



*Welcome to the world of organized snowmobiling You have been elected or selected as an officer or committee chairman for your club. This guide provides information to help you carry out the roles and responsibilities of each main position in a typical snowmobile club. There are certain duties that each officer is expected to do to qualify for SANS membership. Each club operates independently, under the NS Societies Act and therefore must obey their guidelines. Typically, meetings are conducted under the Perry's "Call to Order" meeting rules. Hopefully, this guide will provide both the SANS expectations and the most common duties of each office. This is still, a guide, and each club may adopt its own structure, by-laws and policies based on what is best suited to it. Most of the appropriate forms are on the SANS website. Please get familiar with the website and use it to your best advantage and do not hesitate to contact the SANS office should you have any questions or concerns.*

### **President**

You are responsible for all aspects of the club's operation. A review of the administrative requirements of the club's role in the SANS as an active and responsible club is an important aspect of the position. The SANS Policy Manual and By-Laws are available online for review. The Annual Club Agreement must be completed on time and filed with all pertinent documents by April 30, annually.

The president must ensure all officers of your club know what they are responsible for. You must prepare agendas for your executive meeting and general members meetings and conduct the meetings according to whatever rules of order, being used. As for the SANS responsibilities, making sure all reports are completed and submitted on time are a priority. As president, you should ensure articles are submitted for (Advertisements & Articles) Sno' Trails Magazine issues. The President is usually responsible for governing the affairs of the club in accordance with the policies and procedures established by the club. The President is the chief elected officer of the club and presides at all meetings including: executive, general membership and annual general meetings; be an ex officio member of the committees; designate the chair of committees; be the spokesperson for the club; ensure that policies and programs that will serve the club's mission and goals are developed and presented and executed; perform such other duties, functions and responsibilities as assigned by the executive and/or approved by the membership.

How to contact us

Telephone: Reg - 902-351-2390 and Mike - 902-478-7651; Fax: 902-425-5606

Email: Reg Crewe - [info@snowmobilersns.com](mailto:info@snowmobilersns.com); Mike Eddy – [gm@snowmobilersns.com](mailto:gm@snowmobilersns.com)

### **Vice-President**

The VP is responsible for filling in for the president when he/she is not available and for any duties or committees that the club requires. The Vice-Presidents supports the President by working towards organizational goals, typically, chairing a minimum of one committee and assuming the responsibilities of President in his or her absence, as appointed by the President. The Vice-President should attend meetings of the Executive, general membership meetings and the annual general meeting; accept responsibilities as delegated by the President.

### **Treasurer**

The treasurer looks after the club's treasury and is responsible for submitting the Annual Financial Statements and Club Expense Report. The Treasurer has responsibility for the custody of all financial books and records of the Society and carries out all other duties as assigned by the club. The treasurer should act as a source of financial information for the club. In collaboration with the President, the Treasurer shall inform the executive of the financial performance of the club and prepare an annual financial budget that will be approved by the general membership for the upcoming season. The Treasurer should try and anticipate the club's future financial needs to carry out its mission and goals. The Treasurer should attend all meetings of the executive, general membership meetings and annual general meeting; assist in the development of a budget for presentation to the club, annually, for approval; assist in the development of financial policies and procedures in collaboration with the President; help the club ensure that adequate resources are available to fund programs; oversee the projects and assume other responsibilities as assigned.

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## **Secretary**

The busiest person at the meetings, recording minutes, motions and names. Your duties include ensuring the club is incorporated and current with the Nova Scotia Registry of Joint Stocks, there is an annual fee and you must ensure the treasurer has paid it.

Please submit a typed membership list to the SANS office and if you want to put your contact information for the club on the SANS website, there is an online form, Tell the World about Your Club. Fill these out with the pertinent info and send it to the SANS office. According to the Societies Act, the Secretary is responsible for the preparation and custody of all books and records including:

(a) the minutes of members' meetings.

(b) the minutes of officers' meetings.

(c) the register of members.

(d) filing the annual requirements with the office of the Registrar.

(e) have custody of the Seal, if any, which may be affixed to any document upon resolution of the executive.

(f) file with the Registrar within fourteen (14) days of their election or appointment, a list of officers with their addresses, occupations, and dates of appointment or election. A copy of every special resolution within fourteen (14) days after the resolution is passed must also be submitted for approval.

## **Zone Director/Representative**

You are the link to the club and Zone and therefore to the SANS Board of Directors. You are a conduit that carries info to and from the clubs, Zones and Board of Directors. You should attend SANS Board of Director and Zone Meetings, liaison with the club and ensure the Club, Zone Directors and Vice-Presidents are aware of any issues, of any kind. You enhance the channels of communication, between the clubs and the Board of Directors as well as co-ordinate various association programs and services.

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### **Trail Warden/Groomer Coordinator**

The trail warden/groomer coordinator is responsible to submit the Grooming Activity and Equalization Report, original forms from the Grooming Logbook(s) and submit photograph(s) of groomer hour meter(s) to the SANS office, as outlined in the Annual Club Agreement.

The Trail Warden is responsible for setting up regular trail checks with appropriate peace officers and members.

### **Safety Coordinator**

The safety Coordinator/Officer should always survey and report on the condition of the trails, surveying them and reporting all the issues of concern with respect to ditches, washouts, bridges, rain damage, etc.

You must submit the Official Trail Notification document and complete an inspection of snowmobile trails for the safety audit. Any incidents that occur on your club's trails **MUST** be reported immediately to the SANS office and appropriate authorities. Forms are online and can be obtained by emailing or calling the office.

### **Permit Coordinator**

The Permit Coordinator administers the SANS Trail Permit Program and deals with the ordering, funds and reconciliation of all trail permits. The SANS depends on the sale of the annual trail permits to fund the groomer program, administration and various funds available to all clubs. There are various pieces of literature, articles and forms available on the SANS website or available from the SANS office to help with the duties of your position.

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References and websites:

SANS: [www.snowmobilersns.com](http://www.snowmobilersns.com) (Forms are under CLUBHOUSE/FORMS)

Mike Eddy, SANS General Manager: [gm@snowmobilersns.com](mailto:gm@snowmobilersns.com)

Reg Crewe, Manager of Finance and Administration: [info@snowmobilersns.com](mailto:info@snowmobilersns.com)

Lands and Forestry Website: <https://novascotia.ca/natr/>

Grant Resources: (SANS Small Project Grant and OHV Grant forms are on the SANS website)

OHV: <http://novascotia.ca/natr/ohv/fund.asp>

Health and Wellness Trail Funding Program: <http://novascotia.ca/dhw/pasr/grants-and-incentives.asp>

National Trail Coalition: <http://www.ntc-canada.ca/>

Other Websites of interest:

Registry of Joint Stocks: [www.novascotia.ca/sns/access/business/registry-joint-stock](http://www.novascotia.ca/sns/access/business/registry-joint-stock)

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