

NACK Work Credit Policy

Ratified by the NACK Board of Directors on November 3, 2005; updated on April 8, 2008 updated on September 27, 2010, up dated September 6, 2012, updated on August 26, 2015.

Under NACK's by-laws, each NACK member is requested to fulfill a work commitment to NACK to assist in its function. Currently NACK is requesting that each member donate 10 hours to NACK yearly to fulfill their work commitment. 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 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 therefore encourages members to meet and exceed their minimum work commitment. No penalty will be imposed on any NACK member who fails to fulfill his or her work hour commitment.

This work-credit policy has been formulated by the work committee and ratified by the NACK's Board of Directors. It therefore has the force of NACK's by-laws. Should any conflict between this policy and the by-laws be discovered, the by-laws 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 position and projects.

This policy:

1. Encourages members contribution to NACK's goals, as described in the Charter;
2. Recognizes and rewards members contributions;
3. Standardizes calculating and reporting member's work contributions;
4. Provides guidance for allocation of time when undertaking project;

For ad hoc projects approved by the Executive Committee, 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.

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.

Board of Directors

Title	General Task	Credits
Chairman	Schedule Board Meetings Prepare Board Agendas Conduct Board Meetings Prepares & distributes minutes	48 hours/yearly or 4 hours/ month
Founding Board Members	Create and guide club growth Attend regular board meetings Attend special planning meetings Prepare long term plans	36 hours/yearly or 3 hours/ month
At-Large Director	Attend Regular Board Meetings Perform function as defined in by-laws Understand and support lay members	30 hours/yearly or 2.5 hours/ month
Regular Director	Attend Regular Board Meetings Perform function as defined in by-laws	24 hours/ yearly or 2 hours month
Executive Committee		
Title	General Task	Credits
President	Schedule General & Exec Comm. meetings Appoint and Manage Committee Chairs Prepare Gen & Exec Comm. Agendas Preside at General & Exec Comm. meetings	48 hours/ yearly or 4 hours/ month
Vice President	Assist President as needed Assume President's duties when needed Attend General & Exec. Comm. Meetings Heads Work Committee (see below)	18 hours/ yearly or 1.5 hours/ month
Treasurer	Records income & disbursements Prepares yearly budget for review & approval Attends General & Exec. Comm. Meetings	48 hours/ yearly or 4 hours/ month
Secretary	Attends Board and Executive Meetings Records and updates meeting minutes Maintains Corporate & Club records Advises on corporate conduct & ethics Heads Nominations Committee (see below)	36 Hours/ yearly or 3 hours/ month

Standing Committee Chairmanships

Committee	General Task	Credits
Membership	Support growth of membership Collects applications & fees	24 hours/yearly or 2 hours/ month
Training	Sets club training assessment & certification policies following the ACA's guidelines Schedule training & assessments Maintains member certification records	36 hours/ yearly or 3 hours/ month
Trips, Tours & Paddles	Prepares quarterly Tips & Activities Schedules Organizes & Schedules trips at proper skill levels Prepares post-trip reports, fees & wavers	24 hours/ yearly or 2 hours /month
Work	Issues work guidelines, updated as needed Recommends credits for projects Maintains NACK Work Credit Accounting Arranges resolution of work hour disputes	24 hours/ yearly or 2 hours / month
Outreach	Prepares quarterly outreach schedule Schedules NACK information booth & demonstrations Arranges club handouts Coordinates other club events	30 hours /yearly or 2.5 hours/ month
Safety	Attends Executive Committee meetings Prepares club safety guidelines Advise on safety issues to all committees	24 hours/ yearly or 2 hours/ month
Programs	Schedules speakers and meeting programs	18 hours/ yearly or 1.5 hours/ month
Communication	Publishes NACK notes Prepares club publicity	24 hours/ yearly or 2 hours/month
Nominations	Schedules & organizes elections Solicits nominations & collects biographies Prepares ballots & supervise elections	12 hours/ yearly or 1 hour/ month
Website	Prepares & maintains NACK's website Oversees & submits maintenance fees for website Serves as contact for questions about the website	60 hours/Yearly or 5 hours/ month
Social	Organizes winter holiday & awards dinner Organizes summer BBQ and other social events	24 hours/ yearly or 2 hours/ month
Newsletter	Determines newsletter content Solicit articles for newsletter Compiles and edits newsletter	60 hours/ yearly or 5 hours / month
Fundraising	Prepares fundraising schedule Organizes fund raising events & activities	24 hours/yearly or 2 hours/month
Other Committees	As defined by NACK's President General guideline maximum (subject to revision)	18 hours/yearly or 1.5 hours/month
Committee Members	As defined by Committee Chairman General guideline maximum (subject to revision)	12 hours/ yearly or 1 hour/ month

NACK Projects Work Credit Guidelines

Project	General Task Description	Hours	Unit
Trip planner	Plans navigation and timing of sanctioned club trips	2	Per Trip
Trip leader	Leads sanctioned club trips	4	Per Trip
Trip back up	Supports trip leader on sanctioned club trips	2	Per Trip
Minor Event	Coordinates publicity booths, demos, etc.	5	Per Event
Booth Aid	Info booth for NACK at local festival & events	Actual	Per Event
Major Event	Coordinates symposia, paddle fest, etc.	20	Per Event
Event aid	Support for major event	Actual	Per Event
Demo actor	Prepares, rehearses & gives demos at local events	3	Per Event
Speaker	Prepares, rehearses & gives programs at club meetings	4	Per talk
Assessor	Prepares for, schedules and gives assessments (L-1&L2)	3	Per asesmt.
Assessor	Prepares for, schedules and gives assessments (L-3)	4	Per asesmt
Assessor	Prepares for, schedules and gives assessments (L-4)	5	Per asesmt
Column	Authors regular column in newsletter	20	Per year
*News/Author	Authors article without pictures for newsletter or website	3	Per article
*News/Author	Authors article with pictures for newsletter or website	4	Per article
*Photo Submitter	Submits pictures for newsletter or website	3	Per article
*Note, hours cannot be combined for News/Authoring and Photo Submitting			

**** As of November 3, 2011 NACK's Board has suspended awarding 3 work hour credits for NACK members performing in Demos. Once a demo team is reestablished, NACK's board will revote on the issue.

Work Credits and NACK Bucks

As part of NACK policy it has been determined that NACK will offer its members a discount on NACK sponsored training. In this way we hope to foster a greater involvement in the club as well as stimulating member's commitment to training and skills development.

Once a NACK member has completed their voluntary yearly 10 hour work commitment to NACK they will earn 1 NACK buck for each additional 10 hours of work commitment for that calendar year.

Basic Requirements to use NACK Bucks:

1. Members wishing to redeem NACK Bucks should first request a current accounting of their work credits.
2. NACK Bucks may only be used by a member in good standing in both NACK and the ACA. (American Canoe Association)
3. NACK Bucks may only be redeemed in integral quantities. The work committee will not issue partial NACK Bucks unless special approval is received from the Board.
4. NACK Bucks may only be redeemed and applied against approved NACK related training.
5. NACK members wishing to apply NACK Bucks should use the NACK Buck Redemption form or approvals may be made by e-mail.
6. NACK Bucks may not be redeemed for cash.
7. Should a NACK member leave the club or otherwise become inactive or ineligible the member's remaining NACK Bucks and credit hours will accrue to NACK.

Training: NACK Bucks may be redeemed for discounts on club training when the basic requirements are met. All applications shall be reviewed and approved by the Work Committee and the Treasurer. 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 and or NACK's Board of Directors.

NACK Sponsored or Approved Training is training sponsored by or approved by NACK's board. The training may be given by one of NACK's instructors or training that is given by an independent instructor hired by NACK with prior approval of NACK's board.

To streamline the approval process, all NACK training will have the maximum number of allowable NACK bucks listed with the training. The amount of allowable NACK bucks must be approved by the training committee and the board prior to the posting of the training. After the member completes the course the member will submit the NACK redemption form or e-mail the request to NACK's Treasure who will contact the work chair for approval.

Non-Sponsored NACK Training: Other training offered by NACK instructors that are not sponsored by the club or training that is offered elsewhere may qualify for NACK Bucks' but must be reviewed and approved by the Executive committee. At the discretion of Executive committee applications for use of NACK Bucks for Non-Sponsored Training then may be forwarded to the Board of Directors for further review and approval.

A member requesting such approval should use the NACK Buck Redemption Form and attach any supporting information that would help the Executive committee and the Board of Directors in reaching an appropriate decision, such as:

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

Equivalences: NACK Bucks shall accrue to the members at the rate of one (1) NACK Buck for every 10 hours of work in excess of any member's work commitment. Each NACK Buck shall be worth \$25.00 in support of sponsored or 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 Bucks use shall be on a case by case basis. Prior approvals need not serve as guidance for future approvals.

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.