

MISSOURI CHAPTER SOIL AND WATER CONSERVATION SOCIETY
OFFICER AND COMMITTEE CHAIRPERSON JOB DESCRIPTIONS update Feb 2014

OFFICERS

PRESIDENT	VICE-PRESIDENT	PAST-PRESIDENT
	SECRETARY-TREASURER	
COUNCILPERSON	DIRECTOR	

STANDING COMMITTEES

MEMBERSHIP COMMITTEE
STUDENT CHAPTER COMMITTEE
NOMINATIONS AND ELECTIONS COMMITTEE
SCHOLARSHIP COMMITTEE
POLICY COMMITTEE
EDUCATION COMMITTEE
PROGRAM COMMITTEE
NATURAL RESOURCES CONFERENCE STEERING COMMITTEE
FUND RAISING COMMITTEE
AWARDS COMMITTEE

OFFICER DUTIES AND RESPONSIBILITIES

PRESIDENT

1. Serve a one-year term as President following a term as Vice-President.
2. Serve as or appoint delegate(s) for the annual SWCS conference and meeting.
3. Carry out a leadership role in advancing the goals and objectives of the Missouri Chapter.
4. Convene and preside at all meetings of the Executive Council.
5. Serve as spokesperson of the Missouri Chapter representing the needs, concerns, and interests of the membership.
6. Work closely with the Executive Council members to develop an annual plan of operations and update the Chapter's long range plan.
7. Conduct at least four (quarterly) Executive Council meetings and convene special meetings, as needed.
8. Develop Executive Council and annual business meeting agendas.
9. Work closely with Executive Council members to develop a communication link with committee and task force chairpersons throughout Missouri.
10. Finalize timely appointments to all pertinent committees or task force groups in consultation with the Executive Council and committee chairpersons.

11. Work closely with the Executive Council and newsletter editor to develop a newsletter calendar for the year.
12. Provide leadership in carrying out Chapter operations and services. (Assure distribution of appropriate position descriptions, forms, supplies, and other information materials to Chapter officers, Executive Council members, and committee and task force group chairpersons.)
13. Appoint Chairpersons to all standing and temporary committees.
14. Maintain communications and be alert to new programs and service opportunities offered by the parent Society.
15. Serve as a member on the Membership Committee.
16. Submit an annual Chapter report to the parent society.

VICE-PRESIDENT

1. Serve a one-year term as a voting member of the Executive Council prior to becoming the Chapter President.
2. Attend regular and special Executive Council meetings and the annual business meeting.
3. Serve as spokesperson for the Chapter as directed by or in the absence of the Chapter President.
4. Preside at Executive Council meetings in the absence of the Chapter President.
5. Serve as a chairperson of the Program Committee and Annual Fall Forum.
6. Work closely with the Executive Council in helping to develop an annual plan of operations and update the long-range plan.
7. Assist the President in the selection of committee chairpersons for all pertinent committees for the upcoming year prior to starting the term as President.
8. Attend the SWCS regional leadership development workshop, if possible.
9. Assist the Chapter President in preparing the annual business meeting agenda.
10. Participate in the chapter development workshop conducted at the SWCS national conference and meeting.

PAST-PRESIDENT

1. Serve a one-year term as a voting member of the Executive Council in the year immediately following the year serving as President.
2. Attend regular and special Executive Council meetings and the annual business meeting.
3. Serve as spokesperson for the Chapter as directed by the Chapter President.
4. Work closely with the Executive Council in helping to develop an annual plan of operations and update the long-range plan.
5. Assist the Chapter President in identifying and selecting members to serve on standing and special committees.

SECRETARY-TREASURER

1. Serve a one-year term as a Chapter officer and voting member of the Executive Council (may serve indefinite number of terms).
2. Maintain an orderly file of all Chapter minutes, correspondence, and other related information for record purposes.
3. Attend and record minutes of all regular and special Executive Council meetings and the annual business meeting. Give a report and/or read the minutes of the previous meeting(s).
4. Send meeting notices to Chapter officers and committee chairpersons as directed by the Chapter President.
5. Work closely with the Executive Council in helping to develop an annual plan of operations and update the long-range plan.
6. Prepare and distribute minutes to Chapter officers, committee chairpersons, regional director, and the National SWCS headquarters in Ankeny, IA.
7. Write correspondence as needed or directed by the Chapter President and/or other Executive Council members.
8. Serve as member on the Education Committee.
9. Assist the President in preparing and submitting the Chapter Annual Report.
10. Manage all Chapter funds.
11. Deposit all monies collected by the Chapter in a bank or savings account approved by the Executive Council.
12. Maintain income expense and asset records for the Chapter.
13. Pay all Chapter bills approved by the Executive Council.
14. Participate in the development of an annual plan of operations and update the long-range plan.
15. Prepare and submit Treasurer's report for each Executive Council meeting and an annual report and financial statement for presentation at the annual business meeting.
16. Arrange for an audit of financial accounts and records in accordance with Chapter bylaws or as otherwise directed by the President.
17. File IRS form 990 for the Chapter each year.

AREA COUNCILPERSON

1. Serve a one-year term as Councilperson before serving a one-year term as Director. There will be three elected positions, one from each of the identified areas of the state and one at-large.
2. Serve as elected and voting member of the Chapter Executive Council.
3. Attend regular and special Executive Council meetings and the annual business meeting.
4. Represent the needs, concerns, and interests of the area from which elected as the elected Councilperson.
5. Promote and coordinate environmental education activities within the area from which elected.
6. Work closely with the Executive Council in helping to develop an annual Chapter program and budget plan.
7. Work closely with the Executive Council in helping to develop an annual plan of operations and update the long-range plan.
8. Assist the Chapter President in identifying and selecting Chapter members to serve on standing and special committees and task force groups.
9. Report to the Executive Council on area environmental education activities at Executive Council meetings.
10. Help carry out Chapter operations and services. (Distribution of appropriate committee descriptions, forms, supplies, and other information materials to committee chairpersons within the state.)
11. Provide information on Area activities to the newsletter editor for inclusion in the Chapter Newsletter.
12. Serve on a program committee in his/her respective area and conduct at least one meeting annually.
13. Provide opportunities to members to increase their knowledge and understanding of new conservation technology, developments, and current issues that promote the Chapter's policies and mission.
14. Serve as member on the Chapter Program Committee and as member on the Chapter Nominations and Elections Committee.

AREA DIRECTOR

1. Serve a one-year term as Director after serving a term as Councilperson.
2. Serve as elected and voting member of the Chapter Executive Council.
3. Attend regular and special Executive Council meetings and the annual business meeting.
4. Represent the needs, concerns, and interests of the area from which elected.
5. Work closely with the Executive Council in helping to develop a Chapter annual plan of operations and updating the Chapter's long-range plan.
6. Assist the Chapter President in identifying and selecting Chapter members to serve on standing and special committees and task force groups.
7. Help carry out Chapter operations and services. (Distribution of appropriate committee descriptions, forms, supplies, and other information materials to committee chairpersons within the state.)
8. Oversee program and policy development activities in the area from which elected.
9. Report to the Executive Council on area program and policy development activities at Executive Council meetings.
10. Serve as member on the Nominating and Elections Committee.
11. Provide information on Area activities to the newsletter editor for inclusion in the Chapter Newsletter.
12. Serve on a program committee in his/her respective area and conduct at least one meeting annually.
13. Provide opportunities to members to increase their knowledge and understanding of new conservation technology, developments, and current issues that promote the Chapter's policies and mission.
14. Serve as member on the Chapter Program Committee and as member on the Chapter Nominations and Elections Committee.

COMMITTEE DUTIES AND RESPONSIBILITIES

MEMBERSHIP COMMITTEE

Committee Goals and Objectives

1. To retain present Missouri Chapter membership.
2. To implement promotional activities and publicity for the purpose of recruiting new members.
3. Promote all categories of membership offered by the society.
4. Communicate the benefits of Chapter and Society membership.

Committee Responsibilities and Work Schedule

1. Chairperson will hold committee meetings, as appropriate, each year to plan strategies and actions for Chapter membership promotions. Chairperson should seek Executive Council input in establishing annual overall and interim goals for each class of SWCS membership.
2. Review as necessary, but at least quarterly, the past and present Chapter membership lists to determine delinquent members, former members, trends in membership, and job types/employers of state members.
3. Maintain a record of Chapter members showing payment status of annual membership dues.
4. Develop a prospective membership list for special committee membership drives throughout Missouri.
5. Implement a mailing campaign of specialized promotional letters or materials to prospective members in specific professions.
6. Develop and utilize existing Chapter and parent society brochures for use as promotional materials in special mailings and personal contacts with prospective members.
7. Solicit member volunteers who are willing to make first-time or follow-up person-to-person contacts with local prospective members.
8. Telephone or visit delinquent members to encourage renewal of their membership or find out why the membership was allowed to expire.
9. Coordinate committee efforts by seeking Executive Council approval for tasks and projects that require Chapter funds or a concerted effort by the membership. Submit committee annual operating budget needs to the Executive Council for consideration and approval.
10. Utilize a member record card or computerized system of recording present Chapter members for recording purposes. Information should include name, address, home and business phone, job title, and employer.

11. Keep informed of current membership status with membership update transmittal periodically sent to the Chapter President and Secretary by the parent society. Include reinstated and new members, members that have transferred in or members who have recently dropped.
12. Forward new member information to the Chapter newsletter editor for inclusion in the next issue of the newsletter. Information should include name, address, job title, and employer.
13. Present current activity and progress reports at quarterly Executive Council meetings.
14. Be alert to membership and Chapter development opportunities being offered by the parent society for consideration for the Executive Council.
15. Develop and submit a minimum of one news article each year to the Chapter newsletter editor to identify membership categories and to motivate members to sign up prospective recruits.
16. Promote the Ambassador Program, etc. offered by the parent society and distributes other membership materials at Chapter meetings and other events.
17. Encourage Chapter members to invite non-members to Chapter activities with a follow-up and invitation to join SWCS.
18. Keep records of committee activities and results to strengthen future committee membership drives, Chapter development activities, and actions.
19. Prepare and present an annual written report of committee activities and accomplishments at the Chapter's annual business meeting.
20. Alert the President when first-time members join the Chapter in order that he/she can mail them a letter of welcome.

Committee Selection

1. The chairperson is selected and appointed yearly by the Chapter President.
2. Committee members will be appointed by the Chapter President and/or the committee Chairperson after consultation with the Executive Council and/or committee chairperson.

STUDENT CHAPTER COMMITTEE (Subcommittee of the Membership Committee)

Committee Goals and Objectives

1. To serve as advisor to the student chapter membership.
2. To advance the awareness and appreciation of resource conservation among students.
3. To assist and encourage qualified students to pursue a career in natural resource conservation through an organized program of study at any accredited college, university, or vocational school in Missouri.

Committee Responsibilities and Work Schedule

1. Counsel student members who are interested in resource conservation and desire assistance in selecting a course of study.
2. Promote activities that acquaint student members of career opportunities in resource conservation fields.
3. Promote the development and advancement of college curricula in soil and water conservation and related sciences.
4. Communicate and coordinate student chapter and Show-Me Chapter activities to encourage interaction between students and professionals.
5. Provide encouragement and guidance to initiate and maintain student chapters throughout the state.
6. Encourage students who are enrolled in an accredited college and majoring in natural resource disciplines to join the student chapter.
7. Chairperson or other committee member will contact (through on-campus visits if possible) each college and university and provide resource materials, forms, and contact information.
8. Develop and maintain an updated directory of student chapter members. Submit a copy to the Executive Council on an annual basis for information and archival purposes.
9. Submit special committee operating budget needs to the Executive Council for consideration annually.
10. Present committee activity reports at Executive Council meetings.
11. Develop and submit news articles for each Chapter newsletter.
12. Be alert to new program and service opportunities offered by the parent SWCS for consideration by the committee and/or Executive Council.
13. Prepare and present a final written report on the student chapter activities at the annual meeting.

Committee Selection

1. The chairperson is selected and appointed yearly by the Chapter President.
2. Additional committee members are selected and appointed by the Chapter President in consultation with the Executive Council and committee chairperson.

NOMINATIONS AND ELECTIONS COMMITTEE

Committee Goals and Objectives

1. To carry out annual officer nomination activities of the Chapter.
2. To solicit candidates for expiring office terms.
3. To follow nomination and election procedures as established in the Chapter By-laws.

Committee Responsibilities and Work Schedule

1. Chairperson should hold committee meetings and use other communication means each year to plan and to coordinate nomination responsibilities. (Refer to By-laws for procedures)
2. Consult with the Executive Council to determine balloting procedures and identify expiring office terms in the governing body of the Chapter.
3. Develop a slate of nominees for each elective office to be filled through nominations by the committee or by petitions submitted by Chapter members.
4. Contact selected nominees by phone or personal visit to determine and secure their consent to be candidates for office. Repeat nomination procedures if all nominees for an office decline to be candidates. Secure at least two, but not more than five, willing candidates for each expiring office not later than 90 days prior to the Chapter annual meeting, if possible. Notify the Chapter President of the slate of candidates.
5. Send a biographical summary form to each candidate requesting that they complete and return to the chairperson, or other member designated by the Chapter President, not later than 75 days prior to the Chapter annual meeting.
6. Prepare a ballot, listing candidates running for office.
7. Establish a deadline for returning election ballots to the committee chairperson, or other member designated by the Chapter President.
8. Send biographical summaries and ballots to membership no later than 60 days prior to the Chapter annual meeting.
9. Committee chairperson, or other member designated by the Chapter President, will prepare a final tally of votes for each candidate based upon the returned ballots. The Chapter President will be notified of the successful candidates prior to annual meeting.
10. Prepare and present a final written report of committee activities and results of the nomination procedures at the annual business meeting.

Committee Selection

1. The chairperson is selected and appointed each year by the Chapter President.

2. Committee members will include all Area Directors and Councilpersons. Additional committee members are selected and appointed by the Chapter President after consultation with the Executive Council and committee chairperson.

SCHOLARSHIP COMMITTEE

Committee Goals and Objectives

1. To advance the awareness and appreciation of natural resource conservation among students.
2. To solicit qualified applicants for the Chapter and society scholarship programs.
3. To administer the Chapter scholarship program.
4. To introduce students to SWCS and the Show-Me Chapter.
5. To increase statewide awareness of SWCS and the Show-Me Chapter.
6. To encourage participation in the SWCS national scholarships.

Committee Responsibilities and Work Schedule

1. Present current activity and progress reports at quarterly-scheduled Executive Council meetings.
2. Prepare and present an annual written report of committee activities and accomplishments at the Chapter's annual business meeting.
3. Develop and submit news articles for the Chapter newsletter to announce and promote the chapter and national scholarships.
4. The chairperson shall hold committee meetings and/or use other communication means each year to plan and coordinate scholarship activities. Submit operating budget needs to the Executive Council for consideration and approval at the Executive Council meeting held prior to the annual chapter business meeting.
5. Solicit applications by contacting high schools, colleges universities and statewide publications (Missouri Conservationist, Missouri Ruralist, Today's Farmer, Rural Electric Cooperative magazine, Farm Bureau magazine, etc.).
6. Direct applicants to mail Chapter scholarship application forms to the chairperson in time to select and notify recipients so they can pre-register for the Chapter's annual conference.
7. Inform the Executive Council and Chapter members about scholarship opportunities offered by the SWCS parent society. Promote participation in the national scholarships throughout Missouri.
8. Evaluate scholarship applications and select winners.

9. Chairperson and/or Chapter President will notify selected applicants and submit invitations to attend the annual meeting as a guest of the Chapter. Chairperson will make arrangements for recipients to attend the annual Chapter business meeting.
10. Chairperson will notify applicants that were not selected and encourage future participation in SWCS and SWCS scholarship programs.
11. Notify the Chapter treasurer of the winners' names, addresses and colleges in order to send the awarded scholarship funds to college administration or financial aid departments and pay SWCS membership dues for one year.
12. Develop and submit a news article for the Chapter newsletter and statewide publications to announce the scholarship awards and recipients. Provide the news release to recipients so they can forward information to their local newspapers.
13. Maintain a record of annual scholarship information including amount of awards, recipients, and colleges for future reference.

Committee Selection

1. The chairperson is selected and appointed yearly by the Chapter President.
2. Additional members will be selected and appointed by the Chapter President and/or the scholarship committee Chairperson.

POLICY COMMITTEE

Committee Goals and Objectives

1. Update and maintain the Chapter By-laws as a reference document of policies and procedures.
2. Chapter activities and functions are consistent with policies and procedures in Chapter By-laws

Committee Responsibilities and Work Schedule

1. Review periodically the Chapter By-laws for needed revisions.
2. As needed, review Chapter By-laws to determine adherence regarding Chapter decisions, policy-making, and procedures.
3. Present current activity and progress reports at quarterly Executive Council meetings.
4. Make recommendations for revisions to the Chapter By-laws at Executive Council meetings.
5. Prepare revisions to Chapter By-laws and forward to all members at least 30 days prior to the date that election ballots are due or at least 30 days prior to a meeting where changes will be approved.
6. Develop and submit news articles for the Chapter newsletter.
7. Prepare and present an annual written report of committee activities and accomplishments at the Chapter's annual business meeting.

Committee Selection

1. The chairperson is selected and appointed yearly by the Chapter President.
2. Committee members will be appointed by the Chapter President and/or the committee Chairperson after consultation with the Executive Council and/or committee chairperson.

EDUCATION COMMITTEE

Committee Goals and Objectives

1. To prepare and regularly publish the Chapter newsletter.
2. To keep the membership informed of Chapter activities and events.
3. To advance and strengthen communications of the Chapter using available press and broadcast media.
4. To meet the conservation and environmental educational needs of Chapter members.

5. To present educational material to the public on Missouri's natural resources.
6. To encourage the development and use of environmental education materials in the K-12 grade curriculum.
7. To enhance Chapter and society visibility.
8. To inform and educate the general public of Chapter activities and positions.
9. To develop communication tools to facilitate Chapter information and education activities.

Committee Responsibilities and Work Schedule

1. Work closely with the newsletter editor on newsletter activities.
2. Arrange, plan, and coordinate publication of the Chapter newsletter, as well as maintain the Chapter web site.
3. Consult with the Chapter President in the development of a newsletter information calendar for the year. Deadlines for submitting copy will be identified.
4. Distribute copies of the newsletter information calendar to all members responsible for submitting news items to the editor. Normally this will be the committee chairpersons, councilpersons, officers, and chairpersons of other major events.
5. Call or send reminder notices to schedule news writers approximately 21 days prior to the deadline for submitting copy to the editor.
6. Prepare a minimum of three newsletters during the year.
7. Type, proofread, and assemble news items received in a neat orderly manner. Review and edit all received copies to assure balance and sufficient space for all items scheduled for publication. Submit an edited version of the newsletter for printing and retain all submitted materials. As appropriate, electronic media will be utilized to distribute newsletters.
8. Request extra copies of each newsletter for filing: one with the Newsletter Committee and five to the Chapter Secretary and President for Chapter records and for inclusion in the annual Chapter report.
9. Be alert to new printing and service opportunities offered by the parent society for consideration by the committee and Executive Council.
10. Review the newsletter mailing list on a quarterly basis to determine any updating needs. Consult with the Chapter President, Membership Committee Chairperson, and Councilpersons on any significant mailing list revisions and needs and proposals.
11. Present committee activity reports at quarterly Executive Council meetings.

12. Prepare and present a written report of committee activities and accomplishments at the Chapter annual business meeting.
13. Update and oversee the operation of the Chapter web site.
14. Publicize Chapter events, positions, and other pertinent matters by notices to selected press and broadcast media.
15. Procure and take photographs of significant events and personalities related to Chapter activities for publicity purposes.
16. Assist the Executive Council and Chapter committees with special publicity efforts including feature stories, letter campaigns, and form position statements.
17. Inform and invite appropriate news media reporters to special Chapter events.
18. Assist in arranging and participating in informal news briefings and press conferences to announce special Chapter events as directed by the Executive Council.
19. Arrange for press facilities including equipment, supplies, etc., at special Chapter seminars or conferences as directed by the Executive Council.
20. Coordinate committee efforts by seeking Executive Council approval for tasks and projects that require Chapter funds and a concerted effort by the membership.
21. Assist Chapter committees in developing and preparing exhibits and displays for special information and education activities as approved by the Executive Council.
22. Develop and maintain an updated directory of news media outlets in the Chapter's geographic area for newspapers, farm magazines, radio stations, and TV stations.
23. Develop and maintain an updated directory of state legislative and national congressional delegates.

Committee Selection

1. The chairperson is selected and appointed yearly by the Chapter President.
2. Committee members include the Chapter Secretary and a newsletter editor. Additional committee members are selected and appointed by the Chapter President in consultation with the Executive Council and committee chairperson.

PROGRAM COMMITTEE

Committee Goals and Objectives

1. To plan for an annual Fall Forum for business, technical, and informal exchange of ideas between Chapter members (and other organizations when deemed appropriate).

2. To stimulate participation and interest in Chapter activities.
3. To further the goals and objectives of the Chapter.

Committee Responsibilities and Work Schedule

1. Chairperson will hold committee meetings in order that an annual Fall Forum agenda can be planned and developed. Solicit program suggestions from the membership and Executive Council. Meet with the Executive Council on the meeting date and theme/issue at the scheduled Executive Council meeting. Notify appropriate membership employers of the meeting dates for placement on their long-range schedules (i.e. ARS, NRCS, DNR, MDC, etc.).
2. Use the Chapter Leader Guide #1 entitled Assuring Successful Chapter Meetings as a guide for planning and organizing the Fall Forum.
3. Submit committee annual operating budget needs to the Executive Council for consideration and approval (including estimated expenses, receipts, and proposed registration fees for the annual meeting).
4. Prepare and present committee activity reports at quarterly Executive Council meetings. Prepare a draft program agenda to the Executive Council no later than 45 days prior to the Fall Forum.
5. Prepare and submit the following to the Chapter newsletter editor:
6. Dates of the Fall Forum and the program theme.
7. News article announcing the preliminary meeting arrangements including the Fall Forum meeting site and accommodations available.
8. A photo-ready program agenda (to be published and sent at least 30 days prior to the annual meeting).
9. Work closely with the Education committee to select and arrange the following:
 - Newspaper publicity
 - Radio and TV interviews for speakers (if appropriate)
 - Pictures of speakers and award winners.
10. Prepare and submit a final written report of committee activities and accomplishments at the Chapter annual business meeting.
11. Mail thank you letters to speakers, moderators, and other pertinent people that participated in the Fall Forum and the annual meeting.
12. After the Fall Forum, complete an evaluation of the meeting.
13. Develop and submit news articles for the Chapter newsletter.

Committee Selection

1. The committee chairperson is the ~~President Elect~~ Vice-President.
2. Committee members will consist of ~~the Vice President and~~ the Area Councilpersons. Additional members will be selected by the ~~President Elect~~ Vice-President in consultation with the Executive Council.

NATURAL RESOURCES CONFERENCE STEERING COMMITTEE

Committee Goals and Objectives

1. To plan an annual Missouri Natural Resources Conference for business, technical, and informal exchange of ideas between Chapter members (and other organizations when deemed appropriate).
2. To stimulate participation and interest in Chapter activities.
3. To further the goals and objectives of the Chapter.
4. To recognize individuals, groups, organizations, and businesses for outstanding service and contributions to conservation of natural resources.

Committee Responsibilities and Work Schedule

1. Refer to and follow policies and procedures outlined in the “Missouri Natural Resources Conference Operations Manual”.
2. Use the Chapter Leader Guide #1 entitled Assuring Successful Chapter Meetings as a guide for planning and organizing the annual meeting.
3. Steering Committee person shall act as secretary in the second year of their appointment to the Steering Committee, providing copies of the minutes to all Steering Committee members, and assisting the Chair and Vice Chair in their duties. In the third year of their appointment, the committee person shall act as Steering Committee Vice Chair. As Vice Chair, they will be responsible for assisting the Chair in executing their responsibilities, presiding at meetings of the Steering Committee when the Chair is not present, and maintaining, updating, and providing copies of the Conference Operations Manual to committee Chairs and members. During the final year of the appointment this person serves as the Steering Committee Chairperson. The Chair is responsible for directing the planning, execution, and physical management of the conference. They call and chair meetings of the Steering Committee, communicate with and direct the treasurer and other chairs. The Steering Committee Chair is expected to inform the cooperating agencies, and the executive committees of the professional societies of the activities of the Steering Committee.
4. The Quad Societies Leadership Council offers general guidance to the Missouri Natural Resources Conference (MNRC) Steering Committee. This guidance is provided with the understanding that the Steering committee has the ultimate responsibility and authority to annually plan and manage the Missouri Natural Resources Conference.

5. Prepare and present committee activity reports at quarterly Executive Council meetings as needed. Provide a draft program agenda to the Executive Council no later than 30 days prior to the Missouri Natural Resources Conference.
6. Prepare and submit the following to the Chapter newsletter editor:
 - Dates of the conference and the program theme.
 - News article announcing the preliminary meeting arrangements including the convention site and accommodations available.

FUND RAISING COMMITTEE

Committee Goals and Objectives

1. To provide funding for conservation education activities such as scholarships.
2. To provide funding to support technical conferences and meetings.
3. To provide funding for Chapter membership drives.
4. To provide funding for public information activities.

Committee Responsibilities and Work Schedule

1. Organize at least one fund raising event to be held in conjunction with the annual meeting.
2. Coordinate with other committees to solicit items for fund raising events.
3. Mail letters of appreciation to those who donated items for the fund raising events.
4. Pursue outside funding from private businesses.
5. Propose and coordinate innovative fund raising techniques pending approval of the Executive Council.
6. Present current activity and progress reports at quarterly scheduled Executive Council meetings.
7. Prepare and present an annual written report of committee activities and accomplishments at the Chapter's annual business meeting.

Committee Selection

1. The chairperson is selected and appointed each year by the Chapter President.
2. Additional committee members are selected and appointed by the Chapter President after consultation with the Executive Council and committee chairperson.

AWARDS COMMITTEE

Committee Goals and Objectives

1. To recognize individuals, groups, organizations, and businesses for outstanding service and contributions to conservation of natural resources.
2. Solicit nominations in all Chapter award categories.
3. To publicize the accomplishments of award recipients.

Committee Responsibilities and Work Schedule

1. Prepare and present committee activity reports at quarterly Executive Council meetings.
2. Prepare and submit a final written report of committee activities and accomplishments at the Chapter annual business meeting.
3. Chairperson will hold committee meetings and/or use other communication means each year to plan and coordinate the Chapter awards program.
4. Develop and implement an action plan to promote award nominations and explain nominating procedure through the Chapter newsletter, at meetings, member contacts, and any other appropriate means determined by the committee.
5. Solicit nominations for all award program categories, state and national.
6. Utilize and distribute award nomination forms to nominators to standardize the format and assure necessary information is submitted to the committee.
7. Seek Executive Council approval for tasks and projects that require Chapter funds and/or a concerted effort by the membership. Submit all receipts for award costs (plaques, engraving, etc.) to the Secretary/Treasurer in a timely manner.
8. Arrange with the Education committee chairperson to take pictures of award recipients for publicity and record purposes. Provide award recipient information for news releases in the Chapter newsletter and other newspaper releases.
9. Maintain a record-keeping list of annual award recipients for informational purposes. Include names and addresses by award categories.
10. Establish a deadline for submitting award nominations to the committee chairperson, at least 45 days prior to the annual meeting.
11. Notify the Chapter President of award recipients.
12. Order appropriate engraved plaques for award recipients from the parent society for presentation at the annual meeting.

13. Notify award recipients with congratulatory letters (from the Chapter President) including an invitation to attend the annual meeting banquet as a guest for the award presentation. Send letters no later than 30 days prior to the annual meeting.
14. The Chapter President or committee chairperson will present the plaques to the award recipients at the Chapter annual meeting.

Committee Selection

1. The chairperson is selected and appointed yearly by the Chapter President.
2. Additional committee members are selected and appointed by the Chapter President in consultation with the Executive Council and committee chairperson.