

GVAS Job Descriptions for Chapter Leaders – *Approved 2/5/2020; 1/10/23*

President

General Functions

Audubon chapter presidents are leaders of the chapter membership they serve. One of the most important things the chapter president can do for the chapter is ensure that the appropriate talents and skills are built into each of the active committees. In addition to this important role, the president's duties are many and in some cases, more than one person can accomplish. In order to serve the chapter members effectively, presidents must be able to prioritize the needs of the chapter. The following list of duties should serve as suggestions to help new chapter presidents define their roles.

Duties

- Preside over meetings of the board and, in consultation with the board, develop agendas for those meetings. (working with secretary, get a draft agenda out 2 weeks prior to meeting. This will include standard items like Budget, Upcoming events and sign-up volunteers)
- Lead the board in developing goals, objectives, annual plans and budgets as presented by committee.
- Be sensitive to board members' needs. Offer encouragement and praise when needed and resolve internal board disputes if necessary.
- Provide encouragement and recognition to volunteers. (All board members should be doing this)
- Ensure that committees have chairs and members and are fulfilling their mandates. Consult often with other board members and committee chairs.
- Identify and cultivate emerging leaders. Be sure they are provided the NAS training needed to move into positions of responsibility.
- Act as a spokesperson (with publicity or communications person) for the chapter in the community. Be prepared to field a wide variety of phone calls that come from members of the community, the press and elected officials. Stay abreast of national and regional issues through the *Chapter Networker*, and the *Audubon Activist* e-newsletters, and work with the conservation chair to be properly briefed on issues that may require response or press work.
- Encourage involvement in Audubon's programs and participation in national issues. Maintain a relationship with Audubon by keeping up with correspondence from national home office.
- Fill out and return the annual Chapter Report. Be sure the treasurer assists with the financial information.
- Submit Chapter Leader Report Form to the state or Chapter Services office following chapter elections. Keep that office apprised of any changes.
- Make sure the chapter has legal assistance as needed. Stay alert to any activities that may be inappropriate for a 501(c) (3) organization.
- Oversee administrative matters of the chapter. Delegate appropriate responsibilities to other officers and members.
- Liaison with other environmental partners
- Writes the Presidents column for newsletter five times a year
- rFalconcam Liaison
- Falcon watcher organizer

Vice President / Co-President

General Function

Vice presidents are often viewed as heirs to the chapter presidency, but not always. Some vice-presidents have very specific functions within the chapter, or they may act more as an all-around backup to the president. Most importantly, the vice president should be a right hand assistant to the president and be ready to accept delegation of a number of responsibilities. In the absence of the president, the vice president will direct and administer all phases of the chapter subject to instruction from the board.

Duties

- In the absence of the president, conduct the affairs of the chapter and preside at meetings of the board and meetings of the membership.
- Serve as parliamentarian, guiding the conduct of meetings.
- Serve ex officio as a member of any standing committee or stated committees, if appointed by the president or the board.
- Assist the president in any way designated. The responsibilities of the president are considerable. Delegation of specific duties to the vice-presidents will help to avoid presidential burnout.

Ideas for specific duties to be delegated to the vice-president:

- Handle routine correspondence for the president.
- Oversee recognition and awards.
- Oversee Governance Committee
- Administer at least one major chapter program or activity.
- Obtain legal advice for the chapter.
- Oversee the performance of one or more committees.
- Train new committee chairs and volunteer activists.

Secretary

General Function

In most chapters, the secretary is a voting member of the board of directors. He or she is expected to attend meetings and give timely reports.

Duties

- Attend all meetings of the board
- Attend as many as possible membership (Info) meetings.
- The president will provide the secretary with a board agenda. This agenda will be emailed out one week prior to the meeting requesting any additions be brought up at the meeting.

- In the absence of both the president and the vice-president, call meetings to order and preside until a president pro tem is elected.
- Maintain custody, order and access to records of the chapter, including taking and distributing minutes of meetings.
- Send notice of meetings to appropriate members of the chapter and board.
- Review for submission, Chapter Leader Report Form to the state or Chapter Services office following chapter elections.
- Record minutes of all membership and board meetings and share with the board at subsequent board meetings. Email the minutes to all board members prior to the next meeting. Minutes should contain the following information: Name of the chapter and type of meeting, date, location, chair of the meeting, and a list of attendees.

For membership meetings, include the approximate number of attendees. For board meetings, include a brief description of the business that was discussed, and any decisions that were made, the exact wording of any motions, including the names of persons making and seconding the motion, and resulting votes. Also include the secretary's name.

Treasurer

General Function

The treasurer is custodian of the chapter's funds and is responsible for keeping accounts and dispersing funds in accordance with the board's direction and chapter policy.

Duties

- Collect all chapter funds and deposit them in a bank account so as to maximize return on deposit, and maintain their security and accessibility.
- Prepare an annual budget with the advice and approval of the board.
- Produce an annual financial report for the board laying out assets and liabilities as well as cash taken in during the year and disbursements made.
- Produce monthly or quarterly financial reports and maintain accurate books that are available for board scrutiny at monthly meetings or as requested.
- Disburse chapter funds as directed by the board, either through approval of a specific expenditure or through approval of criteria for expenditures.
- Provide leadership and ideas for fundraising initiated by the board and chapter for chapter programs.
- Apply for and maintain the tax exempt status of the chapter unless this responsibility is specifically designated to another board member.
- Report to Audubon annually using the financial portion of the Annual Chapter Report form.
- **Work closely with the membership chair to help maintain an accurate accounting of baseline funding, collaborative funding and membership recruitment incentive funds. – or finance committee**
- If the chapter has a substantial budget, arrange for an annual audit, and submit it to the board.

Conservation / Education Chair

General Function

Education of both members and the public on ecology and environmental issues is a major goal of most Audubon chapters. The main focus of the education committee often is to generate education programs in schools, and for youth and adults in community settings such as nature centers. The education committee program should be developed as a part of the annual planning process, should include ideas from the board as well as the committee, and should link to the chapter's overall conservation goals. Because education programs and chapter activities vary widely, the following guidelines may be more useful than listing specific duties.

We have developed programs for school aged children on, bird identification, bird migration, and Peregrine Falcons as Endangered Species. These programs can also adjusted for adult audiences. We have developed programs on invasive plants, gardening with native plants, and bird friendly yards.

Duties

- Determine overall community needs for environmental awareness and understanding within the scope of the chapter's mission.
- Identify and develop an annual project that will best fill these needs and fit the talents of the committee. Choose a project that will involve as many chapter members as possible. For example:
 - Introduce or strengthen an environmental education program in the school system.
 - Develop a community-wide educational event.
 - Address a pending local issue, such as recycling.
- Identify the audience the chapter would like to reach.
- Determine the methods and resources the chapter will use and how much time and money are needed to implement the project.
 - Delegate tasks to the education committee and chapter members.
 - Develop criteria for evaluating the project before implementing it. Evaluating formal or informal education programs is often difficult because success is hard to quantify. However, education programs can always be refined and enhanced. For example, rather than focusing on the number of students enrolled in Audubon Adventures, try to identify how the teachers used the materials, what success they had and what difficulties they may have encountered with the materials.
- Advocate for environmental issues local and beyond.

Field Trip Chair

General Function

Field trips, like membership programs, benefit from the ideas of as many chapter members as possible. Ideas for trips are usually generated by the membership, but sometimes they need to be solicited. In some chapters, the board plans the annual schedule of field trips and monthly programs at 3 months out from date at minimum.

Duties

- Maintain a file of trips taken in recent years with notations of successes and failures.
- Maintain a file of ideas for possible trips that include names of leaders, contact people, and other relevant information.
- Evaluate priority conservation and education projects to see if they lend themselves to field trips. Consider scheduling an outing to monitor birds at an IBA or as part of a habitat restoration work day.
- Research other potential sources of ideas for interesting field trips. Check out other chapter newsletters. Ask for ideas from your state office, other chapters in your state or region, university outing clubs, outdoor stores, and national, state and county park officials. You may also want to review newsletters of other related organizations, such as garden clubs, etc. *Guide*
- Lead your board in a discussion of field trip ideas and coordinate field trips with other planned activities.
- Work closely with the newsletter editor, webmaster and publicity to be sure all field trip logistics are publicized well in advance. (3 months)
- Announce upcoming field trips at all membership (info) and board meetings.
- Coordinate with publicity (newsletter, website, social media) for field trips in the community and in the press.
- Handle the logistical arrangements for each trip with the help of the Field Trip Committee.
- Be sure to thank all field trip leaders. Consider recognizing one field trip leader at each annual banquet.
- Create a Code of Conduct (behavior expectations of field trip leader, cell phone, first aid kit, water, etc. to bring on field trip).

Hospitality Chair

General Function

Entire board can serve as the hospitality committee. In fact, all board members should participate in greeting newcomers at events and helping them get started in chapter activities. The hospitality chair should recruit a committee of five to eight members to assist in one of the most crucial activities of the chapter monthly meeting -- guaranteeing that participants feel welcome, have an enjoyable time, and leave the meeting wanting to come back again.

A well-organized hospitality committee has three areas of responsibility: to provide refreshments at chapter meetings, to greet and welcome new members into the fold.

Duties

- Be sure committee members know exactly what their responsibilities are as greeters.
- Coordinate with the program chair to plan, purchase and deliver refreshments for each information meeting.
- Provide name tags at member meetings.
- Display chapter and Audubon materials to keep old and new members informed.
- Collect all bills for refreshments and/or prizes and submit to the treasurer.

- Circulate a sign-up sheet early at each member meeting to identify names of newcomers.
- Acknowledge and thank all volunteers at each meeting.

Membership Chair – Membership Committee

General Functions

The membership committee is responsible for helping to maintain membership records and recruiting volunteers and new members. If the chapter is committed to recruiting new members, the entire board should be involved in approving and implementing membership drives.

This committee will track of the membership lists used for mailings for membership recruitment and enhancement.

Duties

Chapter Roster/Chapter Change Report/Mailing List Manager:

- Access Chapter Roster, Chapter Change Reports, and Chapter Mailing Labels from the web based Chapter Reporting Program. Contact the Chapter Services office for more information on getting set up to use this system at chapter_services@audubon.org.
- Keep an accurate record of the membership or work with the roster lists provided by National on the web based Chapter Reporting Program.
- Check the monthly Chapter Roster and Chapter Change Report produced by Audubon for accuracy and to update your files if needed.
- Send email errors in the Roster or Chapter Change Report to: CHADD@audubon.org. Please be sure to include your chapter's code and the word "Reconciliation" in the subject.
- Help members resolve membership or subscription problems through the Membership Office according to the guidelines in the "Membership Committee Guide", or use the "800" numbers below.

Membership Promotion:

- Work with the hospitality committee to welcome new members at chapter programs.
- Promote membership participation by sending new members a welcome letter, the current newsletter and schedules of programs and field trips.
- Promote membership by working with the committee and the board to publicize the chapter in a variety of ways in the community. Any large membership recruitment effort will require the involvement of the entire board.
- For additional assistance, membership chairs can use these toll-free numbers (which should not be given to the general membership): 800-935-2473 to report a name or address change or consult with the Membership Department. All members can call 800-274-4201 to check the status of, or request changes to subscriptions. Print this number in the newsletter so members can call directly.

Check the "*Membership Committee Guide*" for further ideas and suggestions.

Volunteer Coordinator

Duties

- Will work with the membership chair to recruit volunteers to promote GVAS at public events.
- Develop a training document or course.
- Train volunteers to promote GVAS at events to recruit members and foster a relationship with the public.
- Schedule volunteers to work public events.

Program Chair

General Function

The program chair is responsible for planning the chapter program schedule for the year and organizing the programs at each scheduled membership meeting. The program chair may want to conduct program planning at an open board meeting, drawing on the ideas of as many people as possible. The program chair must be able to organize well in advance of each meeting, making sure speakers and all other logistics are taken care of.

Duties:

- The Program Chair will coordinate speakers for GVAS monthly programs.
- The program chair will be responsible for inviting a speaker for an assigned month, provide a written article for Sept-April at the end of July for the Meadowlark.
- Ask the speaker what type of AV equipment he or she needs and coordinate to make sure we have it at the event.
- The program chair will make sure the speaker can still speak on the scheduled date and introduce the speaker that evening.
- Additional duties to review:
- Organize the feature program for each membership meeting.
- Maintain a file of recent programs and speakers including addresses, phone numbers and comments on their success.
- Develop a schedule of future programs, for the entire year if possible, and work with the newsletter editor to print the schedule.
- Develop a check-list for each program that includes items such as: confirming dates with speakers, arranging for meeting space, obtaining audiovisual equipment as needed, refreshments, publicity, thank-you's, etc. Arrange to delegate some of these responsibilities whenever necessary.
- Periodically survey members for program interests and ideas.
- Work with the publicity chair to promote programs in the community and in the press.

Publicity Chair

General Function

The publicity committee shall use newspapers, radio, television and other publicity media to publicize the purposes, aims and programs of the society. (Internet, Social Media, etc.)

Duties:

- Communicate with other committees to determine events, programs, volunteer opportunities, presentations, etc. that need to be publicized, and publish them well in advance (3 months from date), listing: date, time, location, directions, and description of the item being publicized.
- Communicate with Web Master to ensure websites and social networking resources are up-to-date.
- Continuously establish new methods for disseminating information and establish new media contacts.
- Maintain a file of media contacts and information including: names of contacts, addresses, phone numbers, email addresses, websites and methods for making publication requests, as appropriate.
- Communicate upcoming events at all membership and board meetings.
- Recruit chapter members to the committee. Brainstorm with current members on ways to increase participation on the committee.
- Provide articles for the chapter newsletter as needed. If appropriate, provide information for Audubon's Chapter Net worker and the Audubon Activist e-newsletter.

Webmaster**General Functions**

The Webmaster will maintain the GVAS website at least monthly with current events and newsletter links. Recipient of PDF newsletter and anything else requested to be on the website.

Publications**General Functions**

The publications editor receives all news articles and items for the GVAS newsletter called the Meadowlark. A deadline date for items to include in each newsletter helps to maintain a timely process. These items are edited for spelling, grammar and punctuation. A newsletter template is used for consistency in placement of items. A draft version is sent for approval to president (and others like publicity committee?). Final version is sent to the printer (Minuteman Press) along with other items (labels) by TBD responsible person.

Fundraising**General Functions**

The fundraising position should choose fundraising events (with committee) and plan them. Publicity for events will include working with the Publicity chair.

For each event, progress needs to be documented and donors should receive a Thank You via email or letter. Documentation of all donations (via Excel sheet) to include: Donor Name & contact info like email address or address, Date of Donation, Amount of Donation, Fundraising event, Date Thank You

was sent, thank you sent by, name, Date donation was deposited, Completed file for each event to be shared with the treasurer.

- For United Way ROC the Day, fundraiser will register GVAS for the event and follow process noted above.
- For Annual Appeal, fundraiser will work with the President to write the annual appeal letter in October to get it in a timely fashion.