

Position Description

Chapter President

The president will have the general responsibility of leading the Chapter in carrying out the objectives of the Chapter by:

- Serve a one-year term following a one-year term as President-Elect.
- Carry out a leadership role in advancing the goals and objectives of the West Virginia Chapter.
- Maintain Communications and be alert to new programs and service opportunities offered by the parent Society.
- Serve as a spokesperson of the West Virginia Chapter representing the needs, concerns, and interests of the membership.
- Take a leadership role and work closely with the Chapter officers and council members to develop a Chapter program and budget plan for the year.
- Schedule and preside over regular and special executive council meetings and the annual business meeting.
- Develop executive council and annual business meeting agendas.
- Finalize timely appointments to all standing committees.
- Work closely with the executive council and newsletter editor to develop a newsletter calendar for the year.
- Prepare a president's message for each newsletter.
- Submit an annual Chapter report to the parent society as directed by the regional director for the his/her term as president.

Position Description

President-Elect

- Serve a one-year term as voting member of the executive council prior to becoming president.
- Attend regular and special meetings of the executive council meetings and the annual business meeting.
- Serve as the spokesperson for the Chapter as directed by in or in the absence of the Chapter president.
- Work closely with the executive council in developing an annual Chapter program and budget plan.
- Assist the president in the selection of committee chairpersons of standing committees for the year prior to starting his/her term as president.
- Attend national meeting, if possible.
- Serve as the chairperson for annual meeting planning committee.
- Attend at least one leadership development workshop in the East North Central Region.

Position Description

Past-President

- Serve a one-year term as a voting member of the council after serving as president and president-elect.
- Attend regular and special executive council meetings and the annual business meeting.
- Serve as a spokesperson for the Chapter as directed by the president.
- Work closely with the executive council in developing an annual Chapter program and budget plan.
- Assist the Chapter president in identifying and selecting members to serve on standing and special committees.
- Serve as chairperson of the nominating committee.
- Provide the Chapter Historian with information of historical significance for his/her term as president. See Attachment A.

ATTACHMENT A

Guide for Archival Records Assembly

Submit copies of the following items, from term Chapter President to the History committee:

1. Minutes of all council meetings and the annual business meeting.
2. Annual business meeting financial report.
3. Letters of historical significance (omit general correspondence).
4. Chapter newsletters.
5. Magazine and newspaper clippings of Chapter events.
6. Published Chapter position statements.
7. Printed program and agenda of annual meeting.
8. Proceedings of special conferences, seminars, and/or workshops.
9. Names of Chapter award program winners (include address and occupation).
10. Names of Chapter scholarship recipients (include address, school, and major).
11. Photographs of special Chapter events, award winners, and other related activities.
12. List of Chapter officers, council members, task force groups and committee chairpersons.
13. List of Chapter members.
14. Other memorabilia selected for historical purposes.

Position Description

Secretary

- Serve a one-year term as secretary and voting member of the executive council.
- Maintain an orderly file of all Chapter minutes, correspondence, and other related information for record keeping purposes.
- Attend and record minutes of all regular and special executive council meetings and the annual business meeting. Give a report and/or read the minutes of the previous meeting.
- Prepare and distribute minutes to Chapter officers, committee chairpersons, regional director, and national SWCS headquarters.
- Write and/or prepare correspondence as needed or directed by the Chapter president and/or other executive council meetings.

Position Description

Treasurer

- Serve a one-year term as treasurer and voting member of the executive council.
- Maintain detailed income and expense records for the Chapter.
- Pay Chapter bills on the order of the executive council.
- Arrange for an audit of the financial accounts and records in accordance with Chapter bylaws of as otherwise directed by the executive council.
- Serve as member of the finance committee.

Awards Committee

Committee Makeup and Terms

The committee shall be comprised of at least the Chair and the Teams Representatives. The Chair may appoint others as he/she feels as necessary. The Chair and the committee members will serve a one year term, however, they may be re-appointed.

Responsibilities

Recognition of individuals, groups, and organizations that have significantly enhance the Chapter's mission by "advancing the art and science of good land use".

Recommend to the executive council a listing of potential award recipients annually.

Work with the Annual Meetings Committee to arrange for awards presentation at the annual awards banquet.

The committee Chair is responsible for submitting Chapter nominations for Society Awards.

Operating Procedures

The committee shall:

Refer to Chapter Annual Awards Program and Guidelines.

Submit award recommendations to the executive council by October 1.

See that necessary awards, certificates, and past president pins are ordered from Ankeny in a timely manner. (Allow at least three weeks for orders to arrive - Chapter Treasurer should be billed.)

Award certificates are completed/signed and plaques are engraved and ready for the annual awards banquet.

Prepare and send a letter to all award winners informing them of the award and inviting them to attend the annual awards banquet. Letter should be mailed 3-4 weeks prior to the banquet.

Prepare awards ceremony brochure and a brief narrative of each award.

Prepare awards article / call for nominations and nomination form for the two newsletters published prior to the annual meeting.

Prepare news article for newsletter published following the annual meeting which details the award winners and their accomplishments. Provide photographs if available.

Submit nominations for Society Awards to Ankeny by December 31. See Awards Manual.

Prepare committee status reports for executive council reports.

Complete Chapter Activity Summary to the Chapter president by December 1.

Finance Committee

Committee Makeup and Terms

The committee shall be comprised of six members - the Chair, Chapter Treasurer, Chapter President, Chapter President-Elect, and two other members appointed by the Chair. The Chapter President, Chapter President-Elect, and the Chapter Treasurer will serve the length of their terms. The Chair and two designated members will serve a two year term.

Responsibilities

The committee is responsible for overseeing and monitoring the financial status of the Chapter. Specific responsibilities include:

Prepare and submit an annual budget to the executive council prior to the annual meeting.

Conduct an annual audit of the fiscal accounts and records of the Chapter and report to the executive council prior to the annual meeting.

Develop fundraising activity proposals for approval by the executive council. Oversee the implementation of any fundraising activities approved by the executive council.

Operating Procedures

The committee shall:

Meet as often as is necessary to fulfill their responsibilities.

Present annual budget report at the annual business meeting.

Perform account audit prior to the annual meeting. Audit to be conducted by the two at-large committee members.

Complete and submit Chapter Activity Summary(ies) to the Chapter President by December 1.

Nominating Committee

Committee Makeup and Terms

The past president will chair this committee the year following his/her term as president. Other committee members may be appointed as needed.

Responsibilities

This committee will nominate candidates who are qualified and willing to serve the Chapter as President-Elect, Treasurer, Secretary.

Operating Procedures

The committee shall:

Nominate and submit to the membership the names of at least two candidates for the offices of President-Elect, Treasurer, and Secretary. Ballots must be ready for the printing of the newsletter prior to the annual meeting.

Set a deadline for accepting ballots and notify the membership of this deadline.

Accept ballots from members until the deadline.

Count votes and prepare a report concerning the results.

Submit a report of election results to the newsletter editor, regional representative, and international society.

Prepare and submit Chapter Activity Summary (ies) to the President by December 1.

Teams Representative

Committee Makeup and Terms

The Teams Representative shall be appointed by the President. The representative will serve at least a two year term, but may be reappointed.

Responsibilities

- Attend executive council meetings.
- Assist the Membership Committee with recruitment in their area.
- Make at least one personal contact with new members from their area.
- Provide Newsletter Committee with news items of interest from their area.
- Keep a record of Chapter activities taking place in their area and submit a Chapter Activity Summary for each activity to the President by December 1.
- Arrange for at least one door prize for the annual meeting.
- Arrange for publicity of any Chapter activities taking place in their area.
- Keep the executive council informed of the needs and desires of Chapter members in their area.