Leadership & Governance

Native Plant Society of Texas
Last Supper??  No, it’s the Executive Board

What positions are on the Board?
And what are their qualifications and responsibilities?
The Society is officially governed by a State Board.

The State Board consists of an Executive Board plus one representative from each Chapter.

The State Board meets once a quarter, usually on the third Saturday of January, April, July and October.

The State Board follows rules in the By-Laws and the Standing Rules, as well as Roberts Rules of Order.
Committees

- The State Board can create Committees to help them carry out their duties.
- Committee members may be experienced members or they can be people who are just learning how the Society conducts its business. An ideal committee will include both.
- We’ll come back to Committees later in the presentation.
Contract workers

- The State Board may also contract with outside organizations and individuals to help carry out various functions necessary to run its programs.
- Some of the contract workers are the State Coordinator and the membership Coordinator who work in our state office and the NLCP Coordinator who helps schedule NLCP classes.
Executive Board

- The Executive Board, along with the State Office and delegated Committees, is responsible for conducting all business of the Society when the State Board is not in session.
- Also known as the ‘Elected Officers’
- Elected by entire membership to 2-year terms
- Staggered terms so that there are elections every year
- Terms begin at end of Annual Meeting in October.
The Society maintains an online site called LeaderWeb which contains documents essential to the running of the State Board, the State Office, Committees and Chapters.

All members of the Executive Board in particular need to become familiar with the documents in LeaderWeb before taking office and to stay current with changes during their term.
10 members of Executive Board

- President
- Immediate Past President
- President-Elect

Vice-Presidents
- Administration
- Chapter Liaison
- Finance
- Communications
- Education
- Advocacy
- Environmental Liaison
President

Leader of our Society. Provides leadership and direction of the Society with the support and agreement of the State Board.

- Leader
- Negotiator
- Enthusiasm & passion for the organization
- Time & ability to attend and preside at quarterly board meetings
- Organization and preparation time for quarterly board meetings, preparing agendas, newsletter articles
President

- Represents the Society to the general public
- President will appoint committee chairs with the consent of the State Board
- Member of all committees except the Nominating Committee
- Provides general supervision of the affairs of the Society;
- Arranges for an annual in-house audit
- Appoints consultants, contractors or employees as may be required for the Society business
- Performs all other duties incident to the office
Immediate Past President

- Outgoing President automatically becomes Immediate Past-President
- Serve as Advisor for President & Board
- **Provide continuity** to the State Board
- Preside as chair of the **Nominating Committee**
- Provide **leadership in definition of short and long range plans** for the Society
President-Elect

Will become President upon expiration of the term by the current President and acts as President in his or her absence.

- Willingness to learn
- Leadership potential
- Organizational skills

- Time & ability to attend quarterly board meetings
- Preside over the **Membership Committee**, whose function is membership acquisition & retention
- Member of all committees except the Nominating Committee
- Chair of the **Awards Committee**
- May be assigned other duties by the President or State Board
V. P. Administration

Records the administrative actions of our society.

- Attention to detail
- Ability to take accurate notes
- Ability to organize complicated data

- Time & ability to **attend quarterly board meetings**
- **Primary duty** is to create, distribute, and maintain the **official meeting minutes** of the proceedings of the Annual State Meeting, all State Board meetings, and Executive Board votes
- Also oversees the operations of the State Office when the need arises
- Perform other pertinent duties as directed by the President or the State Board.
V.P. Chapter Liaison

Serves as connection between Chapters and the State Office

- Communication skills
- People person
- Patience

- Time & ability to attend quarterly board meetings
- **Assist newly formed chapters & challenged chapters**
- Promote communications between state board & chapters for benefit of both
- Develop resource materials and tools to assist chapters
- Serve as ex-officio member of Membership Committee
V.P. Finance

V.P. Finance watches over the financial affairs of the Society.

- **Knowledge of accounting**
- **Attention to detail**

- Time & ability to attend quarterly board meetings
- Monitor finances on a monthly basis
- Present a quarterly financial statement to the State Board
- Ensure that accounts meet general accounting standards for non-profit organizations
- Ensure the safe and orderly storage of each year's financial records
- Ensure the timely and accurate filing of all financial and tax reports to State and Federal entities
- Monitor the status and performance of State investment and savings accounts
- Preside as chair of the Finance Committee to prepare and propose a budget to the State Board at the January meeting
- Make recommendations to the State Board for increasing and diversifying State revenues, including oversight of grant applications
- Become a member of the Audit Committee upon completion of the term of office
V.P. Communications

Oversees the development of the State Newsletter and other publications, and generally publicizes the Society

- Media and marketing
- Newsletter experience
- Adobe InDesign experience

- Time & ability to attend quarterly board meetings
- Serve as Chair of the Publications Committee
- **Oversee publication of the state newsletter**
- Member of the **Website Committee**
- Issue external communications to the media as appropriate including public relations and press releases
- Member of the **Membership Committee** to help develop and update membership and promotional materials
V.P. Education

Guides the education programs of the Society

- Education background
- Time & ability to attend quarterly board meetings
- **Oversee state grant award and scholarship award programs** for students in the fields of botany, horticulture, and range management
- Oversee development and offering of native plant **curriculum and programs that align with science programs** for grades K – 12
- Coordinate and support development of programs to educate individuals, businesses, organizations, and communities as to the benefits of native plants in natural habitats and landscaping
- Ex officio member of the NLCP Steering Committee
V.P. Advocacy

Leads Advocacy programs of the Society

- An understanding of political processes
- Understanding of local, regional, & state governments
- Ability to convey message through writing and speaking
- Willingness to speak up!
- Time & ability to attend quarterly board meetings
- Advocate for laws and ordinances that promote the protection and use of native plants
- Advocate for **Homeowner Association rules** that promote the protection and use of native plants in landscaping practices
- Develop native plant advocacy messages in the public media
V.P. Environmental Liaison

Serves to communicate and connect the Society with other environmental organizations

Contacts or involvement with organizations
Communication skills

- Time & ability to attend quarterly board meetings
- **Develop partnerships and consistent communications** with like-minded organizations and governmental agencies
- Develop and maintain a database of contact and relationship information about alliance organizations
- **Develop collaborative programs and working agreements** with partnership organizations and governmental agencies throughout the year
Committees

- Most of the important business of the Society takes place in Committees.
- Some of the important Committees reporting to the State Board are the Symposium Committee, the NLCP Steering Committee, the Bring Back the Monarch Committee, the Awards Committee, the Scholarship Committee, and the Nominations Committee - all of which are described in our ByLaws or Standing Rules.
- Other standing and ad hoc committees are created from time to time.
Chapter Representatives

- The chapter president or a chapter member delegated by the chapter representative also serves on the State Board.
- Each Chapter may have only one delegate at the State Board meeting.
- Only Chapter Representative and Executive Board members may make or discuss motions or vote.
Our Vision

The Native Plant Society of Texas envisions a future where:

- Texans value native plants, habitats, and healthy ecosystems as essential to the well-being of all living things and to our quality of life
- Texas native habitats are managed as critically beneficial natural assets
- Texas residential and commercial developments employ sustainable designs that preserve and promote native habitats
- The Native Plant Society of Texas is recognized as a valuable source of expertise and information and as an influential and passionate advocate for native plants and their habitats
- The Native Plant Society of Texas continually and effectively educates and develops our youth as the future conservators of native plants and habitats
Can you help?

If you are interested in learning more about the State Board, or think that you might like to serve on the board in some capacity, please contact the Nominations Committee chair or your chapter representative.