

ADIRONDACK MOUNTAIN CLUB
SCHENECTADY CHAPTER

DUTIES OF THE OFFICERS
AND
CHAIRS OF COMMITTEES

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Foreword

The following job descriptions for Board Members of the Schenectady Chapter were developed to provide basic guidelines for new Board Members. These guidelines are flexible and are geared to that individual's ingenuity, enthusiasm and time constraints.

The positions of Committee Chairs are leadership positions. If feasible, it is intended that the individual accepting one of these positions may form and may work with a committee. Our hope is to broaden the base of active members through these committees.

The goal of all Chapter Board Members should be to develop a viable, active membership that contributes to Chapter goals which in turn supports the ADK Main Club goals. This can only occur if we have an involved membership.

NOTE: At the end of your term of office, please give this manual to your successor.

CHAIR
SCHENECTADY CHAPTER ADK

It is the responsibility of the Chapter Chair to assure that the activities and business of the Chapter are conducted in accordance with the Bylaws of the Chapter.

These duties are described in part below:

1. Preside over all general membership meetings and all Chapter Board meetings and assure the orderly and effective conduct of these meetings.
2. Act as chair ex-officio of all committees (except the nominating committee).
3. Appoint the chairs of the Standing Committees, subject to the approval of the Chapter Board.
4. Appoint the chair and members (3 minimum) of the Nominating Committee by May 1.
5. Be familiar with the duties of the other officers and members of the Chapter Board and assure that their duties are being performed in the best interest of the Chapter.
6. Present an annual Chapter report at the Annual Business/Dinner Meeting held between October 15 and November 15.
7. Maintain a file of incoming and outgoing Chapter correspondence.
8. Assure that the general conduct of the Chapter is maintained at a dignified and professional level.
9. Examine the Annual Budget with the Vice-Chair and sign-off on approval of the Annual Audit of the Financial Records.
10. Appoint a three-member Finance Committee (Treasurer and present or former Chapter Board members) to review spending and make recommendations on financial matters to the Chapter Board.
11. Secure a room for the monthly Chapter Board meetings.
12. Keep Chapter supplied with stationery.

VICE-CHAIR
SCHENECTADY CHAPTER ADK

It is the responsibility of the Chapter Vice-chair to develop and direct the Chapter innings programs consisting of at least four programs per year. These programs must be consistent with the ideals of the club. In addition, the Vice-chair may conduct a spring picnic, a fall “steak bake” and arrange for the annual membership dinner meeting between October 15 and November 15. This includes all annual meeting arrangements i.e., but not restricted to locating and securing a restaurant, deciding on menu selection, setting price, securing tickets, sale of tickets, arranging for speaker, and arranging overall program. The Chair will preside as master of ceremonies.

1. The Vice-Chair shall attend monthly Board meetings.
2. In the absence of the Chapter Chair, the Vice-chair will perform the duties of the Chair.
3. The Vice-chair will prepare write-ups of meetings that have occurred for *The Lookout*.
4. The Vice-chair, with the Chair, will examine the Annual Budget, and also sign-off on approval of the Annual Audit of the Financial Records.

DIRECTOR
SCHENECTADY CHAPTER ADK

It is the responsibility of the Chapter Director(s) to attend Main Club Board of Directors' meetings as a voting representative(s) of the Chapter. It is the Director's responsibility to insure that the Chapter Board is aware of the goals of both the Chapter and the Main Club and to make sure that Chapter business is conducted within the organizational framework set forth in the Bylaws of the Club. In this capacity, the Director(s) shall do the following:

1. Attend four Board of Directors' meetings each year at ADK Headquarters in Lake George. If unable to attend, the Director(s) may appoint an elected official of the Chapter as an alternate; the alternate must submit a written proxy from the Chapter Director(s) before the beginning of the Board of Directors' meeting.
2. Attend Chapter Board meetings and bring to the Board those items that will be discussed and voted on at the next Main Club meeting in order to learn the views of the Chapter on pertinent issues.
3. Present the views of the Chapter at the Board of Directors' meeting and vote on issues, taking into account both the views of the Chapter and the long term good of the Club.
4. Submit a detailed written report to the Chapter Board on what transpired at the Board of Directors' meeting.

PROJECT COORDINATOR
SCHENECTADY CHAPTER ADK

The terms of office of the four Chapter Project Coordinators overlap each other and the other Board members. This overlap insures a measure of stability to the Chapter Board and insures that oncoming programs will be brought to the attention of the Board. The Project Coordinators shall attend Board meetings and participate in decisions regarding general Chapter Board and Main Club business. The Project Coordinators shall perform duties as requested by the Chapter Chair.

The responsibilities to be covered by the four Project Coordinators are:

1. Insure that information pamphlets on the Adirondack Mountain Club are distributed to area locations i.e. libraries, sporting goods store, etc. This should be accomplished every spring and fall.
2. Organize the Chapter activity at the Outdoor Show usually held in March. A booth is operated by the ADK. The Chapter should support the booth by providing both volunteer time at the booth and information on the Chapter. Participation by other Chapters should be encouraged.
3. Conduct an inventory of Chapter supplies and equipment.
4. Organize new member event(s) and call new members to welcome them to the Chapter and answer any questions they may have about the ADK.
5. One Project Coordinator is needed as a New York State Department of Environmental Conservation (DEC) Camp Coordinator. The Chapter sponsors two youths by paying their fees to DEC's Environmental Education Camps. The Camps, Camp Colby, DeBruce, Rushford and Pack Forest Camp, are for youth from 12 to 17 years of age. The time table requires:
 - a. In November, prepare an announcement for the Dec/Jan *The Lookout*, calling for applications from children of members. Contact New York State DEC, (518)402-8014, for information regarding dates and forms. Applicants will be requested to provide a one-page essay explaining why they want participate in a camp and what they hope to gain. The essay will be used in the selection process if there are more than two applicants. Choose two to sponsor, one boy and one girl, if possible.
 - b. In February, file the applications with fees to DEC.
 - c. Post-Camp Season - obtain a report from the youth(s) on their experiences at Camp and transmit reports to the Chapter Board.

SECRETARY
SCHENECTADY CHAPTER ADK

The duties of the Secretary include:

1. Attend Chapter Board meetings.
2. Take minutes of Board meetings. These are written up, duplicated and sent to all members of the Chapter Board plus all Committee Chairs. Minutes should be mailed seven to ten days prior to the next Board meeting. Include announcement of next meeting.
3. Maintain a list of Board members and committee Chairs including names, addresses, phone numbers (home and work) and E-mail addresses. This should be a joint effort with *The Lookout* Editor.
3. Keep an up-to-date set of the By-laws.
4. Write letters for the Chapter. Most are done by the appropriate activity Chair or Chapter Chair. (Board members with access to personal computers are encouraged to type their own.)
5. Keep a file of the Budget, Treasurer's reports and copies of *The Lookout* together with the minutes.

TREASURER
SCHENECTADY CHAPTER ADK

It is the responsibility of the Treasurer to attend Chapter Board meetings and conduct the financial affairs of the Chapter, including, but not necessarily limited to:

1. Prepare an Annual Budget (in November).
2. Receive membership dues from the Main Club and deposit them in the checking account.
3. Keep Chapter supplied with stamped envelopes.
4. Pay any and all miscellaneous bills of the Chapter Officers.
5. Prepare a Treasurer's Statement for each Board meeting and for presentation at the annual meeting in November.
6. Prepare and send annual Financial Statements to the Main Club.
7. Keep accurate records of all expenses and income.
8. Serve as a member of the Finance Committee.

BULLETIN (THE LOOKOUT)
SCHENECTADY CHAPTER ADK

The duties of *The Lookout* Editor are:

1. Attend Chapter Board meetings.
2. Collect from officers and Committee Chairs all articles that are to appear in *The Lookout*.
3. Determine the deadline date for submission of articles.
4. Prepare *The Lookout* for publication using the following format:
 - a. Front cover
 - b. Front inside cover which shall include the names, addresses and phone numbers of the Board Officers and Committee Chairs
 - c. Five to six double sided pages of articles, announcements, etc.
 - The first page should list new and reinstated members' names and should contain announcements of special events, innings or outings in the issue, followed by a chronological listing of Outings and Innings, advanced outings and trip tales. All items of Chapter interest will follow with Main Club information being on the last page, providing there is space available.
 - d. Back inside cover which may include information that appears each month and a Membership Application.
 - e. Back cover which should include the Chapter's return address, postal indicia and space to apply member's address label.
5. Determine the number of "Lookouts" to be printed from a count of member address labels provided by the Printing/Mailing Chair and additional copies requested by the Membership Chair for new members and special events.
6. Deliver a hard copy of *The Lookout* to the printer designated by the Board; presently Sir Speedy, 2005 Western Avenue, Albany, NY.
7. Submit a copy of *The Lookout* to the Web Master on a disk or as an attachment in an e-mail.
8. Expenses incurred by the Editor for preparing a hard copy of *The Lookout* shall be submitted to the Treasurer using the current "Request for Payment" form with receipts attached.

CONSERVATION CHAIR
SCHENECTADY CHAPTER ADK

The duties of the Conservation Chair are:

1. Maintain relationships and actions in accordance with ADK Main Club policies and positions:
 - a. Get on the mailing list for Main Club conservation meetings and attend them throughout the year.
 - b. Obtain and know the Main Club conservation policies.
2. Adopt a program of activities which relates to conservation, both in the Forest Preserves of the Adirondacks and Catskills, and on local issues.
3. As a voting member of the Chapter Board, attend meetings and present new conservation issues and projects for approval. Also investigate conservation issues as directed by the Chapter Board.
4. Represent the Chapter at various hearings and meetings related to issues of Chapter concern. The Chair or other delegated person will make statements at such hearings in line with issues or topics previously approved by the Chapter Board, but such statements need not be reviewed in detail.
5. Report Chapter conservation activities in *The Lookout* and elsewhere as appropriate. Prepare an annual summary for the Chapter Chair.
6. Seek out interested Chapter members to develop expertise in conservation concerns which require long-term study to achieve competence.
7. Prepare conservation activities of an educational nature which are of interest to members and/or the public.
8. Mileage and food cost to represent Schenectady Chapter at meeting and hearings shall be allowed within the budget maximum.

EDUCATION CHAIR
SCHENECTADY CHAPTER ADK

MEMBERSHIP CHAIR
SCHENECTADY CHAPTER ADK

The Membership Chair has the responsibility for supplying information on the Adirondack Mountain Club to prospective members, inviting guests to membership, informing the Chapter Board and *The Lookout* Editor of new or reinstated members and maintaining a current mailing list as follows:

1. When an individual requests information on joining ADK, an “information package” is sent to the person. This packet consists of a current copy of *The Lookout*, a form letter stating the objectives of the Chapter and the application pamphlet. “This Is The Adirondack Mountain Club”.
2. When changes of addresses or names are received, the Membership Chair at the Main Club at Lake George should be informed.
3. Attend Chapter Board meetings and provide the Chapter Board with a monthly (September – June) listing of new members and numbers. Current numbers are obtained from the individual who manages Chapter member database, or from the list sent by the Main Club.
4. Provide an updated membership list annually to Chapter Board Members.
5. May assist in various functions (Annual Outdoor Show, Eastern Mountain Sports (EMS) promotions, etc.) to promote the ADK so as to increase membership.
6. May do public presentations on ADK to the public – on equipment, ADK background, wilderness ethics, etc.
7. Membership application forms are obtained from the Main Club in Lake George. Chapter stationery is obtained from the Chapter Chair. Receipts for postage are sent to the Chapter Treasurer for reimbursement. Additional copies (up to 50 per printing) of *The Lookout* (Bulletin) are obtained bi-monthly from *The Lookout* Editor or the individual in charge of mailings. A higher number of *The Lookout* may be printed for special events such as the Annual Outdoor Show and the annual drive for new members from the general members-at-large.
8. The Main Club sends membership labels directly to the individual responsible for mailings (Printing/Mailing Chair).

OUTINGS CHAIR
SCHENECTADY CHAPTER ADK

The duties of the Outings Chair include:

1. Attend Chapter Board meetings.
2. Organize outings. This is accomplished by securing volunteers to lead day hikes, backpacking trips, or flatwater canoe trips. In winter, this includes cross-country ski and/or snowshoe trips. Planning should be at least two months ahead to allow publishing in *The Lookout*.
3. Present a clear, chronological list of these trips, with leader's name, phone number and difficulty rating, to *The Lookout* Editor.
4. Collect and present to *The Lookout* Editor a copy of trip tales from completed trips.
5. Maintain a list of possible outings' leaders for fill-in when needed.
6. If any outings-related safety problems are brought to the attention of the Chair, said problems should be presented to the Chapter Board. Any injuries shall be reported to ADK Main Club using their form.
7. Arrange for the Chapter Loj weekend to be held in winter, preferably on the fourth weekend in January (make reservations at least eleven months in advance).

PROGRAM CHAIR
SCHENECTADY CHAPTER ADK

The Vice-Chair shall be Chair of the Program Committee and shall plan and direct the program of the Chapter's innings.

NORTHVILLE PLACID TRAIL
SCHENECTADY CHAPTER ADK

A committee was formed in 1971 as authorized by the Main Club to award a patch for those who have completed the 117-mile trail. The responsibilities of the Committee are:

1. Mailing out "Record of Trip" forms to those who apply.
2. Sending out patches to those who return such forms with the current fee; presently two dollars (\$2).
3. Ordering and stocking the cloth patches and forms.
4. Answering letters and phone calls about the trail.
5. Getting postage-paid envelopes as needed from the Chapter Chair.
6. Attend Chapter Board meetings and account to the Chapter monthly the amount of money and number of patches turned in to the Committee.
7. Reporting annually to the Chapter Chair the status of the awards.
8. Maintain files so that any statistical information can be given to either the Chapter or ADK Main Club.
9. Work with the Wilderness Committee for that portion of the NP Trail that passes through the Silver Lake Wilderness Area.

Club Property:

1. About 300 cloth patches.
2. Assorted forms and envelopes for mailing.
3. Two boxes with letters and completed forms.
4. One Northville-Lake Placid Trail guidebook

Procedures:

1. Applicant sends inquiry to the post office box address of the Chapter, as listed in the Guidebook, or to the e-mail address listed on the web page. A Northville-Lake Placid Trail web page is currently linked to the Chapter's page.
2. No named point of contact should be provided in the Guidebook. This will prevent future problems with changes in either the person or the address to be referenced. A telephone number of the Committee Chair, as well as an e-mail address, if available, should be provided to the applicant in the letter accompanying the blank "Record of Trip" form.
3. The Committee receives the inquiry and sends a letter of introduction and a blank "Record of Trip" form to the applicant. The form should contain the Chapter's post office box address and instructions for mailing. There is a link from the NPT web page to an electronic copy of the form that can be downloaded directly and printed by the applicant.
4. Applicant completes the trip and returns the completed form to the Chapter's post office box address, along with a check made out to the Chapter or cash to cover the cost of processing the patch award.
5. The Committee receives the completed form, and sends the patch and a congratulatory letter to the applicant.
6. Patch donations are turned over to the Chapter Treasurer for processing. Reimbursement for any out-of-pocket program costs shall be accomplished by submitting receipts and/or documentation to the Treasurer.

Miscellaneous duties:

1. Main Club needs to be kept advised of the point of contact information. This information should be provided to Publications, as well as to any other headquarters' staff that would be in a position to provide the information in response to public inquiries.

2. Incoming mail to the Chapter post office box is forwarded to the Committee Chair. Each applicant corresponds twice, once for the initial inquiry, and again to submit the completed paperwork. The overwhelming bulk of this correspondence is received between April and October, a 6-month period. To assure timely turnaround and prevent backlogs, at least a weekly pickup/delivery/forward cycle is recommended.
3. Funds received should be transmitted to the Treasurer approximately every one to two months to assure applicants' checks clear in a timely fashion.
4. Annual numbers of patches awarded should be reported to the Board in time for the annual meeting and dinner.
5. When the supply of patches nears exhaustion, approximately every two to three years, a new order should be placed with the current supplier. A supply of 300 patches will last roughly three years, at a cost of between \$300 and \$400. The Treasurer should be advised at the beginning of the fiscal year that this expense will be incurred in the coming year.
6. The NPT web page is currently maintained by the Committee Chair, on a separate (personal) web server separate from the rest of the Chapter's web pages.

PUBLICITY CHAIR
SCHENECTADY CHAPTER ADK

The duties of the Publicity Chair are:

1. Attend monthly meeting of Chapter Board.
2. Send out weekly news releases concerning outings. Mail to The Daily Gazette (Schenectady) and the Times Union (Albany) for publication in their weekly sporting activities sections.
3. Publicize innings as requested by activity Chair.
4. Publicize other special events as requested.
5. Keep a file of publicized information.
6. Obtain envelopes for mailings from Chapter Chair.
7. Attend monthly meeting of Chapter Board.
8. Send out weekly news releases concerning outings. Mail to The Daily Gazette (Schenectady) and the Times Union (Albany) for publication in their weekly sporting activities sections.
9. Publicize innings as requested by activity Chair.
10. Publicize other special events as requested.
11. Keep a file of publicized information.
12. Obtain envelopes for mailings from Chapter Chair.

PUBLISHING CHAIR
SCHENECTADY CHAPTER ADK

The duties of the Publishing Chair (Printing/Mailing) are:

1. Attend Chapter Board meetings.
2. Prepare *The Lookout* and other mailings for distribution to members.
3. ADK Headquarters sends members' address labels for *The Lookout* to the Printing/Mailing Chair's address. These are sent bi-monthly (January, March, May, July, September and November). To receive address labels for other mailings, a special request must be made to Headquarters.
4. Call members to assist in preparing *The Lookout* for mailing, if needed, and set time and place for preparation of mailing.
5. Count address labels and report the number of *Lookouts* to be printed to the Editor before the monthly Chapter meeting.
6. Pick up the printed *Lookout* from the printer; presently Sir Speedy, 2005 Western Avenue, Albany, NY.
7. Separate address labels into zip code categories and flat/folded categories.
8. Apply address labels to *The Lookout*.
9. Sort for bulk mailing and bundle. Apply appropriate mail stickers.
10. Count sorted *The Lookout* and record on two US Post Office forms, 3602-N.
11. Take the sorted, bundled *The Lookout* and forms to the main Schenectady Post Office.
12. Get mail weighed. Purchase extra stamps needed for first class addresses, apply and mail.
13. Deliver extra *Lookouts* to Membership Chair.
14. Complete Reimbursement Form for any first-class postage and send to Treasurer.

SILVER LAKE WILDERNESS CHAIR
SCHENECTADY CHAPTER ADK

The Schenectady Chapter has, in cooperation with New York State Department of Environmental Conservation, assumed a “watchdog” position relative to the Silver Lake Wilderness Area.

The Wilderness Committee Chair shall attend Chapter Board meetings and is responsible for providing the following:

1. Monitoring of trail conditions.
2. Monitoring of lean-to conditions.
3. Monitoring area usage.
4. Organizing and conducting trail clearing and trash cleanup activities.
5. Developing wilderness hiker education programs.
6. Keeping the Chapter Board informed as to problems and successes in this specific area (Silver Lake) and wilderness areas in general.

TRAILS CHAIR
SCHENECTADY CHAPTER, ADK

The Trails Chair shall attend Chapter Board meetings. It is the duty of the Trails Committee to maintain the following trails which are a part of the Trails Steward program of the ADK:

1. The trail to Porter Mt. From the Garden via Little Porter (3.84 miles) (6.18 km).
2. The Porter Ridge Trail from the Keene Valley Airport via Blueberry (4.54 miles) (7.31 km).
3. The Sunrise Trail to Mt. Gilligan (1.25 miles) (2.01 km).

The Trails Committee will see that these trails are:

1. Well marked with red ADK trail markers and trails signs as appropriate.
2. Cleared of all brush, side growth and downed trees.
3. Protected from erosion by proper trail maintenance. Establishing and cleaning of water bars is to be done in conformance with ADK and DEC standards and with their approval.

The Trails Committee will accomplish these objectives by means of several trail clearing outings:

1. The Committee Chair will prepare a schedule of the year's trail clearing trips in the Spring, so that trips can be promoted in *The Lookout* for April/May and on the Chapter Website.
2. The trail clearing trips for Porter Mt. should be scheduled for the month of May so as to avoid maximum black fly season, but not so early that snow would be a problem.
3. An additional trip on Porter Mt. may be planned for late July to cut the heavy grass that grows near the ridge.
4. The trail clearing trip on Mt. Gilligan can be planned for any month.

The Trails Committee is responsible for maintaining the following tools:

Bow saws, 28 inch	(2)
Folding saws, 21 inch	(2)
Loppers	
Fiberglass handle, Sears, yellow	(5)
Wooden handle	(3)
Alum handle	(1)
Metal handle, large	(1)
Hand clippers	(1)
Grass whips	(3)
Two person crosscut saw, 4 ft	(1)
Hazel hoes (adzes)	(2)
Pick Mattocks	(2)
First aid kit	(1)
Coleman propane camp stove	
2 burner	(1)
Double bit axe	(1)
Blaze Orange hard hat w/protectors	(1)
Chaps for chain saw safety	(1)

Also:

 Various pots and pans, cups, plates and camp silverware for preparing camp meals.

 Trail work patches.

ADK trail markers are to be obtained from the Main Club Trails Committee Chair.

The Trails Committee will keep a record of each trip, submit reports for *The Lookout*, and present a brief summary of the year's activities at the annual dinner.

WEBMASTER
SCHENECTADY CHAPTER ADK

The Webmaster duties on the Chapter Board include:

1. Attend Chapter Board meetings.
2. Select Web hosting site(s); presently at Yahoo.com. This could include registering domain name, if desired by the Chapter Board.
2. Maintain and develop the front page and overall structure of the Chapter Web site, presently at <http://www.geocities.com/schdyadk>.
3. Develop guidelines and monitor usage of any E-mail list (s). The Chapter presently has two lists at Yahoogroups:
 - a. Outings - schdyadk_outings@yahoo.com
 - b. Board correspondence - schdyadk_board@yahoo.com
4. Advise the Board and Chapter members on good practice for publishing material on the Web site.
5. Deal appropriately with E-mail sent to schdyadk@yahoo.com.
6. Post *The Lookout* on our Web site. This may include converting it from one format to another. (At this time, we convert the MS-Word document to html (using MS-FrontPage) and Adobe PDF (using Acrobat).)
7. Verify link from ADK's Web site (<http://www.adk.org>) has the correct link to the Schenectady Chapter site.

WHITEWATER CHAIR
SCHENECTADY CHAPTER ADK

The duties of the Whitewater Chair are:

1. Attend Chapter Board meetings.
2. Organize Whitewater activities for the Chapter. In addition to trips, this usually includes instruction.
3. Select members of the Whitewater Committee and consult with them on Whitewater plans. This is usually done with one meeting in advance of the spring schedule to plan the outings schedule, decide on desirable changes in the instructions and discuss scouting trips.
4. Organize scouting trips of unfamiliar streams.
5. Serve as a representative to American Whitewater.
6. Answer correspondence regarding Whitewater activities of Schenectady Chapter ADK.
7. Maintain the Whitewater Leaders' Guide. Send a copy of this to each trip leader two weeks in advance of their trip.
8. Prepare write-ups for trips and Whitewater notices for *The Lookout*. Do not have a meeting time and place for a trip in the trip notice. This information is deliberately withheld by the trip leader for screening purposes. Always include a signup deadline so leader can arrange partners and other logistics in the last few days.
9. Always include international classification on trips. If in doubt, use Burmeister's rating.
10. Keep Outings Chair informed of schedule as far ahead as possible to minimize overlap.

THE WHITEWATER CHAIR DOES NOT:

1. Arrange flatwater trips, although the Outings Chair may accept suggestions.
2. Handle Chapter canoe rental or maintain contact with the individual who does.