

Rocky Mountain Section AAPG

Officers Duties

Secretary/Treasurer-elect

The secretary/treasurer-elect is directly charged with maintaining the RMS website (www.rms-aapg.org) and coordinating with related websites. As “in-training” for secretary/treasurer, he/she should learn as much as possible in the first year about future duties.

Maintain the RMS website which includes:

- Updating officers of RMS and contact emails
- Notice of next meeting and link to meeting website (all related sites)
- Updating contact names and emails for affiliated societies
- Updating awards that have been given in the past year
- Coordinating with the AAPG website for sections, ensuring that annual meeting dates are posted correctly.

The current webmaster is Bogdan Michka (bogdan@webpageauthority.com).

Secretary/Treasurer

The secretary/treasurer is responsible for the financial affairs of the RMS and ensuring that the organization maintains its 501c6 status, which includes preparing minutes of all executive committee minutes (required by the IRS for tax purposes), maintaining all checking accounts and investment funds, and ensuring that data are submitted for annual tax preparation.

Secretary Duties

Write up minutes for both the informal meeting held at ACE and the formal business meeting at the RMS annual meeting. The legal address for the Rocky Mountain Section is the RMAG office, presently located at 910 16th Street, Suite 1125, Denver, CO, 80202, 303-573-8621, staff@rmag.org.

Minutes should include:

- list of attendees with affiliation
- any motions; include motion text, motion sponsor and whether the motion passed or not
- any additional reports from attendees (financial report, foundation report, affiliate reports, etc.)

Keep the digital minutes log updated which keeps a running account of past board actions.

Keep organizational documents up to date both in the “Big Box” and also at the RMAG.

- Articles of incorporation need to be maintained (listed with the Colorado Secretary of State)
- By-laws
- Each year should have:
 - Minutes from both formal and informal meetings
 - Tax info and appropriate receipts
- Maintain a digital back up to the paper copies

- Distribute official documents to board members
 - Completed minutes
 - Minutes log
 - A copy of the Bylaws to new officers
 - Provide about a dozen paper copies of minutes for Executive Committee at annual meeting

Treasurer Duties

Maintain the two checking accounts (one is a general account and the other is specific to the annual meetings) and the investment account.

Work with each of the meeting committees (could be as many as three going at once).

- Provide checkbooks and instructions to new convention finance chairs
- Maintain communication with finance chairs to guarantee good bookkeeping
- Reconcile checkbooks with data from each of the committees
 - Requires coding of checks and deposits for tax purposes – some checks and deposits should be broken out into multiple categories

Create a financial report for the annual meeting.

Build a spreadsheet for the tax preparer.

- Presently, that is Theresa Coupe, Burdick & Associates, P.C., 8390 E. Crescent Parkway, Greenwood Village, CO, 80111, 303-813-1380 ext. 116, Theresa@bmacpa.com
- When completed, sign tax forms and send to appropriate agencies

Prepare W-9 for use by the convention committees for sponsorship.

Convention Proceeds – when the books are closed on the convention, the net profits are distributed.

- 50% of the profits go to RMS general fund
- 40% goes to the host chapter
- All other affiliated chapters are given 1%

When term is completed at the annual meeting

- Take new Secretary/Treasurer to nearest Wells Fargo branch and have them sign up for check writing and online access to the accounts.
- Give the new Secretary/Treasurer the Big Box of official documents.
- Provide the new Secretary/Treasurer with information on what had been done in the prior year and what is expected in the coming year.

President-Elect

The president-elect is responsible for setting up the next RMS annual meeting and assisting the current president as needed. Given the functions that the president does, above, the president-elect should consider his/her position as “in-training” for President.

- Coordinate the planning of the Rocky Mountain section annual meeting for the following year. This includes appointing a General Chairman for that meeting, helping setup the meeting venue, getting contracts in place, etc.
- Is the liaison with the student and YP(young professionals) groups
- President-elect stands in for president, as needed.

President

The president runs the organization and is responsible for ensuring that the other executive committee members accomplish their responsibilities.

- A monthly teleconference is held with AAPG. The President gives an update for the Section and also participates in discussions raised by other Section Presidents and HQ personnel.
- Attend Annual Leadership Days at AAPG HQ in Tulsa or other site as designated and announced. If unable to attend, delegate this duty to President-Elect or other officer so the Section is represented.
- Overall coordination with the General Chairman of the Meeting that your host society will hold.
- TOTY notification to Affiliates. Since the Executive Board of RMS picks the candidate to represent RMS nationally, coordination of the process is handled by the President including notification to the winner.
- IBA notification to Affiliates. Coordination with Kim Parsons, current RMS leader (soon to be replaced).
- Coordination with the RMS representative to the AAPG Advisory Council, currently John Robinson.
- Coordination with RMS Foundation – current Foundation Chairman is Rob Diedrich; Lou Bortz is the Foundation Treasurer.
- Notification to awardees and presentation of awards given at the Annual Meeting.
- Chairing two Rocky Mountain Section executive committee meetings: an informal meeting at the annual ACE meeting and a formal meeting at the annual Rocky Mountain section meeting. Invited attendees include the current officers of the executive committee, representatives of affiliated associations, the RMS representative to the AAPG Advisory Council, the Chairman of the RMS Foundation, and the VP Sections of the AAPG, and the AAPG sections coordinator (currently Carol McGowan) at a minimum.
- Ensure that financial affairs of the organization are completed annually, coordinating with the Secretary-Treasurer.

Past President

The immediate past president is a valuable resource for committee background and information.

- Act as Chairman of the RMS Honors and Awards Committee: no later than one month prior to the next semi-annual (informal RMS EC meeting, which is always held in conjunction with the national AAPG ACE, receive and review nominations for the Lifetime Contributions Award and the Landmark Publication Award. Recommend suitable nominations to the current RMS Executive Committee for final action. Awards will be presented at the next Section Meeting.
- Act as advisor to current RMS Executive Committee.