Shasta Chapter of the California Native Plant Society
January 22, 2016

Responsibilities of Officers and Chairpersons
Duties, Activities, & Reports

Executive Board
- Consists of current officers of the Chapter, the immediate past president (limited to a one year after term), standing committee persons, and the member(s)-at-large. One member may hold more than one position.
- Has the general power to administer the affairs of the Chapter between business meetings and shall report its activities to the Chapter.
- A quorum of the Executive Board shall exist when 50% of the members of the Executive Board are present.
- Each member of the Executive Board is entitled to one vote on any question requiring a vote of the Executive Board, regardless of the number of positions he/she holds.
- The total of these Executive Board persons is used to determining if there is a quorum at any meeting.
- In early January of each year Executive Board members provide the President with the number of hours he/she serves each year (including those of any volunteers that assist them).
- These hours are included in the Chapter’s Annual Activities Report for CNPS.
- The Executive Board may establish basic requirements for participation on the Executive Board, including such criteria as attendance, courteous participation, and loyalty to the society.
- An Executive Board member may be removed from his/her position by a vote of two thirds of the Executive Board members for failing to meet these requirements.
- Vacancy in any office may be filled by a majority vote at a meeting of the Executive Board. An officer thus elected to fill a vacancy shall hold office for the unexpired term of his/her predecessor and until a successor is elected by the membership.
- Each officer shall, upon expiration of his/her term of office and the election of his/her successor, deliver to said persons the records of his/her office.
- In the absence of the expressed authorization of the Executive Board, no officer, committee chairperson, nor member shall have the power to act on behalf of or bind the Chapter in any manner.

Officers

President
- Presides at all meetings of the membership and the Executive Board.
- Provides general supervision of the affairs of the Chapter and the Executive Board.
- Serves as ex officio member of all committees.
- Prepares and submits the Chapter's Annual Activities Report to the CNPS state office in their standard format.
- Attends (or sends a delegate to) the Chapter Council meetings (4 times per year in various parts of the state).
- Handles or delegates Chapter communication (mail, e-mail, telephone, etc.).
- Prepares a brief synopsis of Chapter business at meetings of the membership.
- Writes a brief synopsis of Chapter business for the bi-monthly newsletter (Firecracker).
- Performs all such other duties as are incidental to his/her office.

Vice-President
- Attends meetings of the membership and the Executive Board.
- Exercises the functions of the President during the absences or disability of the President.
- Supports the President to help make his/her job manageable and effective, and has such powers and discharges such duties as assigned by the President and the Executive Board.
- Makes reservations, six months in advance, for the membership meeting place.
- Makes reservations, six months in advance, for the Executive Board meeting place.

Secretary
- Attends meetings of the membership and the Executive Board.
- Keeps minutes of all business meetings of the Executive Board and of the general membership meeting.
- Keeps files of all correspondence.
- Provides the webmaster with electronic copies of the minutes of the Executive Board and the membership to post on the Chapter's website.
- Gives notice of all Executive Board meetings to its members.
- Prepares thank you notes to speakers (eight per year).
- Performs such other duties as may be prescribed by the President or Executive Board.
- Provided for speaker token at general membership meeting (i.e. poster, book, notecards, or plants)
- Assists in obtaining copyrights for Chapter owned material.
- Maintains evidence of a copyright of any copyrighted material that is owned by the Chapter.

Treasurer
- Attends meetings of the membership and the Executive Board.
- Keeps and maintains account of the transactions of the Chapter including its assets, liabilities, receipts and disbursements.
- Keeps an inventory of and is responsible for the Chapter’s safe deposit box.
- Keeps signature cards updated at the Chapter’s financial institution.
- Deposits all monies and other valuables in the name of the Chapter with such depositories as may be designated by the Executive Board.
- Disburses the funds of the Chapter as may be ordered by the Executive Board.
- Gives regular reports to the Executive Board on the financial transactions and/or financial condition of the Chapter.
- Maintains accounts in accordance with procedures established by the State Office.
- Prepares and sends the annual Financial Report to the State Office.
- Prepares and sends Quarterly Sales Tax reports to the State Office.
- Acquires two signatures of authorized members of the Executive Board as required for checks, drafts, or contracts.
- No disbursements are to be made without written evidence to support payment.
- Checks the Chapter’s post office box at least twice monthly and distributes mail to the appropriate Executive Board member.
- Performs such other duties as may be assigned by the President and the Executive Board.

**Board Member(s) at Large**

**Board Member(s) at Large**
- Attends meetings of the membership and the Executive Board.
- Board Member-at-Large shall be a general representative of the membership.
- Duties are those naturally accruing to members of the Executive Board.
- Additional duties may be arranged, as deemed appropriate, between the Executive Board and the Board Member-at-Large.

**Committee Chairpersons**

**Committee Chairpersons**
- All *standing* committee, *ad hoc* committee, and temporary chairpersons are encouraged to attend meetings of the membership and the Executive Board.
- As stated in the Chapter By-Laws all *standing* committee, *ad hoc* committee, and *temporary* committee chairperson are appointed by the Executive Board by majority vote.
- Performs duties as described below and as assigned by the Executive Board.
- *Standing* committee chairpersons are members of the Executive Board and have one vote per person on matters of the Executive Board.
  - *Standing* committee chairpersons are continuing positions.
  - Serves as advisory to the Executive Board.
- *Ad hoc* committee chairpersons may be designated continuing positions that serve as advisory to the Executive Board. These chairpersons do *not* vote on matters of the Executive Board.
- *Ad Hoc* committed chairpersons may be designated *temporary* committee chairpersons are one time appointees to serve as advisory to the Executive Board as a specific need arises. They serve only for the time deemed necessary by the Executive Board. These chairpersons do *not vote* on matters of the Executive Board.
Standing Committees

Conservation

- Keeps updated on conservation issues important to the Chapter’s service area.
- Reports any relevant information to the Executive Board for their information or action.
- Responds to agency notices with Executive Board approval.

Fieldtrips

- Arranges a two months schedule of fieldtrips prior to each bi-monthly newsletter. Newsletters are prepared ten days prior to them being mailed/e-mail to arrive on first day of January, March, May, July, September, and November.
- Conducts fieldtrips.
- Arranges for fieldtrip leaders.
- Fieldtrip leaders obtain the names of persons attending each fieldtrip and emergency contact information for each.
- Fieldtrip leaders ask all participants to inform him/her if they are leaving the group to continue/return on their own.
- Provides CNPS membership information at the beginning of each trip.
- Informs potential new members as to the kinds of activities conducted by the Shasta Chapter of CNPS.
- Preparation of a species list and/or other introductory material for persons attending each fieldtrip is encouraged.
- Writes a short synopsis of each fieldtrip with accompanying photographs and submits them to the Newsletter Editor, when possible.
- One substantial Chapter field first aid kit should obtained/purchased (at the expense of the Chapter) for the fieldtrip leader. The Chapter first aid kit should be present on every outing.

Grants:

- Functions as the liaison for the application process; recommends acceptance or rejection of grants to the Executive Board.
- Informs grantees of the extent of their grant.
- Coordinates obtaining of materials, and monies awarded.
- Confirms actual completion of the project relays that information to the Executive Board.
- Oversees the Acorn Grant Program and the Oak Tree Grant Program
  - **Acorn Grant Program** Promotes practical knowledge of California native plants and/or native plant habitats to students attending area K-12 schools. The AGP awards grant monies to school educators for the purpose of purchasing materials such as native plants, native plant information, and garden supplies or other costs for plant related programs
  - **Oak Tree Grants** are for the general public to gain better awareness of California native plants and native plant habitats. It can come about through garden projects, landscaping projects, nature walks, library projects, or general plant studies. The awards can be for projects in the purchase of native plants, native...
plant information and books, and garden and landscaping supplies, or native plant research related expenses (e.g. travel, publication costs, equipment, supplies).

- Coordinates final presentation by the grantee of their projects success to a general meeting.

**Invasive Exotics**

- The Invasive Plant Chair is the chapter's liaison to all inquiries from the public and represents the chapter at weed-oriented events such as Weed Management Area (WMA) meetings and weed booths at county fairs sponsored by WMAs and Resource Conservation Districts (RCD).
- Communicates with the state organizations on invasive weed topics.
- Informs the Executive Board and membership of weed issues that affect our Chapter.

**Legislative**

- Keep the chapter memberships informed on local, state, or federal legislation that has an effect on the mission of CNPS.

**Membership**

- Communicates with the state CNPS membership office and maintains a list of current (dues paying) and courtesy members of the Shasta Chapter.
- Maintains security of the membership list in keeping with the policy of the state CNPS office.
- Insures that use of the membership lists is limited to communicating activities of the Chapter in keeping with the policy of the state CNPS office.
- Since newsletters are prepared ten days prior to them being mailed/e-mailed, to arrive on first day of January, March, May, July, September, and November:
  - Provides a list of new members around the 20th of February, April, June, August, October, and December to the Newsletter Editor for inclusion in the newsletter.
  - Provides the list of current and courtesy members to the Newsletter Editor near the end of February, April, June, August, October, and December for the mailing of the newsletter.
- Acquires membership recruitment material from the state CNPS office when requested by any officer of the Executive Board.
- Supports membership recruitment.

**Newsletter Editor**

- Compiles, edits articles, assembles photographs, constructs a layout, prints, and mails/e-mails each bi-monthly newsletter (the ‘Firecracker’).
- Newsletters are prepared during the ten days prior to them being mailed/e-mailed to arrive on the first day of January, March, May, July, September, and November.
- Obtains from Chapter Officers, Chairpersons, and members, articles and photographs for publication in each issue.
Edits content to conform to size limits of the printed newsletter.
Creates a bi-monthly calendar of Chapter events, as part of the newsletter, and to be posted on the website.
Constructs a calendar of Events of Others by communication with members, neighboring chapters, and local environmental and conservation groups.

**Plant Propagation/Sales**
- Oversees all plant propagation and plant sale activities at the Shasta College Horticulture area.
- Serves as liaison to the Shasta College Horticulture Department.
- Organizes plant propagation dates and submits to the newsletter editor.
- Writes up a description of propagation sessions or plant sales for the bi-monthly newsletter and submits to the Newsletter Editor.
- Attends, or arranges for an organizer to attend plant propagation meetings at the Shasta College Horticulture area (typically one or two, 2-hour sessions per month).
- Attend, or arrange for attendance at the 3-day spring plant sale and the 1-day fall plant sale.
- Arranges for the production of Plant Sale Flyers, and distributes these to area businesses, schools, and museums.
- Advertises the Fall and Spring Plant Sales in local and State media with assistance from the Publicity/Outreach chairperson.
- Arranges for procurement of propagation and plant sale supplies, including: soil, pots, pot label stakes, signs, plant starts, and cuttings.
- Accounts for financial proceeds (including sales tax) from Plant Sales and submit to the Chapter Treasurer.
- Assures proper watering regimes with the Shasta College Horticulture Department and arrange with members to be summer ‘water-watchers’.
- Assures operation and maintenance of greenhouse and other necessary facilities and equipment assigned for our use at the Shasta College Horticulture Area.
- Maintains a spreadsheet plant inventory for stock at Shasta College, available in printed and digital form.
- Annually renews the Chapter’s State of California nursery license in coordination with the Chapter Treasurer.
- Writes and submits the Chapter’s annual crop report to the Shasta County Department of Agriculture.

**Program**
- Arranges for the speakers/programs for eight General Chapter meetings per year; January, February, March, April, May, September, October, and November (no meetings are held in July, August, and December).
- Arranges (home stay, hotel reservations and payment) for lodging for speakers as necessary.
- Coordinates planning for the June meeting (barbeque/potluck with presentation of Chapter scholarships to recipients).
- Introduces the speaker at the Chapter membership meetings.
- Writes up a description of each program for the bi-monthly Chapter newsletter, and submits it to the Newsletter Editor.

Publicity/Outreach

- Solicits information of our upcoming events from the Executive Board and/or Committee chairpersons.
- Coordinates distribution of information of our upcoming events to various media: newspaper, radio, TV and social media.
- Meets deadlines to ensure that up-to-date information is distributed in a timely fashion.

Rare Plants

- Maintains a current list of CNPS Rare & Endangered plants present in the Shasta Chapter area that have a California Rare Plant Rank (CRPR) of 1B or 2B.
- The above lists are to be available on the Chapter website.
- Informs the Executive Board and membership of a list of plants subject to environmental degradation in our area.
- Provide the webmaster with lists, and web links that allow members to access information about CRPR currently: [http://www.cnps.org/cnps/rareplants/ranking.php](http://www.cnps.org/cnps/rareplants/ranking.php)

Scholarship

- Maintains a list of high schools and colleges (and their relevant departments) in the Shasta Chapter service area.
- On an annual basis, prepares and distributes scholarship information and applications to individuals, schools, media and the Shasta CNPS Webmaster.
- Coordinates with the Shasta Chapter Executive Board the establishment of a minimum two person committee to set scholarship evaluation guidelines, review applications, rank applications, and formulate scholarship recommendations.
- Recommends scholarship recipient(s) to the Chapter’s Executive Board.
- Communicates with scholarship recipients regarding the distribution of the two-part scholarship, the academic standards, and deadlines.
- Notifies unsuccessful candidates after scholarship selections have been made.
- Writes up a scholarship status report for the bi-monthly newsletter and submits it to the Newsletter Editor several times a year.
- Presents a scholarship status report to the Executive Board and the Chapter’s membership meetings several times a year.
- Communicates with the Chapter Treasurer to make scholarship payments to the recipients.
- Arrange for scholarship recipients to attend the June membership meeting following the selection of candidate(s).
Webmaster

- Obtains user name(s) and password(s) for access to the front-end and back-end of the web hosting software from the previous Webmaster.
- Establishes a line of communication with the state CNPS web team that provides the hosting service, updates the hosting software, and coordinates the appearance of chapter websites.
- Obtains the user name and password for access to Go Daddy website for the Chapter’s domain name: www.shastacnps.org.
- Possess a basic knowledge of the working of the Go Daddy website to which we pay for the domain name www.shastacnps.org.
- Understands the basics of website editing program to be able to add, delete, and archive information on the Chapter’s website.
- Keeps the information on the website current.
- Adds new material to the website by communications with members of the Executive Board.
- Coordinates materials related to the publication of the Shasta CNPS-sponsored Native Plant articles published in the Redding Record Searchlight (RRS) Home and Garden section.
  - Solicits articles from Chapter members, obtains (when needed) original photographs to accompany articles, prepares all support material and forwards them to the RRS editor two weeks (or more) prior to the publication date.

Ad Hoc Committees (continuing)

Books & Posters/Sales

- Maintains an inventory of all Chapter books, posters, and notecards.
- Keeps an accounting of all book, poster and notecard sales.
- Reports the inventory status and total book, poster, and notecard sales to the Chapter Treasurer in time for the annual Financial Report to the state CNPS office.

Garden Tour

- Prepares and coordinates a committee to determine applicable gardens for tour.
- Seeks and determines applicable gardens for tour (ie: number of native plants).
- Writes-up tour tickets (garden location guide) – to include garden host name(s), garden address, and brief history of each garden.
- Determines and verifies tour ticket sales locations (ie: local retail nurseries).
- Seeks volunteers to help at each garden for the tour – as entrance greeters and tour guides of the gardens (if applicable).
- Seeks volunteer(s) to perform advertising of the tour, or coordinates with Publicity/Outreach Chairperson.
- Seeks volunteers to sell native plants and native plant reading materials – to be located at one of the gardens on the tour.
- Assures functioning of events on the day of the tour (water, tickets, signs).
Matson-Mowder-Howe Celebration Garden Management

- Coordinates maintenance of this garden by assembling, and attending work parties on a periodic basis.
- Coordinates with the City of Redding Recreation Department when irrigation maintenance is needed.
- Arranges for upkeep of plant signs in the garden.

*Ad Hoc Committee(s)* (temporary)

Book Publication

- Prepares printed materials whose copyright is owned by the Chapter.
- Distributes such copyrighted material.
- Submits necessary material to obtain a copyright and an International Standard Book Number ISBN number for any printed publication.
- Coordinates with the Chapter Secretary to obtain verification of the Chapter’s copyright and such documentation to be retained in the Chapter’s safety deposit box.

**Modification of these duties**

This is a dynamic document. These duties and responsibilities may be changed from time to time. Any member of the Executive Board may contribute to this document. Specific task may be reassigned as positions and skills of individuals change. A current version of this document is accessible on the Chapter’s website.