

Redbud Chapter Officer and Board of Directors Position Descriptions

Revised and Adopted September 10, 2018

Officers – (Elected by membership, serve two-year terms)

The Officers of the Redbud Chapter-CNPS are the **President**, the **Vice President**, the **President Elect**, the **Treasurer**, and the **Secretary**. All officers are voting members of the Board of Directors; they are expected to attend Board meetings and general membership/public meetings. Term of office is two years. Officers are nominated per bylaw requirements and elected by a vote of the general membership. Vacancies in officer positions may be filled by Board appointment; at the next election, the appointee may be a candidate and may be elected to the office.

President: Preside over Board of Directors meetings, general membership/public meetings, and special meetings of the chapter. Appoint, with Board approval, chairs of committees, as needed, to conduct the work of the chapter. Be an ex officio member of all committees. Provide management and oversight of all activities initiated by the chapter. Represent the Chapter as appropriate 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.

Treasurer: Keep files of all financial correspondence and maintain accounts of the transactions of the chapter, including its assets, liabilities, receipts, and disbursements. Deposit all monies and other valuables in the name of and to the credit of the chapter. Disburse funds of the chapter as may be ordered by the Board of Directors. Track and maintain inventory records. Maintain and provide cash boxes. 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. Maintain lists of wholesale customers and their resale numbers. Submit an annual budget for the entire chapter to the Board of Directors for approval and provide accounting for all chapter spending. Obtain and maintain records of sales permits and/or insurance for events, and ensure contracts for purchases, services, or rental are complete and in accordance with CNPS guidelines. 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.

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.

Members at Large

Members at Large are voting members of the Board of Directors appointed and approved by the Board. Members at Large represent general chapter membership interests and attend and participate Board and membership meetings. Other responsibilities as assigned.

Standing Committee Chairs

Standing committee chairs are voting members of the Board of Directors. They are appointed by the President with Board approval; appointments are for two-year terms. Committee chairs are expected to attend Board meetings as well as general membership and public meetings. Chairs develop annual goals and action-plans for their committees; submit an annual budget request to the treasurer, provide an accounting for funds allocated for committee expenses, and maintain records of their

committee's goals, activities, and resources. Committee chairs are encouraged to recruit work groups to assist in meeting the Committee's goals. Standing Committees have been established to fulfill chapter needs and CNPS goals and may be added, combined or dropped with Board Approval.

Newsletter Editor/Chair: Prepare and publish two to four newsletters per year. Solicit articles from the Board of Directors and the general membership. Recruit and appoint assistants/newsletter committee, such as a production coordinator and a mailing coordinator. Obtain mailing labels for newsletters from the Membership Chair. Coordinate with Web Editor to ensure updating/maintenance of chapter web site. Submit an annual budget request to the treasurer and provide accounting for funds allocated for newsletters, including printing, postage, and incidental expenses.

Outreach, Orientation, and Membership Chair: Work with the State CNPS office to maintain a current list (and count) of members. Provide mailing labels for newsletter mailings. Propose ideas to the Board on ways to increase social interaction at general membership/public meetings. Submit an annual budget request to the treasurer and provide an accounting for funds allocated for committee expenses. Provide periodic membership rosters to other Board members. Maintain a supply of and provide membership brochures for meetings, plant sales, field trips, and other gatherings.

Plant Sale Chair: Pick dates and book facilities, with Board approval, for plant sales. Develop and maintain a list of and book non-profits, schools, non-nursery vendors and presenters for plant sales. Coordinate with Volunteer, Publicity, Horticulture, Publications, Education, Conservation, and Plant Science Chairs and with Treasurer in planning and holding plant sales.

Field Trip Chair: Develop and maintain a list of field trip locations and trip leaders/hosts. Recommend annual field trips to the Board. Coordinate the scheduling of field trips with the hosts. Obtain necessary permits or permissions for field trips and, if necessary, insurance. Monitor field trip schedules of other organizations for activities of interest to our members and to avoid conflicts. Provide written descriptions of field trips to Newsletter Editor and Publicity Chair for use in the chapter newsletter, on the web page and Facebook pages, on the CNPS state calendar, and for advertising to the public. Develop and maintain a list of field trip trail guides/assistants to provide CNPS membership and Redbud chapter information to field trip participants.

Program Chair: Develop and maintain a list of speakers. Recommend a schedule of programs to the Board. Contact and schedule speakers and obtain information about their presentations, including title and description, their biographical information, and photos for publicity. Provide this information, a schedule of the programs, and a brief draft description of each program to **Newsletter Editor, Publicity Chair, and Web Editor** for publication and advertising. Reserve meeting rooms and arrange with Treasurer/Assistant Treasurer for rental contracts, payment of rental fees, and insurance as necessary. Recommend programs sponsored by other organizations that may be of interest to Redbud members.

Horticulture Chair: Keep Board and membership aware of horticultural information, activities and issues. Propose activities to Board that could be used to involve and educate chapter members and the public. Coordinate chapter horticultural activities, including propagating/acquiring plants for the plant sales, distributing plant donations, acquiring storage space and maintaining plants owned by the chapter. Develop and maintain a list of and book nursery vendors for plant sales. Act as chapter liaison with local nurseries and as the public contact point for horticultural questions. Oversee plant propagation group.

Conservation Chair: Monitor State CNPS and other activities that are of interest or may require Redbud action. Keep the Board and the membership informed on conservation activities/issues. Propose activities/events to the Board that could be used to involve members and the public. In collaboration with Rare Plant Chair and Advocacy Chair, oversee the review and commenting on draft environmental impact reports (EIRs) and related documents concerning impacts/effects on native plants.

Rare Plant/Plant Science Chair: Develop and maintain a file on sensitive plants. Monitor State CNPS activities relating to both rare plants and exotic plant control. Coordinate annual monitoring of known sensitive plant populations. Report new populations to the CNPS Rare Plant Botanists. Keep the Board and membership informed of changes in rare plant populations and monitoring of rare plants.

Education Chair: Keep the Board and the membership informed about educational activities/issues. Propose to the Board and coordinate activities with other organizations that could be used to involve members and the public. Develop and maintain a supply of educational handouts and provide them to meetings, plant sales, and other activities. Develop and oversee California native plant-related grant programs for local schools and non-profits. Oversee scholarships for botanical research or participation in education, training, and student/professional development related to California native plants, particularly to native flora of Nevada and Placer Counties. Develop educational activities for chapter events and other venues.

Publicity Chair: Advertise chapter activities to newspapers, radio stations, web calendars, local businesses, bulletin boards (pin-up, magazine, electronic), Chapter website and Facebook, etc. Be responsible for developing/coordinating all publicity for the chapter, including but not limited to publicizing general membership/public meetings, field trips, plant sales, special projects, scholarship application deadlines, and workshops. Provide publicity about Redbud events to and respond to requests for publicity from other organizations whose activities or programs may be of interest to our members and vice versa.

Volunteer Chair: Coordinate recruitment, assignment, and recognition of volunteers for Plant Sales and other Redbud activities and projects. Develop, maintain, and update annotated list(s) of volunteer names and contact information, as well as prospective volunteers.

Ethnobotany Chair: Keep the Board and membership informed about ethnobotany activities and issues. Plan and initiate activities to the Board that could be used to involve chapter members and the public. Hold committee meetings and plan field trips related to Ethnobotany. Act as the chapter liaison with other groups interested in ethnobotany and as the public contact point for questions related to ethnobotany.

Advocacy Chair: In collaboration with Chairs for Conservation and Rare Plants, Track environmental issues and development proposals with significant impact on native plants in Nevada and Placer Counties. Monitor the advocacy activities of the CNPS state office. Provide a summary/status report of advocacy activities at each Board meeting. Recruit and train advocates to review and comment on Draft EIRs and participate in other public comment opportunities concerning impacts/effects on native plants and preservation of native plant communities. Consult state CNPS library of sample EIR comments and other resources related to environmental issues. Collaborate with other environmental organizations to coordinate efforts and enhance impact of CNPS advocacy.

Book Marketing Chair: Develop markets for Redbud books. Contact bookshops and other retailers to sell books, prepare invoices, arrange for delivery. Coordinate advertising and marketing for books.

Nonvoting Positions

Nonvoting members of the Board of Directors are appointed by the President, with Board approval, as needed. Other temporary committees/positions may be organized to perform functions as required. Nonvoting members of the Board, including assistants and committee members, are encouraged to attend Board and membership meetings.

Chapter Council Delegate: Represent Redbud Chapter at the Statewide CNPS Chapter Council meetings four times per year. Report the proceedings of these meetings to the Board.

Web Site Editor: Maintain the Redbud Chapter web site. Propose ideas to the Board on ways to expand the use of the web site.