1 to 2 mph pace, and last about 5 hours or less. C.

**Moderate hikes** are generally 6 to 9 miles, on hilly terrain, up to 2000’ total ascent, with perhaps a stop each hour, 1 1/2 to 2 1/2 mph pace, and last 5 to 7 hours. B

**Strenuous hikes** are generally more than 9 miles, on steep terrain, with more than 2000’ total ascent, with very few stops, 2 1/2 mph or faster pace, and last 7 or more hours. A

In winter, any outing in the mountains requiring snowshoes and/or skis should be considered strenuous.

For biking, calculate the appropriate category by multiplying the hiking distance and pace by 4 each, disregard the total ascent figures and substitute “rolling hills” for moderate and “lots of hills” for strenuous.

For cross-country skiing, calculate the appropriate category by multiplying the hiking distance and pace by 1 1/2 or 2, disregard the total ascent figures and use biking hills description.

For canoeing (flat water only) use the hiking distance, pace and time as a general guide. Treat each 1/2 mile of carry as 1000’ of ascent.

## **PROGRAM CHAIRPERSON**

### **PURPOSE:**

Plan and provide programs for the regular monthly Chapter membership meetings and take charge of the meeting hall.

### **RESPONSIBILITY:**

1. Plan the program portion of regular monthly Chapter membership meetings.
2. Publicize programs.
3. Present programs.
4. Set up the meeting hall.
5. Prepare a budget request .
6. Attend Chapter meetings and Chapter Board of Directors/Executive Committee meetings.
7. Share the duties of leadership.

### **PROCEDURE:**

1. Plan the program portion of regular monthly Chapter membership meetings.
  - a. Make a long-range plan for Chapter membership meeting programs. Consult with the Chapter Vice-President to ascertain meeting dates for the forthcoming calendar year (see PPM Vice-President, pro. 3). Plan at least six months in advance. Try to obtain a mix of program types, i.e., instruction (outdoor skills), education (conservation, etc.), and entertainment (travelogue, etc.), and a mix of means of presentation, i.e., lecture, slide show, movie.
  - b. In the month preceding the deadline for the Chapter publication, the *Long Island Mountaineer*, firm up the programs for the two months covered by the next issue. Confirm the arrangements with speakers in writing; make reservations for films, etc.
  - c. Sources for program ideas include members, previous programs, previous program chairpersons, other outdoor clubs, governmental agencies, and public library film collections.
  - d. Costs of programs are payable from the program committee budget line upon submission of a voucher to the Treasurer (see, PPM Treasurer, pro. 2).
2. Publicize programs.
  - a. Prepare a short description of the next two upcoming programs and submit it to the editor of the *Long Island Mountaineer* in advance of the copy deadline (approximately five weeks preceding the start of the month in which the first of the two programs is to be presented).
  - b. Publicize programs elsewhere as appropriate and as directed by the Chapter Board of Directors.
3. Present programs. In the program portion of the monthly Chapter membership meeting, the Program Chairperson makes announcements of and solicits ideas for future programs, introduces the current program, establishes the time limitation and concludes the program.
4. Set up the meeting hall:
  - a. Arrange for tables, chairs, audio/visual equipment, etc. ( a slide projector must be provided by a Chapter member or the person presenting the program).
5. Prepare a budget request for the Program Committee and submit it to the Budget Committee at least one week prior to the Budget Committee meeting in October.

## **PUBLICITY CHAIRPERSON**

### **PURPOSE:**

Insure that the Chapter's activities are brought to the attention of the public.

### **RESPONSIBILITY:**

1. Publicize the general presence of the Chapter and monthly Chapter meetings.
2. Publicize the outing schedule and special events that the Chapter sponsors or with which it is involved.
3. Prepare a budget.
- 4 Share the duties of leadership.

### **PROCEDURE:**

1. Publicize the general presence of the Chapter and the monthly Chapter meetings.
  - a. Produce a master copy of publicity flyers. (see Publicity Appendix 1A)
  - b. Add only the details of the next two meetings prior to the printing of this flyer. The flyer can be completed by assistants. (see Publicity Appendix 1B).
  - c. Establish a network of publicity volunteers who can post these flyers in public places. Produce mailing labels of this group of volunteers.
  - d. Assign assistants to produce and mail the flyers to volunteers.(see Publicity Appendix 1C)
  - e. Produce informational pages for prospective members. Record names, addresses and phone numbers of prospective members who call for Club information. Forward this information to the Membership Chairperson.(see Publicity Appendix 1D, page 1 and 1D, page 2)
  - f. Communicate details of monthly Chapter meetings to local newspapers and/or local television and radio program stations. (see Publicity Appendix 1E)
2. Publicize the outing schedule and special events that the Chapter sponsors or with which it is involved.
3. Cooperation among the chapters may generate an interest in a combined outings schedule. Selected events could be included upon the approval of the Board of Directors, hike leader and Outings Chairperson.
4. Prepare a budget for the Publicity Committee and submit it to the Budget Committee at least one week prior to the Budget Committee meeting in October.

## **TRAIL MAINTENANCE CHAIRPERSON**

### **PURPOSE:**

Coordinate the clearing and repairing of foot trails that the Chapter has agreed to maintain.

### **RESPONSIBILITY:**

1. Serve as liaison between the Chapter and the trail coordinator of the organizations which assign trails for maintenance.
2. Determine the dates of trail maintenance outings.
3. Publicize trail maintenance outings.
4. Coordinate travel and lodging when necessary.
5. Manage the maintenance work.
6. Report on the work accomplished.
7. Ensure that the Club's "Release of Liability" form is signed by all participants and sent to the Outings Chairperson.
8. Attend Chapter meetings and Chapter Board of Directors/Executive Committee meetings.
9. Prepare a budget.
10. Share the duties of leadership.

### **PROCEDURE:**

1. Serve as liaison between the Chapter and the trail coordinator of the organizations which assign trails for maintenance.
  - a. Maintain contact with the trail coordinator of the Club and the New York/New Jersey Trail Conference to learn established and approved methods of maintaining and marking the assigned trails, to determine the need for special maintenance, and to keep informed of trail reroutings and other relevant information.
  - b. Make recommendations to the Chapter Board of Directors/Executive Committee regarding adding or deleting specific trails to or from the Chapter's maintenance responsibilities.
2. Determine the dates of trail maintenance outings. Select the dates for trail maintenance outings based on the weather conditions prevailing at each trail to be maintained. Maintenance should be done as early in the Spring as possible. It should be after the possibility of damage from snow and ice storms has passed, when the ground is free from snow and runoff, but before increased use of the trail by Spring hikers.
3. Publicize trail maintenance outings.
  - a. Submit the date and description of the proposed outing to the Outings Chairperson for inclusion in the schedule in the Chapter publication, the *Long Island Mountaineer*.
  - b. Speak at the Chapter membership meeting prior to the outing to encourage volunteer participation.
  - c. Advise the appropriate trail coordinator of the dates of scheduled trail maintenance outings.
4. Coordinate travel and lodging.
  - a. Prepare travel instructions.
  - b. Trail maintenance in the Adirondacks means an overnight or a long weekend. Reserve space at a Club facility or inquire about a private facility and have the details available. Coordinate reservations.
5. Manage the maintenance work.
  - a. Determine the work to be done by a scouting trip or from reports about the trail condition from the appropriate trail coordinator.
  - b. Insure that an adequate number of the correct tools will be available to keep all outing

participants busy.

c. Obtain a supply of trail markers or paint for marking blazes and make it available during the outing for use as needed.

d. Participate on the outing to coordinate the progress of the work and to see that it is performed in accordance with approved methods.

6. Report on the work accomplished.

a. Prepare a report for publication in the *Long Island Mountaineer* describing the outing, naming the participants and setting forth the work accomplished.

b. Make a brief oral report on the outing at the next Chapter membership and Chapter Board of Directors /Executive Committee meetings.

c. Send a written report to the appropriate trail coordinator, with a copy to the Chapter Secretary, setting forth the work accomplished and any special work which needed to be done but could not be undertaken because it was beyond the abilities of the group. Make appropriate suggestions as to how this needed work might be accomplished in the future and seek his or her help in meeting the need.

7. Prepare a budget request for the Trail Maintenance Committee and submit it to the Budget Committee at least one week prior to the Budget Committee meeting in October.

#### **SUGGESTED EQUIPMENT NEEDED FOR TRAIL MAINTENANCE**

1. Saws

Two-man saw (for cutting any large trees that have fallen across the trail).

Pruning saw.

2. Pruning shears.

3. Lopping shears.

4. Trail markers and/or proper paint for painting blazes to mark the trail.

5. Paint brushes and paint scrapers

6. Small shovel or hoe for making water bars.

## **EDUCATION CHAIRPERSON**

### **PURPOSE:**

Design, develop and deliver education programs for Chapter members. Programs will include topics relating to outdoor skills such as backpacking, beginner snowshoe, map & compass, wilderness first aid, "leave no trace", hike leadership and coordinating extended outings, etc.

### **RESPONSIBILITY:**

1. Conduct educational programs within budget and manpower constraints.
2. Seek out and counsel program presenters and/or coordinators.
3. Publicize programs.
4. Coordinate the logistics for the program.(i.e. outdoor location, meeting room)
5. Prepare a budget.
6. Share in the leadership.
7. Attend Chapter meetings and Board of Directors/Executive Committee meetings.

### **PROCEDURE:**

1. Conduct educational programs within budget and manpower constraints.
  - a. Determine the number of programs and topics to be offered for the forthcoming year.
  - b. Check that planned programs are within the budget and manpower constraints.
  - c. Incorporate programs into the Chapter calendar.
  - d. Secure Chapter Board of Directors approval.
2. Seek out and counsel program presenters and/or coordinators.
  - a. Recruit program presenters and /or coordinators from the Chapter, Club or other appropriate organizations.
3. Publicize programs
  - a. Prepare a short description of the program including prerequisites and equipment needs and submit it to the editor of the "Long Island Mountaineer" and the Chapter website in advance of the copy deadline (approximately five weeks preceding the start of the month in which the program is to be presented)
  - b. Publicize programs elsewhere as appropriate and as directed by the Chapter Board of Directors.
4. Coordinate the logistics for the program.
  - a. Determine the site for outdoors programs.
  - b. Establish carpools where possible.
  - c. Coordinate lodging arrangements, if required.
  - d. Set up the meeting hall for indoor programs. (arrange for tables, chairs, AV equipment, etc.)\\
5. Prepare a budget for the Education Committee and submit it to the Budget Committee at least one week prior to the Budget Committee meeting in October.

## **PUBLICATION CHAIRPERSON**

### **PURPOSE:**

Edit the Chapter's bimonthly newsletter, the *Long Island Mountaineer*, for publication.

### **RESPONSIBILITIES:**

1. Publish six issues of the newsletter each year.
2. Gather information to write articles and solicit articles from others.
3. Type and layout each issue for printing.
4. Make arrangements for and supervise printing, collation, labeling and mailing.
5. Submit an annual budget for the "Long Island Mountaineer" newsletter.
6. Attend Chapter Board of Directors/Executive Committee meetings.

### **PROCEDURE:**

1. Publish six issues of the newsletter each year.
  - a. Prepare issues for January-February, March-April, May-June, July-August, September-October and November-December.
  - b. Establish a deadline schedule for the tasks involved in the preparation of each issue. Suggested schedule (in weeks preceding the first day of the two-month period covered by the issue):
    - 5 weeks - collect all draft material and articles;
    - 4 weeks - type and proofread articles, prepare the layout for the issue;
    - 3 weeks - deliver material to printer;
    - 2 weeks - deliver printed issue to circulation editor;
    - 10 to 7 days - deliver collated, addressed and stamped issue to the Post Office for mailing to the membership.
  - c. Vary the colors of the paper selected for each issue to distinguish between consecutive issues (January-February/white, March-April/yellow, May-June/green, July-August/pink, September-October/gold and November-December/blue).
2. Gather information to write articles and solicit articles from others.
  - a. Each issue must contain:
    - i. Columns from the President, the Club Directors, and the Conservation Chairperson;
    - ii. a description of the programs scheduled for the two forthcoming meetings from the Programs Chairperson;
    - iii. the upcoming outings schedule from the Outings Chairperson;
    - iv. the address, directions to and location of the meeting place, and the date and time of the next two meetings.
  - b. Each issue may contain:
    - i. an article about recent past outings;
    - ii. articles pertaining to hiking, camping, canoeing, skiing, snowshoeing and other outdoor activities of interest to members;
    - iii. announcements of and information concerning forthcoming Chapter activities;
    - iv. a listing of new members including their name and town.
    - v. Main Club information.
  - c. Special articles should be included in the following issues:
    - i. July-August: information about a Chapter sponsored trip to the Adirondacks on Columbus Weekend.
    - ii. September-October: a list of the names of the candidates running for office in the Chapter election.
    - iii. November/December: a report of the election results, listing the names of Chapter

officers and members of the Chapter Board of Directors including their telephone numbers.

3. Type and layout each issue for printing.
  - a. Examine past issues for styles of page layouts.
  - b. Layout articles for best readability; use two columns with enough open space for easy reading.
  - c. Establish and maintain a file of appropriate artwork clippings for use in illustrating articles.
4. Make arrangements for and supervise printing, collation, labeling and mailing.
  - a. Obtain circulation information from the membership chairperson. The mailing list is produced by the Club 6 times a year.
  - b. Deliver the page layouts to the printer and pick up printed copy.
  - c. Have printing bill sent to the Chapter Treasurer for payment.
  - d. Recruit and supervise a circulation editor to purchase postage, collate pages, fold and staple issue, affix mailing labels and deliver the completed issue to the Post Office. Provide circulation editor with the names and addresses of non-members who receive complimentary copies. Obtain current updates to the mailing list from the membership chairperson.
5. Submit an annual budget. Budget should reflect current expenses for printing, postage, tape, glue, photography and other stationery.



## **TRAIL CONFERENCE DELEGATE**

### **PURPOSE:**

Provide liaison between the Chapter and the New York/New Jersey Trail Conference.

### **RESPONSIBILITY:**

1. Attend Trail Conference Delegates meetings.
2. Arrange for Litter Day participation.
3. Serve as contact person regarding emergency notifications.
4. Attend Chapter Board of Directors/Executive Committee meetings.
5. Prepare a budget.
6. Share the duties of leadership.

### **PROCEDURE:**

1. Attend Trail Conference Delegate meetings.
  - a. Attend Chapter Board of Directors/Executive Committee meetings to understand Chapter position on issues before the Trail Conference.
  - b. Read the agenda and minutes of the last meeting prior to attending the next Trail Conference Delegates meeting.
  - c. Vote at Trail Conference Delegates meetings on behalf of the Chapter and in accordance with Chapter policy.
  - d. Report at the next Chapter and Chapter Board of Directors/Executive Committee meetings.
  - e. Write a brief report for inclusion in the Chapter publication, the *Long Island Mountaineer*.
2. Arrange for Litter Day participation.
  - a. Find out the date scheduled for Litter Day as soon as possible for inclusion in the Chapter calendar and in the outing schedule.
  - b. The Trail Conference will send an inquiry to the Chapter Delegate asking if there is a specific location at which the Chapter wishes to work. Respond to this request with a particular location or accept the particular location that the Trail Conference assigns.
  - c. Provide the Outings Chairperson with a description of the Litter Day outing to be placed in the schedule.
  - d. Pick up trash bags from the Trail Conference to be used on the outing.
  - e. Speak at Chapter meetings to stimulate interest and participation.
  - f. After the outing, report to the Trail Conference with a count of the amount of litter that was removed.
3. Serve as contact person regarding emergency notifications.
  - a. The Trail Conference requests the names of one or two persons to be notified in the event of emergencies. The Trail Conference Delegate is one of these persons.
  - b. Emergency notifications usually concern the closing of areas to hikers due to fire danger, etc. This information must be forwarded to the Outings Chairperson and to any outing leader whose trip is affected.
4. Prepare a budget for the Trail Conference Delegate and submit it to the Budget Committee at least one week prior to the Budget Committee meeting in October.

## **BUDGET CHAIRPERSON**

### **PURPOSE:**

Develop and submit a proposed Chapter budget to the Chapter Board of Directors/Executive Committee for approval prior to January 1 of the next year.

### **RESPONSIBILITY:**

1. Determine the estimated cost of operation of the Chapter for the next calendar year.
2. Forecast Chapter income for the next calendar year.
3. Allocate Chapter income to various budget lines.
4. Submit the proposed budget to the Chapter Board of Directors/Executive Committee in time to obtain approval prior to January 1 of the next year.

### **PROCEDURE:**

1. Determine the estimated cost of operation of the Chapter for the next calendar year.
  - a. Request that each standing committee chairperson, ad-hoc committee chairperson and eligible officer submit a written estimate of the cost of activities on behalf of the Chapter by a specified date.
  - b. Obtain from the Treasurer a summary of the amount spent to date for each
  - c. Discuss each line of the current budget to determine if the estimated cost was reasonable and justifiable. Any estimate that does not appear to meet these requirements should be adjusted. Determine whether new lines should be added to the next budget or old lines deleted.
  - d. Determine the total of all estimated expenses for the next calendar year.
2. Forecast Chapter income for the next calendar year.
  - a. In consultation with the membership chairperson, estimate the expected number of membership renewals for each category of membership. Convert these figures into an estimate of income from dues from renewing members.
  - b. Estimate the number of additional members who can be expected to join in the next year and convert this figure into an estimate of income from dues from new members.
  - c. Estimate the amounts expected to be derived from additional sources of income such as interest on money market account, sale of ADK items, etc.
  - d. Add these three estimates to arrive at a statement of the total estimated Chapter income for the next Chapter year.
3. Allocate Chapter income to various budget lines.
  - a. Compare the estimate of expenses with the estimate of income. If estimated income exceeds estimated expenses, allocate budget lines as previously determined and plan to bank the balance.
  - b. If estimated expenses exceed estimated income, a small deficit may be allowed if the Chapter checking and money market accounts contain enough on hand to cover the deficit. In the event of a large projected deficit, revise each budget line in such a way that the budget is brought into balance. Functions that are essential to sustain the Chapter (i.e., meeting room, the *Long Island Mountaineer*, membership, Club Director's travel) should not be reduced as much as nonessential items (i.e., refreshments, annual report, etc.).
4. Submit the proposed budget to the Chapter Board of Directors in time to obtain approval prior to January 1 of the next year.
5. Send a copy of the proposed budget to the President and to the Secretary for distribution to the members of the Chapter Board of Directors/Executive Committee for consideration at its December meeting.

## **NOMINATING COMMITTEE**

### **PURPOSE:**

Secure a slate of officers and members of the Chapter Board of Directors to offer in nomination at the Chapter annual meeting. The members of the nominating committee are appointed by the Chapter President (Chapter By-laws art. III, § 1).

### **RESPONSIBILITY:**

1. Search for candidates.
2. Secure a slate.
3. Present the nominations.

### **PROCEDURE:**

1. Search for candidates.
  - a. Determine who is eligible for re-election.
    - i. A Club Director serves a two-year term and may serve for six consecutive years. A term is for two calendar years starting the January after the election.
    - ii. The alternate Club Director(s) serve a two-year term and may serve for six consecutive years. A term is for two calendar years starting the January after the election. One or two alternates may be elected for each Director.
    - iii. The six Members of the Chapter Board of Directors each serve two-year terms. Three are elected each year. They can serve two complete, consecutive terms (Chapter By-laws art. II, §§ 2,3).
    - iv. The President, Vice-President and Secretary each serve a one-year term and may serve three consecutive terms (Chapter By-laws art. II, §§ 1,3).
    - v. The Treasurer serves a one-year term and can continue to serve in that capacity without limit (Chapter By-laws art. 11, \*§ I, 3).
  - b. Determine which current officers, Chapter Board Members and Club Director(s) will be included in the slate.
    - i. Survey the current Chapter office holders to see who would like to continue to serve in some elected capacity. For each who states that he or she wants to continue, list the position that he or she would prefer.
    - ii. Determine if each of those who wants to continue would be acceptable to the others. Evaluate whether their return would be beneficial to the Chapter.
    - iii. Examine the Chapter membership roster to determine the names of active members who might like to serve in an elected capacity.
  - c. Consider the alternatives and determine who would be the best choice for each position.
    - i. Generally, if the President has done a good job and is eligible, he or she should be asked to serve again.
    - ii. The Vice-President should be capable of serving as President and should be fairly committed to eventually assuming that office.
    - iii. If the President and Vice-President are ineligible, unable or unwilling to continue to serve, the person with the best combination of administrative service and ability should be sought. In any event, there must be a President.
    - iv. The person chosen for Secretary must be able to attend Chapter Board of Directors/Executive Committee meetings and be willing to take and transcribe faithful minutes.
    - v. The Club Director(s) and alternates should be a person interested in Club affairs and be willing to attend each of the scheduled meetings of the Club Board of Directors for the term of two years.
    - vi. In general, proposed Chapter elected office holders should have a good history of

- attending membership meetings and be active in standing or special committees and regularly attend outings.
- d. Construct a tentative slate. Make a list of alternates should some of the original possibilities not accept.
2. Secure a slate.
- a. Starting with the proposed President, contact the persons on the tentative slate, working down through Vice-President, Treasurer, Secretary, Club Director, alternate Club Director(s) and Chapter Board Members. Secure their agreement to serve and to perform the duties of the office for which they are being considered as set forth in this Policy and Procedure Manual.
- b. If at any point a position cannot be filled, construct a new tentative slate and begin again at the unfilled position.
3. Present the nominations.
- a. Submit the completed slate, in writing, to the Secretary and to the editor of the *Long Island Mountaineer* for publication in the September-October issue by the established deadline.
- b. Place the slate in nomination at the last membership meeting prior to the annual meeting (Chapter By-laws art. III, § 1).

## **ADK'S SHOPPING GUIDE FOR THE MONTHLY MEETINGS**

Thank you for volunteering to shop for the next meeting. Keep the bills and submit them to the treasurer Bud Kazdan. If he isn't at your meeting, mail the bills with a note indicating that you had shopped for a monthly meeting. Bud's address is 17 Radcliff Drive, Huntington, NY 11743.

Please come between 7-7:15 to set up the food table. The person responsible for the coffee, tea milk, and papergoods, namely myself, will be there to help you. The meetings may be assigned to room

111 on the main floor just inside the second set of double doors on the right. If the church needs that

room, we will be in the cafeteria on the lower level. The stairs are inside the first set of double doors on

the right as you enter. St. E's usually posts a printed room assignment on the entry doors.

The monthly budget for food is \$30-35 which may be exceeded due to rising expenses. You may take home any leftovers with yourself or distribute them to other members. Please use these guidelines to help you shop; handwritten items are left from the previous month:

**\*\*JUICES:** 6-8 half-gallon bottles with screw tops; vary the flavors: grape, cranberry,

orange, apple, mixed fruits; screw-on caps are needed to send partially-filled bottles

home with members. Soda is generally not good; it is difficult to keep it cold.

**\*\*CHEESE:** select at least one 6-inch block of cheese; a medium-sized box of crackers is also needed; if doubtful about the size of the block, buy 2.

**\*\*FRUIT:** select a fruit that doesn't need cutting unless you want to do the cutting preps at home; a bag of grapes, or perhaps 5-6 of any of the following are popular: apples, pears and small-to-medium bananas are easy choices.

**\*\*COOKIES, ETC.:** 6-8 packages of cookies should include a variety so that there's a balance of chocolate, non- chocolate, fruit, and plain varieties.

**\*\*SNACKS:** One or two snacks items can be offered: pretzels, nuts, candies, chips, etc.

-- Arlene Scholer

## **ADIRONDACK MOUNTAIN CLUB – FOOD CHAIR**

Some helpful hints for the coordinator of food served at each meeting:

1. Since paper products, coffee, tea, milk and sugar are covered by another person, only food choices need to be considered.

2. It is necessary for the food to be delivered to the meeting room between 7-7:15 to have enough time to set it up before members start arriving. The coffee person will be there to help since the coffee is started about 6:45.

3. The bill for purchased food is submitted to the chapter's treasurer for reimbursement. The annual budget for food is currently \$350 or \$38 per meeting which also covers the purchase of coffee, tea, milk and paper products. A tablecloth and sugar are donated.

4. It is important that one person be responsible for soliciting buyers of the food served so that unopened food at a meeting can be taken home by the coordinator for the next meeting. Opened food can be sent home with interested parties. Because of the setting aside of unopened food, it is important that the coordinator attend each meeting.

5. The food coordinator can call on different volunteers to do the shopping for each meeting; it is also possible to have different people handle the purchase of juices and another person handle the purchase of food.

6. Food to be served at each meeting should include these general categories: cheese and crackers; fresh fruit; cookies and /or cupcakes; a snack food such as chips, nuts, or popcorn; and even sometimes candy pieces.

7. Volume and shopping suggestions: at least a 6" block of cheese; crackers that come in sealed packets are good since some can be set aside for the next meeting; fruits that can be handled without cutting are easiest; a bag of seedless grapes or 3-4 small or medium bananas or 3-4 apples or pears; 6-8 cookie packages should include a variety such as chocolate, non-chocolate, fruit, etc.

8. Juices: 6-8 half-gallon bottles are needed; avoid cans; opened, partially-used bottles can be closed and sent home with someone; vary the flavors: grape, cranberry, orange, apples, mixed fruits, etc.

9. It is important to contact the food shopper about a week in advance of the monthly meeting with a copy of the food guide letter to outline the food needed; the amounts of cookies, crackers, and juice left from the previous meeting can be subtracted from the amounts needed.

10. Volunteer shoppers for the year should be requested in advance; e.g. fall shoppers can be recruited at the late spring meetings. A sign-up sheet is prepared and passed around at meetings for shoppers and volunteers to clean-up at the end of each meeting. -- -- Arlene Schole

## **Publicity Appendix 1A**

### **LEAVE SPACE AT TOP FOR PUBLICITY BANNER**

### **IN THE MOUNTAINS WE FORGET TO COUNT THE HOURS...**

**THE LONG ISLAND CHAPTER OF THE ADIRONDACK MOUNTAIN CLUB OFFERS A VARIETY OF OUTINGS EVERY MONTH IN ALL SEASONS. JOIN US FOR THESE OUTDOOR OPTIONS:**

**\*\*EASY, MODERATE AND STRENUOUS HIKING ON LONG ISLAND, IN THE HUDSON**

**VALLEY AND IN THE CATSKILLS WITH OCCASIONAL TRIPS TO NEW YORK'S ADIRONDACK MOUNTAINS,**

**NEW HAMPSHIRE'S WHITE MOUNTAINS AND BEYOND....**

**\*\*PLUS: BACKPACKING...CROSS-COUNTRY  
SKIING...SNOWSHOEING...BIKING...TRAIL**

**MAINTENANCE AND CONSERVATION PROJECTS & OCCASIONAL TRIPS FOR CANOEING AND BIRDING.**

'ADK-LI' ALSO PROVIDES A NEW OUTINGS SCHEDULE AND NEWSLETTER EVERY TWO MONTHS, OFFERS CARPOOLING TO TRAILHEADS OFF LI AND HOSTS A MONTHLY MEETING ON THE SECOND THURSDAY OF EACH

MONTH FROM SEPTEMBER TO JUNE IN MELVILLE.

WRITE TO THE ADDRESS BELOW TO RECEIVE INFORMATION AND A CURRENT HIKING SCHEDULE.

QUESTIONS? CALL ARLENE FROM SEPTEMBER TO JUNE BEFORE 9:30 @ 516 354 0231.

<p><b>COME AND LOOK US OVER! MEMBERSHIP IS NOT REQUIRED TO JOIN AN OUTING OR A MEETING.</b></p>
---

Come early to the monthly meeting to receive a copy of the outing schedule and other information about the LI Chapter of ADK. Social time begins as early as 7:30 to network before the business meeting at 8 PM and the evening's program. Learn how affiliation with ADK-LI can offer you adventure and good times in the four seasons. Meeting site: St. Elizabeth's Church, 175 Wolf Hill Rd., Melville; about 1 mile east of Rt. 110 passing 3 lights; or No. State exit 41; go west .5mi.; pass St. Anthony's High School; take driveway to enter at church's rear doors.

Blank space here is for tear-offs

## Publicity Flyers

### 1. Production, Printing and Mailing of Chapter Flyers

(a) Chapter flyers inform the public of our chapter and the meetings. **The basic information is supplied by the coordinator** and is stored on the assistant's and chairperson's computers– the meeting descriptions are sent to the publicity chairperson and/or assistant by the program chair. The publicity master shows a hand-designed banner at the top, tear-offs at the bottom, space for a general list of chapter information and a blank box to insert descriptions of the next 2 meetings. Once meeting information is entered in the box, a master is made by printing it on the master blank. Copies are run at Staples.

(b) Flyers are prepared every two months: in December for Jan/Feb and so on. Choose inexpensive but colorful paper at a copy center and run 3 copies for each publicity assistant to hang in public places. **Tax exempt status is available at Staples. Tax exempt cards have been given to officers who use Staples.**

(c) A master list of volunteers is stored on the publicity chairperson's computer for easy revisions. Print labels and send them to publicity assistant.

(d) Purchase stamps and envelopes for mailing the flyers. When mailing the flyers, insert copies of a short note reminding helpers to cut the vertical lines for easy tear-offs, offer option to retire, and express continued appreciation for the help. The notepaper can use a reduced image of the newsletter banner to fit 2 notes on 8x11 paper.

### 2. Posting of flyers on LI is done by volunteers

(a) Flyers are mailed to each volunteer three times a year. Volunteers are divided into two groups so that they post meetings for these months: Jan/Feb; May/June, and Sept/Oct.; or March/April, July/Aug., and Nov./Dec.

(b) Try to cover as many zip codes as possible so that no two people are posting flyers in the same area.

(c) Volunteers can be requested in the newsletter, at meetings and in conversation on a hike. The last two are most productive.

(d) Flyers can be posted in railroad stations, supermarkets, laundromats, health spas, gyms, libraries, and any public building that allows such postings.

(e) Occasionally verify membership of volunteers which might indicate their continued service.



## **PUBLICITY APPENDIX 1D page 2**

**MEETING SITE** - Meetings are held on the second Thursday of the month (8 p.m.) except for July, August, and October at St. Elizabeth's Church Parish Center, 175 Wolf Hill Road, Melville. Come early for refreshments and to socialize with other outdoor enthusiasts! The October meeting is a dinner meeting for the installation of officers.

**DIRECTIONS** - Northern State: exit 41(Wolf Hill Rd.); from Suffolk, turn right; from Nassau turn left; within ½ mile pass through 5-corner intersection. Immediately after St. Anthony's cyclone fencing, make a right into the driveway of St. Elizabeth's and park in rear. From Rt. 110 & Schwab Rd. (a. k. a. Wolf Hill) located about 1 mile south of Jericho or 1 mile north of Northern State, see Rite Aid on west side of 110 at intersection; go east on Wolf Hill; after 3 sets of lights, see St. Elizabeth's on left; take second driveway to rear of building. Signs inside the lighted doors will direct you to LI-ADK's meeting place.

**PROGRAMS** - The meetings consist of a short business meeting and an hour program on topics that are of interest to us all: slide shows about favorite hikes and places, plus coverage of informational topics. LI-ADK offers instruction on practical hiking skills in all seasons, snowshoeing, use of map and compass, and backpacking. The December meeting may be a good opportunity to buy and sell equipment. Members can offer meeting topics.

**ADK's MISSION** - Our members are dedicated to the preservation and responsible enjoyment of the Adirondack and Catskill parks. ADK emphasizes activities in three major areas: conservation, education and recreation. LI-ADK is very active in these areas. Conservation efforts are covered through education, trail maintenance activities, and programs to promote the concept of 'forever wild.' We maintain trails in the Adirondacks and in the Hudson Valley. Education efforts produce monthly programs and clinics. Recreation efforts offer about 300 outings and events each year. There are weekly options at the main club's Lake Placid property plus national and international travel options.

**OUTINGS CLASSIFICATIONS** - The designation next to each outing denotes the level of difficulty for that particular event as follows: ( A: Strenuous, long distances over rugged terrain with lots of climbing, or more than 35 miles on bike); ( B: Moderate, shorter distances with less climbing or 10-30 miles on bike.); and ( C: Easy, short distances over flat terrain at a leisurely pace or 10 miles or less on bike; suitable for beginners).

**GUIDELINES for OUTINGS:** - Registration for all outings is required. A leader may refuse to take anyone not registered or prepared. Registered participants are expected to show up on time or call the leader to cancel. Minors (younger than 18 years) are required to have an adult guardian. All participants are responsible for their own safety and comfort. The participant must carry food, snacks, water, extra clothing, headlamp or flashlight and rainwear. Check with the leader to learn of any special requirements for the outing. Hiking boots are recommended for all ADK outings. Sneakers might suffice for Long Island hikes but they are not suitable for trails off Long Island. Leaders explain winter hiking needs.

**TRAVEL** - Carpool locations are arranged in advance for outings that leave Long Island. The usual location is at exit 32 of the LIE. We meet on the meter-free public road on the northwest corner of the LIE service road and Little Neck Parkway. Carpool rates have suggested minimums: Harriman \$10; Shawangunks \$15; Catskills \$20, and Adirondacks \$45. Drivers will set the final rate.

**Publicity Appendix 1E; newspaper contacts are done by an assistant; information in bold print is done by the publicity chairperson.**

## **I. PUBLICITY**

### *A. Meeting Announcements in Newspapers –*

*1. Newspaper announcements must be mailed 3-4 weeks in advance. The program chairman must provide the meeting information at the beginning of these months: December, February, April, June, August, and October for newspaper announcements and publicity flyers. For each newspaper, give organization and chapter, meeting description plus date, time and place. Include “Arlene – 516 354 0231” as the contact through noon on meeting date for information.*

*(a) Newsday (can be posted on previous Sunday or Wednesday): For monthly meetings contact, Miss Elaine Feld, Newsday Activity Calendar, 235 Pinelawn Rd., Melville, NY 11747. For the seasonal Outdoor Life supplements, contact Joanne Davidsen at Newsday. (631-843-3403)*

*(b) Long Island supplement of the NY Times (is only posted on previous Sunday): This Week on Long Island, 1 Tom’s Point Lane, Bldg. 1, Apt. 1-I, Port Washington, NY 11050.*

**(c) Newsday publishes an outdoor supplement in the spring and fall; contact Joanne Perkins at the Events Desk at Newsday. Verify information as current with website, options, meetings and phone contact.**