

SANS CLUB OFFICER GUIDE OR HOW TO COPE WITH MY INABILITY TO SAY "NO"



SNOWMOBILERS ASSOCIATION OF NOVA SCOTIA

SANS

How to contact us

Telephone: 902-425-5454 Extension 324 for Martha and 360 for Mike, Fax: 902-425-5606

Email: Martha Dunlop - info@snowmobilersns.com; Mike Eddy – gm@snowmobilersns.com

Welcome to the world of organized snowmobiling You have either been voluntold, elected, or selected as an officer or committee chairman for your club. You're probably trying to figure out how you got yourself into this mess, then wonder no more This guide provides some great coping mechanisms to get you through the rough parts and sympathy if you don't. 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, as well. Typically, meetings are conducted under the Perry's "Call to Order" meeting rules. We have tried to provide this guide to illustrate both SANS expectations and the most common duties of each office. This is still, just 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 info is on the SANS website under CLUBHOUSE and then click on the FORMS icon. Please get familiar with the website and use it to your best advantage.

President

First of all, if you are president, you are it, the grand poobah, the upper limit and everyone will hang every problem they can on you. Get over it, grow some thick skin, broaden your shoulders and get at it. You are now responsible for every single problem and issue that was ever devised to frustrate anybody. Take a breath and look over the Administrative check list, on the last pages. An annual dated version is on the SANS website. Unfortunately, along with your title and position comes an incredible burden, you have to ensure all officers of your club know what they are responsible for.



You have to prepare agendas for your executive meeting and general members meetings and conduct the meetings according to whatever rules of order, being used. As for your actual SANS responsibilities, making sure all reports are completed and submitted on time are number one on the list. As president, you usually end up having to submit materials for (Advertisements & Articles) Sno' Trails Magazine Fall and Spring issues' deadlines. 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.

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Vice-President

Well, you are the lucky one, just keep yourself under the radar and only pop up when the president yells at you, best advice we can offer. Usually, the VP is responsible for filling in for the ~~dictator~~ president when he/she is not available and for any duties or committees that the club decides or you actually offer to help with. The Vice-President usually 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 buck stops here. Mr. Money looks after the club's treasury and also has to submit Annual Financial Statements. A Club Permit Expense Report also has to be submitted and the form is online. Remember each membership sold requires a portion is paid to SANS, you will be invoiced for this. 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. 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 guy at the meetings, recording motions, names and then getting blamed because you didn't write it down correctly. 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 have to bug the treasurer to pay 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, Club Contact List and 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, and
- (d) filing the annual requirements with the office of the Registrar, and
- (e) have custody of the Seal, if any, which may be affixed to any document upon resolution of the executive, and
- (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

We like you because you are our link to the club and Zone and therefore to the SANS Board of Directors. You are a conduit that carries crap downhill and great news uphill. You should attend Zone Meetings, liaison with the club and ensure the Club, Zone Directors and Vice-Presidents are aware of any issues, of any kind. You are the eyes and ears of the club and SANS. The zone representative tries to 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

You get to wear a silly vest and put your life on the line and go out and stop snowmobilers and demand to see their trail permit unless there are too many of them or that one guy is way too big and mean looking, in which case you wave, smile and write down all the info so you can get them later. Seriously, you do have to submit the Summary of Grooming Activity Report, original forms from the Grooming Log Book(s) and submit photograph(s) of groomer hour meter(s) to the SANS office. The Trail Warden is responsible for setting up regular trail checks with appropriate peace officers and members.



Safety Coordinator

Well, you are not safe but responsible for everyone else, WOW. The condition of the trails, surveying them and reporting all the ditches, washouts, bridges out, rain damage, etc., you know the drill.

You have to submit the Official Trail Opening document and complete an inspection of snowmobile trails for the safety audit. Also, submit original forms from the Trail Deficiency Log Book(s) to the SANS Office. Any incidents that occur on your club's trails MUST be reported immediately to the SANS office and appropriate authorities. Forms are online and books can be obtained by emailing or calling the office.

Permit Coordinator

Mr. Permit, you have our sympathy, dealing with dealers who want to sell you a sled, every time you visit and making excuses for the high price of permits. However, if not for you, we couldn't function...get those permits out there and then submit funds and/or permit copies for trail permit sold and unsold. There is a good guide, VENDOR INSTRUCTIONS, forms and literature available on the website. Call or email for more info.

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Administrative Items (Dated list available on SANS website)

❖ November

SANS Snow Show, Symposium and Banquet

BOD Fall meeting and AGM

Materials deadline for (Advertisements & Articles) Sno' Trails Fall Issue

❖ DECEMBER

Last day to sell Early Bird trail permits Last day to sell

Classic permits

❖ JANUARY

Take a Friend Snowmobiling Campaign January 1-March 31, 2015

Organize and hold safety events in conjunction with International Snowmobile Safety Week

Conduct Safety Audits/Complete inspections of trails

Submit funds and copies for each Early Bird trail permit sold

Submit funds and copies for each Classic/Family trail permit sold

Return All un-sold EB & Classic permits

Submit Official Trail Opening document to the SANS office and complete inspection of snowmobile trails for the safety audit

❖ March

Member clubs must be incorporated and current with the Nova Scotia Registry of Joint Stock Companies

Northeast Chapter Scholarship Program

Ride For Dad, sponsored by SANS

Materials deadline for (Advertisements & Articles) Sno' Trails Spring



"THERE GOES ANOTHER CHILDHOOD ILLUSION.
WHEN I WAS A KID, HE HAD EIGHT REINDEER."

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❖ April

Submit typed membership list to the SANS office

Submit sold permits with the white SANS copy and all unsold permits

Submit Summary of Grooming Activity Report to the SANS

Submit original forms from the Grooming Log Book(s) to the SANS office

Submit photograph(s) of groomer hour meter(s) to the SANS office

Submit original forms from the Trail Deficiency Log Book(s) to the SANS

❖ June

Submit Club Permit Expense Report to the SANS office

Submit Club Contact List to the SANS office

Submit Annual Financial Statements to the SANS office.



References and websites:

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

Mike Eddy, SANS General Manager: gm@snowmobilersns.com

Martha Dunlop, Manager of Finance and Administration: info@snowmobilersns.com

DNR Website: <http://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

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