

A club's organizational structure is the heartbeat for the club's membership at large and it is entirely made up of volunteers. The elected officers must provide the leadership atmosphere to move the club forward in the fields of hobby education, legislation activity, community involvement, guest speakers and all the other interesting and important aspects of the hobby.

Metal detecting clubs vary greatly in size with some clubs having memberships well over a hundred and other clubs with membership of 20 to 100. This means that some clubs have more resources than others but the challenges for each club's leadership are much the same.

In the table below you will see some of the resources required for a club organization that must meet the needs of the club membership and the needs of the hobby. This list of appointee and volunteers should not be considered the only required club resources but a very good starting point.

Remember every one that holds a position in a club is a valuable volunteer who provides their time, skill and talents.

**Elected Officers**

- President**
- Vice President**
- Secretary**
- Treasurer**

**Appointee or Volunteers**

Community Liaison	Librarian
Curator	Manufacturers Rep.
Evidence Recovery Chairperson	Membership Chairperson
Fifty-Fifty Drawing	National Organization Liaison
Finds of the Month Chairperson	Newsletter Editor
Gold & Diamond Tester	Photographer
Historian	Program Director
Hospitality Chairperson	Raffle Chairperson
Hunt Master	Refreshments
Legislation Alliance	Web-site Editor

What are the roles and responsibilities of club officers and how should they execute those responsibilities?

- ❑ President and Vice President must set **aside their time** to provide the necessary leadership for the club.

*Leadership* is getting members involved, delegating responsibilities, and requiring general meeting participation by all appointee and volunteers in their respective roles.

*Leadership is not* being the sole voice at the monthly general club meeting. *Now having said that*, I have witnessed clubs that do have a strong center leader, are very large and very productive. However, having many members involved in the club's activities builds organizational strength and centralism. In the future as new officers are needed for vacant positions these positions can be filled from the appointee / volunteer members who have already gained valuable experience in club matters.

*Leadership* is holding regularly scheduled agenda driven board meetings. The board meeting should include all of the elected, appointed and volunteer positions. The

agenda should include a review of club projects, review of open business actions and a discussion about what new club issues or projects should be considered.

- ❑ The Secretary should keep detailed minutes of all board and general meeting for future reference and for board action.
- ❑ The Treasurer must handle all revenues and expenses, provide detailed monthly reports, year end summary analysis, handle all tax matters and provide the club with an analysis for managing membership dues.

Below is a brief definition on the role & responsibilities of each appointed or volunteer position.

- ❑ Community Liaison: person or persons who interface with public officials (Parks, Law Enforcement, News Outlets, etc) on the club's behalf.
- ❑ Curator: person responsible for acquiring club prizes for raffles & hunts.
- ❑ Evidence Recovery: person responsible for having a team in place to provide assistants to law enforcement.
- ❑ 50/50 Drawing: an individual who handles this fund raiser for the club.
- ❑ Finds of the Month Chairperson: an individual who manages the club's show and tell portion of the meeting.
- ❑ Diamond & Gold Tester: an individual who has the expertise & tools to evaluate gold & diamonds for members.
- ❑ Historian: an individual who records important event information for future club milestone celebrations.
- ❑ Hospitality Chairperson: a individual who greets visitors at club meetings, handles introductions and does follow-up with visitors after the meeting.
- ❑ Hunt Master: individual responsible for all the club's planted & unplanted hunts.
- ❑ Legislation Liaison: an individual that informs the club about any legislation issues either national, state, or at the local level and **recommends a form of action for the club**.
- ❑ Librarian: provides storage and displays & signs out the club's books and videos.
- ❑ Manufacturers Representative: interfaces with equipment mfr. and keeps the members informed of new offerings.
- ❑ Membership Chairperson: handles membership registration.
- ❑ National Organization Liaison: contact between the club and a national hobby association.
- ❑ Newsletter Editor: generates & distributes the club monthly newsletter.
- ❑ Photographer: records clubs activities by taking photos for the newsletter editor and web-site editor.
- ❑ Program Director: coordinates all club programs (raffles, drawings, hunts), develops speaker programs and works with other appointees & volunteers on special club programs.
- ❑ Raffle Chairperson: handles all aspects of the club raffle.
- ❑ Refreshments: provides refreshments at club meetings.
- ❑ Web-site Editor: designs and maintains the club web-site.

*What should your take away be after reading this article?*

First of all officers and others support members in the club are *volunteers*. The club volunteers and specifically *club officers* must provide leadership so that the club will move forward and that members feel good and are excited about going to their monthly meetings.