

Arnold Expedition Historical Society  
President Position Description

The president is elected for a three-year term by the membership and presides over the Board of Governance (The Board) and the Executive Committee. The president operates within the Arnold Expedition Historical Society (AEHS) By-Laws and Charter and provides leadership to meet the goals, objectives, and activities of the Society. The president shall conduct all meetings following Robert's Rules of Order.

Duties:

- Call and conduct meetings of the Board and Executive Committee as scheduled and call additional meetings as he/she determines.
- Set a date for the Society's Annual Meeting.
- Prepare agendas for all Board and Executive Committee meetings and the Annual Meeting. Agendas are distributed promptly.
- As needed, establish advisory committees to advise the Board on special issues relative to the AEHS.
- Each year, the president shall prepare a letter informing the membership as to the status of ongoing projects, activities, and programs. The president's message shall be published in the Society's newsletter.
- Establish as needed, committees to advise the Board or administer programs or projects relative to the society.
- Is the Spokesperson for legal council and signs all authorized documents as the representative of the society.
- Oversee the preservation of all artifacts owned by the Society.
- Represent the Society in all interactions with state, local, or federal agencies.
- Communicates with the secretary to ensure the notice of the Annual Meeting is sent to the Membership at least 21 days before the meeting.
- Works with the other AEHS officers and directors to ensure their respective duties are carried out as required.
- Ensures that necessary reports and filings are made promptly.
- Act as spokesperson for the AEHS on issues involving legal counsel.

### Vice President Position Description

The vice president is elected for a three-year term by the membership and is a member of the Board of Governance (The Board) and a member of the Executive Committee. In the absence of the president, the vice president acts on his/her behalf. If the president resigns, the vice president shall serve as president for the remainder of the president's term of office. (OR, If the president resigns, the vice president serves as president until the following annual meeting when a new president is elected by the membership.)

#### Duties:

- Cooperate and assist the president in all policies and programs of the society.
- Assume any duties assigned by either the president or the Board.
- Assume the duties of the president pro tem at any meeting of the Board if the president is absent.
- Make necessary decisions in the absence of the president following the AEHS By-laws and Charter

The secretary is elected for a three-year term by the membership.

## Duties

### Membership Maintenance

- Receive new members, renewals, and requests for maps/trail booklets
  - Treasurer will receive checks and email secretary the information to include
    - type of membership
    - Name
    - address
    - email
    - the amount and date of the check.
  - Secretary upon notification from treasurer will
    - Add new members and new Life Members to database
    - Notify the overseer of the AEHS merchandise if anyone is due a trail map or orange trail marker.
    - Update renewing individuals and families into the database and update the next renewal date.
    - Issue acknowledgment letters for receipt of donations
    - Issue acknowledgment letters for membership gifts to both recipients and donors.
    - Issue acknowledgment letters to renewing members upon renewal fee receipt
- Issue Renewal Request letters to Annual members at the start of the new year. All checks should be mailed directly to the treasurer.
- Check GMAIL each week for AEHS. Respond to inquiries from the AEHS email.
- Update members on upcoming events scheduled

### NEWSLETTER

- The newsletter editor writes the newsletter, and the secretary emails the newsletter to those members with email.
  - Currently, the newsletter editor mails hard copies of the newsletter to those without email.
  - The secretary provides the newsletter editor with the current list of members without email.

### MINUTES

- Minutes at meetings.
  - The secretary takes minutes at meetings and emails to members following the meetings. (also sends out hard copies to those members without email?)

### MAPS/BOOKLETS

Secretary notifies the overseer of the AEHS merchandise as orders for merchandise are received. (They are also sent to new members?)

The treasurer is elected for a three- year term by the membership.

#### Duties

- Maintain an AEHS checking account, savings account (if needed), and any certificate of deposits.
- Receive and deposit any monies received by AEHS.
- Maintain records of deposits and receipts and other transactions.
- Pay bills as authorized.
- Maintain tax records for the State of Maine and the US Federal Government.
  - a. Maintain and pay yearly sales tax to the State of Maine
  - b. Maintain records of State tax-exempt properties owned by the AEHS.
  - c. File and maintain Federal tax-exempt records. (Form 919N)
- Treasurer will receive checks and email secretary the information to include:
  - type of membership
  - Name
  - address
  - email
  - the amount and date of the check.
- Other financial duties as may be assigned from time to time.

Arnold Expedition Historical Society  
Director Position Description

There are nine directors. Each is elected for terms of three years by the membership at the annual meeting, and will serve on the Board of Governance (The Board) of the Society.

Duties:

- Propose, debate, amend, or adopt any polices or matters that promote the welfare or goals of the Society.
- Attend the June and September meetings of the Board and any special meetings designated by the president.
- Aid or serve on various committees established by the Board.
- Monitor projects and provide information to other Board members and to the newsletter editor to keep the membership informed.
- Participates in electing interim officers and directors when a position is vacated before the annual meeting.

Arnold Expedition Historical Society  
Newsletter Editor  
Position Description

The Newsletter Editor is a volunteer position appointed by the Board of Governance (Board). There is no term of office. The Editor is responsible for publishing three newsletters yearly. The title of the newsletter shall be the Messenger. The editorial content of the newsletter shall be the prerogative of the editor.

Duties:

- Responsible for assembly, publishing, and disseminating of the Society's newsletters.
- Issues are to be published in May, September, and December, preferably at the beginning of the month.
  
- The December edition shall be planned for four pages of color photos, as available.
  
- Newsletters shall be sent either electronically or by regular mail to the membership as well those associated organizations as prescribed by the Board.
  
- Obtain mailing labels and the current list of email addresses from the AEHS Secretary.
  
- Solicit news items from AEHS members, the Board, the historical records of the Society and from outside sources.
  
- Submit all receipts for expenses relating to the production and distribution to the AEHS Treasurer for full reimbursement.
  
- Submit three copies of each edition of the newsletter to the secretary (or designee) for placement into the permanent records of the Society.
  
- The editor is invited (but not required) to attend all Board meetings