



Back Country Horsemen of Nevada

Bristlecone Chapter

CHAPTER ORGANIZATION, DIRECTION, AND MANAGEMENT

CORPORATION The Chapter is a Nevada corporation qualified as an IRS Section 501(c) non-profit charity. The corporation is run by a board of directors through four Chapter officers who are responsible for the management and day-to-day operations of the corporation.

DIRECTORS

Chapter by-laws provide that: “The management of the affairs, property, and business is vested in the Board of Directors. Control of policy is vested with the members.” The by-laws require a board of directors comprised of the four current officers, the most recent past-president, and at least two directors-at-large.

OFFICERS

Here are basic job descriptions for each officer.

President Serves as chairman of the board and acts under the direction of the board. Responsible for the overall day-to-day activities of the Chapter (some of which may be delegated to other officers and committee chairpersons). Runs board and general membership meetings. Signs major contracts and other legal documents, as required. For substantial corporate actions to be taken, acts on behalf of the corporation pursuant to corporate resolutions adopted by the board. Maintains liaison with BCHA national and Nevada state organizations.

Vice president Fills in when the president is unavailable or when the president or board assign specific duties. Assists other officers as needed. Serves as chairperson of the Membership and Public Liaison / Education Committees and board liaison to the Service Projects and Events / Social Committees.

Secretary Maintains the records of the corporation. Takes, prepares, and posts minutes of board and general membership meetings. Prepares corporate resolutions and certifications including certification for banks or other financial institutions. With the treasurer, maintains a roster of members and third-party Chapter contacts. Serves as board liaison to the Communications Committee.

Treasurer Responsible for all financial matters including: bookkeeping, maintaining financial accounting and tax records of the Chapter; and preparing and presenting financial statements and reports to the board, officers and Chapter members. Maintains bank accounts including making deposits, writing checks, and monthly account reconciliation. With assistance from the Grants Committee, applies for and manages grants for Chapter service projects. Serves as chairperson for the Finance Committee and board liaison to the Audit Committee.



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COMMITTEES

The by-laws provide: "Standing Committees shall be: Membership, Public Liaison, Education and Service Projects. The Board of Directors or the President may form additional committees as needed." The board has determined the need for and currently authorizes the following committees:

Membership

Finance / Grants (combined)

Service Projects

Communications

Events / Social

Public Liaison & Education (combined)

Audit

GENERAL

Election and Term Chapter officers are elected by the membership every other year in November and serve for a two-year term which begins on 1 January following the election.

Board Status Each officer is automatically a member of the Chapter's board of directors. The president acts as chairperson.

Authority and Liability It's important to remember two significant facts about actions taken by officers: (1) executive officers have the authority to legally bind the corporation and (2) officers are not personally liable for their acts while acting (lawfully) on behalf of the corporation.