

Friends of the Sandia Mountains (FOSM)

Officers Duties

June 30, 2025

President

1. Primary Responsibility: Lead the organization in all matters.

- Maintain a close 1:1 partnership with the Sandia District Ranger, the Developed Recreation Staff officer and the Wilderness & Trails Manager. This includes participating in the annual Spring all-projects meeting with the SRD and co-tabling with the SRD at community events such as the East Mountain Celebration. About 3 hours/month.
- Create the agenda and lead all Board meetings, a minimum of 1 meeting per year. About 3 hours prep time each. Call a special Board meeting as needed.
- Prepare the president's slides for the 7 General Meetings (Apr-Oct) and speak to those slides at each meeting. About 3 hours/month x 7.
- Preside over the annual October meeting and elections.
- Provide guidance as needed to Officers and Directors. Assign action items or create committees as needed.
- Adhere to legal and ethical standards.
- Be aware of our Bylaws and Policies. Stay focused on our Mission and Strategic Plan.
- Make sure weekly crews have leaders, and are running smoothly.
- FOSM officers and Project Leaders are engaged in many activities within the Ranger District. Officers and Project Leaders are responsible for managing their duties and activities. However, if an Officer or Project Leader steps down for any reason, the President works to identify and establish a replacement. (Reference: FOSM Projects and Activities Leaders List.)

About **10-12 hours per month**.

Vice-President

1. Primary Responsibility: Organize 7 monthly membership meetings (April – October)

- General
 - Coordinate use of Ranger Station conference room with Sandia District Ranger (SDR)
 - Recruit guest speakers
 - Provide program schedule to Webmaster
- Hold Pre-meeting
 - Obtain bio and abstract from guest speaker(s),
 - Prepare or arrange for preparation of presentation slides for opening (business) portion of the meeting
 - Provide meeting announcement to Webmaster
 - Send email announcements to membership (two weeks and one week prior)
 - Post meeting announcement on the SRD kiosk
 - Acquire copy of guest speaker's presentation
- On the Meeting day
 - Prop open north door of Ranger Station
 - Arrange chairs in conference room
 - Provide laptop for projecting presentation slides and assure that it works with SDR office's Samsung TV
 - Control slides if requested by speaker(s)
 - Introduce guest speaker(s)
 - Restore conference room to pre-meeting conditions
 - Secure building
- Post-meeting
 - Provide copies of presentations to Webmaster
 - Remove meeting announcement from SRD kiosk

2. Secondary Responsibilities: Perform other duties per agreement with FOSM President

- Fill in for the President when needed (e.g. vacation coverage)
- Support board meetings
 - Arrange for SRD conference room for in-person meetings
 - Set up for Zoom meetings
 - Prepare presentation materials
- Participate on board subcommittees

About **10-12 hours per month** is a reasonable average expectation for the months of **April - October**.

Treasurer

1. Submit monthly Treasurer's Report
 1. Access Wells Fargo and download bank statement at the end of each month
 2. Access Charles Schwab account and obtain latest investment numbers
 3. Schedule revenues, expenses and investments into Treasurer Spreadsheet
 4. Provide a couple of slides at each of the 7 general meetings

Estimated time per month: 1-2 hours

2. Write checks for reimbursement as they are submitted
 1. Generally receive 1 or 2 per month during the winter
 2. Generally receive 4 to 5 per month during the rest of the year
 3. Snowshoe race requires at least a half dozen checks
 4. Print and file all receipts

Estimated time per month: 2 hours in the winter, 3 to 4 during the rest of the year

3. Pick up mail at Tijeras PO Box
 1. Frequently, to be closely coordinated with Sally Lowder, who checks the PO Box for membership checks

Estimated time per month: 1 hour including drive time for each trip

4. Respond to various questions from the Board

Estimated time per month: it varies, can be 3-5 hours, other times 1 hour

5. Yearly Reports
 1. NM Secretary of State Report
 2. IRS Department of Treasury Report
 3. NM Nonprofit Report

Note: We've been filing all three reports in October, which is the month following the end of our fiscal year, which is 10/1 to 9/30. (Reports are due in the 5 month window, by February of the following year.)

Estimated time: about two hours for all three.

Total estimated time: about **10-12 hours per month**

Secretary

1. Board Meeting Minutes

- Attend and document all board meetings generally following the established format: [Board Meeting Minutes](#)
- Review the board meeting notes with the president
- Distribute the notes within 1-2 days to the full board
- Log notes in the above FOSM Sharepoint folder

About 1 hour incl. prep and follow up after the meeting, assuming most of the minutes are typed live during the meeting. (Requires bringing your own laptop.)

2. Document Management

- Own the policy [FOSM Document Management & Retention Approach](#)
- Manage the organization's documentation in collaboration with others according to the policy
- Verify regularly (about twice a year) the original documents and the memory stick at the Sandia District Ranger office
- Responsible for any edits to the ByLaws (rarely) and Policies (as needed)
- Provide copies of documents on request

About 30 minutes every month to check the financial report and membership report and save them to Sharepoint.

Other activities are project-based, e.g. updating the bylaws and policies and can be much more time intensive.

3. Provide Documentation Support as needed

- Support the annual FOSM Hours Tracker, e.g. for [2025](#)
 - Create the annual tracker
 - Provide help as needed to the monthly manager of the tracker
 - Provide data input into annual reports as needed to the president, SDR and the newsletter

A few hours at the end of the fiscal year.

4. Assist in the creation of the Annual Newsletter

- Support the Annual Newsletter owner (at this time Sam Beard) with editing of the volume

About 10 hours, incl. editing contributions, placing pictures, and overall formatting.

5. Contribute to the general management of the FOSM Sharepoint site

- (At this time Cliff and Jamey thankfully manage most of the Microsoft office security and interaction.)

Averages out to roughly **2 hours per month**, with some months being **significantly higher**.