Board Member Duties

Williamson County Chapter of the Native Plant Society of Texas
Purpose

This document provides a summary of the duties for each NPSOT-Williamson County Chapter Board position (elected and appointed). It does not provide a detailed description of volunteer duties and processes. It is a non-binding, fluid document that has been and will be updated over the years as NPSOT-Wilco Board positions and duties change. Any updates must be approved by the board and posted on the website.

It is further intended to provide a convenient means for any member to learn more about the duties for each Board position. The hope is to encourage more members to volunteer to fill a Board position.

Contents

<table>
<thead>
<tr>
<th>Purpose</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) President</td>
<td>2</td>
</tr>
<tr>
<td>2) Vice-president</td>
<td>2</td>
</tr>
<tr>
<td>3) Past President</td>
<td>3</td>
</tr>
<tr>
<td>4) At-Large Directors (2)</td>
<td>3</td>
</tr>
<tr>
<td>5) Secretary</td>
<td>3</td>
</tr>
<tr>
<td>6) Treasurer</td>
<td>4</td>
</tr>
<tr>
<td>7) Webmaster</td>
<td>5</td>
</tr>
<tr>
<td>8) Community Engagement Leader</td>
<td>6</td>
</tr>
<tr>
<td>9) Membership Leader</td>
<td>6</td>
</tr>
<tr>
<td>10) Program Leader</td>
<td>7</td>
</tr>
<tr>
<td>11) Field Trip Leader</td>
<td>7</td>
</tr>
<tr>
<td>12) Plant Sale Leader</td>
<td>8</td>
</tr>
<tr>
<td>13) Projects Leader</td>
<td>9</td>
</tr>
<tr>
<td>14) NLCP-WC Coordinator</td>
<td>9</td>
</tr>
</tbody>
</table>

Document Update History | 10 |
1) **President**
   a. Presides at the general chapter meetings (or assigns a substitute).
      (1) Welcomes visitors and recognizes new members
      (2) If choosing to have monthly membership meeting slides published to the public, makes
          the final version available to the webmaster for posting on the chapter’s website
   b. Schedules, develops meeting agenda, and presides at chapter board meetings or assigns
      substitute
   c. Signs expense checks prepared by the treasurer
   d. Appoints committee chairpersons not otherwise elected
   e. Coordinates development of an annual budget for Chapter expenditures with the treasurer
      (1) Budget is approved by a majority vote of board members and is not posted on website
      (2) Budget is summarized and presented to membership at meeting following Board
          approval by Treasurer or President
      (3) Provides members the opportunity to vote on board approved expenditures that are
          $1,000 or more
         I. Voting is prior to expenditure (not prior to budget approval by the board)
         II. Approval is by a majority of members present at the membership meeting
         III. Prior approval is not necessary in the case of an emergency, a temporary
              expenditure such as a fundraiser where initial funds are recouped, a native plant
              garden project, or for new or replacement computer hardware and software
   f. Facilitates annual officers’ election at the July meeting
   g. Responds to requests for information (typically through website, social media)
   h. Attends State Board meetings (or assign a substitute) as voting chapter representative on
      the 3rd Saturday of January, April, July, and October (at the Symposium location)
   i. Prepares and submits the Chapter Annual Activity Report to NPSOT Office by September 1st
   j. Ensures *Williamson County Chapter Bylaws* and *NPSOT-Williamson County Board Duties*
      documents:
      (1) Are up to date and stored electronically in a chapter repository and in their original
          software format
      (2) Are available online by providing most current approved version to chapter webmaster

2) **Vice-president**
   a. Attends chapter board meetings
   b. Assists the president in the conduct of chapter business
   a. Serves as stand-in for the president (when not available) at chapter meetings, State Board
      Meetings, or other functions
   b. Assists team leaders in recruiting team members
   c. Takes a leadership role on an ad hoc basis to guide high priority projects for the chapter
   d. Acts as President in the event the Presidency becomes vacant, until the role is filled by vote
      of the general membership of the Chapter
   e. There is no implied president-elect built into the job description; that could occur on a
      case-by-case basis
3) **Past President**
   a. Attends chapter board meetings
   b. Authorized to sign checks
   c. Upon election of the new Board, furnishes contact information for the incoming President and Treasurer to the State Office for inclusion in Officers’ directory
   d. Serves as a mentor and guide to newer board members
   e. Provides continuity to the board and historical knowledge regarding board decisions made during their presidency
   f. Serves as Chairman of the Nominating Committee and recruits the committee

4) **At-Large Directors (2)**
   a. Attends chapter board meetings
   b. Assumes responsibility for one or more special projects with Board approval
   c. Incumbents are encouraged to identify projects of interest to themselves and of value to the chapter and our surrounding communities

5) **Secretary**
   a. Attends chapter board meetings or assigns a designee to attend
   b. Obtains meeting room for monthly membership meetings and for a location for our December holiday party (Schedules room, gets invoice, obtains payment from Treasurer)
   c. Locates an alternative venue if our regular meeting room is not available
   d. For **Monthly Membership Meetings:**
      (1) Writes a *Program Summary* to be published on the website as a blog post. The one or more paragraph narrative-style program summary should include the speaker’s name/title/organization, title of the talk and a summary of what the speaker talked about. Sends the program summary to the webmaster (or includes it within the meeting minutes) for review and posting by the webmaster. *(NOTE: If speaker has granted permission to publish their presentation, webmaster will include a link to it. If not, a longer summary is desired.)*
      (2) Writes *meeting minutes* to be published on the website under Chapter Documents. Provides meeting attendance and a summary of any additional items discussed that were not included on the President’s chapter business slides. Sends the minutes to the President for review before providing them to the webmaster. *(NOTE: A link to the President’s chapter business presentation will be provided by the webmaster under Chapter Documents and at the bottom of the program summary blog post.)*
   e. For **Board Meeting Minutes:** Records the proceedings of the Board meetings
      (1) Using the meeting agenda, adds the following notes:
         i. Identify all attendees
         ii. Summarize the main points of discussions and any outcomes or decisions made by the participants
            • Includes calendar events or other due dates discussed
            • Includes any action items assigned, assignee, and due date
            • States outcomes of any votes taken
      (2) Sends minutes to President for review, and once approved, sends to all Board members
      (3) Archives Board minutes in a chapter repository *(not posted for public viewing)*
6) **Treasurer**
   a. Attends chapter board meetings
   b. Treasurer does not sign checks
   c. Maintains on-line banking accounts
   d. Reconciles bank statements
   e. Keeps a correct accounting of receipts and disbursements and renders a financial statement to the State Office (quarterly) and at chapter membership and Board meetings
   f. Develops annual budget proposal for the board with the President
   g. Maintains records as per tax laws
      (1) Ensures that treasurer’s reports are archived (both paper and electronically) and transferred to the new treasurer
      (2) Makes the report available to the webmaster for posting on the website under Chapter Documents
   h. Collects and validates expense submittals and deposits income (e.g. silent auction proceeds and plant sales)
   i. Member of the plant sale team with the following duties:
      (1) Ensures Department of Agriculture is called approximately 1-week prior to sale to get RNF-503 form approved
      (2) Provides 2 weather-proofed copies to and displays one of these copies in full view:
          i. *Texas Sales and Use Tax Permit*
          ii. Current copy of *Floral License* provided and maintained by State NPSOT
      (3) Obtains and delivers cash of $350 to the plant sales
      (4) Provide designated volunteers with the Square register readers and any associated equipment (*old phone, chargers, etc.*)
      (5) Provides moneybags for proceeds with designation of tax-free sales and taxed sales. Tax-free sales are from 1:00 PM on members only day to 1:00 PM Saturday. The rest of the funds will be considered taxed proceeds (Saturday 1:01 PM to end of sale). The State grants 2 tax free days/year.
      (6) Prepares plant sale report for Plant Sales Leader, Board members, and chapter members
      (7) Sends agreed upon payment to the Wildflower Center after the plant sale; this payment includes rental fees owed and a percentage of final gross (after sales tax estimate)
7) **Webmaster**
   a. Attends chapter board meetings
   b. Organizes and maintains the Chapter website
   c. Manages credentials to the website/blog content creators; decides when to allow a logon ID and its permission level
   d. Writes and publishes blog posts as needed and assists chapter leaders with their blog posts (editing text, publishing on their behalf if needed)
      
      NOTE: due to copyright concerns, photos cannot be added to the website without permission or appropriate licensing rights
   e. Moderates online comments
   f. Annually, updates the Board member names and associated contact forms, if any, to reflect the board taking office with the new term; updates users authorized to edit the chapter calendar, as needed
   g. Monthly, before a chapter meeting: 3 weeks before the meeting, working with the program leader, publishes a program announcement post; follows up with a reminder post 1 week before the meeting
   h. Monthly, after a chapter meeting: Updates the Chapter Documents page with monthly meeting minutes and treasurer reports. If the meeting’s business presentation charts are to be available to the public, adds to the web. If the guest speaker has approved making her/his presentation available to the public, adds to the web for use in a Program Report (NOTE: board minutes are NOT published on the web)
   i. Solicits input from NPSOT Board on major design or direction changes
   j. Provides reports to the Board on website usage data, per request for a board meeting agenda
   k. For unplanned emergency continuity, ensures there is a designated backup with access to the key account that underlies the website and related tools
   l. Explores and resolves technical issues, involving the state webmaster if appropriate (NOTE: The Chapter website is hosted on the state’s multi-site domain)
   m. Maintains Chapter interface with the state webmaster
   n. As delegated by the state webmaster, manages the chapter’s “wilco-chapter@nposot.org” Google Group used as the general email address on the website. Adds/deletes other chapter members as needed, per agreement with the chapter president (NOTE: The state webmaster owns the Google Group and provides it for our chapter’s use on the state domain)
8) **Community Engagement Leader**  
   a. Attends chapter board meetings  
   b. Advertises/posts upcoming meetings, walks, other events on Facebook, or other social media, drawing from the website if appropriate or providing content for the website if appropriate, and responds to questions about these activities  
   c. Responds to emails sent to wilco-chapter@npsot.org or sent through one of the website subject-specific contact forms asking for speaker, children’s activity, local event table, information or help with native plants, landscaping, classes, walks, etc. Refers these requests to the appropriate group such as Speakers Bureau, Projects, NLCP, Field Trips or the chapter Board.  
   d. Obtains information and/or help from other knowledgeable members when needed  

9) **Membership Leader**  
   a. Attends chapter board meetings  
   b. Recruits Membership team members to assist the leader and perform duties as delegated  
   c. Brings to each meeting a supply of State NPSOT membership application and Native Landscape Certification Program tri-fold brochures with chapter contact information attached. If meeting is at the Georgetown Public Library (GPL), also resupplies GPL brochure display case.  
   d. Greets members and visitors at each meeting  
   e. Distributes door prize tickets to visitors, guests, and members attending meetings when needed  
   f. Visitors and prospective members:  
      i. Request they sign-in and, if willing, provide their name, address, e-mail, and phone number  
      ii. Provides them with a Wilco NPSOT information Packet (e.g. NPSOT tri-fold membership application and NLCP brochure, or other items that might be of interest)  
      iii. Tries to introduce them to another chapter Board Member or a long-time member for further introductions and answer any questions  
      iv. Sends a follow-up welcome letter or email  
   g. Provides Chapter Secretary with the number of attendees at meetings  
   h. Orders chapter name tags for new members in January, May, and September and delivers them upon receipt  
   i. Brings a printed copy of the Chapter membership list to meetings if requested by any board member (current, need to renew, lapsed and new member)  
   j. Responsible for securing permission to display and/or distribution of NPSOT brochures at public places (e.g. Visitor Centers, Public Libraries, Farmers Markets, Visitor Bureaus, community fairs, etc.)  
   k. Stores Chapter PR supplies (e.g. reference materials, door prize tickets, prospective member Wilco NPSOT Information Packets, etc.)
10) **Program Leader**
   a. Attends chapter board meetings
   b. Recruits Program team members to assist the leader and perform duties as delegated
   c. Contacts and schedules speakers for the monthly meetings
      (1) Reminds speakers one month and again one week prior to their commitment date
      (NOTE: No speaker needed for December and July)
      (2) Arrange refreshments with meeting venue for July meeting
      (3) Organize December social, potluck, silent auction
   d. Arrives early to set up the room to meet the speaker’s needs
   e. Oversees the storage of media equipment (laptop, projector) and set up at meetings
   f. Informs the guest speaker there is a $100 honorarium stipend
      (1) If speaker cannot accept, may be used for their NPSOT membership or treasurer will make a charitable donation to a nature related organization of their choice
      (2) Notifies the treasurer if the speaker does not want an honorarium or needs it redirected
   g. Has a standby speaker or program if the scheduled speaker cancels or does not show; continues to accumulate stand-by, on-the-shelf programs for this contingency
   h. Writes, sends material for, or works with the chapter webmaster 4-weeks ahead of the monthly meeting so a meeting announcement blog post is drafted and ready to publish 3 weeks ahead of the meeting
   i. Ensures that meeting notices and future programs are updated on the chapter website
   j. For change of plans or other short notice needs, send notices out through the chapter website (via Programs page and blog posts) and calendar, working with the chapter webmaster as needed
   k. Requests from the speaker an electronic copy of their presentation and secures permission to publish it in a program summary blog post on the website. If permission is granted submits to the webmaster for inclusion in the program summary blog post

11) **Field Trip Leader**
   a. Attends chapter board meetings
   b. Recruits Field Trip team members to assist the leader and perform duties as delegated
   c. Ensures that field trip announcements (including location, date, times, description, contact information, and directions) are updated on the chapter website, working with the chapter webmaster as needed
   d. Ensures the Field Trips page on the chapter website is updated monthly.
   e. Announces next upcoming field trip in person each chapter meeting
   f. Leads or facilitates field trip
   g. Obtains a waiver of liability from each individual participant prior to field trip
   h. Provides recent field trip reports, including photos, to the chapter website and Photo Galleries pages as appropriate.
   i. Provides chapter president with the total number of field trips for September – August inclusive by the end of August for the annual chapter report
12) **Plant Sale Leader**

   a. Attends chapter board meetings  
   b. Recruits Plant Sale team members to assist the leader and perform duties as delegated  
   c. Plans and directs all activities of the Plant Sale Leadership Team  
   d. Develops a schedule for each sale and coordinates all activities  
   e. Signs agreements/contracts with plant sale venue representative  
   f. Updates plant sale documentation such as plant sales vendor invoice/receipts with copies to Treasurer  
   g. Makes progress reports to the Board; brings timely attention to issues and problems  
   h. Posts or submits for posting an article on the chapter website containing highlights of the plant sale with photos of the volunteers and their activities, and a thank-you to all volunteers  
   i. Oversees the **Plant Sale Volunteer Coordinator** activities listed below:  
      (1) Prepares volunteer signup sheets for plant sale listing dates and times of each job and brings them to two monthly member meetings prior to the plant sale month and actively solicits members to sign up  
      (2) Provides up-to-date volunteer signup status to the Plant Sale Leader  
      (3) Posts articles, at least two months before the plant sale, on chapter website calling for volunteers  
      (4) Reviews sign-up sheets to see that all slots are covered, and contacts members not listed to request that they volunteer (*sources: past sales volunteers, nursery volunteers list, membership roster*)  
      (5) One week before the plant sale, sends all volunteers a reminder with instructions and guidelines  
      (6) Keeps records of all plant sale volunteer activities and names of participants for future plant sale needs  
      (7) If the necessary volunteers are not found, informs the Plant Sale Leader for direction and resolution
13) **Projects Leader**
   a. Attends chapter board meetings
   b. Recruits Projects team members to assist the leader and perform duties as delegated
   c. Oversees all native plant demonstration gardens and activities
   d. Responds to requests for donations of seeds, plants, or complete garden bed design and plantings
   e. Interfaces with garden customers before, during and after a project is installed
   f. Develops budget requests for projects and submits for board approval before committing NPSOT or proceeding
   g. Recruits, schedules and oversees volunteers for garden projects
   h. Tracks approved budget and schedule throughout a project
   i. Arranges for before, during and after photographs of the garden, garden workers, and customers
   j. Monitors or appoints a monitor for all gardens installed to ensure establishment and replaces plants as necessary
   j. Writes a description of the project and provides photographs for posting on our website or for other publicity uses; includes a thank-you to all volunteers as appropriate

14) **NLCP-WC Coordinator**
   a. Attends chapter board meetings
   b. Recruits Native Landscape Certification Program-Williamson Count Chapter (NLCP-WC) team members to assist the leader and perform duties as delegated
   c. Acts as the contact point for NLCP-WC classes
   d. Schedules classroom for spring and fall classes
      I. Reservations and payment of classrooms
      II. Reservations and payment of refreshments
      III. Determines lunch options for classes
      IV. Reserves presentation equipment (projector, microphone) in classroom
      V. Obtains backup equipment (laptop, projector)
   e. Obtains support personnel commitments for each scheduled class
      I. Qualified instructors
      II. Qualified walk leaders
      III. Classroom assistants
   f. Coordinates plant sample collection
   g. Arranges for copies of and organizes a folder/binder of class support materials
   h. Provides name badges for instructors, walk leaders, classroom assistants and students
   h. Mails class documentation to the state NLCP Coordinator
   i. Fills out class Expense Report and provides to treasurer for reimbursements
Document Update History
(1) Edited by Dale McQuinn 9/05; by Billye Adams 08/06; by Marilyn Perz 08/07. Duties of Program Chair updated by Agnes Plutino 06/07. Updated newsletter Editor and Webmaster info 07/08.
(2) General revision 08/10 by the entire Board. General Revision by the entire Board 10/17/10.
(3) Updated webmaster responsibilities and officers’ duties to contribute to web site and blog by Robert Kamper 06/07/2013.
(4) Updated 6-2014 by Kathy Galloway to agree with Bylaws and correct language.
(5) Revised by board 7/20/2014. Updated Treasurer responsibilities as member of Plant Sales Team and responsibilities to Plant Sales Leader.
(6) Updated 6-2014 by Cindy Stone. Updated Secretary responsibilities.
(7) Update 9/28/2014, Kathy Galloway. Updated Chapter Webmaster maintaining Chapter interface with State website and deleted serving in the role of historian. Updated Field Trip Leader to obtain waiver of liability from each participant prior to field trip. Document approved at the September 28, 2014 Board Meeting.
(8) Updated 10/19, Randy Pensabene. Updated duties performed by all positions to reflect current practices. Revised position of Volunteer Coordinator to be the Plant Sale Volunteer Coordinator under Plant Sale Leader. Added positions of Community Engagement Leader, Projects Leader, Plant Sale Leader, and NLCP Coordinator.

Document approved at the 10/13/19 Board Meeting