

DUTIES OF THE BOARD OF DIRECTORS

PRESIDENT

- ❖ Serve as chief Executive Officer of the Board
- ❖ Requests time to meet with the Board of Trustees and Supreme Line Officers at their annual meeting
- ❖ Prepares and distributes by December 31st an initial draft of agenda items for the mid year meeting
- ❖ Prepares and distributes the proposed agenda 45 days prior to the annual Board meeting
- ❖ Schedules times for meeting with the Supreme Line Officers to discuss their plans and budget request
- ❖ Arranges time for informal dialogue between our HIKE Board and representatives of HIKE CANADA and HIKE AUSTRALIA
- ❖ Preside at all meetings of the Board
- ❖ Prepare and present a report of the activities of The HIKE Fund, Inc. at the Supreme Guardian Council Annual Session
- ❖ Prepare ballots, selects tellers and presides at meeting to solicit recommendations for HIKE Board members
- ❖ Assigns interim Board of Director assignment replacements in the event of illness or resignation

VICE PRESIDENT

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc
- ❖ Perform the duties of the President of the Board in his/her absence
- ❖ Oversee the duties of Board appointed liaison to the Supreme line officers
- ❖ Perform other duties at direction of the President of the Board

CORRESPONDING SECRETARY

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Prepares, prints and distributes all mailings to Grand Guardians, Vice Grand Guardians, State Coordinators, all Bethels and members of The HIKE Board
- ❖ Distributes printed materials as directed
- ❖ Records minutes, prints, and distributes to members of the Board
- ❖ Writes all thank you notes, notes in memory and in honor of recipients, and answers all correspondence of The HIKE Fund, Inc. with the approval of the Board president
- ❖ Maintains accurate file of documents pertaining to correspondence
- ❖ Forwards all expense vouchers (receipts attached) for payment to the Treasurer
- ❖ Distributes quarterly report to State Coordinators, Grand Guardians and Board of Directors regarding contributions and awards
- ❖ Provides on request, information regarding the Fund
- ❖ Performs other duties at direction of the President of the Board

DUTIES OF THE BOARD OF DIRECTORS

EXECUTIVE SECRETARY (Appointed)

- ❖ Attend all HIKE Fund, Inc. meetings and has a vote on all matters concerning the HIKE Fund, Inc.
- ❖ Receives all contributions and sales income, record on ledger sheet and makes the bank deposit. Forwards a copy of the deposit slip and ledger sheet to the Treasurer
- ❖ Fax all incentive order forms to the Director of Promotion for distribution
- ❖ Transmits quarterly reports to Corresponding Secretary for distribution.
- ❖ Records all warrants and bills and forward to Treasurer for payment
- ❖ Sends Corresponding Secretary a list of all funds received.
- ❖ Prepares applications for all "State registrations for charitable Organizations"
- ❖ Keep President of the Board informed at all times on all matters pertaining to the business of The HIKE Fund, Inc.
- ❖ Maintains file of vital documents of The HIKE Fund, Inc.
 - ❖ Articles of Incorporation
 - ❖ Bylaws
 - ❖ Minutes
 - ❖ Contributions and Listing of Awards
 - ❖ Reports
- ❖ Performs other duties at direction of the President of the Board

TREASURER

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Serves as Chief Financial Officer of the Board
- ❖ Maintains investment account for restricted funds.
- ❖ Receives copy of deposit slip and ledger sheet from Executive Secretary and records.
- ❖ Notifies Executive Secretary of funds received directly for deposit
- ❖ Sends letter to parents/guardians to notify them of award approval
- ❖ Maintains checking account and appropriate financial records
- ❖ Distributes funds for awards to recipients as approved by the Board Audiologist
- ❖ Distributes funds in payment of bills on receipt of approved expense statements and invoices.
- ❖ Prepares and distributes monthly financial report to Board members
- ❖ Prepares monthly status of awards in-process
- ❖ Oversees filing of IRS Form 990
- ❖ Arranges for annual audit of financial records by a Certified Public Accountant
- ❖ Maintains accurate historical file of financial documents
- ❖ Performs other duties at direction of the President of the Board

DUTIES OF THE BOARD OF DIRECTORS

APPLICATION PROCESSING OFFICER (FIRST READER)

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Receives and acknowledges receipt of applications
- ❖ Contacts parents/guardians or applicants for additional information, if necessary
- ❖ Assures that financial need is supported by documentation
- ❖ Maintains files of applications - approved, disapproved, and pending. Keeps disapproved applications for three (3) years and approved until check has been written.
- ❖ Forwards applications and supporting documentation to Board Audiologist
- ❖ Conducts general correspondence as appropriate in connection with inquiries related to applications/awards process
- ❖ Performs other duties at direction of the President of the Board

BOARD AUDIOLOGIST

- ❖ Attend all board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Designated to administer approval on all applications
- ❖ Contacts audiologists/suppliers for additional information, if necessary, to assure quotations are for device(s) only, etc.
- ❖ Assures that quotations for device(s) are reasonable
- ❖ Notifies Treasurer of final approval at least every forty-five (45) days.
- ❖ Maintains original applications for three (3) years.
- ❖ Performs other duties at direction of the President of the Board

DIRECTOR OF SALES

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Maintains order forms for and adequate supplies of HIKE sales items and ships same on request
- ❖ Prepares report of inventory and sales for presentation at the Board Meetings
- ❖ Schedules workers to provide information and assistance at the sales table
- ❖ Performs other duties at direction of the President of the Board
- ❖

DIRECTOR OF FUND RAISING

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Reviews publications on fund raising
- ❖ Compiles recommendations for HIKE fund raising ideas
- ❖ Keeps file on successful fund raising programs
- ❖ Performs other duties at direction of the President of the Board

DUTIES OF THE BOARD OF DIRECTORS

DIRECTOR OF JEWELRY

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Liaison between Supreme Line Officers and Doc Morgan, Inc. on design and manufacturing of incentive pins and charms
- ❖ Performs liaison functions in design of other specialized jewelry for HIKE
- ❖ Reviews HIKE publications and printed matter for Incentive program prior to distribution
- ❖ Orders, pins and charms for Director of Promotion
- ❖ Performs other duties at direction of the President of the Board

DIRECTOR OF PROMOTION

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Reviews HIKE publications and printed matter for Incentive program prior to distribution
- ❖ Receives order forms and distributes pins and charms and performs billing for the same
- ❖ Oversees development and production of HIKE publications and forms
- ❖ Arranges for HIKE information at SGC session
- ❖ Performs other duties at direction of the President of the Board

DIRECTOR OF VOLUNTEER PROGRAM

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Receives applications for the Volunteer Award
- ❖ Maintains file of Volunteer Awards applications for review by Board for current year
- ❖ Coordinate with President of Board for presentation of the Volunteer Awards
- ❖ Prepares certificates and maintain inventory of pins for volunteer awards
- ❖ Performs other duties at direction of the President of the Board

DIRECTOR OF STATE COORDINATORS

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc
- ❖ By May 1 contact all Vice Grand Guardians, Vice Jurisdictional Guardians and Supreme
- ❖ Deputies for the name of a State Coordinator(s) for their Jurisdiction
- ❖ Arranges for the State Coordinators' meeting at Supreme Session
- ❖ Prepares an agenda and contacts presenters for the State Coordinators' meeting
- ❖ Corresponds with State Coordinators as required
- ❖ Performs other duties at direction of the President of the Board

DUTIES OF THE BOARD OF DIRECTORS

DIRECTOR OF SNE PUBLICATIONS

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Provides articles, photographs, and other HIKE information for publication in the Supreme News Exchange
- ❖ Performs other duties at direction of the President of the Board

❖

DIRECTOR OF CORPORATION GIFTS & FOUNDATIONS

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Communicate with various entities to acquire grants and funds.
- ❖ Prepares recommendation on planned giving
- ❖ Performs other duties at direction of the President of the Board

DIRECTOR OF LONG RANGE PLANNING

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Prepares agenda of long range planning issues to be considered by the Board
- ❖ Monitors progress on planning and execution of issues
- ❖ Maintains oversight function over Board goals and objectives of the Fund
- ❖ Performs other duties at direction of the President of the Board

WEBMASTER

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Collects content and updates on all material for Web Page
- ❖ Controls input of material to Web Master for Web Page
- ❖ Performs other duties at direction of the President of the Board

HISTORIAN

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Maintains a written history on The HIKE Fund, Inc.
- ❖ Maintains scrapbook of memorabilia recording activities related to the Fund
- ❖ Displays scrapbooks for viewing when appropriate
- ❖ Arranges to send scrapbook to International Center for Job's Daughters curator when filled
- ❖ Performs other duties at direction of the President of the Board

DUTIES OF THE BOARD OF DIRECTORS

LIAISON TO SUPREME LINE OFFICERS

- ❖ Attend all Board meetings and has a vote on all matters concerning The HIKE Fund, Inc.
- ❖ Provide information to assigned Supreme Line Officer as to The HIKE Fund, Inc. requirements
- ❖ Assure that assigned Supreme Line Officers are maintaining the appropriate time line
- ❖ Assures detailed plans and itemized budget for SGC year incentive program are provided to the HIKE Board for consideration prior to implementation
- ❖ Performs other duties at direction of the President of the Board