

#### **PRESIDENT:**

The President shall be in charge of the business, provide leadership, and facilitate chapter affairs. Responsibilities: Oversee chapter activities to ensure they meet the national Wild Ones requirements, including requirements to remain an active chapter.

#### **VICE-PRESIDENT:**

The Vice-President shall assist the President as necessary and assume the President's duties when necessary. Responsibilities: be familiar with all aspects of chapter functions. Coordinate the implementation of Chapter goals as determined by periodic goal-setting meetings. Be familiar with material in the Chapter Guidebook. Assist in completion of the SOCR. Create a year-end wrap-up, such as a slide program of chapter activities, to be presented at the final membership meeting of the year. The Vice-President may also serve as a committee or project chair or participate in active committees such as membership or programs.

#### **TREASURER:**

The Treasurer shall be the principal financial officer of chapter. Responsibilities: Maintain depository accounts of the chapter and make disbursements as required for conduct of chapter business. Prepare and maintain accounting of all income and expenses, including the required annual year-end Chapter Financial Report (CFR) for national (see the Financial section of the Chapter Guidebook for details). Provide a treasurer's report at all board and business meetings. Work with membership chair to collect membership dues and fees and forward same to national on a weekly basis. Coordinate annual budget for board approval. Secure contracts from rental, transportation, and other vendors as needed. Maintain a post office box for chapter if applicable.

#### **SECRETARY:**

The Secretary shall maintain records of chapter business. Responsibilities: Record minutes of business meetings and distribute same to officers and attendees. Prepare correspondence as needed. Maintain file of all minutes and chapter correspondence .

#### **MEMBERSHIP CHAIR:**

The Membership Chair shall maintain the membership records, provide a membership report regularly to the board, and encourage chapter growth with the assistance of all board members. Responsibilities: Coordinate with the Treasurer on dues receipts. Maintain a current membership roster as well as a contact list for complimentary mailings sent to non-members. Arrange for name tags for all members. Initiate contact for prospective members. Welcome new members. Initiate and maintain member interest survey and report to board for planning purposes. Regularly encourage chapter members to bring in new members. Work with officers and national to reduce the loss of members and report this information to the board.

#### **PROGRAM CHAIR:**

The Program Chair shall secure program planning for regular meetings. Responsibilities: Prepare annual meeting calendar and submit to Publicity Chair. Prepare speaker verification form and obtain confirmation from speaker. Coordinate fee payment with Treasurer. Provide program and special program handout materials to attendees as needed. Arrange for field trip maps, carpool remote meeting site coordinators and payment for services of tour guides, etc.

#### **PUBLICITY CHAIR:**

The Publicity Chair shall publicize activities to the general public. Responsibilities: Prepare and submit public service announcements regarding meetings and special events to radio, TV, Internet and newspaper media. Prepare and submit feature articles to newspaper, magazine, radio, and TV media to publicize Chapter activities. Prepare and submit announcements to local nurseries, nature centers and liaison organizations. Provide meeting and other event schedules and information to the Wild Ones Journal editor and national website

#### **COMMUNITY PROJECTS CHAIR:**

The Community Projects Chair shall work with the community projects committee. Responsibilities: This committee will work through a number of subcommittees. Responsibilities: Initiate and coordinate the chapter's involvement in community and public service projects (e.g., assist schools, colleges, and governmental agencies in educational and landscaping projects). Help control invasive species on public properties or nature preserves. Help establish or maintain native plantings in parks, public rights of way, and nature preserves. Promote and help coordinate cooperation with partner organizations in projects involving natural landscaping.