



APPROVED

Board Policy: Mountaineers Books

Policy Statement

It is the policy of The Mountaineers for Mountaineers Books to support the purposes of the organization as a professional managed operation.

Application

1. The mission of Mountaineers Books is to publish and distribute books and other educational materials which:
 - A. Support The Mountaineers' purposes and be supported through book sales and philanthropic support (restricted and unrestricted development funds).
 - B. Serve as public relations outreach for the organization.
 - C. Achieve and maintain high literary standards, including quality of content and physical product.
 - D. Benefit the outdoor community at large by supporting education through instruction, exploration, study, preservation, and enjoyment of the natural beauties of the outdoors.
2. Mountaineers Books shall be operated and managed professionally and efficiently in the manner of a non-profit trade publisher.
 - A. The daily operation shall be carried out by paid staff under the direction of the position of publisher.
 - B. Mountaineers Books shall be operated in a fiscally responsible manner.
3. The assets and liabilities of Mountaineers Books and funds generated by its operations shall be:
 - A. Maintained separately from other assets and liabilities of the organization.
 - B. Managed by the professional staff of Mountaineers Books under the direction of the Publisher.
4. Assets shall not be encumbered without approval of the board of directors.
5. Books under the direction of the Publisher shall:
 - A. Review monthly financial reports against plan, review and provide strategic guidance on the annual operating budget, and vet reports for review and use by Finance Committee and the Board of Directors.
 - B. Review progress and participate in strategic reviews.
 - C. Provide strategic integration between the Books operation and Braided River.



6. The Board of Directors shall:
 - A. Approve the annual operating and capital budgets for Mountaineers Books
 - B. Receive quarterly and annual reports on the financial condition of Mountaineers Books in a format agreeable to the board.
 - C. Receive a general report of Mountaineers Books activities at scheduled board meetings.
 - D. Receive an annual report on the accomplishments of Mountaineers Books and plans for the year ahead.
 - E. Provide final approval on budget and budget assumptions including strategic reviews, based upon delegation of oversight and strategic authority to the professional staff as it sees fit.

7. Members of the board of directors and Finance Committee shall be offered and may receive a copy of each new title or edition produced by Mountaineers Books. The President shall also be offered and may receive a copy of other items published or distributed, but not produced, by Mountaineers Books.

Responsibility

The Publisher is responsible for:

- A. Management of the Books operation in a fiscally sound manner in service to the stated mission of the organization, and in support of current organization-wide strategic plans.
- B. Reporting to the CEO and also as noted above.
- C. Serving as Executive Director of Braided River, which exists in part as the conservation imprint of Mountaineers Books, as well as the 501(c)(3) entity providing funding and complementary educational outreach and conservation advocacy capacity.

Policy Owner: Publisher