

Officer Roles and Responsibilities

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What Do They Do?

The officers of our Grotto help to keep it together and functioning smoothly. Here is a look into the jobs of our Officers and others.

President - This person oversees the overall function and operation of the Grotto. Duties include making agendas for and presiding over the general and executive board meetings. This person is the primary contact with the 'outside world'. The President is also the secondary signer on the checking account.

Vice President - This person is the number one backup to the President and fills in for other officer positions as needed. The Vice President assists the Newsletter Editor with the newsletter.

Secretary - This person is responsible for maintaining the records of the Grotto. This includes keeping the minutes of the general meeting and reporting to the NSS about the Grotto.

Treasurer - This person is responsible for keeping the financial and membership records of the Grotto. This includes managing the funds (cash & checkbook) and keeping track of who is a member at any given time for the purposes of voting in any Grotto matter (including elections).

Conservation Chairperson - This person is responsible for keeping abreast of the conservation concerns of the Grotto. This includes maintaining relations with the public landowners and coordinating conservation related issues before the Grotto.

All of the officers have to be NSS members to comply with the NSS charter. We are an Internal Organization of the NSS. All officers may be administrators of the online accounts, help maintain the grotto library, and provide NSS informational resources to members if needed. Any roles can be combined if needed.

Newsletter Editor - This person is not an Officer of the Grotto. This person is responsible for collecting stories for and producing the monthly newsletter, The Cave Crawler's Gazette. The editor is not responsible for WRITING the newsletter, just compiling what the Grotto membership wishes to share with others and have published.

Webmaster – This person is not an Officer of the Grotto. This person is responsible for updating the CAG webpage. Currently this person is also updating the ARA webpage.

Members – Everyone. The group that makes the Grotto successful and alive. Officers and Members can lead trips. Without the caving membership participating and giving to the Grotto, we are only a social group. We are more than that. Let's be CAVERS!