



NACK - *North Atlantic Canoe & Kayak, Inc.*
An ACA Paddle America Club & NYS Non-Profit Corporation

www.GetTheNACK.org



NACK Work Credit Policy

Ratified by the NACK Board of Directors on November 3, 2005; last updated on April 12, 2008.

Background:

Under the Bylaws, each NACK member must commit to yearly club-related work hours with a voluntary guideline of 20 hours per year. This allows the burden of NACK's day-to-day running to be spread among all its members rather than be undertaken and fulfilled by only a few. It also facilitates opportunities for assimilation, networking and formation of associations among members. Experience has shown that members gain directly in proportion to the amount of time and energy that they commit to an organization's ongoing development. NACK encourages members to meet and exceed their minimal work requirements as part of a fulfilling membership experience.

This work-credit policy has been formulated by the Work Committee and ratified by the Board of Directors. It therefore has the force of NACK's Bylaws. Should any conflict between this policy and the Bylaws be discovered, the Bylaws shall govern.

This Policy describes the requirements, credits and rewards that make up the Work Policy and sets forth the work credit guidelines, which are organized by positions and projects.

This policy:

- Encourages member contributions to NACK's goals, as described in the Charter;
- Recognizes and rewards member contributions;
- Standardizes calculating and reporting members' work contributions;
- Provides guidance for allocation of time when undertaking projects;

Supervision: Work Credits are supervised and accounted for by the work Committee. The NACK Work Commitment is voluntary. Members do not risk loss of membership if they cannot meet the voluntary requirement. However, members that are in arrears may not be allowed to participate in specific club activities or access certain benefits such as training discounts, assistantships, etc. Those with credits in excess of the voluntary commitment over the course of their membership will earn for NACK Bucks.

Reporting & Accounting: Reporting of work credits to the Work Committee Chair is the sole responsibility of the member. Any group accounting that may take place for a specific activity does not release the member this general obligation. Credits should be reported promptly. Credits reported more than two months past the activity that cannot be verified will be disallowed. Credits reported more than 6 months in arrears will not be honored without special Board Approval.

Credit Guidelines: Following is a baseline of work credits that are defined for various positions and projects. In some cases an activity may require more time than will be credited to the member, in some cases less. Use of these guidelines facilitates ease of accounting. For ad hoc projects approved by the Executive Committee, the Work Committee shall determine the appropriate credit hours.

Any member may dispute the work credit hours to the Chairman of the Work Committee. Unresolved disputes will be arbitrated by the President, and, if needed, reviewed and determined by the Board of Directors.

Board of Directors		
Title	General Tasks	Credits
<i>All Board Members are expected to espouse NACK Goals of Safety, Training, Adventure and Fellowship, and support NACK and ACA Charter, Bylaws and Guidelines in dealings with our membership and the paddling public. They should comport themselves in exemplary fashion at all times and act as ambassadors for NACK, ACA and the sport to the public. They should become familiar with NFP Corporate Law</i>		
Chairman	Schedule Board meetings Prepare Board Agendas Conduct Board Meetings Prepare & distribute minutes	48 hours/year or 4 hours/month
Founding Board Member	Create and guide club growth Attend regular board meetings Attend special planning meetings Prepare long term plans	36 hours/year or 3 hours/month
At-Large Director	Attend Regular Board meetings Perform function as defined in Bylaws. Understand and support lay membership	30 hours/year or 2.5 hours/month
Regular Director	Attend Regular Board meetings Perform function as defined by Bylaws	24 hours/year 2 hours/month
Associate Director	Meeting attendance & membership not required Act as advisor to Board on request	6 hours/year 0.5 hours/month
NOTE: Board Members who cannot attend meetings are required to designate a replacement with proxy to vote on their behalf.		

Executive Committee		
Title	General Tasks	Credits
<i>NACK Executives are expected to espouse NACK Goals of Safety, Training, Adventure and Fellowship, and support NACK and ACA Charters, Bylaws and Guidelines in dealings with our membership and the paddling public. They should comport themselves in exemplary fashion at all times and act as ambassadors for NACK, ACA and the sport to the public. They should become familiar with NFP Corporate Law</i>		
President	Schedule General & Exec Comm. Meetings Appoint and Manage Committee Chairs Prepare Gen & Exec. Comm. agendas Preside at General & Exec. Comm. meetings	48 hours/year or 4 hours/month
Vice President	Assist President as needed Assume President's duties when unavailable Attends General & Exec. Comm. Meetings Also heads Work Committee (see below)	18 hours/year or 1.5 hours/month
Treasurer	Records income & disbursement Prepares yearly budget for review & approval File club tax return Attends General & Exec. Comm. Meetings.	48 hours/year 4 hours/month
Secretary	Attends Board and Executive Meetings Records and updates meeting minutes Maintains Corporate & Club records Advises on corporate conduct & ethics Also heads Nominations Committee (see below)	36 hours/year or 3 hours/month
NOTE: Executives who cannot attend meetings are required to designate a replacement with proxy to vote on their behalf.		

Standing Committee Chairmanships

Committee	General Tasks	Credits
<p><i>Committee Chairs serve by Presidential Appointment. They should seek Presidential approval to solicit committee members to help complete their work as needed. Committee Chairs are expected to understand the requirements of their position and how it interacts with other committees to support good functioning of the organization. Committee Chairs should understand and support NACK Goals, its Charter, Bylaws and Policies.</i></p>		
Membership	Support growth of membership Collect applications & fees Compile & report on demographics Compile training, certification & work records	24 hours/year 2 hours/month
Training	Set club training, assessment & certification policies Schedule training Schedule assessments Maintain Certification Records	36 hours/year or 3 hours/month
Trips & Tours	Prepare Quarterly Trip & Activity Schedule Organize & Schedule trips at proper skill levels Prepare post-trip reports, fees & waivers Submit trip & tour work hours	24 hours/year 2 hours/month
Work	Issue work guidelines, update as needed Recommend credits for projects Maintain NACK Work Credit Accounting Arrange resolution of work disputes	24 hours/year 2 hours/month
Outreach	Prepare Quarterly Outreach Schedule Schedule NACK info booths & demonstrations Arrange for club handouts Coordinate other events as approved	30 hours/year 2.5 hours/month
Safety	Attend Executive Committee Meetings Prepare club safety guidelines Advise on safety to all other committees	24 hours/year or 2 hours/month
Programs	Schedule speakers Schedule meeting programs Arrange for honoraria & speaker awards	18 hours/year 1.5 hours/month
Communications	Publish NACK notes Prepare club publicity Coordinate with media	24 hours/year or 2 hours/month
Nominations	Schedule & Organize Spring & Fall Elections Solicit Nominations & Collect Biographies Prepare Ballots and supervise election	12 hours/year 1 hour/month
Website	Prepare & maintain club website Oversee and submit maintenance fees Serve as contact for questions on website	60 hours/year 5 hours/month
Social	Prepare NACK Quarterly Social Schedule Organize Winter Holiday & Awards Dinner Organize Founders Day Picnic & Celebration Organize other Special events	24 hours/year 2 hours/month
Newsletter	Determine newsletter content Solicit articles for monthly newsletter Compile and edit a monthly newsletter	60 hours/year 5 hours/month
Fundraising	Prepare Quarterly Fundraising Schedule Organize Fund Raising Events & Activities Support NACK Training Fund	24 hours/year 2 hours/month
Other Committees	As defined by President General Guidance Maximum (subject to revision)	18 hours/year 1.5 hour/month
Committee Members	As defined by Committee Chairman General Guidance Maximum (subject to revision)	12 hours/year 1 hour/month

NACK Projects Work Credit Guidelines			
Project	General Task Description	Hours	Unit
Trip Planner	Plans navigation and timing of sanction club trips	2	Per Trip
Trip Leader	Leads sanctioned club trips	4	Per Trip
Trip Backup	Supports leader on sanctioned club trips	2	Per Trip
Minor Event	Coordinates publicity booths, demos, etc.	5	Per Event
Booth Aide	Info booth for NACK at local festival & events (record)	Actual	Per Event
Major Event	Coordinates symposia, paddle fests, etc	20 max	Per Event
Event Aide	Support for major events (record)	Actual	Per Event
Demo Actor	Prepares, rehearses & give skill demo at local events	3	Per Demo
Speaker	Prepares, rehearses & gives program at club meeting	4	Per Talk
Assessor	Prepare for, schedules and gives assessment (L1, L2)	3	Per asmt.
Assessor	Prepare, schedule and give assessment (L3)	4	Per asmt.
Assessor	Prepare, schedule and give assessment (L4)	5	Per asmt.
News Author	Author article of significance for club newsletter	3	Per Article
Column	Author regular column in newsletter	20	Per year
Article	Author article of importance for website	3	Per Article

Excess Work Credits and NACK Bucks

NACK has determined that it will use the Training Fund offer member discounts on training in return for extra commitment to the club. In this way, we hope to foster greater involvement in the club as well as stimulate member commitment to training and skills development in specific fulfillment of our Charter.

After a member has completed their mandatory 20 hours of yearly service over the entire course of their membership, further work hours will earn NACK bucks that can be banked. These NACK bucks can be used as credits against future work commitments or applied as discounts on club sponsored training.

Fluidity of the NACK Buck program is totally dependent on solvency of the Training Fund which is entirely supported by donations and fund raising activities. If the training fund should drop below a preset limit the NACK Buck program will automatically be placed on hold until it is replenished.

Basic Requirements:

1. The attached form should be used in order to request redemption of NACK Bucks.
2. Members wishing to redeem NACK Bucks should first request a current accounting of their work credits.
3. NACK Bucks may only be used by a member in good standing (current dues) of both NACK and the American Canoe Association.
4. The surplus credit hours and available NACK Bucks must first be certified by the Work Committee. Any reserve NACK Bucks will first be applied against any open work commitment.
5. NACK Bucks may be redeemed only in integral quantities. The Work Committee will not issue partial NACK bucks unless special approval is received from the Board.
6. NACK Bucks may only be redeemed and applied against approved (training related) activities.
7. NACK Bucks may not be redeemed for cash value.
8. Once redeemed NACK Bucks may not be reinstated without Board Approval.
9. Should a member leave the club or otherwise become inactive or ineligible the member's remaining NACK Bucks and credit hours will accrue to NACK.

Sponsored Training: NACK Bucks may be redeemed for discounts on club sponsored training when the basic requirements are met. All applications shall be reviewed and approved by the Chairs of the Training and Work Committees and the Treasurer. Sponsored training will be posted on the Website under "NACK Training" and noted in the quarterly schedule. Training that is needed or desired by members should be communicated to the Training Chair so that sponsored training can meet the needs of the membership.

Non-Sponsored Training: Other training offered by NACK Instructors that is not sponsored by the Club or Training that is offered elsewhere may qualify for NACK Bucks but must be reviewed and approved by the President. At the discretion of the President applications for use of NACK Bucks for Non-Sponsored Training may be forwarded to the Board for further review and approval.

A member requesting such approval should use the attached form and attach any supporting information that would help in reaching an appropriate decision such as:

- A detailed description of the training, its location, scheduling and cost.
- Discussion of how the training will benefit the member.
- Discussion of how training the member will benefit NACK.
- A letter of support from the Training Chair indicating such training meets NACK goals but could not be scheduled in a reasonable time or with available resources.
- Verification from the Treasurer that there is coverage in the training budget.
- Any other evidence deemed appropriate.

Equivalences: NACK Bucks shall accrue to the member at the rate of one NACK Buck for every 10 hours of work in excess of any member's work commitment. Each NACK Buck shall be worth \$25 in support of approved training and shall be advanced from the NACK Training Fund. These equivalences may be changed from time to time with Board approval without the need to modify this policy.

Limitations: NACK Bucks may not be used to offset the cost of minor training programs of less than 3-hour duration. NACK Bucks may not be used to cover more than 40% of the cost of any training program and no member may access greater than 10% of the current training fund in any year except by specific approval of the Board of Directors. NACK bucks will be granted only if the Board deems there is sufficient coverage in the training fund. The training fund may not be allowed to drop below \$300 or other appropriate limit determined from time to time by the Board of Directors.

Application: NACK bucks may be exchanged for discounts on a first-come-first-served basis based on formal application to the Training Director. Approval of NACK Buck use shall be on a case by case basis. Prior approvals need not serve as guidance for future approvals. It is the member's responsibility to make application in a timely fashion recognizing that the approval process may take some weeks to complete.

Reservations: The Board of Directors reserves the right to modify or discontinue the NACK Buck program at any time with due consideration to pending applications.



NACK Buck Redemption Form

General Instructions: NACK redemptions must meet the following guidelines, check all that apply:

___ Membership Chair verifies redeemer is a paid-up member of both NACK and ACA at the time of request.

___ NACK Bucks to be redeemed are validated by the Work Committee as existing in the account.

___ Request is for Sponsored Training - requires Training & Work Committee & Treasurer Approval.

___ Request is for non-Sponsored Training - requires additional approval of President and/or Board.

To be completed by redeeming member

Name: _____ NACK No: _____ ACA No: _____ Date: _____

Address: _____ Phone: _____

E-mail Address: _____ Signature _____

Current Account (verify with Work Chair): _____ Bucks. Redemption request: _____ Bucks

Planned use (must be approved): _____

Dates of planned use: _____ Course Provider: _____

NOTE: NACK reserves the right to verify member participation and that the activity meets NACK guidelines.

Payee: ___ Member ___ Course Provider Transfer to NACK Account: _____

To be completed by NACK Staff

Redemption meet tests 1 - 3 above and Training Fund is in excess of minimum requirement: _____

Approved Redemption: ___ Full request ___ reduced amount: _____

Reason for reduction: _____

NACK Buck Approvals

Training Chair/date: _____ Work Chair/date: _____

Treasurer/date: _____ President/date: _____

Board Approval/date: _____