AIPG Section Officer Training

Aaron W. Johnson, Executive Director
Wendy J. Davidson, Assistant Director

September 2023
AIPG National Office Staff

• Aaron Johnson, AIPG Executive Director
• Wendy Davidson, AIPG Assistant Director
• Cathy Duran, AIPG Professional Services
• Cristie Valero, Bookkeeper/AIPG Office Assistant
• Dorothy Combs, AIPG Membership Services
• Kathy Glivar, AIPG Office Assistant
• Mona Scott, AWG Administrative Assistant
• Karen Keeley, AASG Administrative Assistant
• Hannah Horinek, AWG ADVANCE Geo Program Manager
AIPG National Executive Committee
Direct Supervisor: Current National AIPG President
Dawn Garcia

- Executive Director
  - Aaron Johnson
- Assistant Director
  - Wendy Davidson

- Mgr. Prof. Services
  - Cathy Duran
- Membership Services
  - Dorothy Combs
- Bookkeeping
  - Cristie Valero
- AWG Admin Assistant
  - Mona Scott
- AASG Admin Assistant
  - Karen Keeley
- AWG ADVANCE Geo Program Manager
  - Hannah Horinek

- Office Assistant
  - Kathy Gilvar
Services National Can Provide to Sections

- Meeting Planning
- Field Trip Planning (Guidance on Field Trip Organization and waiver forms online)
- Electronic ballot for section officer elections
- Email section announcements to section members
- Access to Member Lists (active vs. inactive, etc.)
- Assign a section administrator to the online database to create a section webpage, calendar, and photo album
- Booth display and marketing materials
- Insignia items at discounted prices
- Registration management for specific events
- Zoom hosting for section meetings, webinars, etc.
- Speaker list (available online)
- Provide advice on a wide variety of topics to sections when needed
- Assist with legislative issues or other issues sections may have.
- Go to the Section Resources page on the national website for full list.
Section Officer Responsibilities

- AIPG Bylaws delegate authority to sections to determine the roles and responsibilities of each section officer.
- In general, the responsibilities are as follows:
  - President
    - Serves as spokesperson for the section
    - Presides over section meetings
    - Directs (or delegates direction) section activities
    - Serves as Section Delegate to the AIPG Advisory Board
      - Alternative representative may be selected by the section
      - Submit section annual report (online submittal – 2 weeks before national annual meeting).
Section Officer Responsibilities

• Vice-President:
  • Serves in the President’s stead if they are unable to perform their duties.
  • Performs other duties as directed by the President and/or the Section Executive Committee

• Secretary:
  • Takes notes and records minutes of Section Executive Committee Meetings.
  • Keeps and maintains all bylaws and official Section documents.

• Treasurer:
  • Manages Section Funds and Accounts
  • Provides Annual Treasurer’s Report to the National Office with a copy of the end-of-year bank statement(s). The report balance and bank statement(s) should match.
    • Due April 1st
  • Every Section has its own EIN number but its address for tax purposes is the National office’s address, not the Section treasurer’s address.
  • Ensures that National Office and AIPG Accountant possess the correct information to file the Section IRS 990 Form.
Section Officer Responsibilities

• Other Officers:
• Varies by section. Consult your section bylaws to learn more
Section Representation at National AIPG Meetings

• Regular **Executive Committee Meetings** (2 or 3 of these per year)
• Advisory Board Members of Executive Committee are selected from the delegates that attend the AIPG Annual Meeting
  • Have full voting rights in Executive Committee Meetings
  • May be chair of standing or ad-hoc committees provided they meet other requirements (e.g. hold a CPG credential).
• No two members of the AIPG Executive Committee may be from the same state
  • Exception: Editor and Early Career Professional positions do not count in this proscription
• Open to all AIPG members
• Executive Session is a closed session in which matters that may contain PII or which are not yet ready for public discussion are discussed
Section Representation at National AIPG Meetings

- Monthly **Executive Committee Check-in Meetings** (6 or 7 of these per year)
  - Advisory Board Members of Executive Committee perform the same function as in the full Executive Committee Meetings
  - These meetings tend to focus on one or two specific issues
  - May also be used to conduct voting on specific Executive Committee issues
  - Fertile ground for the discussion of new topics and generation of new ideas to move AIPG forward.
- Open to all AIPG members
- May also have an Executive Session if necessary
Section Representation at National AIPG Meetings

• Annual Transition Meeting
  • Shorter meeting (1 to 2 hours) designed to aid in the transition from one set of officers and Advisory Board Representatives to the next
  • Outlines responsibilities of each position
  • Introduces the Executive Committee Handbook
  • Outlines ongoing initiatives that will continue into the next year
  • Gives an opportunity for the President to outline their objectives for the coming year
  • Gives an opportunity for a Q&A session to assist incoming Executive Committee Members to better understand the roles and responsibilities they will be expected to perform
  • Is not used to conduct voting on specific AIPG issues, policies, or governance
  • Does not have an Executive Session
  • Is not open to the public
Section Representation at the AIPG Annual Meeting

• Annual Transition Meeting
  • Shorter meeting (1 to 2 hours) designed to aid in the transition from one set of officers and Advisory Board Representatives to the next
  • Outlines responsibilities of each position
  • Introduces the Executive Committee Handbook
  • Outlines ongoing initiatives that will continue into the next year
  • Gives an opportunity for the President to outline their objectives for the coming year
  • Gives an opportunity for a Q&A session to assist incoming Executive Committee Members to better understand the roles and responsibilities they will be expected to perform
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Section Nominees to the Advisory Board

• Each Section nominates a delegate to the National Advisory Board
  • Typically is the President of the Section
  • May be another representative appointed by the president or selected by the Section Executive Committee

• Delivers the Section Activities Report at the Annual Meeting Advisory Board Meeting

• May stand for election as one of four Advisory Board Representatives to the National Executive Committee

• No two members of the Executive Committee may come from the same section, with the exception of the National Editor and Early Career Professional Representative

• **Only the section delegate to the National Advisory Board may stand for election as an Advisory Board Representative to the National Executive Committee**
What to Know About Banking

• Establishing A Bank Account
• Every section has an EIN number.
• Documents for bank – meeting minutes showing officers and section bylaws. Banks are looking for who is authorized to manage funds. Additional documents may be required depending on the bank. Call the office if you need assistance.
• AIPG National including sections is a 501c6 non-profit corporation. Note: Donations made to a 501c6 are not tax deductible. A 501c6 is not exempt from state and local taxes.
Section IRS 990 Filings

• The National Office accounting firm files the IRS 990 on behalf of the section.
  • National provides this service at no charge to the Section
• The Section Treasurer is responsible for providing the information necessary for IRS 990 filings
• If a section becomes delinquent with respect to IRS filings, the section may lose its 501(c)6 designation.
Insurance and Section Activities

- AIPG Section Officers are covered under a policy carried by the AIPG National Office
  - Rider coverage is invoiced to the sections ($100 per year)
  - Coverage consists of a $1 million liability umbrella
- All section officers are covered, as are other AIPG members who are performing services on behalf of or at the direction of the Section or the National Office
- Leading field trips, attending student chapter meetings, representing AIPG at meetings or with not-for-profit groups (e.g., BSA, museum groups, etc.)
- If a venue (hotel, museum, etc.) a section is hosting an event at requests a Certificate of Insurance, please email the AIPG National office with the venue name and address.
Insurance FAQ’s

• What happens if I use my personal vehicle to carpool for an AIPG field trip and I am involved in an accident?

• Your personal insurance would be the primary insurance coverage for this incident. Once your personal insurance coverage limit was reached, the AIPG insurance would kick in.

• I carry personal liability insurance. How does that insurance work if I am found liable for work I did for AIPG?

• The AIPG liability insurance will most likely be the primary policy in that case. If the coverage limit was reached, your personal liability insurance would kick in.

• If the section rents a van or car to conduct AIPG business, should we take the coverage offered by the rental company?

• Yes, you should take that coverage. AIPG insurance may not cover damage to the rental vehicle and loss of use.
Insurance FAQ’s (cont.)

• Should I carry personal liability insurance?
• This is a decision best made in consultation with your insurance agent and/or your attorney. However, if the nature of your volunteer work with AIPG routinely places you in a position where you are responsible for the safety of others (e.g. driving), personal liability insurance can provide a substantial level of protection.

• Is it better to hire a transportation company or to rent a van and have an AIPG member drive?
• While the cost of a professional driver may seem prohibitive, doing so shifts liability from you as the driver to the company providing the service.

• Will I be covered if I am volunteering with another organization at the direction of AIPG?
• Yes, if you are directed by AIPG at the National or Section level to volunteer with another organization (e.g. leading a workshop for the Geological Society of America on behalf of AIPG), you will be covered under our current insurance policy (subject to change...check with National for most recent guidance).