

## Redbud Leadership Opportunities – October 2018

### Take a Leadership Role ...

We invite you to join our Redbud leadership team in any of these key positions:

**\*Program Chair** -- Develop schedule of programs; identify and engage speakers to make presentations on topics related to California native plants; provide speaker names and bios, program descriptions, and photos for publicity; arrange locations for presentations.

**\*President Elect** – Serves in training to become president. Assists with management and oversight of all activities initiated by the chapter; in president's absence, serves as chair of board and member meetings.

**\*Co-Editor for Newsletter** – With editor, prepares and publishes two to four newsletters per year. Ideally, experienced in using publishing software to layout both electronic and print versions of newsletter.

**\*Co-chair of Outreach, Orientation, and Membership** – With Co-Chair, develop publications, events and activities to attract and engage members; oversee tabling activities.

**\*Co-editor for Web Site:** With editor, update, maintain, and design the Redbud Chapter web site. Prepare site for move to new format and content management system. Experience with using WordPress highly desirable.

### Join a Committee/workgroup ...

**\* Native Plant Propagation** -- exchanges seeds and plants, learns techniques for propagating native plants by seed and cuttings, has field trips and workshops, grows plants for the sale.

**\* Advocacy** – learns how to and makes comments on EIRS, development plans, and engage in effective advocacy in writing and at Board of Supervisor, Planning Committee, and other official meetings.

**\* Ethnobotany** – learns about how California native tribes used native plants for food, medicine, tools, basketry, and more; has field trips and meetings.

(We also have committees on Rare Plants, Conservation, and building a current Nevada County plant list).

### Become an Officer ...

*Officers for 2019 through 2020 will be elected at our Fall Meeting. There are candidates for each position except President Elect; additional nominations are welcome. See summary descriptions of Officer positions, below. If you have nominations, please send to [secretary@redbud-cnps.org](mailto:secretary@redbud-cnps.org) by Thursday, October 25<sup>th</sup>:*

**President:** Preside over Board of Directors meetings, general membership/public meetings, and special meetings of the chapter. Appoint, with Board approval, chairs of committees to conduct the Chapter's work. Be an ex officio member of all committees. Provide management and oversight of all activities initiated by the chapter. Represent the Chapter in meetings or by correspondence, consistent with policies and goals set by the Board.

**Vice President:** Assist in the guidance of chapter policies, events and projects. Propose ideas to the Board that could be used to involve more members in chapter leadership and activities. Assist with the dissemination of information to the membership. Monitor State CNPS and other Nevada and Placer County environmental group activities that could be of interest to the chapter. As delegated, represent the President in his/her absence.

**President Elect:** Serve one to two years in training to become President. If elected, serve a two-year term as President. Serve as ex officio member of committees as appropriate. At President's direction, assist with management and oversight of all activities initiated by the chapter. Other duties as assigned. In the President's absence, preside over Board of Directors meetings, regular general membership/public meetings, and special meetings of the chapter.

**Secretary:** Attend and take minutes of Board meetings, give notice of meetings, distribute minutes and copies of handouts, receive and respond to correspondence on behalf of organization as appropriate. Maintain records, either on paper or in secure electronic files, of all meetings of the general membership and of the Board of Directors, as well as records of correspondence on behalf of the chapter.

**Treasurer:** Keep files of all financial correspondence and maintain accounts of the transactions of the chapter, including assets, liabilities, receipts, deposits, and disbursements. Disburse chapter funds as directed by the Board. Track and maintain inventory records. Render to the Board, upon request, an account of the financial transactions. Provide the CNPS State Treasurer annually with a financial report for the calendar year and quarterly with a report on taxable sales. Submit an annual budget for the entire chapter to the Board of Directors for approval and provide accounting for all chapter spending.

The Treasurer may recruit and select, subject to Board approval, a Treasurer-in-training who will learn to perform, and who will complete as assigned, the functions of the Treasurer. If subsequently elected, the Treasurer-in-training becomes Treasurer and serves a two-year term. If authorized by CNPS, Redbud may employ a contract accountant/bookkeeper to perform, under the Treasurer's supervision, portions of the Treasurer's responsibilities, including responsibilities required by the CNPS state office.