



RECOMMENDED GUIDELINES FOR OFFICERS & DIRECTORS

SAN DIEGO ASSOCIATION OF GEOLOGISTS (SDAG) - OFFICERS

<http://www.sandiegoeologists.org/>

SDAG is a Fictitious Business Name – Doing Business As (DBA) - Legal name:

SAN DIEGO GEOLOGICAL SOCIETY, INC. 501c3 (SDGS) – DIRECTORS

<http://www.sandiegoeologicalsociety.org/>

The current structure of the SDAG/SDGS organization:

San Diego Geological Society, Inc. (SDGS) CA Public Benefit Corporation IRS Non-Profit 501c3 as a Public Charity	San Diego Association of Geologists (SDAG) A Committee of SDGS - dba SDAG
SDGS BOARD OF DIRECTORS 2-year term elected: July 1-June 30 Manage Corporate Affairs July 1, 2025 Positions:	SDAG OFFICERS 1 year term elected: January-December January 1, 2025 Positions:
1. President - Monte Murbach	1. President - Heather Reynolds
2. Vice President - Chuck Houser	2. Vice President – Mike Palmer
3. Secretary - Diane Murbach	3. Secretary – Jasmine Peach
4. Treasurer – Greg Cranham	4. Treasurer – Xiomara Rosenblatt
5. Director – Todd Wirths	
6. Director – Tom Kuper	

SDAG COMMITTEE - Four Officer positions are held by the SDAG Committee of SDGS: President; Vice-President; Secretary & Treasurer

SDAG PRESIDENT

1. Distribute copies of these Recommended Guidelines for Officers to new Officers at the beginning of the year and educate the new Officers regarding the structure of the SDGS 501(c)(3) Nonprofit Corporation.
2. Provide new SDAG officer names to Web Manager to update SDAG web site.
3. Preside at monthly dinner meetings and meetings of the SDAG Committee.
4. Call SDAG Committee meetings or communicate with SDAG Officers on a regular basis.
5. Attend SDGS Board meetings as the SDAG President.
6. Confirm that each Officer is doing his/her duties in a timely manner.
7. Arrange for suitable storage of SDAG's audio-visual (AV) equipment and bring to meetings when necessary. Maintain, repair and replace, if necessary, the AV equipment.
8. Responsible for acquiring speakers or planning activities for the dinner meetings. Should consider getting a "high-profile name" speaker occasionally to encourage attendance by members. Try to select speakers from a variety of disciplines within the geological sciences. Responsible for securing a Speaker's Gift. Provide the SDAG Secretary with a list of future monthly meeting dates and locations.
9. Select monthly dinner meeting location and coordinate the dinner menu, costs, schedule, and other details with the host restaurant. Monthly meetings are generally held the third Wednesday of each month at 5:30 or

6:00pm for a social hour, 6:30 or 7:00pm dinner, then announcements followed by the speaker at about 7:30 or 8pm. Note - a monthly meeting can be held any other date or time of month to accommodate joint meetings or speaker schedules. The dinner menu should include a vegetarian option.

10. Manage SDAG monthly meeting dinners targeting to be cost neutral: Regular members should be paying their full cost for the venue. (SDAG should not be subsidizing the cost of a regular member's dinner meeting.) If an inexpensive meeting location lends itself to charging above cost, the President and current officers have the freedom to adjust accordingly. Note that most geo-companies will pay for their employee to attend the dinner meeting; others may have business options to deduct the dinner meeting cost as an educational event. Also note that an attendee is not required to reserve/purchase a dinner if they request to only hear the speaker. SDAG supports students attending meetings and will pay for half of a student's dinner cost. Non-members are typically charged \$10 more. Reservations and prepayments are made on the SDAG website. Prepaid dinner meetings assist the SDAG officers in managing costs and attendees at each venue. A deadline to sign up for each dinner meeting should be provided in the SDAG newsletter/email to coordinate with the restaurant's deadline for an attendee count. Before this deadline an option to cancel and/or refund prepayment can be listed. After this deadline, "a reservation made is a reservation paid" because SDAG is responsible to manage attendees and pay the restaurant. Walk-ins for meals should not be advertised. If a member misses the sign-up/prepayment deadline for the dinner, they could attend the talk as an option. Note that the cost of the SDAG speaker gift and any costs to pay half of student(s) dinner meeting(s) should not be included in the budget for the monthly ("cost neutral") dinner cost, those costs should be paid from the SDAG membership fund.
11. Communicate geological announcements and request announcements from attendees before introducing the speaker at the monthly dinner meeting. Introduce speakers and if possible, announce the next month's speaker at the end of the evening meeting.
12. Send information about the speaker for the next meeting to the SDAG Secretary at least by the end of the calendar month, or 3 weeks prior to the next meeting, whichever is sooner. Include a short biography of the speaker and a description of the topic.
13. Coordinate joint meetings as possible with other organizations (e.g., AEG, IGS, SCGS, ASCE-Geotech.).
14. Responsible for requesting any questions after completion of the talk and presenting the speaker with an SDAG memento (SDAG logo speaker jacket, hat, shirt, beer mug, publication, etc.).
15. Prepare a list of potential candidates for SDAG officers by the October meeting, and forward to SDAG and SDGS officers for review and comment. Use the annual membership forms and attendance at meetings, as well as personal communications to create this list.
16. Oversee election (ballot-counting), announce election results and introduce the new officers at December meeting. Note - SDAG Officers should create a list of potential candidates and oversee elections for the annual December meeting. However, SDAG can appoint a volunteer to any Office at any time during the year without an election, if necessary, to fill such positions. SDAG is a Committee of SDGS by Resolution. The SDGS By-Laws only regulate the SDGS Board of Directors, not SDAG Committee Officers.
17. Coordinate with SDGS and the current Scholarship Chair for any annual scholarships that will be provided. Assure the committees have contacted local universities in September for nominations for SDAG scholarship(s). Typically, SDAG awards undergraduate and graduate student scholarships in the amount of \$1,000.00 each. The award check is presented to the student winners at the December meeting. The students are requested to present their research at a future SDAG meeting (usually March or April).
18. Visit the website and provide updates to website manager as needed.
19. Confirm SDAG Treasurer has coordinated with the SDGS Treasurer for all accounting and annual non-profit accounting forms.
20. At end of term, provide Vice President (incoming President) with helpful restaurant, meeting information and list of potential speakers, if possible. Participate in SDAG Committee meetings as Immediate Past President.

SDAG VICE-PRESIDENT

1. Assist President when needed.
2. Conduct SDAG meetings in the absence of the President.
3. Responsible for the annual SDAG Field Trip and Road Log and/or Guidebook. It is recommended to create a Field Trip Committee to help organize and prepare the field trip, road log and/or guidebook.

Field Trip: Planning for the field trip should start about 9 months ahead of the planned date for the trip. The date of the trip should be set and advertised at least 8 months prior to the trip. Field trip chairpersons and/or committee are responsible for organizing transportation, campsites/lodging, meals and beverages. Speakers/presenters should be identified for each location of interest, permission for property access must be obtained and confirmed, and coordinate initial check-in location. Determine vehicle needs such

as the need for carpooling and/or 4WD vehicles. The Vice President acts as overall field trip leader.

Road Log and/or Guidebook: A road log associated with the field trip is compiled, printed and distributed. A new guidebook, which includes the road log, should be planned. If a guidebook is planned, the Vice President coordinates with SDGS and the current Distributor Sunbelt Publications Inc. SDAG/SDGS is the Publisher. SDGS has a Distribution Agreement with Sunbelt Publications. Guidebooks are designed, published, printed, and distributed. A "call for (new) papers" should be published 9 months ahead of the date of the trip. The printer for the guidebook should be contacted for a submittal "due" date, which is usually two months before the trip. The guidebook should be completely ready for printing on this date for the book to be ready for distribution at the time of the field trip. If the book is not ready in time for the field trip, a field trip handout should be prepared with a detailed road log. The list of corporate sponsors should be printed in the guidebook. All authors of new papers for the guidebook and paid field trip attendees should receive a complimentary copy of the guidebook. A purchase price for the guidebook will be set for future sales. Seek assistance from the SDGS Publication Committee Chair who is responsible as the Publications Manager for pre-press, publishing, printing, and pricing information working with SDGS and the Distributor.

4. Periodically visit website and provide updates to website manager as necessary.
5. In November the Vice-President orders a plaque, jacket, or other item and presents the out-going President with that item for his/her service to SDAG at the December meeting.
6. Assist the President in identifying prospective future SDAG Officers.

SDAG SECRETARY

1. Prepare monthly newsletter: First email the monthly newsletter to the SDAG web manager for setting up the online reservation page and posting on the SDAG web site/archives. Then email to the membership at least two (2) weeks before the meeting, and any additional reminders. Newsletter should contain:
 - a. Location of meeting, menu, cost, and link to rsvp/pay on SDAG website. Confirm all hyperlinks are active before emailing to members.
 - b. Information on speaker and topic.
 - c. List of future monthly meeting dates and locations, including the date for the annual Field Trip.
 - d. Information about new SDAG publications. Include web link to SDAG's Publications that are available thru Sunbelt Publications:
<https://www.sandiegogeologists.org/Publications.html>
 - e. List SDGS Sponsor's, company name and website and/or business card based on type of Sponsorship provided by SDGS Secretary. This list should match those listed on the SDAG web sponsor page: <https://www.sandiegogeologists.org/Sponsors.html>
 - f. Include current membership and sponsorship form links to pay by check or e-payment option in each newsletter. The button links to pay annual memberships or sponsorships are in the upper right area of the main website:
<https://www.sandiegogeologists.org/index.html>
 - g. Each Newsletter should include the link to the SDAG main web page.
 - h. New job opportunities and/or link to SDAG website jobs.
 - i. Annual field trip announcements, Call for Papers, and registration form in the two newsletters preceding the field trip.
 - j. One Stop Wonder (OSW) and other announcements.
2. Send notice of membership dues and slate of officer's ballot with the November and December meeting notice.
3. In the December, January and February newsletters, put a reminder notice that membership dues are due and payable, including a membership renewal form and/or link to e-payments.
4. Receive and retrieve monthly dinner meeting reservations from the SDAG website (<https://www.sandiegogeologists.org/cgi-bin/results.cgi>). The number of reservations should be given to the restaurant at a time designated by the restaurant (coordinated through the President). Coordinate with the SDAG website Manager as needed (e.g., those who prepaid with Pay Pal and credit cards).
5. Maintain the SDAG Membership List on the shared SDAG/SDGS Google Drive noting the date of the annual paid members
(https://docs.google.com/spreadsheets/d/1PF2qayqvJb2fvbUFDpsgMrpw466fec_G/edit?usp=share_link&ouid=109704055014997924990&rtpof=true&sd=true). All SDGS Sponsorships include an annual membership, so

those sponsors are listed as paid by the SDGS Secretary. Keep on file all annual membership forms (scans are acceptable). Track and keep on file all annual memberships paid online at <https://www.sandiegogeologists.org/MemberList.txt>. The membership list shall be shared on a drive with the SDAG Officers and SDGS Directors. Give any member data to the President that can be used in creating a list of potential candidates for office and potential speakers.

6. Update member emails on the SDAG mass email list using the shared SDGS Google Workspace. Request user and admin access to be able to edit and send SDAG emails using this professional cloud software. You will be assigned a new email (your name@sandiegogeologicalsociety.org). Google Workspace is a collection of cloud-based apps that help users create, communicate, and collaborate and includes Gmail, Calendar, Drive, Docs, Sheets, Slides, and Meet.
7. Assist the Treasurer with check-in at monthly dinner meetings, as necessary.
8. Periodically visit website and provide updates to website manager as necessary.
9. Responsible for SDAG correspondence as needed. Take notes at all SDAG Committee meetings and monthly meetings as necessary. Include verbal announcements (made at meetings) in monthly newsletter as deemed appropriate.

SDAG TREASURER

1. Acquire SDAG US Bank account access from SDGS Directors.
2. Keep an accounting of SDAG's income and expenditures on the shared SDAG/SDGS Google Drive coordinating with the SDGS Treasurer:
https://drive.google.com/drive/folders/1QU_8cXEgMIbXNLa6J5iLy9hNxqICChra?usp=share_link.
3. Make deposits and withdrawals in the SDAG US Bank account in a timely manner (deposits by the end of each month). SDAG is responsible for the Annual membership fees; Monthly meeting fees/costs; Annual field trip fees/costs and logo gear/costs.
4. Maintain the checkbook, financial records, and the cashbox (typically \$300 in petty cash). Cash income received at any event should be deposited to the US Bank minus the \$300 petty cash.
5. Manage the SDAG online PayPal/VENMO and Square accounts. Track paid memberships (Regular Member and Student), paid dinner meetings (Member, non-Member and Student), and paid Annual Field Trip registrations (Member, non-Member and Student). Track and quantify the Pay Pal/VENMO and Square fees which are subtracted prior to the money transferring to the US Bank. These fees are expenses for taxes. Track and quantify the net income received after service fees.
6. Coordinate with SDGS Treasurer for any monthly and all annual non-profit preparation and filing for Federal and State income forms. Provide required information to SDGS Treasurer to prepare SDGS annual financial report in August of each year, covering previous fiscal year (July 1-June 30).
7. Keep the lists of attendees at the dinner meetings. Give them to the President for the nominating committee.
8. Arrive early at monthly meetings for check-in and receive payments for dinners and dues at dinner meetings. Pay the monthly restaurant bill.
9. Forward all SDAG correspondence to the proper Officer or SDGS Director in a timely manner (e.g., membership forms to the SDAG Secretary ASAP).
10. Periodically visit website and provide updates to website manager as necessary.

SDAG OFFICERS - GENERAL RECOMMENDATIONS

1. Each Officer should attend at least 10 of the 12 monthly meetings per year, including the field trip.
2. Each Officer should have a copy of and have read these Officer Guidelines and the SDGS By-Laws.
3. The Officers can make decisions regarding, but not limited to:
 - a. Changes in dues in coordination with SDGS.
 - b. Changes in dinner fees (fees will fluctuate monthly, based upon location and food costs).
 - c. Promote student membership and attendance by establishing a lower price for dinner and/or reduce annual dues for students.
 - d. Places to have dinner meetings.
 - e. Audio-visual equipment purchases or repair.
 - f. Possible payment of expenses (motel, transportation etc.) of speakers.
 - g. Purchasing a booth at meetings of professional organizations to sell SDAG publications in coordination with SDGS. Set up schedule for volunteers (SDAG officers or members) to work at the booth.
 - h. Establishing committees for special problems or events.

- i. Nomination of people to fill sudden vacancies of SDAG offices or speakers.
4. The SDGS Board should be consulted for:
 - a. Donations to worthy causes.
 - b. Reprinting of guidebooks and special sales of guidebooks.
5. The normal progression of members through the offices is as follows; new person to Treasurer; Treasurer to Secretary; Secretary to Vice-President; Vice-President to President. A person may elect to stay in an office for 2 years and then skip an office. The offices of Vice-President (annual field trip) and President (meetings) are not normally skipped.
6. Arrive early (5:30pm for a 6:00pm meeting start time, for example) at monthly dinner meetings for informal executive committee meetings, if requested by the President.
7. Any time the SDAG OFFICERS have questions about the business of the SDGS 501(c)(3) Nonprofit Corporation, they should first contact any one of the six SDGS Board of Directors.
8. SDAG "Specialty Items" – Currently the SDGS Directors have been responsible for ordering, re-stocking, maintaining, and selling items (clothing, mementos, etc.), and storing the SDAG speaker system, SDAG banner, SDAG ice chest, and SDAG Canopy.
9. Visit the SDAG website regularly and provide updates and feedback to the website manager.
10. If you attend any other professional organization's functions, try to "advertise" SDAG/SDGS and its current activities (upcoming meetings, field trip, etc.)
11. Continually think of ways to enhance SDAG's operation, membership, payments, etc.
12. To ease transition of new officers each year, the January duties are traditionally performed by the out-going officers: The former President arranges the speaker and location, and the former Secretary produces the newsletter.
13. Assure the SDAG AV Equipment (Overhead projector, screen) are passed on to new SDAG officers for use at meetings/field trip, etc.

SDAG WEBSITE MANAGER

1. This is not currently an elected SDGS or SDAG position; this position is appointed by the SDGS Board.
2. Position requires specific experience in website mgmt.; this description is tailored for Carolyn Glockhoff who created, owns and has maintained the SDAG website as a volunteer since 1997.
3. Maintain and update the SDAG website (incorporate all updates/changes provided by executive committee). Maintain online reservation system. Update officers annually.
4. Keep internet and website fees and payments current (provide Treasurer with invoice for reimbursement).
5. This position receives annual Sponsorship status in SDAG/SDGS and recognition at the December meeting.

SDGS BOARD & DIRECTORS

SAN DIEGO GEOLOGICAL SOCIETY (SDGS) & BOARD OF DIRECTORS

In the fall of 2008, a group of the SDAG past presidents formed a Board of Directors to create a non-profit corporation (Dave Bloom, Diane Murbach, Greg Cranham, Monte Murbach, Lowell Lindsay, Mike Hart). This new organization was created as a 501(c)(3) non-profit Corporation (See SDGS Articles of Inc & By-Laws for the Non-Profit: <http://www.sandiegogeologicalsociety.org/>). Once the San Diego Geological Society, Inc. (SDGS) was created, the SDGS Board formed a committee of the current SDAG officers. On February 7, 2022 SDGS recorded a fictitious business name statement, doing business as (dba) SDAG. The benefits of a 501(c)(3) Nonprofit Corporation Status are: Profits are exempt from corporate income tax and qualify for other tax exemptions; Proper management of our publication sales and sales tax reporting (Field Trip Guide Books; Short Courses such as the Landslide Training and the Seismic Course); Individuals can make tax deductible contributions (Sponsors or other donations); Can obtain better rates on event liability insurance (Picnic Park events); Personal liability protection for officers and organization as a whole (Field Trips/One Stop Wonders); Allows a legal structure that helps to expand our activities (Educational trips); and Tax-exempt status is required for many public and private grants (Future opportunities). SDGS has a broader "public" scope. SDGS also well reflects what we do, i.e., Publish geological books, support students with scholarships, lead field trips, and organize other activities of a public and educational nature. SDGS is currently governed by a six-member Board of Directors elected to 2-year terms, three in even years and three in odd years. The Bylaws allow between four

and seven Directors. The Board currently consists of those listed on page 1. Former Directors included: Dave Bloom, Mike Hart, Lowell Lindsay, Bob Stroh and Randy Wagner.

SDGS MISSION STATEMENT

Provide a Platform for all Interested in the Exchange of Ideas about Earth Science. The organizations activities will primarily consist of providing continuing education opportunities for earth science professionals and the general public through monthly meetings featuring speakers on regional geologic topics. The organization will promote and organize frequent educational field trips within southern California. The organization will also support and fund academic scholarship from elementary through graduate levels. In addition, the organization will support professional and academic research, and publish field trip guidebooks and other books on regional geology and natural history. We will also promote outreach and education to the general public, partnering with other organizations to involve the Earth Sciences. Funding sources for these activities will include membership dues, proceeds from publication sales, donations from corporate and individual sponsors, operating short courses and obtaining grants.

SDGS DIRECTORS OBJECTIVE & PURPOSE (Bylaws)

To promote an increased public awareness of the sciences of geology and related fields by:

1. Providing educational opportunities for professionals and nonprofessionals,
2. Supporting academic scholarship from elementary through graduate levels,
3. Supporting professional and academic research,
4. Publishing field trip guidebooks and other publications on regional geology and natural history,
5. Performing outreach and educational activities for the general public,
6. Developing partnerships with other organizations that support the Earth Sciences.

SDGS DIRECTORS DUTIES (Bylaws)

It shall be the duty of the directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, by the articles of incorporation of this corporation, or by these bylaws;
- (b) Appoint and remove, employ and discharge, and, except as otherwise provided in these bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
- (c) Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly;
- (d) Meet at such times and places as required by these bylaws;
- (e) Register their addresses with the secretary of the corporation and notices of meetings mailed or telegraphed to them at such addresses shall be valid notices thereof.

DUTIES OF PRESIDENT

The president shall be the chief executive officer of the corporation and shall, subject to the control of the board of directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the articles of incorporation of this corporation, or by these bylaws, or which may be prescribed from time to time by the board of directors. Unless another person is specifically appointed as chairperson of the board of directors, he or she shall preside at all meetings of the board of directors. If applicable, the president shall preside at all meetings of the members. Except as otherwise expressly provided by law, by the articles of incorporation, or by these bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the board of directors.

DUTIES OF VICE PRESIDENT

In the absence of the president, or in the event of his or her inability or refusal to act, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions on, the president. The vice president shall have other powers and perform such other duties as may be prescribed by law, by the articles of incorporation, or by these bylaws, or as may be prescribed by the board of directors.

DUTIES OF SECRETARY

Certify and keep at the principal office of the corporation the original, or a copy of these bylaws as amended or otherwise altered to date. Keep at the principal office of the corporation or at such other place as the board may

determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. See that all notices are duly given in accordance with the provisions of these bylaws or as required by law. Be custodian of the records and of the seal of the corporation and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the corporation under its seal is authorized by law or these bylaws. Keep at the principal office of the corporation a membership book containing the name and address of each and any member, and, in the case where any membership has been terminated, the secretary shall record such fact in the membership book together with the date on which such membership ceased. Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefor, the bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation. In general, perform all duties incident to the office of secretary and such other duties as may be required by law, by the articles of incorporation of this corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

DUTIES OF TREASURER

Subject to the provisions of these bylaws relating to the "Execution of Instruments, Deposits, and Funds," the treasurer shall: Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the board of directors. Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever. Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the board of directors, taking proper vouchers for such disbursements. Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefor. Render to the president and directors, whenever requested, an account of any or all of his or her transactions as treasurer and of the financial condition of the corporation. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports. In general, perform all duties incident to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

- Annual Report: furnished not later than 120 days after close of the fiscal year to all Directors; assets and liabilities; revenue or receipts; expenses or disbursements; independent accounting or certified by preparer. The annual report is reviewed and approved by all Directors prior to the required submittal date of IRS and State tax forms.
- Finance Committee: The Board prepared and approved a Motion 5-0 on 1/25/12 to create a new Finance Committee consisting of the SDGS President and Treasurer, and the SDAG Treasurer for the purpose of tracking monies for the annual State and Federal reports.

OTHER RESPONSIBILITIES

- Directors & Officers shall serve without compensation.
- Regular meetings of directors shall be held on the second Wednesday of January and July at 6:00 PM.
- The fiscal year shall begin on the first day of July and end on the last day of June.
- Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the treasurer and countersigned by the president of the corporation.
- The Corporation shall keep at its principal office: Minutes of all meetings; Adequate and correct books and records of account; a record of its members; articles of Inc. and bylaws.
- SDGS Accounting Responsibilities: Publication expenses; Donations; Scholarship checks; Sunbelt publication checks; Short Courses.
- SDGS Manage Sponsorships: Income; renewals; provide each sponsor with an IRS Tax donation letter; Update the SDAG Sponsor list on the Web page, newsletters and publications.
- Manage the SDGS online PayPal account: Track paid Sponsorships. Track and quantify the SDGS & SDAG Pay Pal and Square fees which are subtracted prior to the money transferring to the San Diego County Credit Union and/or US Bank account. These fees are expenses for taxes. Track and quantify the

net Sponsorship income received after service fees. Track and quantify publication sale income and expenses for publishing.

SDGS PUBLICATIONS COMMITTEE CHAIR

1. Position currently held by Dave Bloom who coordinates with Sunbelt Publications.
2. Sunbelt Publications currently: Stores and maintains access to the inventory of SDAG publications; Prepares and mails publication orders in a timely manner; Maintains a current list of prices of available publications; Forwards proceeds of publication sales to SDGS Treasurer on a periodic basis.
3. Provide SDAG Website Manager with updated links for on-line Publications Orders.
4. Maintain a current list of publication sales. Provide updates at SDAG Publication Committee meetings and SDGS Board meetings, and upon request to SDAG officers.
5. Coordinate copies of publications to sell at selected SDAG dinner meetings. If unable to attend or bring publications to a meeting, delegate to another Officer or Director.
6. Promote sales of guidebooks via SDAG website, catalog, and major regional conferences.
7. Make suggestions to the SDAG Publication Committee for special sales on guidebooks that are not selling. Recommend the reprinting of publications that are in high demand and low on inventory.
8. Periodically visit website and provide updates to website manager as necessary.
9. Offer pre-press and printing assistance to the Vice President and/or Field Trip Chairperson.
10. Coordinate with Sunbelt Publications for fiscal year end (June 30th) inventory.