



Appalachian Long Distance Hikers Association

15 August 2020

Dear ALDHA Member,

When the announcement was made that this year's Gathering was postponed to 2021, we recognized that elections for the ALDHA Board of Directors still needed to be held. We have several board members whose terms are expiring this fall. Normally this election is held at the membership meeting Sunday morning at the Gathering. This year, the offices up for election/reelection are Treasurer, Membership Secretary, and four "Member-at-large" positions... each is a 2-year term. All of our incumbents (5 of the 6 positions) are interested in remaining on the board. The sixth position is a new "Member-at-Large" position to be filled for the first time. That being said, election to the board is open to any member in good standing.

The two Executive Officer positions (Treasurer and Membership Secretary) have specific responsibilities and duties above and beyond the general obligations of all board members. The details of these positions will be posted on the ALDHA website. General considerations for board members include:

- All board members must abide by and sign the standard "conflict of interest" statement.
- Board members are expected to help carry the load of managing the day-to-day business of ALDHA. We are a working board and it is not uncommon for board members to take on multiple tasks or... "hats".
- Board members are expected to attend the Gathering, in-person board meetings, and monthly electronic meetings. It is also strongly recommended that members attend trail functions like the ATKO, Trail Days, and local festivals when possible.
- Board members are expected to conduct themselves in accordance with the ALDHA bylaws, policies, and motions passed by the board both past and present.

We have sent this out to request nominations. If you are interested or want to nominate another member please be sure they are interested. Nominees will be expected to submit a brief biography and a statement of why they want to serve on the board. This is similar to the process we observe when members are nominated from the floor at the Gathering. These personal statements will be posted on the ALDHA website before ballots are sent out the last week of September. The timeline for this process is critical so please watch the deadlines. Both the election process and timeline are in the August Blaze and enclosed with the mailing.

Accepting a nomination and subsequent election to the board gives you the ability to affect the future of ALDHA. The pay is lousy (none), there is always plenty of work but you can't beat the camaraderie. During the last several months of very difficult decisions, our board has worked well together and moved forward. If you love ALDHA and the hiking community, please give serious consideration to joining the board.

Respectfully,

*Ken*

Dr. Ken "*Nimbus*" Bunning  
ALDHA Coordinator

Description for Treasurer enclosed

## **ALDHA Treasurer: Job Description**

**ALDHA ByLaws Section 5.7 Treasurer.** The treasurer shall have charge and custody of and be responsible for all funds and other financial instruments and financial records of the corporation, receive and give receipts for disbursements, and deposit all monies in the name of the corporation in such banks and other financial institutions as shall be selected in accordance with these Bylaws. The treasurer shall perform all duties incident to the office of treasurer and such other duties as from time to time may be assigned to him or her by the coordinator or the board of directors.

### Outline of Duties

1. Charge and custody of funds: ALDHA maintains a checking account and savings account at Wells Fargo, and a brokerage account at T Rowe Price. Treasurer has control of the accounts along with anyone approved by the board of directors.

Treasurer makes most deposits and authorized disbursements. Other approved members may deposit or write checks. Currently, online bill pay is used to make most payments. Accounts are reconciled monthly.

ALDHA uses PayPal and GoPay for credit card receipts and some payments. The Treasurer reconciles these accounts and authorizes transfer to Wells Fargo, with proper recording of the transactions.

2. Prepare financial reports: Quickbooks is used to record all transactions to generate any needed reports. Government required filings are prepared for the IRS and State of New Hampshire, due May 15 each year.
3. The annual budget: Prepare a preliminary budget for the Fall board meeting. Make all approved changes and finalize the budget. Quickbooks has this capability.
4. Board of directors meetings and The Gathering annual membership meeting: Normally, there are Spring and Fall board meetings and a short board meeting at the Gathering. The Coordinator may call additional meetings which are typically Video Conferences.
5. Treasurer is the Insurance resource for ALDHA, which means recommending changes to policies as needed.