

# Friends of Raven Rock

## Manual of Procedures

### **PART ONE: ORGANIZATION**

(See By-Laws)

### **PART TWO: BOARD OF DIRECTORS RESPONSIBILITIES**

#### **Chairperson**

- Further the mission and purpose of Friends of Raven Rock.
- Promote good will among the public and between the public and Raven Rock State Park.
- Plan, develop and preside over Board Meetings and General Meetings.
- Issue monthly newsletters.
- Work with Friends of NC State Parks to achieve goals set by the FRARO Board.
- Replace appointed officers, committee chairs, and committee members who are unable to carry out their responsibilities.
- Assist his/her successor with assumption of responsibilities.
- Transfer continuing files to his/her successor.
- Perform other duties inherent in the responsibility as an officer of Friends of Raven Rock

#### **Vice Chairperson**

- Attend all Meetings and perform the duties of the Chairperson in his/her absence.
- In conjunction with the Finance Committee, develop a budget for the coming year.
- Plan for the term as Chairperson and be prepared for the beginning of all planned activities and committee functions immediately upon assuming that office.
- Assist Chairperson as requested.

#### **Secretary**

- Record the minutes of all meetings.
- Notify members of their appointment to committees.
- Send out minutes and notices of meetings of the organization and the Board of Directors as needed.
- Conduct correspondence as the Board of Directors may direct and perform other duties as may be delegated.

#### **Treasurer**

- Receive and deposit dues and donations.
- Maintain bookkeeping for all accounts.
- Maintain complete financial records for FRARO.
- Make payments in accordance with budget authorization and expenditures approved by the Board of Directors.

- Present a financial statement at every meeting in oral or written form when requested by the Chairperson.
- Assist in an annual audit by a method as prescribed by the Board of Directors.

### **Board of Directors (non-executive positions - comprised of 6 members)**

- Attend Board meetings and General Membership meetings.
- Encourage membership.
- Assist with membership drives.
- Promote attendance at the General Meetings.

## **PART THREE: FINANCES**

The income of FRARO is derived primarily from membership fees and contributions made directly to FRARO. NC Friends of State Parks will hold all funds in an account for use by FRARO and release such funds as directed by the FRARO Board of Directors.

### **Receipts and Disbursements**

The Treasurer shall deposit all money received through NC Friends of State Parks.

No expenditures shall be made for any purpose in excess of the stated amount without the approval of the Board of Directors prior to the expenditure.

Each budget expenditure is stated as a maximum amount. Those responsible for incurring such expenses are encouraged to spend only amounts that are reasonable and necessary.

### **Petty Cash**

The Executive Committee of FRARO will control a petty cash fund of approximately \$200 for small expenses (less than \$100) requested by the park. A Funding Request form must be completed and receipts for reimbursement will be mandatory.

### **Donation Box**

The donation box will be located in the lobby of the Raven Rock State Park Visitor's Center. It will remain locked at all times.

### **Procedures for Handling Money**

Money Minder forms will be kept at the Park on the cupboard shelf designated for FRARO's use. These forms are to be used to record all money handled on behalf of, or by FRARO. Money from the donation box and any other funds will be picked up by FRARO Board members no less than twice a month.

**Lobby Donation Box**

- FRARO Board of Directors only may access the donations box to remove funds for deposit purposes.
- When accessing the donation box at least one FRARO Board member and one member of Raven Rock State Park staff must be present.
- All monies must be counted in the presence of the both the FRARO Board member and the Park staff member and the monetary amount will be recorded on the FRARO Money Minder form.
- The counted money and where the money went must be recorded on the FRARO Money Minder form and signed by both the Board and Park staff member.
- The money may be stored in an envelope in the cash register in the Visitor Center to be picked up by another Board member, or it may be taken by the Board member, to make a deposit.

**Other Funds**

- Any donations received by the Park for FRARO shall be recorded on the Money Minder form and placed in an envelope in the cash register for pick-up and deposit.
- Any membership fees and forms received by the Park will be recorded on the Money Minder form and stored in an envelope in the cash register at the Visitor Center.
- Money received by the Park will be picked up by Board members in order to make deposits.
- Pick-ups of any and all funds are to be noted on the FRARO Money Minder form.