The Mountaineers Committee Resource Manual



Formed in 1906, we've been getting people of all ages outside safely and responsibly for over 100 years. We are passionate about building a community of people who are knowledgeable and care about the outdoors. We work to preserve the wild backcountry where we play for many generations to come.

***Our mission is to enrich the community by helping people explore, conserve, learn about and enjoy the lands and waters of the Pacific Northwest and beyond.***

This manual is intended to serve as a resource for the vast majority of questions that may come up as committee members work to implement this mission through the activities and programs that they offer the public and our membership. It contains organization-wide policies and resources and leaves space for you to include your committee’s materials for courses, recruitment, leader training, etc. Feel free to add to it in whatever way would best serve your committee members! This should help you with:

* **Orienting new people to the work your committee does.**
* **Answering questions that only come up occasionally for which people don’t always have answers they have memorized.**
* **Providing resources for leaders and committee members to take on new roles within your committee.**
* **Identifying who, across this large organization, may be able to help you with a project.**

*\*If you have questions that are not answered by the resources contained here, please Feel free to contact any of the following: your branch secretary or chair, Member Services (**info@mountaineers.org**; 206-521-6001), or Chris Williams, Leadership Development Manager (**chrisw@mountaineers.org**; 206-521-6034)*

Section 1: overview of The mountaineers and contact information

Organizational guidance I

* Operational Chart
* “Go-To” chart for who to ask about common questions first
* 2015-2016 Branch Leadership and Contact information
* Staff Roles and Contact information
* Mountaineers Strategic Plan
* 2014 Annual Report
* Bylaws
* Complaint handling Process and Forms

Section 2: Activity and Branch committee administration tools

Branch Manual and policies II

*Each branch has its own governance rules and policies that expand on, and are consistent with, the organization-wide policies adopted by the Board of Directors.*

Section 3: Administrative tools

Tools for managing meetings and evaluating programs III

* Robert’s Rules Cheat sheets - *Per Board policy, “Roberts Rules” are the method by which Mountaineers meetings are conducted. This condensed version of the full rules will help you run efficient and productive meetings.*
* program Evaluation tool - *Every committee and division of The Mountaineers is really its own “enterprise” and there are some common elements to ensuring the success of any venture. Here are some resources for your committee to consider.*
* Volunteer Recruitment Template - *This template helps you design and market ANY volunteer position your committee may need. Using a format like this helps people screen themselves into work that interests them. It also saves committee time explaining roles to people you are recruiting and allows you to reach a broader audience with what needs you have. If you want this posted on the "Volunteers Needed" Blog, please contact Member Services (info@mountaineers.org) or Chris Williams (chrisw@mountaineers.org).*
* Survey Gizmo Password and Log In *– This powerful tool helps collect and organize critical information that can help sustain and build volunteer programs of any kind.*
* Sample Meeting Minutes Template - *This is an example of a useful meeting minutes format that can be used to ensure that committee decisions are documented and can be accessed by others in the future.*

Section 4: organization-wide policies and standards

Organization-wide aCTIVITY mINIMUM STANDARDS IV

*These are Board-mandated “bottom-line” requirements for offering an activity*

[-Board Policy on Activities 1](#_Toc412472039)

-Board Policy on Clubwide Activity Standards 3

[-Alpine Scrambling 4](#_Toc412472040)

[-Climbing](#_Toc412472040)  7

[-Hiking](#_Toc412472041)  13

[-Recreational Properties](#_Toc412472042)  15

[-Sea Kayaking](#_Toc412472043)  17

[-Skiing](#_Toc412472044)  23

[-Snowshoeing](#_Toc412472045) 26

mOUNTAINEERS bOARD of director’s POLICIES V

*These are the rules that govern our entire organization, as determined by the elected members of the Board of Directors, also made up of volunteers.*

[- **Accident Reporting** 1](#_Toc412472049)

[- Activities 2](#_Toc412472050)

[- **Anti-Discrimination** 3](#_Toc412472051)

[- Associations](#_Toc412472052) 4

[- Board Meetings 5](#_Toc412472053)

[- Board Policies 6](#_Toc412472054)

[- Carpooling 7](#_Toc412472055)

[- Club Standards 8](#_Toc412472056)

[- Clubwide Activity Standards 9](#_Toc412472057)

[- Committees 10](#_Toc412472058)

[- **Confidentiality** 11](#_Toc412472059)

[- Conservation 12](#_Toc412472060)

[- Contracts and Encumbrances 13](#_Toc412472061)

[- Copyright for Volunteer-Generated Materials 14](#_Toc412472062)

[- Divisions 15](#_Toc412472063)

[- Elections of At-Large Trustees 16](#_Toc412472064)

[- Elections of Officers 17](#_Toc412472065)

[- Financial Management 18](#_Toc412472066)

[- Fundraising Policies 20](#_Toc412472067)

[- Gift Acceptance Policies and Procedures 22](#_Toc412472068)

[- Global Adventures 25](#_Toc412472069)

[- **Harassment** 27](#_Toc412472070)

[- Headquarters Operations 29](#_Toc412472071)

[- Library 30](#_Toc412472072)

[- Long-Term Building Fund 31](#_Toc412472073)

[- Member Privacy 32](#_Toc412472074)

[- Membership 33](#_Toc412472075)

[- Mountaineers Books 34](#_Toc412472076)

[- **Outdoor Ethics** 35](#_Toc412472077)

[- Participation in Club Activities 36](#_Toc412472078)

[- **Problem** **Behavior** 37](#_Toc412472079)

[- Publications 38](#_Toc412472080)

[- Recreational Properties 39](#_Toc412472081)

[- **Whistleblower** 40](#_Toc412472082)

[- Youth Participating in Adult Programs 41](#_Toc412472083)

[- **Youth Protection** 43](#_Toc412472084)

[-flu policy 44](#_Toc412472085)

 [mOUNTAINEERS yOUTH programs VI](#_Toc412472085)

*[This information is meant for any committee or volunteer who wishes to work with youth in a Mountaineer’s Program](#_Toc412472085)*

[Financial Policy and Procedure Manual VII](#_Toc412472085)

[Financial forms and POLICIES VIII](#_Toc412472085)

*[The Mountaineers is a 501(c)(3) organization and accountable to the taxpayers as well as the board of directors in its financial practices. These forms are meant to ensure that our financial affairs are “in order.”](#_Toc412472085)*

[- Insurance Coverage for Leaders 1](#_Toc412472085)

[-Payment for Services Policy](#_Toc412472087) 2

-VOLUNTEER ACKNOWLEDGMENT FORM 8

[-Independent Contractor Form](#_Toc412472089) 9

[-Volunteer Travel Reimbursement policy](#_Toc412472088) 11

[-Cancellation & Refund Policy - Our cancellation and refund policies and “how-to” for activities, courses, events, and lodge reservations.](#_Toc412472090) 12

[- Board Policy on Financial Management](#_Toc412472091) 14

[-Check Request Form](#_Toc412472092) 17

Safety forms and guidance IX

*The backbone of our organization is to ensure safe access and enjoyment of our natural world.*

* [Emergency Contact Procedures](https://www.mountaineers.org/about/safety/safety-documents/emergency-contact-procedures%22%20%5Ct%20%22_blank) and Call Tree

* [Critical Incident Response Plan](https://www.mountaineers.org/about/safety/safety-documents/mountaineers-critical-incident-response-plan/view%22%20%5Ct%20%22_self%22%20%5Co%20%22Mountaineers%20Critical%20Incident%20Response%20Plan)
* First Aid Report Form

* [Safety](https://www.mountaineers.org/volunteers/leader-resources/financial-policies-procedures-forms/payment-for-services-policy) committee recommendations for 2013
* annual safety report for 2013

Public Lands Access X

Website XI

cOMMITTEE Publications XII

* Committee Manual
* Committee Leadership Requirements
* Course Curricula
* Committee Position Roles And “Job” Descriptions