

Virginia Master Naturalist Program Operating Handbook Historic Rivers Chapter

A: DUTIES OF OFFICERS

1. President.
 - a. Preside at all meetings of the Chapter.
 - b. Serve as Chair of the Board of Directors.
 - c. Appoint the Chair and members of the Audit Committee with the approval of the Board of Directors
 - d. Be an ex-officio member of all committees.
 - e. Sign all Board-approved documents that may be legally binding on the chapter
 - f. Sign checks in the absence of the Treasurer.
 - g. Present an annual report at the last annual meeting of the chapter.
 - h. Become Immediate Past President upon completion of term as President.
 - i. Work with the membership chair to fulfill and submit the chapter's annual report to the state office annually.
 - j. Vote when there is a tie.
2. Vice President.
 - a. Assist the President and act for the President in his or her absence.
 - b. Chair the Program Committee.
3. Secretary.
 - a. Conduct all necessary Chapter correspondence.
 - b. Record, publish and preserve the minutes of all meetings of the Board of Directors, General Membership meetings or special meetings;
 - c. Furnish the minutes to all Board members and make them available to other Chapter members when requested
 - d. Keep a record of attendance at each Board meeting and whether a quorum (50 percent of Board members) is present.
 - e. Maintain a hard copy file of all minutes and correspondence.
 - f. Bring to each meeting the minute book, a copy of the bylaws, rules and policies, a list of all committees and a copy of the parliamentary authority adopted by the Chapter;
 - g. Publish notice of membership meetings and field trips.
4. Treasurer.
 - a. Maintain budget and accounting records.
 - b. Receive all dues and monies for the association and maintain them in a separate Chapter bank account.

- c. Keep an account of all income, expenses, disbursements and other financial matters.
- d. Pay all bills upon receipt of a written statement or receipt.
- e. Make a monthly report to the membership
- f. Develop an annual budget for approval by the Board of Directors.
- g. Present the financial records for audit on or before the last day of the fiscal year.
- h. Submit all annual financial records and audits as required by law.

B: ADDITIONAL BOARD MEMBERS. The immediate Past President, the Chapter Advisor(s), Historian, and Chairs of Standing Committees (see section D) shall sit on the Board of Directors. Individuals may Chair more than one Standing Committee in chapters with an insufficient number of volunteers. Chairs of Standing Committees will be elected by eligible Chapter members at the annual meeting and be responsible for the selection of any additional committee members. Chapters may also choose to elect one or two at-large members of the chapter to sit on the Board of Directors.

C: DUTIES OF PAST PRESIDENT AND ADVISOR(S).

1. Past President

- a. Assist the President.
- b. Chair the Nominating Committee.
- c. Provide continuity from prior Board of Directors
- d. Assume the responsibility as the State Representative for the chapter if that position is not otherwise filled.
- e. In the absence of a past-president, the president will reassign necessary responsibilities.

2. Advisor

- a. Ex-officio (non-voting) member of the Board of Directors.
- b. Advise, recommend and inform the chapter of appropriate business.
- c. Review the chapter's financial status and participate as a member of the annual audit committee.
- d. Assist the State Program Steering Committee in implementing and enforcing the statewide policies and procedures of the Virginia Master Naturalist Program.
- e. Facilitate opportunities for Master Naturalist volunteers to exercise initiative and judgment within proper measure of autonomy when coordinating chapter events and activities.
- f. Participate in event planning and attend events when possible or when identified as necessary through the planning process.

D: DUTIES OF HISTORIAN AND STANDING COMMITTEES

Standing Committees shall consist of:

1. Historian
 - a. Maintains the historical records of the chapter.
 - b. Historical records include but are not limited to: Training classes, projects, recognitions, events, elections, meetings, and Chapter Newsletter archives.
2. Training Committee
 - a. Coordinates training of Master Naturalists for the Chapter's training program.
 - b. Plans, implements and evaluates the chapter training curriculum and develops training calendar.
 - c. With the Treasurer develops the class budget and recommends the class tuition to the board.
 - d. Acquires and prepares class manuals.
 - e. Selects all presenters and make arrangements for their class/presentation including materials, handouts and audio-visual equipment needed for the class/presentation.
 - f. Arranges for speaker gifts, travel and lodging needs, and confirmation and thank you letters.
 - g. Arranges for publicity – newspaper, flyers, internet.
 - h. Arranges for location, room seating and equipment for all classes.
 - i. Manages the on-going class through graduation.
3. Membership Committee
 - a. Maintains a roster of the Chapter's member names including in-training members plus addresses, phone numbers and Internet addresses. Maintains race and gender data in a confidential file in accordance with federal guidelines.
 - b. Maintains a record of volunteer and advanced training hours and class training attendance.
 - c. Notifies the Board of members meeting certification and threshold hour achievements.
 - d. Orders and maintains the member certification and recognition awards (e.g. shirts, name tags, certificates, business cards, pins).
 - e. Ensures members have a current signed liability form on file.
 - f. Maintains a record of high level interests and specific expertise of members.

4. Volunteer Service Projects Committee
 - a. Approves and notifies chapter membership regarding Volunteer Service opportunities and projects.
 - b. Uses the State Master Naturalist™ Program Chapter Management Guidelines section on Volunteer Service Requirements and Chapter guidelines (see Chapter Policy and Procedures Volunteer Service section) to review projects or activities for approval.

5. Advanced Training Committee
 - a. Approves and notifies chapter membership regarding Advanced Training.
 - b. Uses the State Master Naturalist™ Program Chapter Management Guidelines section on Advanced Training Requirements and Chapter guidelines (see Chapter Policy and Procedures Advanced Training section) to review Advanced Training for approval.

6. Program Committee
 - a. Develops and maintains chapter calendar of activities.
 - b. Schedules chapter programs and field trips for membership meetings.
 - c. Notifies membership of field trip requirements (i.e. water, safety, maps, logistics, etc.).
 - d. Ensure speaker or trip leader is recognized appropriately.

7. Newsletter Committee
 - a. Responsible for collecting chapter and state news, producing and distributing the Chapter Newsletter.
 - b. Officers and members will contribute the contents of the Newsletter.

8. Outreach Committee
 - a. Responsible for the chapter outreach activities.
 - b. Staffs outreach booths.
 - c. Creates and maintains chapter brochure.
 - d. Acquires and maintains a chapter display board.
 - e. Builds and supports a chapter web page.
 - f. Assists the Training Committee in promoting the chapter.

9. Host Committee
 - g. Assists the Training Committee with class host activities – drinks, snacks, catered lunches, making handouts.
 - h. Coordinates General Membership meeting host activities – drinks, snacks, party activities.

E: AD HOC COMMITTEES. Ad Hoc committees are formed for a particular and specific short-term purpose:

1. Audit Committee. Responsible for conducting the annual audit of the financial records of the chapter. Members will include the Chapter Advisor(s) and at least two active Certified Master Naturalist volunteers who are not currently serving on the chapter's Board of Directors. An outside audit shall take place at least every five years.

2. Nominating Committee. Responsible for presenting a slate of candidates for officers and board members to be elected at the annual meeting. The President with the approval of the Board of Directors will select the Nominating Committee. The immediate Past President will Chair the Nominating Committee. The committee will also serve when an officer vacancy occurs that requires filling.

3. Other Ad Hoc Committees. Can be formed by the Board as needed to address specific tasks or purposes.