

Appendix E - Responsibilities and Duties of the NTC Board and Committees

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A. BOARD

1. OFFICERS

The duly elected Officers shall consist of:

- President
- Vice President
- Treasurer
- Secretary

The terms and limits of office: All elected Officers shall serve for a period of 24 months, and are eligible for re-election. Officers can serve for no more than 2 consecutive terms.

2. DUTIES OF OFFICERS

The duties of Officers are defined in the following:

PRESIDENT

- a. Serve as Chair of the Board of Directors.
- b. Prepare and distribute the agenda for Board meetings.
- c. Preside over Board and Chapter meetings.
- d. Sign all Board-approved documents that may be legally binding on the Chapter.
- e. Co-sign checks with the Treasurer for amounts over \$500.
- f. Present a summary of the Chapter's accomplishments at the chapter annual awards meeting.
- g. Prepare correspondence between the Chapter and the State Office, other Chapters or State agencies as appropriate.
- h. Review Chapter's completed annual report before submission to State office.
- i. Communicate with Board and Chapter Members as needed; conduct email votes on issues between meetings as required.
- j. Appoint all committee Chairs and be an ex-officio member of all committees, assisting as appropriate.
- k. The president shall instruct the Nominating Committee to convene no later than the August board meeting to prepare a recommended list of candidates for all Officers and Directors whose terms of service have expired.
- l. Become Immediate Past President upon completion of term as President.
- m. Encourage all Officers and Directors to read and be familiar with their duties, responsibilities and program guiding documents (i.e. Bylaws, State Protocols, etc.) stated in this Chapter Operating Handbook.
- n. Facilitate a retreat of all newly elected Officers and Directors with the outgoing Board members in January to facilitate responsibility exchange and chart the Chapter's new year.
- o. Insure that donor-appreciation letters are sent.
- p. Oversee the work of the Goals Committee.
- q. Oversee the work of the Policies and Procedures Committee.
- r. Oversee the work of the Speakers Bureau.
- s. Oversee the Partnership agreements process.
- t. Oversee the work of the Special Conference Committee.

- u. Schedule regular meetings with the Advisors.

Elected in odd years, serving in the following even and odd years.

VICE PRESIDENT

- a. Assist the President and act for the President in her/his absence.
- b. For the new class, manage the process for each member reading and understanding the Code of Ethics and the Standards of Conduct.
- c. Prior to the November Board meeting, meet with the President to establish Chapter and Board meeting dates for the following year, to be presented for review and approval at the November Board meeting.
- d. Participate as a member of the Annual Financial Examination Committee.
- e. Chair the Program Committee scheduling Chapter programs for membership meetings.
- f. Select and secure the venue for monthly Chapter meetings for the following year based on approved Board meeting dates.
- g. Schedule Chapter field trips.
- h. Oversee the Host/Hospitality Committee.
- i. Oversee the Resource Manager position.
- j. Oversee the Awards Committee.
- k. Oversee the Scholarship process.

Elected in even years, serving in the following odd and even years.

TREASURER

- a. Receive all dues and monies for the Chapter and maintain them in a Chapter bank account.
- b. Develop and maintain an annual budget for the Chapter with input and approval by the Board by December 31st of each year.
- c. Pay all bills upon receipt of a written statement or receipt approved by the project coordinator or a board member. This written statement or receipt shall be attached to an approved chapter check request. Verify that all payments are within the budget approved by the Board.
- d. Cosign with one other Officer on all checks, drafts or other instruments for payment of money or notes of the Chapter over \$500.
- e. Submit all annual financial records, reports and audits as required by law (and/or sponsoring agencies).
- f. Make a financial report at all Board meetings.
- g. Present the financial records to the Annual Financial Examination Committee before the last Board meeting of the calendar year.
- h. Keep an account of all income, expenses, disbursements and other financial matters including a hard copy file of such documentation for seven years plus the current calendar year.
- i. Make available all financial reports and documents to any Chapter member and/or Advisor as may be requested.
- j. Prepare and submit all returns, forms, and reports required by the Internal Revenue Service of Section 501c3 entities.

Elected in odd years, serving in the following even and odd years.

SECRETARY

- a. Conduct all necessary Chapter correspondence.
- b. Record, publish and preserve the minutes of all meetings of the Board, General Membership meetings or special meetings.
- c. Furnish the minutes and all supporting documents to all Board members and make them available to other Chapter members when requested.
- d. Keep a record of attendance at each Board meeting and whether a quorum is present.
- e. Maintain a hard copy file of all minutes and correspondence.
- f. Record and include results with supporting documentation of any electronic media votes in the following month's board meeting minutes. For example, all emails pertaining to discussions or votes should be retained.
- g. Oversee the work of the Historian/Archivist position.
- h. Administer the annual Conflict of Interest certifications by the officers, directors, and advisors.
- i. Bring to each Board meeting the minutes book, a copy of the Bylaws, State Protocols, the Chapter Operating Handbook, a list of all committee membership and a copy of the parliamentary authority adopted by the Chapter.

Elected in even years, serving in the following odd and even years.

3. DIRECTORS

All Director positions are appointed and approved by the Board of Directors and the General Membership according to the Chapter Bylaws ARTICLE VI, F and G.

The terms and limits of office: All Directors shall serve for a period of 24 months, and are eligible for re-election. They can serve for no more than 2 consecutive terms. The New Class Representative shall serve for a period of 12 months ending with the induction of the next incoming New Class Representative.

4. DUTIES OF DIRECTORS

The duties of Directors shall be to assist the Officers in their respective responsibilities. Specific duties are listed under their titles below. All Directors are voting members of the Board. The list which follows may be considered the critical appointments for successful Chapter operation, but is not intended to encompass all requirements a Chapter may have. Neither does it state all responsibilities that may be required of a Director's position.

IMMEDIATE PAST PRESIDENT

- a. Provide continuity from prior Board of Directors with counsel for undocumented procedures and works to document those procedures.
- b. Assist the President.
- c. Assume the responsibility as the State Representative for the Chapter if that position is not otherwise filled.
- d. Chair the Nominating Committee. Ref. Chapter Bylaws, Article V, E, 2.
- e. In the absence of an Immediate Past President, the President will reassign above responsibilities as needed.

STATE REPRESENTATIVE

- a. Take Chapter issues to State.
- b. Attend State meetings.
- c. Report to the Board on state issues.
- d. Update State Master Naturalist website with current information.
- e. Act as a contact between the Chapter and State Offices.

Appointed in even years, serving in the following odd and even years.

MEMBERSHIP DIRECTOR

- a. Maintain a roster of all Chapter members with pertinent contact information.
- b. Oversee the Membership Committee.
- c. Communicate contact information changes to the manager of the Chapter Listserv.
- d. Maintain the list of those members who pay annual dues. (Enter information into VMS.)
- e. Restrict VMS access for those who do not pay annual dues by 3/31 each year.
- f. Quarterly, report to the Board on the names of members achieving certification and milestone awards.
- g. Manage the Chapter's use of the TMN Volunteer Management System (VMS), (Ref. State Protocols, Article VI, Volunteer Service Requirements) for reporting volunteer service hours and Advanced Training.
- h. Work with the New Class Director on the application process.
- i. Ensure new members/trainees receive appropriate training to use the TMN VMS and access the Chapter website after payment of class fee and a satisfactorily completed background check.
- j. Compile the State Annual Report with the support of the preceding year's President, State Representative, and the Volunteer Services Project Manager.
- k. Provide monthly reports on Chapter activities to the AgriLife Advisor.
- l. Process requests from individuals applying for volunteer donations from their employer (or former employer if retired).
- m. Provide requests from project leaders who need reports of the number of hours worked on their projects.
- n. Provide reports to the Volunteer Services Director and the Board on all projects annually.
- o. Quarterly, provide a roster with contact information of all members to the members of the Board.
- p. Work with the Nominating Committee to find engaged members to serve as Directors and Officers.
- q. Approve requests from members to access the Chapter website.
- r. Use VMS to determine annual awards.
- s. Order pins for certification, recertification, and milestone awards from the State office.
- t. Work with the Treasurer to ensure payment of annual dues and processing in VMS.
- u. Order replacement nametags for members.

Appointed in even years, serving in the following odd and even years.

NEW CLASS DIRECTOR

- a. Coordinate a New Class Committee to support all activities related to the class of approved applicants.
- b. Plan, implement and evaluate the Chapter training curriculum and develop training calendar, including location of classes, application deadlines, classes and field trips, and applicant selections, as well as class homework process, through graduation. Inform the membership and the TXMN office of the schedule.
- c. Recommend the class tuition to the Board.
- d. Work with Membership and Communications Directors to develop the New Class recruiting brochure, arrange for printing and distribution of class schedule and presenter information, and maintain the information on the website.
- e. Ensure new members/trainees receive appropriate training to use the TMN VMS.
- f. Organize, publicize, and manage new class application process.
- g. Determine appropriate Class Project(s), if any, each spring for classes.
- h. Order curriculum binders and/or eBooks from the State Program office.
- i. Order trainee name tags for new class members.
- j. Coordinate Chapter logo apparel orders for class and general membership.
- k. Arrange for food at first class and coordinate with class members for subsequent classes.
- l. Determine location and leaders of field trips related to curriculum chapters and make arrangements at each site.
- m. Determine make-up class and field trip opportunities and notify class members accordingly.
- n. Select all presenters and make arrangements for their class/presentation, including materials, handouts, and audio-visual equipment needs.
- o. Manage the Chapter's Mentor Program (See Appendix J-1).
- p. Create new class budget and present to Treasurer for approval by the Board.
- q. Coordinate with the Treasurer for honorariums offered to class presenters and field trip leaders. However, speakers or field trip leaders that are Chapter Members, or from Texas A&M AgriLife or Texas Parks and Wildlife Department will not receive an honorarium due to their relationship with the Chapter.
- r. Provide a roster of the members of the New Class to the Board.

Appointed in even years, serving in the following odd and even years.

COMMUNICATIONS DIRECTOR

- a. Oversee positions of:
 - Newsletter Editor
 - Webmaster
 - Social Media Committee
 - Outreach Committee
- b. Write publicity press releases for print and electronic media covering New Class application, Chapter meetings, and special events.
- c. Arrange for printing and distribution of the Chapter brochure.

Appointed in odd years, serving in the following even and odd years.

VOLUNTEER SERVICE PROJECTS/ ADVANCED TRAINING DIRECTOR

- a. Maintain the form for members to request approval of a New Volunteer Service Project.
- b. Use State Protocols, Article VI Volunteer Service Requirements, including VMS, as a guide to review and approve Volunteer Service Projects.
- c. Publicize approved projects to Chapter Members.
- d. Organize and lead the work of the Volunteer Service Projects Committee in carrying out the administrative duties of Volunteer Services.
- e. Maintain the file of original project applications that are approved and signed by the Chapter sponsor in the NTMN office.
- f. Write/update project descriptions, project leader, and other information, and post on Chapter website and VMS.
- g. Move projects/opportunities in and out of active status as needed, based on semi-annual count of hours per opportunity. Review changes with the Board.
- h. Post Service and Advanced Training activities/events on Chapter website calendar.
- i. Support project leaders by promoting their activities, providing them with information, and assisting them as needed.
- j. Support Chapter members by providing information about volunteer opportunities and procedures and by answering their questions.
- k. Prepare for the Board an annual report of project activities.
- l. Use State Protocols, Article VI. Advanced Training Requirements, including VMS, as a guide to review and approve all Advanced Training requests and events.
- m. Assign Advanced Training Codes and Advanced Training Titles to qualifying events and notify Chapter membership of approved Advanced Training opportunities.
- n. Set up and manage Advanced Training opportunities in the Chapter's TMN VMS.
- o. Maintain the form for members to request that a program be approved for Advanced Training.
- p. Organize and lead the Project Approval Committee in the approval process for new projects.
- q. Oversee the work of the Advanced Training Committee.

Appointed in odd years, serving in the following even and odd years.

NEW CLASS REPRESENTATIVE

- a. Represent the New Class as a member on the Board.
- b. Participate as a member of the New Class Committee (current student year).
- c. Participate as a member of the Annual Financial Examination Committee.
- d. Candidate is recommended to the President by the New Class Director.
- e. Begin 1 year term in May, following the end of the New Class.

ADVISORS

- a. Give advice, make recommendations, inform and notify the Chapter on appropriate business in a professional way.
- b. The Advisor should not be the manager of the Chapter business or activities. They are to be a Chapter supporter and available to advise, recommend, inform and notify the Chapter and/or its members on and of appropriate and professional matters.
- c. Be familiar with the goals, activities and mission of the organization.
- d. Be willing to meet with the Officers of the organization to discuss expectations for roles and

- responsibilities.
- e. Assist the organization in maintaining the original goals, mission, vision, and operational framework set forth by the organizers of the Chapter as well as assist in further developing realistic goals with the Chapter's Board that are within the parameters of the statewide Texas Master Naturalist Program.
 - f. Facilitate opportunities for Texas Master Naturalist volunteers to exercise initiative and judgment within proper measure of autonomy when coordinating Chapter events and activities. In keeping with this approach, Advisors should participate in event planning and attend events when possible or when identified as necessary through the planning process.
 - g. Be aware of the Chapter's financial status via review of financial statements and the process for approval of expenditures.
 - h. Be aware of the Texas Master Naturalist State policies and guidelines, protocols and other agency or organization guidelines and protocols that establish expectations for volunteer requirements, behavior and activities. Ensure that the group and its Officers know where these policies, guidelines and protocols are published, what the rules are, why they exist, and the consequences for choosing to operate outside their parameters. Advisors are expected to report violations or potential violations to the appropriate Texas Master Naturalist Program and/or agency officials.
 - i. The Advisor should be ready to assist the Texas Master Naturalist State Program and TMN State Committee as needed as they may be called upon to implement regulations or policies from time to time.
 - j. The Advisor is responsible for notifying the Chapter Officers and the State Program Office and Committee regarding Chapter concerns. The Chapter Officers are responsible for notifying the State Program Office and TMN State Committee regarding Advisor problems or concerns.

The Chapter Advisor relationship is not a one-way street, in that the Chapters and their leaders also have responsibilities. These responsibilities include an appropriate level of communication, providing opportunities for Advisor interaction and a commitment to the success of the organization as a whole.

B. RESPONSIBILITIES OF THE BOARD

The Board is responsible for the success of the Chapter and has the authority to conduct the business of the Chapter as defined in the Chapter Bylaws. Board approval requires either a majority vote of Board members in attendance at a Board meeting where a quorum is present, or a majority vote of Board members via electronic media.

All official Board communications, i.e., voting, etc., via electronic media, shall be recorded and contained in the Chapter Secretary's records.

1. Committee Oversight. All committees and their activities are subject to review and approval by the Board.
2. Budget Limits. The Board will honor expenditure limits as set forth in this COH.
3. Chapter Business. The Board shall conduct the business functions of the Chapter as may be stated in the Chapter Bylaws, State Protocols, and this Chapter Operating Handbook.

4. Establishment of Dues. The Board of Directors may, with approval of a majority of Members present at a duly called and convened general membership meeting, set and change the annual dues, if any, payable to the Chapter. The Board of Directors must notify all voting Members 60 days prior to the general meeting that the subject of dues or their increase will be brought before the convened general membership for action. The Board of Directors, under special circumstances, may waive - in part or in whole - individual membership fees on a case-by-case basis, if approved by a majority vote of the Board of Directors.
 - Dues Schedule. Dues shall be payable on or before the first day of January for each fiscal year. If dues are not paid by March 31 in each fiscal year, then all privileges afforded that Member are rescinded until dues are paid.

C. COMMITTEES

All committees serve subject to the oversight and approval of the Board. The President and the appropriate Board member appoint the Chair of each Standing Committee. The Chair is responsible for seeing that the Committee fulfills the responsibilities and objectives for which it was formed.

1. STANDING COMMITTEES

EXECUTIVE COMMITTEE

- a. The Executive Committee shall be comprised of all Officers of the Chapter.
- b. Authority: Reference Chapter Bylaws, Article VI, B. 2. Authority.

ADVANCED TRAINING COMMITTEE

- a. Support the Volunteer Service Projects / Advanced Training Director to review, organize, assign codes, and notify Chapter members of approved Advanced Training opportunities.
- b. Assist with managing the Chapter's Advanced Training Opportunities within the TMN VMS
- c. Review special requests for variances; i.e. specifically for AT hours for research for papers or presentations. These requests should include a copy of the work product. Recommend to the Volunteer Services Director whether or not these requests should be granted.

AWARDS COMMITTEE

- a. Serve under the leadership of the Vice President.
- b. Determines standing and special Chapter awards and the procedures for selecting recipients.
- c. Implements the above procedures.
- d. Coordinate Awards Banquet and July picnic.
- e. Present milestone awards at Chapter Meetings.

GOALS COMMITTEE

- a. Serve under the leadership of the President.
- b. With the Board, develop the annual goals for the Chapter.
- c. Track attainment of goals and report on progress.
- d. Assist the President to compile an end of year summary of the Chapter's achievement of goals.

HISTORIAN/ARCHIVIST

- a. Maintain the historical records of the Chapter under the direction of the Secretary.
- b. Historical records include but are not limited to: Training classes, projects, recognitions, events, elections, meetings, Chapter scrapbook, and Chapter Newsletter archives.

HOST (HOSPITALITY) COMMITTEE

- a. Serve under the leadership of the Vice President.
- b. Assist the New Class Committee with class host activities.
- c. Coordinate General Membership meeting host activities.
- d. Prepare the room for meetings and other events.
- e. Arrange for refreshments for meetings and other events.

MEMBERSHIP COMMITTEE

- a. Serve under the leadership of the Membership Director.
- b. Manage and/or assist in managing the Chapter's records and reports within the TMN VMS. (This will require administrator access to VMS.)
- c. Maintain a roster of the in-training members, plus pertinent contact information within the TMN VMS. Ensure that their recording of Initial Training and certification hours are correct in VMS.
- d. Support Membership Director with compilation of the State Annual Report.
- e. Compile reports of members achieving Certification and Milestone awards quarterly for the Membership Director.
- f. Maintain attendance records for Monthly Chapter Meetings and provide to the Advisors.

NEW CLASS COMMITTEE (ALSO KNOWN AS THE EDUCATION COMMITTEE)

- a. Serve under the leadership of the New Class Director for the Chapter's training program.
- b. Plan, implement, and evaluate the Chapter training curriculum and develop training calendar.
- c. Acquire the TMN State Curriculum for new class trainees and prepare additional class materials.
- d. Select all presenters and make arrangements for their class/presentation including materials, handouts and audio-visual equipment needed for the class/presentation.
- e. Arrange for speaker gifts, travel, lodging needs, confirmation, and thank you letters.
- f. Arrange for publicity – newspapers, flyers, brochures, electronic media.
- g. Arrange for training venue and required facilities equipment for all class periods.
- h. Facilitate class field outings/trips.
- i. May host an initial New Class social and presentation reception.
- j. Arrange for refreshment amenities during class periods.
- k. Prepare a report from the applications which shows the skills for the new class members. This report will be shared with the Board and the Nominating Committee.

NEWSLETTER COMMITTEE

- a. Support the responsibilities of the newsletter of the Communications Director.
- b. Collects Chapter and State TMN news and for production and distribution of the bimonthly Chapter Newsletter.
- c. Coordinate Officers, Directors and members that contribute to the contents of the Newsletter.
- d. May assist Chapter Communications Director.
- e. See Appendix I-6.

NOMINATING COMMITTEE.

Proceed in accordance with Chapter Bylaws, Election of Officers Article V, E. 2, and Appointment of Board Members, Article V F.

The Immediate Past President will chair the Nominating Committee formed by a minimum of two additional Chapter Members who are appointed by the Immediate Past President. The committee will present the slate of Officer and Director candidates to the Board, taking into account the following attributes.

The Nominating Committee shall endeavor to select candidates from the Chapter Membership who demonstrate appropriate skills for managing each open Officer position, as well as open Director positions as requested by the President; and where possible, with an eye to increasing diversity. Diversity being not limited to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity, but including attributes such as age, formal education, background experience, and county of residence. Preference may be given to candidates whose total time in any Board capacity and total time of service in a single Board position is less than other candidates for the same position. Selection of candidates based on these additional diversity attributes would maintain experience and continuity for the Board while recruiting new members to serve. Candidates must be Certified Members of the Chapter in Good Standing.

The Nominating Committee must review the required skills, duties, and responsibilities of each position with the proposed candidate to assess the candidate's understanding and willingness to perform the functions of the office prior to nominating the candidate for any position.

The Nominating Committee will present a slate of Officer candidates by the October general membership meeting and conduct the Officer election process at the last general membership meeting of the calendar year. At this same meeting, the membership will also have the opportunity to ratify the slate of Directors recommended by the President and approved by the Board.

This committee will also serve when an Officer or Board vacancy occurs which requires candidates.

The State Master Naturalist Coordinator may provide oversight to a Chapter's nomination process.

OUTREACH COMMITTEE

- a. Responsible for the Chapter outreach activities under the direction of the Communications Director.
- b. Staff outreach booths.
- c. Acquire and maintain a Chapter display board and other project display materials.
- d. Coordinate activities with the Communications Director and the Chapter Webmaster.
- e. Assist the New Class Committee in promoting the Chapter.
- f. May assist Chapter Communications Director, New Class Director, and/or Membership Director.
- g. Schedule the Outreach Trunks for use at events.
- h. Develop training for MN on the use of the Trunks.

PARTNERSHIPS COMMITTEE

- a. Serve under the leadership of the President.
- b. Administer the Partnership agreements between the Chapter and the Partners, including drafting the letters which outline the expectations of both parties.

- c. Perform the annual review of all Partnership agreements and make recommendations to the Board to continue or discontinue the individual agreements.
- d. Maintain the list of Partners, including the Chapter Member who is the primary point of contact. The list will be posted on the Chapter website.
- e. Inform the Membership Director when new Partnership agreements are formed so that they can be noted on the Annual Report.
- f. Ensure that the Advisors are consulted before entering into a new Partnership agreement.

PHOTOGRAPHY COMMITTEE

- a. Serve under the leadership of the Communications Director.
- b. Provide a photographic record of the activities/projects of the NTMN Chapter.
- c. Ensure that the quality and content of the photographs meet the requirements for the individual publications.
- d. Coordinate with other communications committees to meet deadlines for publication.
- e. Coordinate with the Historian/Archivist.
- f. Coordinate with the Webmaster for posting photographs.
- g. See Appendix I-1.

POLICIES AND PROCEDURES COMMITTEE

- a. Serve under the leadership of the President
- b. Review minutes of Board meetings for approved changes to the Chapter Operating Handbook
- c. Present proposed changes to the COH to the Board.
- d. Notify Members 30 days before a vote to approve any changes.
- e. Inform the State Office of COH revisions.

PROGRAM AND SPECIAL EVENTS COMMITTEE

- a. Serve in support of the duties and responsibilities of the Vice President
- b. Responsible for the Chapter Meetings including the location, AV, etc.
- c. Responsible for Special Events for the Chapter including the July social and the December Awards ceremony.

SOCIAL MEDIA COMMITTEE

- a. Serve under the leadership of the Chapter Communications Director.
- b. Manage Social Media for the Chapter.
- c. Collect Chapter and State TMN news and distribute via our Social Media Channels.
- d. Coordinate with Officers, Directors, and members that contribute content.
- e. See Appendix I-3.

SPEAKERS BUREAU COMMITTEE

- a. Serve under the leadership of the President.
- b. Serve as the point of contact for organizations seeking Master Naturalists as speakers on topics about the Natural World of Texas.
- c. Match requests with Master Naturalists with the required expertise.
- d. Maintain a list of Master Naturalists who can speak at external events and their topics.
- e. Recruit speakers from the chapter to develop presentations on new topics which have been requested.
- f. Provide speakers training for volunteers.
- g. Maintain reports on speakers' presentations.

- h. See Appendix I-5.

SPECIAL CONFERENCE COMMITTEE

- a. Serve under the leadership of the President.
- b. The President will coordinate with the Texas Parks and Wildlife Department and Texas A&M AgriLife Advisors to present a program each year to communicate a topic of current importance to the community.
- c. The program will be developed through the Advisors' contacts with the state or national programs. The Advisors will secure the speakers and will act as masters of ceremony at the event.
- d. Chapter Committee responsibilities include:
 - i. Identify the Chapter Member to act as project manager for the event.
 - ii. Manage publicity in conjunction with the sponsors and their client lists.
 - iii. Secure the venue.
 - iv. Establish the fee for the event and collect the fee. (State employees are not allowed to handle money.)
 - v. Set up before and clean up after the event.
 - vi. Arrange for refreshments and lunch.
 - vii. Prepare a compilation of papers and other resources that presenters may have published for the attendees.
 - viii. Disburse honoraria and handle all of the expenses associated with the event.

VIDEOGRAPHY COMMITTEE

- a. Serve under the leadership of the President.
- b. Develop videos as required for training and promotion of the Chapter.

VOLUNTEER PROJECT APPROVAL COMMITTEE

- a. Serve in support of the Volunteer Service Projects / Advanced Training Director
- b. Minimum of 4 members (active members of the Chapter), in addition to the Volunteer Service Projects/ Advanced Training Director, who is the chair.
- c. Committee members appointed by the Volunteer Service Projects/Advanced Training Director.
- d. Serve until they resign - no specific term of office.
- e. Review all applications for new Chapter projects and vote whether to approve.
- f. All study, discussion, and voting among committee members is handled through email.
- g. Procedure: Volunteer Service Projects/Advanced Training Director forwards new project applications to committee members, informs committee members about TMN criteria for projects, handles questions and answers between applicant and committee, records votes, and notifies committee, applicant, and the Board of results. No time limit for the process to be completed.
- h. Ensure approval for each project from our Advisors.
- i. Oversee the process of "Specialists" within our Chapter, including determining the criteria for each, approving training opportunities, and managing the process for each Specialist designation.

VOLUNTEER SERVICE PROJECTS COMMITTEE

- a. Support Volunteer Service Projects/ Advanced Training Director to review, organize, assign codes, and notify Chapter members of approved Volunteer Service opportunities and projects.
- b. May assist in managing project opportunities with the Chapter's TMN VMS.

WEBSITE COMMITTEE

- a. Serve under the leadership of the Communications Director.
- b. Support the Chapter Website responsibilities of the Communications Director.
- c. Coordinates with the Membership Director.
- d. Coordinates with the New Class Director.
- e. Coordinates with Officers, Directors, and members that contribute to the content.

RESOURCE MANAGER

- a. Serve under the leadership of the Vice President.
- b. Maintain the AV equipment for the Chapter.
- c. Maintain the printed material for Outreach events.
- d. Maintain other Chapter resources as needed for meetings, etc.
- e. Maintain information on the website of all available resources for Members.

2. AD HOC COMMITTEES

Ad Hoc committees are formed for a particular and specific short-term purpose.

ANNUAL FINANCIAL EXAMINATION COMMITTEE.

Conducts the annual examination of the financial records of the Chapter. The Vice-President will appoint qualified members of the chapter to conduct the Annual Financial Examination. The President appoints the Chair. The Treasurer provides the financial records for review to the Board. Refer to the Bylaws, Appendix IX, C and Appendix H-3.

OTHER AD HOC COMMITTEES.

May be formed by the Board as needed to address specific tasks or purposes.