

KEMOTrail Corps Inc.

Kennesaw Mountain Trail Club Standard Practice-01 (SP-01)

Club Guiding Practices

1.0 Membership

1.1 Classes of Membership.

A Voting Member is defined as an adult over the age of 18 who in the calendar year preceding the Annual Business Meeting or any other meeting of the entire club:

- Volunteered 10 or more hours at club activities or events, or
- Donated ten (10) or more times the published value of a volunteer hour, or
- Had a combination of volunteer hours and donations valued at ten (10) or more times the published value of a volunteer hour.

An Associate Member is defined as any individual of any age who has participated in at least one club activity or event, made a donation or paid membership dues during the current calendar year, but did not qualify as a Voting Member.

1.2 The Board of Directors may set membership dues.

2.0 NPS-Club Memorandum of Understanding and/or Cooperative Agreement

The working relationship between the club and the National Park Service at Kennesaw Mountain National Battlefield Park is governed by a Memorandum of Understanding (MOU) and or Cooperative Agreement signed by officers of both organizations. This MOU and/or CA is incorporated as part of this Standard Practice. MOU and/or CA revisions signed by officers of both organizations may be made as necessary and are incorporated as part of this Standard Practice.

3.0 Officers and Directors

3.1 The club officers (President, Secretary/Historian, Finance Director, and Trails Supervisor) also serve as club Directors as described in the club By-Laws.

3.2 The five other club Directors are:

- Vice President
- Communications Director
- Outreach Director
- Membership Director
- Development Director

#### 4.0 Officer and Director Duties

All officers and Directors (except the President) are encouraged to form and lead teams or committees to assist with the position duties.

##### 4.1 Communications Director

The Director and supporting Communications Committee is responsible for all internal and external communications of the organization including: Coordinating Communications – Maintaining the relationship with park service staff regarding announcements, press releases, etc. Maintaining Web Sites – Includes the websites <http://kemotrailcorps.org> and <http://groups.yahoo.com/group/kennesawtrails>. Keeping the calendar updated and current is part of this responsibility. Literature Development – Includes producing and distributing all literature of the club to ensure message consistency. This may include signs, handouts, mailings and press releases. Monthly Bulletin – Includes publishing and electronically distributing a monthly bulletin of club events, activities, accomplishments, upcoming meetings and activities, and other news affecting the club or the Kennesaw Mountain National Battlefield Park.

##### 4.2 Outreach Director

The Director and supporting Outreach Committee is responsible for the following: Visitors – Develop an active cadre of “Trail Ambassadors” to greet visitors, provide guidance and assistance. Community – Develop and maintain relationships with groups and organizations that constitute major users of the park, or sources of volunteers. Environmental Education – Cooperate with the Park staff as appropriate to help provide trail interpretive signage. Manage the development and implementation of a Leave No Trace front country program in cooperation with the National Park Service and Leave No Trace Inc. Youth Programs – Manage and coordinate Boy Scout and Girl Scout service projects (i.e., Eagle Scout Projects) and service projects of other church and youth oriented organizations.

##### 4.3 Membership Director

This position with the supporting Membership Committee is responsible for recruiting and retaining members in the club. The committee shall respond to requests for membership information; shall maintain the membership roster; and shall welcome, advise, and assist prospective members. The committee is also responsible for tracking and reporting participation, and accounting for volunteer hours.

##### 4.4 Finance Director

This position is responsible for corporate treasurer duties including receipt, management, and disbursement of corporate funds. The Finance Committee is responsible for developing the budget, handling all fundraising and Grant application activities, as well as maintaining the accounting and tax records.

##### 4.5 Trails Supervisor

This position with the supporting Trail Committee is responsible for all actual on-the ground trail work. This includes: Project Planning – Route development using approved trail design methods, and assistance with route justification process. Construction – Construction of all new trails in the park. Actual labor may be performed by a variety of individual and group volunteers from the community under the leadership of a certified crew leader who is a member of the Trail Committee. Maintenance – Assisting the NPS with identifying, prioritizing, and repairing or replacing damaged trail segments. Remediation – Closing and restoring abandoned trail segments and unauthorized (social trail) trails that are not approved by the NPS

for inclusion in the trail system because of historic, environmental impact, or other inappropriate location. Training – Providing or acquiring crew leader training, and any necessary specialized training for tools and safety such as chainsaw bucking and felling, and Ditch Witch SK 500 skills and operation. Safety – Providing crew safety briefings prior to each volunteer work crew beginning work within the Park. Assure that work crews have and use appropriate safety equipment and tools.

#### 4.6 Secretary/Historian

Duties for this position are defined in the club By-Laws.

#### 4.7 President

Duties for this position are defined in the club By-Laws.

#### 4.8 Vice President

Is expected to become President when the current President leaves office. The President should mentor the Vice President so that the change in administration will be as seamless as possible.

#### 4.9 Development Director

Works with the Finance Director as a member of the Finance Committee and is responsible for all fundraising and grant application processes.

#### 5.0 Fundraising

##### 5.1 Philosophy of fundraising

- Fundraising begins with a successful board campaign. After this campaigns move out into the community in the following order:
  - Natural audience—folks who have done trail maintenance
  - Local communities of interest
    - Direct mail or house parties for Park neighbors
    - Homeowner Associations
    - Local Businesses
  - Wider interested groups
    - Foundations
    - Corporations

##### 5.2 Recognition levels were adopted at the June 28, 2008 Board of Director meeting.

5.3 Fund raising will only be conducted in accordance with a signed NPS Memorandum of Understanding and/or Cooperative Agreement and NPS Director's Order #21.

