

Northern Colorado Group, CMC
Policy & Procedures

Policy & Procedures Document

Approved March 16, 2022

The purpose of this document is to provide current policies and procedures of the Northern Colorado Group, Colorado Mountain Club. The terms “Group” and “Group Council” herein shall refer to the Northern Colorado Group of the Colorado Mountain Club. It is intended to be a “living” document, updated from time to time as determined appropriate by the Group Council.

Current Policies

1. Volunteer Recognition

- * Spirit of Mountains award given annually to an individual at the Annual Dinner deemed appropriate by the Council.
- * A memento award given to outgoing Council Directors at the completion of their service on the Council, presented at the Annual Dinner.

2. Leader Training Requirements.

- * Leadership Seminar and Leader in Training (LIT) trip
- * 16-hour Wilderness First Aid (with re-certification every two years)
- * Avalanche Terrain Avoidance training (one day) if leading trips on snow but in non-avalanche prone terrain. NOTE: The CMC defines “non-avalanche prone terrain” as terrain with stable snowpack; slope angles not in the 25-45 degree range; that does not include terrain traps (e.g., stream beds, gullies, or steep road cuts) or snow pillows, roll-overs, cornices and subtle micro-terrain features; and that does not have avalanche prone terrain above the selected route.) ATA must be taken every five years.
- * AIARE Level 1 (or equivalent) training if leading trips (includes course field instructors) on snow in avalanche prone terrain. A one day AIARE companion rescue (or equivalent) class must be taken every five years after initial certification.
- * Additional training on use of the CMC on-line calendar

Active Leader Requirements

- * Lead or co-lead at least 2 trips in each calendar year
- * Each instance of instructing in a field-based course, clinic or workshop count as a trip lead. This includes instructors that are on field trips for a course, clinic or workshop that are not designated trip lead or co-lead.
- * Course, clinic or workshop Directors are given credit for a trip lead.
- * Course, clinic or workshop director responsible for providing the “trip Leads” to the Activities Director and the Leadership & Safety Director* “If a leader has become inactive, in order to resume leading trips, the inactive leader must contact the Safety and Leadership Director and complete necessary requirements for reinstatement. At a minimum the returning leader must become

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current in WFA. The returning leader must also review with the S&L Director any new CMC and Group leader policies and any changes to the CMC trip calendar procedures. In addition, if the inactive period was greater than two years, the returning leader may be required to complete a Leader in Training trip.

3. **Benefits for Active Leaders** and Instructors

- * Fees for maintaining WFA Certification paid by the Group (list of WFA participants and date of training provided by the Leadership and Safety Director to the Activities Director).
- * Fees for WFA Certification for non-active leaders will be reimbursed after the individual leads 2 trips, which includes LIT.
- * MHS, BMC, clinic and workshop fees are partially reimbursed (up to 1/2 cost) to current Active Leaders (Course, clinic or workshop director responsible for providing the roster to Activities Director and the Leadership & Safety Director)
- * Offer no cost courses or clinics specifically for Active Leaders. !!br0ken!!
- * Fees for attaining and maintaining AIARE Level 1 Certification paid by the Group (list of AIARE Level 1 participants and date of training provided by the Leadership and Safety Director to the Activities Director). Instructors shall be reimbursed upon instructing field outings conducted in potential avalanche conditions and terrain. Those that lead trips in potential avalanche conditions and terrain but who are not instructors, will be reimbursed for AIARE Level 1 upon leading three trips in potential avalanche conditions and terrain, within the certification period. Examples include couloir snow climbs and backcountry ski trips.

4. **Enabling Steps**

- * Schedule a Group WFA Training at least semi-annually for aspiring leaders and current leaders
- * Develop a tracking data base for Leaders; WFA certification dates, trainings, leads, co-leads, etc.
- * No cost Annual Dinner for those with credit for actual trip leading 5 or more trips in the last 12 months, October 1 - September 30. (Does not include co-leads, course or school directors or instructors).
- * No cost Annual Dinner with one companion for those with credit for actual trip leading 10 or more trips in the last 12 months, October 1 - September 30. (Does not include co-leads, course or school directors or instructors)
- * List all Active Leaders annually in the newsletter
- * Special drawings for gifts for Active leaders at the annual picnic and Leader meeting.

5. **Outdoor Education Management**

- * An Education Coordinator to coordinate the outdoor education affairs of the

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Group and work with Leadership & Safety Director and the Activities Director ensure compliance with the Group policies. The Education Coordinator will be an ad hoc member of the Group Council.

6. **Instructor Qualifications**

- * School, Course, Clinic or Workshop Directors and Instructors must be Group Active Leaders.
- * Senior Instructors must have previously taught as an assistant instructor for the course or taught a similar course.
- * Assistant instructors must have successfully completed the School or Course in question, or have demonstrated equivalent experience and must either be a CMC Leader or in the process of becoming one.
- * All instructors must be current in WFA Certification
- * All instructors must be competent in the discipline they teach. This can be determined by school/course directors, Senior Active Leaders and mentors, demonstrated experience, and in some cases by having formal certifications. Certifications by recognized organizations will normally be required for more technical disciplines such as Class 5 Rock Lead; steep snow; ice climbing; back-country skiing, boarding, snowshoeing in avalanche terrain; and ski mountaineering.

7. **Course Fees**

- * All schools, courses, workshops and clinics will have appropriate attendance fees for all except for participants that are Active Leaders and have been deemed exempt by the Council.
- * A \$150 - \$250 fee will be assessed for any course or school that has 4 or more instruction days
- * A fee of \$20 - \$100 will be assessed for clinics and workshops with fewer than 4 instruction days
- * Fees will be payable to CMC by check or money order and used by the Group for equipment, classrooms, course costs, WFA, and other Group costs as approved by the Council
- * It will be made clear in advertising that course fees are for the purpose of classroom or internet instruction.
- * Fees will not be charged field trips, excepting customary ride-sharing costs and entry/parking fees. Customary/suggested round trip ride share is \$.10 per mile for each rider.

8. **Field Trip Listings**

- * all education-based field trips will be led by school, course, workshop or clinic instructors who are also official CMC Leaders.
- * All field trips for educational purposes will be posted as "Trips" on the CMC

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Calendar. Trip participation may or may not be restricted to “students” of the educational offering, as determined by the course director.

9. **Course Frequencies & Schedules (based .on availability of instructors and student interest)**

- * Offer Mountain Hiking School annually
- * Offer BMS or ASC in the spring of alternating years
- * Offer Rock Lead Course in the summer
- * Offer on-trail Nordic XC in Dec, and off-trail BCX in Feb, every other year, alternating with AT Skiing
- * Offer Backcountry Powder in Jan, and AT Skills in March, every other year, alternating with the Nordic Series.

Current Procedures

CHAIR

1. Serve as chief executive officer of the Group.
2. Preside at annual and special meetings of the Group.
3. Preside at Group Council meetings.
4. Appoint a nominating committee, subject to the approval of the Group Council, as provided in the Group Constitution and By-Laws.
5. Appoint other committees, subject to the approval of the Group Council. The Chair shall be a member ex officio of all committees other than the nominating committee.
6. Call meetings as needed.
7. See that actions of the Group Council and the Group are implemented.

VICE CHAIR:

1. Assume the duties of the Chair in the event of the Chair’s absence.

PROGRAM DIRECTOR:

1. Set up periodic educational programs, slide shows, the annual dinner, the annual picnic, etc.

Duties of the position

- Member of the Council:
 - Participate, cooperate and contribute as needed to the overall needs of the group while working with other council members
- **Planning and Organizing Programs:**
 - Research appropriate venues for 7 monthly meetings, annual picnic, and annual dinner

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- Make reservations for venues, along with payment of deposits, room changes, & final payment
- Brainstorm ideas for speakers for monthly meetings and annual dinner
- Communicate with and arrange speakers, providing adequate details in advance
- Prepare flyers for each program, including description, bio, pictures, meeting details
- Provide flyers to Communications Director for promoting in weekly newsletter and website
- Post each program to the state CMC website
- Submit expenses to treasurer for direct payment or reimbursement
- Write “thank you” communications to speakers following events
- **Annual Dinner:**
 - Make arrangements with venue coordinator for menu choices, cost, layout, linens, bar, A/V
 - Coordinate with speaker in advance regarding A/V needs, agenda, honorarium
 - Arrive prior to dinner to set up decorations, signage, check-in table, staff coordination details
 - Oversee evening so event proceeds as planned (speaker, agenda, menu, payment, clean-up)
- **Annual Picnic:**
 - Recruit a few members to assist with setup, lighting BBQ grills, barbequing, clean-up
 - Purchase food, drinks, plates, cutlery, napkins, condiments, ice, nametags, briquettes, etc.
 - Acquire/borrow coolers for meat, drinks, cheese, mayo, lettuce/tomatoes
 - Arrive prior to picnic to set up and clean up afterwards
- **Monthly Meetings:**
 - Purchase snack food, plates, napkins, (including popping popcorn), gifts if appropriate
 - Arrive at venue in advance to set up refreshments, projector, assist speaker, troubleshoot
 - Act as emcee for evening (introduce speaker, manage time, final comments, thank you gifts)
 - Clean up following event
 - February Meeting—annual potluck and gear swap:
 - Arrive at venue in advance to set up buffet table(s), gear swap table, drinks, projector, etc.

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SECRETARY:

1. Keep minutes of each meeting of the Group Council and the Group.
2. Be responsible for acting on all Group correspondence not normally accomplished by the other officers as a part of their duties.
3. Maintain Group Council and Group records; i.e., Constitution/Bylaws, minutes, etc.
4. Provide a copy of the Constitution/Bylaws, when revised, to the State for inclusion into the State archives.

Duties of the position

- Member of the Council:
 - Participate, cooperate and contribute as needed to the overall needs of the Group while working with other council members

TREASURER:

1. Receive and collect all fees, Group dues from the State, and other monies.
2. Pay all Group bills.
3. Keep a record of all receipts and disbursements.
4. Provide financial reports on an interim basis to the Group Council and for the fiscal year to the Group at the annual meeting.
5. Submit records to the Group Council for an annual audit.
6. Provide any financial reports or other records to the State, as requested.

Duties of the position

- Member of the Council:
 - Participate, cooperate and contribute as needed to the overall needs of the group while working with other council members
 - Provide an accounting report for the quarterly Council meetings
- Accounts payable: room rental, event costs, reimbursements, course costs, WFA, leader training
- Accounts receivable: dues, royalties, course fees
- Complete a monthly reconciliation of accounts
- End of year report as of September 30 to State CMC accounts
- Maintain financial records using a Group Council approved software program

Tools/Resources

- Group Council approved software

ACTIVITIES DIRECTOR:

1. Provide leadership for the development of a schedule of activities.
2. Encourage qualified leaders to schedule activities.
3. Ensures activity reports are completed in a timely manner.

Duties of the position

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- Member of the Council:
 - Participate, cooperate and contribute as needed to the overall needs of the group while working with other council members

COMMUNICATIONS DIRECTOR:

1. Ensure effective communications within the Group.
2. Coordinate publishing of the Group newsletter.
3. Receive and publish advertising for the newsletter.
4. Coordinate publishing of the group web presence and electronic communications.

Duties of the position

- Member of the Council:
 - Prepare weekly email distribution on Saturday afternoon/evening and schedule it to deliver on Sunday morning.
 - Update members list in Constant Contact monthly.
 - Maintain “Group Admin” privileges on the CMC.org website.
 - Maintain administrative authority for the approved document storage tool.
 - Maintain administrative authority of the group’s electronic communications systems including web hosting, e-mail, e-mail distribution list, and storage platforms.
 - Maintain regular backups of group’s electronic materials.
 - Participate, cooperate and contribute as needed to the overall needs of the group while working with other council members

MEMBERSHIP/PUBLIC RELATIONS DIRECTOR:

1. Provide information to prospective members.
2. Provide information to the media.
3. Provide leadership and coordination for activities which promote the Club and its mission before the community.

Duties of the Position

- Member off the council
 - Participate, cooperate and contribute as needed to the overall needs of the group while working with other council members
- Increase local awareness about the CMC and in particular the Group for marketing purposes and to expand local membership:
 - Represent CMC at selected events. Collaborate with the State CMC and other organizations such as Poudre Fest and Fort Collins Earth Day to enhance recruitment efforts. Plan and implement the Group’s participation at these events:

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- Collaborate with State CMC to show the Backcountry Film Festival in Fort Collins. Find/schedule volunteers, post event in calendar, Facebook page, distribute posters provided by State
- Register for participation in local events. Find, schedule, train and provide directions to volunteers. Post events in the website and Facebook page. Find needed supplies: table, chairs, sun-tent, brochures, banners, ask State for items to give away such as lip balm, etc.
- Plan and conduct 3-4 New and Prospective Members meetings per year. Location is the Poudre Public Library which requires early room reservation. Post event in website, Facebook page. Update presentation
- Schedule new and prospective members hike to take place shortly after the meeting. Identify leader for the hike and collaborate finding destination and posting in website, Facebook page
- Function as contact for prospective, new and current members:
 - Reply to inquiries from members on a timely basis
 - Connect members with appropriate individuals/resources to help them find activities and integrate with the group
- Ensure marketing materials are up to date and reprint as necessary

Tools/Resources:

- State CMC website
- State CMC Membership Director
- Northern Colorado Group website
- Other board members
- Long Term/experienced CMC Group members
- New and Prospective members presentation
- Files for marketing materials, these are with the Group Membership Director

LEADERSHIP & SAFETY DIRECTOR:

1. Set up leadership and first aid training for new and continuing outings leaders.
2. Provide recommendations to the Group Council to maintain adequate safety standards for the Group and its outings.
3. Ensure the Group is represented on the CMC Leadership and Safety Committee.

Duties of the position

- Member of the Council:
 - Participate, cooperate and contribute as needed to the overall needs of the group while working with other council members
- Maintain a close relationship with the State CMC office.
- Schedule leadership clinics 2-3 a year based on interest. Secure space for 10 participants.
- Develop curriculum for leadership clinics using the State CMC Leadership manual or other resources.

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- Leadership clinics must include how to schedule trips on the CMC Event Calendar and work with the Education Coordinator to develop and incorporate a field component for leadership clinics.
- Schedule semi-annually WFA training with State CMC for new and renewing Leaders at a Larimer County location.
- Coordinate and confirm LIT hikes. Maintain LIT Report.
- Notify State CMC of new leaders.
- Ensure Group education offerings remind participants of the opportunity to become a Leader.
- Track Group Leaders and certification dates.
- Attend local CMC events and classes to recruit Leaders.

IMMEDIATE PAST CHAIR:

1. Serve as a resource to the Chair and the Group Council.

EDUCATION DIRECTOR:

1. Assess and determine appropriate educational activities of the Northern Colorado Group.
2. Work with the Group Council to obtain approval of proposed educational activities.
3. Coordinate timing of educational activities with Course Directors.
4. Ensure compliance of courses with relevant State CMC Guidelines.
5. Ensure that any required land use permits are obtained from appropriate governmental agencies.

Duties of the position

- Identify and recruit appropriate & qualified course directors and workshop leaders.
- Assist course directors and workshop leaders in developing educational offerings.
- Work with Group Council to approve and facilitate educational offerings.
- Work closely with the Leadership & Safety Director to ensure that educational offerings are
 - designed to (1) help train aspiring and current leaders to safely & competently lead CMC-

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- sanctioned trips, and (2) help CMC members become more competent in outdoor skills and
- safety.
- Attend and contribute to Group Council meetings.

STATE LIAISON DIRECTOR

1. Serve as the Group Council Representation to the State Council
2. Represent the Northern Colorado Group at the CMC
3. Provide information to the Group Council regarding activities of the CMC
4. Serve as a liaison between the Group and other CMC Groups
5. Serve on the State Board, if elected by the State Council

Duties of the Position

- Member of the Council:
 - Participate, cooperate and contribute as needed to the overall needs of the group while working with other council members.
- Advise the Council on State CMC activities, changes and issues
- Represent the Group on the State Council
- Participate in the nominating and election of new State CMC board members
- Encourage communication and cooperation among Groups
- Advise the State Board on Policy issues and Group concerns
- Review Club Goals and objectives
- Review and recommend changes to club programs
- Review and evaluate overall State Board performance
- Perform other duties as requested by the State Board President (ie interview Executive Director candidates)
- Meetings are held in Golden, but most often can be attended by teleconference.

To give some context to the State Council Duties (from the State Bylaws)

STATE COUNCIL: The State Council of the Colorado Mountain Club shall be a standing committee of the Colorado Mountain Club Board of Directors.

5.1.1 PURPOSE AND DUTIES: The purposes of the State Council are to 1.) Allow, to the extent practical, member direction and influence in the election of new members of the Board of Directors and 2.) Assure and facilitate effective communication between membership in regional Mountain Club Groups and the Board of Directors. In order to accomplish these two purposes, the State Council shall perform the following actions.

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5.1.1.1 Regarding Election of Board Members: Elect new members of the Board Directors consistent with the provisions of the Nominating Committee of the Colorado Mountain Club contained in Section 5.5 of these Bylaws. Notice of this meeting and the names of the Director nominees shall be sent to State Council members at least ten days prior to the State Council meeting at which the vote is scheduled. The Directors shall be elected by the State Council members attending that meeting so long as a quorum of voting members is present

5.1.1.2 Regarding Member Communication: The State Council shall:

- a. Encourage communication and cooperation among the Groups of the Club and between the Groups and the state organization;
- b. Advise the Board on policy issues and Group concerns;
- c. Periodically review the goals and objectives of the Club consistent with the purpose of the Club as noted in its mission statement;
- d. Review and recommend changes in the programs of the Club consistent with its mission;
- e. Review and evaluate the overall performance of the Board;
- f. Recommend long term goals for state committees;
- h. Perform other duties as provided in the Bylaws of the Club or as requested by the Board or President

5.1.2 MEETINGS AND ATTENDANCE: Meeting of the State Council shall be held at least twice yearly at a time and place determined by the Council. Advance notice of any meeting of at least ten days shall be given to all Council members. Any member of the Club may attend meetings of the State Council and with the permission of the State Council shall be entitled to speak at such meetings.

5.1.3 MEMBERSHIP, REMOVAL AND VACANCIES: The State Council shall consist of one member selected by each Group of the Club by a process determined by each Group. Each State Council member must be a Club member in good standing. A State Council member may serve concurrently as a Board member. Any State Council member may be removed by a two-thirds vote of all State Council members. Vacancies on the State Council shall be filled by their respective Group in accordance with a process determined by the Group;

5.1.4 OFFICERS: The State Council may elect a Council chair and other officers as it determines appropriate.

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5.1.5 VOTING AND USE OF PROXY: Each member of the State Council shall have one vote and only members of the State Council have the right to vote on matters considered at the Council's meetings. State Council members may designate any member of the Council to act as a proxy for a State Council member at any meeting of the State Council. All forms of proxy designation must conform to Section 3.11.

5.1.6 MOTIONS TO BE HEARD: Any motion concerning Club policy, program, procedure or financial issue approved by the State Council shall be considered by the Board. Such motions shall be presented to the Board President for inclusion on the agenda of a future Board meeting as soon as such inclusion is practicable.