

Shawnee ExCom Position Duties

For the purpose of helping the membership better understand the governance structure of the Sierra Club and duties of its leaders, published below are the general responsibilities of some key volunteer positions. Are you interested in serving on a committee? If so, please contact the Group Chair or chair of any committee.

The Group Chair is responsible for:

The smooth functioning of the group in fulfilling the Club's overall conservation goals by maintaining channels of communications within the organization so that ideas and resources are available when needed. The chair should also delegate authority to assist in performing chapter or group functions, identify the right person for a particular job and enlist his/her help, and follow up to see that the jobs are done adequately. In addition, the chair should:

1. Arrange for executive committee meetings.
2. Inform Sierra Club national office of changes in ExCom and other committee leaders.
3. Develop a coordinated calendar of each month's Sierra Club activities.
4. Appoint nominating and election committees.
5. Develop and mail agenda for each ExCom meeting.
6. Conduct executive committee meetings according to the agenda.
7. Communicate with general membership through the newsletter.
8. Maintain records of significant events, meetings, conversations and ideas, both for the current chair's reference and for the use of the succeeding chair.
9. Before leaving office, train a replacement.

The Group Vice-Chair is responsible for:

1. Act as a support person to the Chair, acting as a sounding board and participating in discussion.
2. Act as a support person for the ExCom and other leaders.
3. Assume the duties of the chair if that person is unable to perform necessary functions.
4. Preside at the ExCom and general membership meetings.
5. Prepare and mail agendas.
6. Sign correspondence.
7. Make public statements.
8. Appoint committee leaders, especially for the nominating and elections committees, if the chair's absence is a long one.
9. Before leaving office, train a replacement.

The Group Secretary is responsible for:

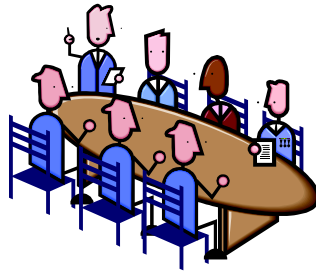
1. Minutes: Record the minutes in an accurate, understandable manner, reflecting the essence of discussion. Motions are recorded verbatim, and results of votes are noted exactly.
2. Bylaws: Maintain a copy of the Club, chapter and, if appropriate, group bylaws and have a copy of each available for reference at each meeting. Have a firm understanding of the bylaws.
3. Elections: Work with the nominating and elections committees to assure the entity's annual election and any special elections are carried out properly in the correct time frame and in accordance with the bylaws. The Secretary has the ultimate responsibility for assuring that information in the ballot materials is correct.
4. Receive and maintain secure the ballots returned in an election,

delivering them to the elections committee for counting, and retaining them after counting until instructed to dispose of them by the executive committee.

5. Correspondence: Correspond with national and local Sierra Club offices and other organizations as directed, keep ExCom and committee leader lists current.
6. Sort and distribute incoming correspondence, and report on important correspondence at ExCom meetings.
7. Records: Maintain a permanent file of bylaws, minutes, policy resolutions, chapter or group papers, reports and correspondence, and pass the file on to your successor.
8. Maintain an inventory of Group property.
9. Before leaving office, train a replacement.

The Group Treasurer is responsible for:

1. Provide oversight of all financial entities to ensure adherence to all Sierra Club policies, including contracts, hiring policies, investments and insurance. Obtain business licenses, maintain an account at the Post Office for newsletter postage costs. Ensure that tax issues and regulatory compliance are properly handled, including contract employees and legal services.
2. Report the detailed financial situation to the ExCom at least quarterly. Reconcile bank statements monthly. Monitor performance against the budget and immediately report to the ExCom major deviations from budgets, anticipate any deficits.
3. Prepare an annual report (including assets and inventory) of the Group's financial status for submission to the national Sierra Club office (and the ExCom) as mandated by the Internal Revenue Service. Complete sales tax and personal property tax returns as required by the state.
4. Deposit receipts promptly.
5. Segregate any SCPC (electoral) funds. Forward tax-deductible donations directly to the Sierra Club Foundation. Promptly report to the Planned Giving-Estates Department all contacts from attorneys, executors, trustees, etc. regarding deferred gifts.
6. Review invoices and other payment requests for accuracy, obtain approval for payment, and pay invoices promptly. Ensure that Foundation and restricted funds are spent in accordance with donor restrictions and that those expenditures are documented. Checks may be signed by the Treasurer or Chairperson.
7. Prepare an annual budget. The Treasurer may work with the ExCom in developing the budget, or give the outgoing ExCom a report of receipts and expenditures for concluding fiscal year and anticipated receipts for the upcoming fiscal year.
8. Manage cash flow so as not to be delinquent in paying financial obligations. Avoid committing to indebtedness greater than the unencumbered cash balances. Budget to build and maintain a minimum cash reserve equivalent to at least six months of operating expenses.
9. Before leaving the office of Treasurer, pay all current bills and present the new treasurer with a balanced account ledger and reconciled bank statements, and the complete and current records. Before leaving office, train a replacement.
10. For audit purposes, maintain records and details of expenditures for at least seven years.



ExCom Position Duties (continued)

The Group Conservation Chair is responsible for:

1. Provide chapter leaders with a long-range vision of what the Club's conservation strategy and priorities should be over the next two to five years.
2. Identify conservation issues needing attention and worthy of chapter consideration.
3. Assist chapter leaders to develop conservation priorities.
4. Design plans and strategies for current conservation campaigns.
5. Report regularly on conservation committee activities to the chapter chair, ExCom, and other committees.
6. Motivation, direction, and coordination of the Group Conservation Committee.
7. Oversee conservation committee activities to ensure that all needed tasks are accomplished.
8. Direct and assist the committee to set goals and carry out objectives.
9. Coordinate main functions and campaigns of the committee.
10. Delegation of Conservation-related activities.
11. Identify, recruit and challenge volunteer leaders.
12. Identify individual members' abilities and interests and assign tasks appropriately.
13. Train and assign volunteers to carry out conservation activities. - Follow up assignments to be sure they are carried out.
14. Thank volunteers and provide other rewards (social activities, public recognition) to ensure repeat performances.
15. Prevent duplication of work by linking key individuals with one another.
16. Challenge and encourage members to use their talents and skills to the maximum.

The Group Outings Chair is responsible for:

1. Leadership, direction, and oversight to the Group outing program. The Chair works to make outdoor activities an integrated and vital element of group efforts.
2. Is familiar with the Outings Leader Handbook and all Club policies and procedures (national as well as local) that pertain to the Group's outings program.
3. Ensures Group outings are run in accordance with Club policies and procedures
4. Manages and minimizes the risks of Group outings.
5. Maintains training and first aid certification requirements for Group Outings Leaders and ensures all active leaders have met these requirements.
6. Maintains communication with the Chapter Outings Chair.
7. Maintains the outings approval process.
8. Coordinates scheduling, planning, and publication requirements of Group outings as required by chapter and national policies.
9. Works with leaders to integrate conservation issues into the outing program whenever possible.
10. Maintains records as required by the chapter and national staff.
11. Establishes a nominal budget for postage, phone calls, etc.

The Group Membership Chair is responsible for:

1. Develop and manage a local membership committee.
2. Know and have samples of all member promotional materials.
3. Institute a new member welcome program.
4. Participate as either ex-officio or voting member of the ExCom, and provide a monthly membership report.
5. Respond to inquiries by members or prospective members about Sierra Club programs and/or activities.

6. Be responsible for initiating member recruitment and retention.
7. Building local lists of member prospects and implement follow-up contact.
8. Participate in chapter/regional workshops and training.
9. Before leaving office, train a replacement.

The Group Political Chair is responsible for:

1. Helping preserve the environment through grassroots, bipartisan, political action.
2. Helping elect environmentally supportive candidates.
3. Advancing the Sierra Club's legislative program.
4. Influencing the behavior of public officials.
5. Organizes a Group political committee which is responsible for identifying and supporting candidates for public office who are expected to best represent the goals of the Sierra Club on environmental issues and legislation.
6. Ensuring compliance with Sierra Club electoral policy and compliance with state and federal election laws
7. Preparing materials on state and local candidates, and recommending endorsements of other activity to the Group ExCom.
8. Assists in training volunteers to participate effectively and coordinate with campaigns, and in all aspects of political action such as fund raising, door-to-door, press releases, and so forth.
9. Serving as liaison to state, regional and national offices.

The Group Newsletter Editor is responsible for:

1. Editorship of the Group newsletter
2. Attending all meetings of the group ExCom to gather appropriate information for them) for news of conservation, outings, and other activities.
3. Establish priority and timeliness of news articles; set and maintain deadlines and production schedules. Work closely with officers and committee chairs to identify newsletter content.
4. Assure that job mechanics are properly completed: typing, proof-reading, layout, labeling, and mailing.
5. Coordinate mailing label production and printing
6. Work with newsletter's editorial board, if one exists.
7. Recruit assistants to help put newsletters together.
8. Set rates and solicit advertising.
9. Solicit photography and artwork.

In addition to ExCom officers, the Sierra Club has several *ad hoc* committees at the Group level in which any members can be active: Air Quality, Biodiversity, Clean Water, Endangered Species, Environmental Education, Environmental Justice, Farm and Food, Global Warming, Habitat, Human Rights, Population, Legal, National and State Forests/End Commercial Logging, Marine, Open Space, Parks and Refuges, Pesticides, Political, Solid Waste, Sprawl, Transportation, Waste, Water Quality, Wetlands, and Wildlife.

The Shawnee Group is always seeking members to serve on these committees and to serve in any leadership capacity. These leadership positions receive many of their important notices from the Sierra Club via email that enable the Group to stay informed on critical environmental issues.

Help us change the world.

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."
~ Margaret Mead, anthropologist

(Snow and Ice continued from page 4)

Frost on Glass. Photo by Bob Pauls

As many snow skiers will attest, nearly 85-90% of the sun's rays can be reflected and cause sunburns where it might be least expected. This **reflectance** called **albedo**, is affected by snow grain size, surface roughness and the sun's angle. Sunlight that is not reflected is attenuated (absorbed) by the snow. Light **transmission** can penetrate 12-20 inches or more into light snow before it is blocked. This **extinction** is inversely related to the size of the snow grains and the wavelength (color) of the light. Short wavelengths (violet and blue) are more readily absorbed by snow, thus we tend to view snow and ice as having a bluish tint.

Snow has a unique light absorption property. Shortwave radiation can penetrate snow and strike objects such as rocks and tree trunks. As these objects heat up, they emit longwave radiation that the snow absorbs causing it to melt under a snowpack above. The snowpack or ice sheet above insulates the water from freezing atmospheric temperatures. Taken to its extreme, such as in Antarctica, you can find 70° F lakes under ice and snow.

Next Month: The SCREW Factor ☞



Shawnee Group Leaders (x=ExCom members, voting)

Chair: Ron Schmeck	529-8387	mailto:rae50@siu.edu (x)
Vice-Chair: Bob Pauls	549-9408	mailto:sg618@yahoo.com (x)
Secretary: Shelby Seegers	453-6376	mailto:sseegers_schafer@hotmail.com
Treasurer: Bill Boman	995-9976	mailto:billbo@onemain.com
Conservation Chair: Barb McKasson	529-4824	mailto:babitaji@aol.com (x)
Membership Chair: Donna Ayers	985-6917	mailto:dayers@accessus.net (x)
Outings Chair: Bob Tyson	684-5643	mailto:robkay43@webtv.net (x)
Program Chair: Sandy Anderson	893-4545	mailto:annansy@midwest.net
Webmaster/News Editor: Bob Pauls	549-9408	mailto:sg618@yahoo.com (x)

Sierra Club Websites

National: <http://www.sierraclub.org> **IL Chapter:** <http://illinois.sierraclub.org>

Shawnee Group: <http://illinois.sierraclub.org/shawnee/index.htm>

Subscribe to the Online Shawnee Trails & Access Newsletter Archives
<http://lists.sierraclub.org/archives/il-shawnee-trails.html>

Subscribe to the Shawnee Forum & Access Archives:
<http://lists.sierraclub.org/archives/il-shawnee-forum.html>

Listserv portal (Subscribe to any National Sierra Club Newsgroup):
<http://mitchell.sierraclub.org/infosys/Listserv/ListHome.asp>

Shawnee Group Outings Catalog:
<http://illinois.sierraclub.org/shawnee/outings.htm>

Quinzhees



Acquiring comfortable shelter in winter is challenging, but very doable. Where snow is deep, people have historically relied upon igloos and snow caves. In low snow climates such as southern Illinois, winter survival might depend upon knowing how to build an alternative shelter known as a quinzhee — the Inuit name for snow shelter.

Basically, to create a quinzhee you create a mound of snow, let it harden, and dig in to it from below to hollow it out. To build your quinzhee start by scribing a circle in the snow that is at least two feet larger than the desired interior diameter of your shelter.

- ☼ Using shovels, skis, snowshoes, your hands and whatever else you have on hand to throw and compact snow from outside the perimeter into the middle to create a large mound. It need not be fully symmetrical. The more you compact the snow, the stronger it will set up and the safer you will be once camped inside away from the wind and cold.
- ☼ Once you have created and compacted the mound, cut several 8-12" long sticks. The wall thickness of the quinzhee will be the same as the stick length. Treat the mound like a pin cushion by equally and fully inserting the sticks into widely distributed areas of the mound. Let the mound rest at least 2-3 hours. The longer it sets, the stronger it will be.
- ☼ Starting at ground level on the leeward side, dig a human-sized hole into the side of the mound. Then, begin to hollow it out. Have a helper outside shovel away the snow as you scoop it out. This help is also a safety feature for large mounds. Use arcing strokes to create a dome shape inside, sculpt the inside watching for the sticks to tell you when to stop scraping. You can use the excavated snow to reinforce the sides of the shelter or build an entryway windscreen.
- ☼ If the mound is made really big, you can construct sitting and sleeping shelves inside. A long, thick foam pad for insulation is also recommended. Be sure to also drill small air holes in the sides and top for ventilation. Be sure to destroy your quinzhee when you vacate. Left in place, it could be a danger to others and wildlife. ☞

Safe, happy and inspired

Descriptions of all outings of the Shawnee Group and five other Sierra Club Groups in Illinois are available in one central location making it easy to find a wider range of outdoor activities by any Sierra Club member or the general public. Go to the Group website for the link to this new feature: <http://illinois.sierraclub.org/shawnee/outings.htm>

Example: Canoe	Beginner-2	\$35 (\$20)	618-549-9408 Email	SHW	1-3
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Sample Key: Each outing has a summary block under its title. The example above indicates a canoe outing, appropriate for beginners in moderate condition (2), costing a total of \$35, with a reservation deposit of \$20 required. A primary contact phone and/or email address link is shown for this outing sponsored by the Shawnee Group. (SHW). It was posted online on January 3 (1-3). Future outings are shown below.

Feb 15 (Sun) Fountain Bluff—Grand Tower Trail, Gorham, IL

Hike	Beginner-1	\$0	618-684-5643	SHW	1-22
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Hikers will meet at 12:30 PM at Shawnee National Forest ranger station in Murphysboro, IL. The outing will start from Fountain Bluff and follow a trail that parallels both the Mississippi River and a line of bluffs. This level trail through the Shawnee National Forest is approximately 3 miles in length. We will return via the same trail. Leader: Bob Tyson, SHW Outing Chair 684-5643.

Mar 13 (Sat) Camping 101 Workshop, Carbondale, IL

Workshop	Beginner -1	\$3	618-549-9408	SHW	1-10
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This workshop is offered for individuals and families that have an interest in backpacking, but need a little advice and guidance in getting started. Your guide will bring a backpack full of gear and equipment checklists for future use. Presentation Topics: 1) How to decide what equipment is right for you, your activity and weather. 2) Proper clothing and footwear 3) Emergency and first aid preparedness 4) Location selection and suitability 5) Meal planning basics 6) Leave No Trace (LNT) ethics. This will be a very informal and loosely structured workshop with much of the discussion driven by participant questions. Location: Carbondale, IL. Carbondale Township, 217 E Main, Carbondale. 10 AM. RSVP requested: Bob Pauls, IL Chapter Outings Chair.

Apr 10 (Sat) Little Grand Canyon Day Hike, Murphysboro, IL

Hike	Adv-Beginner-2	\$3	618-549-9408	SHW	1-3
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Within the western Shawnee National Forest along the Big Muddy River is the Little Grand Canyon of Southern Illinois. This a varied 3.6 mile hike down a valley to the Big Muddy River, along towering limestone cliffs, and then back up a canyon trail to the top. Reservations required via e-mail/phone will be accepted until April 8th. Leader: Bob Pauls [Little Grand Canyon Trail Info](#)

Apr 24 (Sat) Spring Snake Migration Day Hike, La Rue-Pine Hills Ecological Area, Ware, IL

Hike	Beginner-1	\$3	618-549-9408	SHW	1-5
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Since 1972, Forest Service Road 345 in the Shawnee National Forest has been closed to vehicular traffic each Spring and Fall in conjunction with the annual snake migration (March 15-May 15 and Sept. 1-Oct. 31). This day hike will be a leisurely walk along the 2.6-mile section of road separating their summer habitat in the La Rue Swamp and Winters Pond from their hibernation dens along the bluffs of the Pine Hills. Expect to see (depending upon weather) the timber rattlesnake, a state-threatened species, cottonmouths and the southern copperhead, the three venomous snakes found in this area. The road closure protects many species besides the migrating snakes, since 56 of the 102 species of reptiles and amphibians known to inhabit the state of Illinois have been documented here. The road closure protects many species besides the migrating snakes. Reservations required via e-mail or phone will be accepted until April 22nd. Leader: Bob Pauls, IL Chapter Outings Chair. [Snake Migration History](#).

Babes in the Woods

(Appalachian folk song based on Hansel & Gretel tale. Basis for the classic 1932 Disney cartoon.)

Oh, don't you remember
A long time ago
Two poor little babes
Their name I don't know
Were strolling away
One bright summer day
An' lost in the woods
I've heard people say

An' when it was night
So sad was their plight
The moon had gone down
An' the stars gave no light
They sobbed an' they cried
An' bitterly cried
Poor babes in the woods
They laid down an' died

An' when they were dead
The robins, so red
Brought strawberry leaves
An' over them spread
An' all the night long
They sang their sad song
Poor babes in the woods
Poor babes in the woods