

## Chapter Officers & Chairpersons, Roles and Functions

**Premise:** There are a finite number of roles and functions to be performed in a successful organization. By clustering and designating oversight responsibilities, it is possible for goals to be achieved in a harmonious fashion. Note that what appears below is a starting point. Estimated hours are just that: **hours include attendance hours at monthly meeting and board meetings**, where applicable.

Officer/ Chairperson	Functions	Performance Standards	Approximate hours/month
President	Provide Leadership for organization  Serve as central point of contact for organization	Creates agenda for, and moderate monthly public meetings Schedule and conduct board meetings Oversees assignment of duties/activities to board members and chairpersons Speaks on behalf of the organization in response to phone calls, e-mails, correspondence (or delegates to sec)	7 7 8 4- 8 Total: 26-30
Vice-President 1 (Administrative: Correspondence, financial, contact with state org)	Fulfill duties of President in advent of absence or inability to perform functions.  Assist President in oversight of administrative functions of the Chapter	Attends board meetings  Communicates/coordinates with board members in President's absence  Reviews treasurer's report, chapter rep report, membership, correspondence and minutes, and makes recommendations to the President for Board agenda items.	3 0-30  4-16 (note: included in above in Pres' absence) Total= 7-37
Vice-President 2 (Events, Activities, Publicity)	Assist President in oversight of public functions of the Chapter	Attends board meetings  Communicates with meeting/event coordinators to ensure adequate support and publicity for events.  Recruits volunteers for Chapter events through announcements in meetings and in e-news and web.  Reviews outcomes of month's events and makes recommendations to the President for Board agenda items.	3  2-20 0-20  2 Total = 7-40
Treasurer	Oversee checking account for Chapter  Process membership dues  Oversee fund raising events; maintain cash box	Writes checks in payment for Chapter Expenses Deposits Chapter income in bank Prepares monthly treasurers report and present to membership; run plant raffle and oversee sales. Attends fund raising events and oversees cash transactions Attends board meetings	2 2 5 0-5 3 Total = 12-17
Secretary	Record Minutes of Chapter Board Meetings and General Meetings  Oversee Correspondence on behalf of the Chapter  Maintain clipping files and Chapter archives	Attends meetings, take notes, type, photocopy and distribute. Writes and mail letters on behalf of Chapter, as directed by Board  Organizes and maintain files, scrapbooks, photo albums, etc. Attends board meetings	8 0-4  4 3 Total= 15-19
Chapter Representative	Represent Chapter on Board of FNPS state organization  Communicate state activities of interest to local chapter  Oversee collaborative activities with state organization	Attends/participates in quarterly meeting of FNPS Prepares and provides overview of state actions during monthly chapter meeting Corresponds with relevant state org representative and local chapter members Attends board meetings	0-15  1 8-20 3 Total: 1-35

Committee Chairs (*note: All chairs are invited to attend bi-monthly board meetings— 3 hours*)

Membership	Maintains membership records Promotes membership	Greets new people at monthly meeting and encourages sign-in. Maintain current membership list and mailing list Correspond with new members, and encourages renewals	3 2 3 Total = 8-11
Education Chair	Serve as Liaison with local schools Oversee collaborative activities with schools	Identifies and corresponds with educators Provides educational/event marketing information to schools Coordinates educational programs on-site; recruit members	0-5 0-8 0-4 Total: 3-17
Conservation	Identify and prioritize key local conservation issues Coordinate chapter activities regarding conservation issues	Identifies and summarizes issues for Chapter attention prior to chapter meetings Prepares sample correspondence regarding key issues Prepares/Recommends action items to Chapter Board at board meetings	2 2 4 0 – 10 Total: 8-18
Webmaster	Maintains a current and accurate Chapter Website	Adds calendar events and articles to website Troubleshoots, repairs broken links Adds content at request of Board	3-5 1-2 0-2 Total: 4-9
Programs	Liaison with Speakers for monthly chapter meeting	Coordinates correspondence and phone calls to secure participation of proposed presenters. Sends confirmation letter at least one month in advance. Coordinates confirmation contact week prior to monthly meeting, provides directions, and assesses AV support needs. Ensures that speaker is greeted and introduced to Chapter officers and membership	1 1 1 1-3 Total = 4-7
Refreshments	Ensures that ample refreshments are available at general meetings	Recruits members to provide refreshments, and makes reminder contacts Maintains supply of beverages, utensils, plates, and gets them to meeting; brings ice Oversees refreshment presentation and clean-up at general meeting	1 3 1 Total = 5
Event Coordination	Assists VP for Events in Coordination and marketing	Oversee booths at public events, including recruitment of members, and coordination of transportation of display items and plants for sale, publicity, production of educational resource materials Oversee Field Trips and “Let’s pull together events”, including recruiting leaders and coordination	3 (averaged) 0-16 Total = 3-16
Archivist	Maintains Historical Documents related to Chapter Activities	Collects and organizes newspaper clippings of relevance to Chapter Maintains scrapbooks and photo albums and brings them to Chapter Meetings	4 3 Total = 3 – 7
Public Affairs & Communications	Manages Chapter E-news Coordinates creation and distribution of Public Education Materials Keeps local press apprised of Chapter activities Develops Chapter Identity documents	Sends out Chapter e-news. Solicits, edits, designs, produces and distributes Chapter articles and flyers, for mailings, webmaster, events Maintains contact list for local media Sends notices of monthly meeting to community calendars, Distributes event announcements to relevant contacts, Distributes press releases on special issues as needed.	4 8-16 1 2-4 Total: 14-28