

These Policy and Procedures have been put together for the White Mountain Open Trails Associations, Inc. in order to help those doing any of the following jobs will have some idea as to what is to be done. They are by no means the only things that each of these positions do, but are a start.

The following Committees, consisting of 2 (Two) or more Members may be appointed by the President or the Board of Directors to meet and conduct business as necessary. Their actions are to be reported to the Board of Directors and at the General Membership Meetings.

EXECUTIVE COMMITTEE

The Executive Committee shall be the **PRESIDENT, VICE PRESIDENT, SECRETARY** and **TREASURER**. The Executive Committee shall have authority to supervise and act upon all business requiring immediate attention during intervals between the regular meetings of the Board of Directors. The President of the organization shall also serve as chairman of the Executive Committee. All actions shall be reported at the next scheduled Board of Directors meeting. Three members of the Executive Committee shall constitute a quorum.

A quorum is required for any vote that needs immediate attention whether it be by email or phone. The vote needs to be given to the Secretary so that she can record the vote.

WMOTA



POLICY AND PROCEDURES

Membership Director:

The Membership Director will act as liaison between the general membership and the Board of Directors and Chair the Committee responsible for recruiting new members and new member orientation.

This position is a voting member on the Board of Directors.

The Membership director shall record all new and renewing members.

He or She shall enter all members information into the website. They will also assign the member with their user name and password to get into the members section of the website. They will then send that information to the new member and also their membership cards.

When they are given dues by the members he or she will hand over the amount to the Treasurer. On the membership application he or she will record the dues that were paid and how along with the date.

They are in charge of the mailbox.

The Membership director will report to the board all new and renewing members. They will also introduce new members and guests at the Membership meetings. And have them tell about themselves and how they found us.

Nominating Committee:

The Nominating Committee shall be appointed by the President no later than August 1. And no member of the Nominating Committee may be a current officer or a candidate for office. And shall consist of at least 2 members.

They shall try to get 2 members to run for each position.

President, Secretary, Social Committee Chairperson will come up for renewal in the even years

Vice President, Treasurer, Ride Committee Chairperson will come up for renewal in the odd years.

Web Master is appointed by the Board.

1. Nominations will close October 1
2. Ballots shall be sent out no later than Oct 7.
3. Ballots must be returned by Oct 21.
4. Results tabulated and Members notified of results by Oct 28.
5. New Officers take office November 1.

All New Board members and Current Board members shall attend November Board meeting so that they can effectively take over their position for the next year.

I _____
(PRINTED)

hereby accept the nomination for the office of _____
in WMOTA for the October 2015 election.

- I certify that to the best of my knowledge, I am a member in good standing of WMOTA.
- 1 year term
- 2 year term
- Either 1 OR 2 year term is acceptable
- I would be willing to consider running for a different office.

I UNDERSTAND THAT I MAY CANCEL THIS AGREEMENT FOR NOMINATION AT ANY TIME. SUCH CANCELLATION MUST BE IN WRITING AND DELIVERED TO THE NOMINATING COMMITTEE ON OR BEFORE OCTOBER 7.

SIGNED

DATE

PR Representative:

Visit Pinetop/Lakeside and Show Low Chambers of Commerce weekly during the riding season (May through October) to assure an adequate supply of our brochures and maps of the Maverick Trail (in the future the new comprehensive trails map) are available.

Verify Pinetop-Lakeside Chamber's need for WMOTA volunteers for the annual festivals. Send out a call for volunteers to WMOTA members and coordinate with the chamber and police department, as required. (Copies of prior year's correspondence are available).

Respond to any other city, town, or chamber volunteer requests and coordinate as required.

Compose articles for the Maverick Magazine and White Mountain Independent. Send monthly meeting dates to the WMI calendar coordinator.

Coordinate with AZ Game and Fish Department, AZ National Forest Lakeside, TRACKS, and our business sponsors as required, to support any special requests, such as the Map Grant Team, the inter-city trails team(TWG) and the Maverick Trail Marking Team.

Report to the Board of Directors and club members on a monthly basis. Obtain Board of Directors approval as required or needed.

Attend monthly TRACKS and chamber meetings.

President:

The President shall preside as Executive Director at all meetings of the organization. The President and any other member of the Executive Committee shall execute all legal papers, documents, or other instruments ordered to be executed by the Board of Directors. The President or his or her designee Board members shall be a member ex-officio of all committees of the organization. The President will regularly update the membership on material events affecting the Club.

This position is a voting member on the Board of Directors.

The President shall run all Board and Membership Meetings.

Send out a newsletter to the members to discuss the last months ride to update all those who couldn't make the ride on the fun that was enjoyed and to give visitors an idea of how much fun the rides and camping are so they will join the fun also. Also to thank the ride crew (ride leader, tail gunner, social crew etc...) for all of their hard work. And to let them know what was up and coming.

Ride Committee Chairperson:

The Ride Committee Chairperson is responsible for the location of each campsite and organization of all club rides at the direction of the Board of Directors.

This position is a voting member on the Board of Directors.

The Ride Committee Chairperson shall form a committee including several members of the club for the purpose selecting Ride Leaders for each of the rides. Advise the Ride Leader of what area they need be leading their ride and where the Club will be camping.

The Ride Committee Chairperson shall put out the signs directing members to the camping/riding location. And advise the members at the Membership meetings where we will be camping and riding that month.

The Ride Committee Chairperson will also be the Chairperson of the Rodeo Committee. Who will be in charge of the events that are held for that occasion.

Along with the Ride Leader they will need to make sure that everyone has signed a waiver that are not members and participating in an event.

RIDE LEADER/TAIL GUNNER

The Ride Leader shall lead the monthly (Saturday) Club ride in the area selected by the Ride Committee. They shall fill the requirements that the Ride Committee has outlined. The Ride Leader is responsible to do a pre-ride prior to the club ride. He or She shall figure out when there will be breaks and lunch for the ride. They are also in charge of giving out the information on the upcoming ride at the Membership meeting. The Ride leader is in charge of asking someone to be their Tail Gunner.

It is up to the Ride Leader to make sure that everyone has signed a waiver that are not members and participating in an event.

The Tail Gunner shall always be at the end of the ride so that if need be they can direct the rest of the club and everyone gets back safely.

TRAILS COORDINATOR

The Trails Coordinator(s) shall be selected by the Board of Directors. The Trails Coordinator may be a single person and will act as the liaison with any governmental organization and the Association regarding construction and maintenance of trails. The Trails Coordinator(s) will report regularly to the Board of Directors and also the the President between board meetings regarding resources and volunteers necessary for these projects.

Secretary:

The Secretary shall prepare, publish and keep minutes of all Membership meetings and Board meetings. The Secretary shall email minutes of the Membership and Board meetings to all members in PDF format. All members shall be BCC. And shall post to the website as unapproved until they are approved by the membership. At which time the designation should be changed to approved.

He or She shall prepare all correspondence as directed by the Board. He or She shall be the repository of all the books and records of the Organization, except financial, or as may be otherwise directed by the Board.

This position is a voting member on the Board of Directors.

The secretary is to record all motions and votes of the board, so he or she should be the person that sends out an email vote and all should reply back to the secretary.

Shall prepare an agenda for the Board and Membership Meetings and email to all and have several copies available at the meetings.

Social Committee Chairperson:

The Social Committee Chairperson shall be responsible for the organization of all club social activities at the directions of the Board of Directors.

This position is a voting member on the Board of Directors.

The Social Committee Chairperson shall have meetings throughout the year to plan upcoming events.

They will plan at least one event per club ride. He or She will assign someone to be in charge of each event. They will also be in charge of who will run the Poker rides.

He or She will be in charge of selling the 50/50 Raffle tickets at the Membership meetings. They will give the person that won half of the money raised and the other half to the Treasurer to be put in the Social Committee's budget.

The Social Committee is in charge of the food at the Rodeo/Social Event. They are also in charge of social games at the Rodeo, along with getting the prizes.

Treasurer:

The Treasurer is the Chairperson of the Finance Committee. The Treasurer shall oversee the fiscal program of the organization. The Treasurer will establish appropriate procedures consistent with current accepted accounting practices, which will be approved by the Board, to ensure the Club's finances are properly managed. He or She shall assure all funds of the organization are deposited in a depositories approved by the Board of Directors. He or She shall see that an accurate record is kept of organization funds and shall see that adequate monthly reports are made to the Board of Directors. He or She shall see that a report is available at all monthly membership meeting. The trailing 12 months of Treasurer reports shall be available in a members only section of the Club's web site.

This position is a voting member on the Board of Directors.

The Club's checking account is located at Wells Fargo. The account activity is monitored and managed online, we do not receive paper monthly statements. You will need to go to Wells Fargo along with the current WMOTA President and sign new signature cards and get new pin numbers to access the accounts., If both Treasurer and President are newly elected the old President will need to accompany them to the bank.

You will be required to fill out an annual report for the Arizona Corporation Commission due May 31, 2016. While our Annual Report is not due until May, I recommend you complete the report in March and electronically file. I caution you that their Web site was developed assuming that you will be using Microsoft's browser and it is unfriendly to others.

The Statutory Agent is INCORP. We have a two year contract with them that renews in March in the even years.

The Treasurer is also responsible for filing our annual IRS report using the Form 990-N (e-Postcard). I also recommend you file this in March.

The Treasurers Monthly Procedures are as follows:

Attend all meetings and collect any income (Membership dues, 50/50 Raffle, Poker Run, Decals, Logo Shirts orders, etc...). Keep a record of the members that have paid dues.

Reimburse any receipts received at the meeting by check.

Make deposits in a timely manner.

At the end of each month go to the Wells Fargo website and print the activity for the month.

Our Savings account is funded by an automatic debit from the checking account each month of \$100.00. We can transfer funds from the savings, back to the checking as needed. However the purpose of the savings account is to self-insure the club trailer and its contents in case of accident or loss. Which has been set at \$6,000.00.

Using Excel work sheets, update the three work sheets (Check Book, account Summary and Monthly Report). Save and print these reports.

Give the reports to each Board of Director member at the Board of Directors meeting and make an oral report at the membership meeting the next month.

All account numbers and passwords will be passed on to the new Treasurer. Also the Executive Committee should have the account numbers and passwords.

The Board of Directors shall see that an annual review of all fiscal transactions by the organization is made and reviewed at a general membership meeting and is posted on the website as soon as it's available in the members only section.

FINANCE COMMITTEE:

The Finance Committee shall review, evaluate and report to the Board of Directors in regard to the organization's budget, financial planning, cash-flow management, income expenses, assets and liabilities. The Treasurer is an automatic member and the Chairperson of the Finance Committee.

Vice President:

The Vice President shall act in the absence or disability of the President. The Vice President shall also participate on any committee and/or conduct any special assignment as directed by the President.

This position is a voting member on the Board of Directors.

He or She is to set up the location of the Board and Membership meetings and let the rest of the Board and Members know of its location, date and time.

The Vice President is in charge of the any additions and updates in the Policy and Procedures manual.

Web Master:

The Web Master shall be appointed by the elected officers based on the necessary skills. The Web Master shall oversee all club web site activities and shall be an active voting member of the Board, provided the Web Master is a Club member in good standing.

The Web master will monitor the email wmota@wmota.org and forwards them to the appropriate person(s). Along with the other email addresses that WMOTA owns.

The Web Master will be in charge of keeping the files and information up to date on the website.