

## **OMN Officer Duties according to the OMN By-Laws**

### **President**

- 1) Is the official representative of the Chapter.
- 2) Shall appoint committees and committee chairs, subject to Board approval.
- 3) Shall be an ex officio member of all committees, except Audit and Nominating, and votes when there is a tie.
- 4) Shall preside over meetings of and provide general supervision of the affairs of the Chapter and serve as Chair of the Board of Directors.
- 5) Shall sign all certificates, contracts and legal instruments, except financial affairs of the Chapter, which are assigned to the Treasurer.
- 6) Perform such duties as may be normally expected of the President of a Chapter.
- 7) Shall present an annual report at the November business meeting of the Chapter, which will be posted for review by all members.

### **Vice-President**

- 1) Shall assist the President and shall preside at meetings when the President is absent.
- 2) Shall be the Program Chairman and shall perform such other duties as may be assigned by the President.

### **Secretary**

- 1) Shall take the minutes of each Chapter meeting and report such minutes when called upon by the President.
- 2) Is the custodian of all records and proceedings of the Chapter, except those of the Treasurer.
- 3) Keep a record of attendance at each meeting.
- 4) Bring to each meeting the minute book, a copy of the bylaws, standards of conduct and code of ethics, a list of all committees and a copy of parliamentary authority adopted by the Chapter.
- 5) Publish notice of membership meetings and field trips.
- 6) Is the Corresponding Secretary for the Chapter.
- 7) Shall yearly obtain a copy of the Certificate of Self-Insurance from State of Oklahoma, Department of Central Services.

### **Treasurer**

- 1) Shall serve without bond.
- 2) Maintain budget and accounting records.
- 3) Is responsible for receipt and disbursement of funds for the Chapter.
  - a) a disbursement in excess of \$250 will require a co-signature.
- 4) Shall provide a Treasurer's report regularly at meetings to the membership of the Chapter when called upon by the President.
- 5) Submit annual financial reports as required by law.
- 6) Shall keep books that will be audited, at minimum, one time per year on the last day of the fiscal year.

### **Historian**

- 1) Prepares a narrative account of the Chapter's activities during the term of office of the Board who appointed them, which shall become a part of the Chapter's official history.
- 2) Historical records include but are not limited to: training classes, projects, member recognition, events, elections, meetings and Chapter Newsletter archives.

### **Publicity Committee**

- 1) Assist the President, the Cooperative Extension Service Advisor and the Training Committee in publicizing the Oklahoma Master Naturalist programs and the activities of the Chapter.
- 2) Responsible for collecting chapter and state news, producing and distributing the Chapter Newsletter, to which officers and members will contribute content.
- 3) Arrange staffing of Oklahoma Master Naturalist outreach booth and maintain Chapter display materials.
- 4) Create and maintain Chapter brochure.
- 5) Supports Chapter web page.

### **Volunteer Service Projects Committee**

- 1) Approves and notifies Chapter membership regarding volunteer service opportunities and projects.

### **Training Committee**

- 1) Coordinates training of Master Naturalist for Chapter's training program and develops training calendar.
- 2) Acquires and prepares class manuals and prepares handouts for each session.
- 3) Works with Publicity Committee to arrange publicity in electronic and print media regarding upcoming classes.
- 4) Arrange for location, room seating and equipment for all classes.
- 5) Arrange for class and membership meeting host activities – drinks, snacks, meals.
- 6) Manages the participants through course completion.
- 7) Approves and notifies Chapter membership regarding advanced training.

### **Membership Committee**

- 1) Maintains a roster of the Chapter's member names including in-training members, plus addresses, email addresses and phone numbers.
- 2) Maintains a record of volunteer and advanced training hours and class training attendance.
- 3) Notifies the Board of members meeting certification and threshold hour achievements.
- 4) Orders and maintains the member certification and recognition awards.
- 5) Maintain a record of specific expertise of members.
- 6) Will sponsor a Mentoring Program for new members.

### **Program Committee**

- 1) Develops and maintains Chapter calendar of activities.
- 2) Schedules Chapter programs and field trips for membership meetings.
- 3) Notifies members of field trip requirements, i.e. water, logistics, apparel, equipment and so on.
- 4) Presents ideas for advanced trainings to OMN board & members for approval.
- 5) Arranges and schedules advanced training sessions for OMN members.

*Ad Hoc Committees* can be formed by the Board as needed to address specific needs or purposes.

### **Finance Committee**

- 1) Responsible for conducting an annual audit of the financial records of the Chapter and members will include Chapter Advisor and Vice President, at minimum.
- 2) Will help maintain tax records.

### **Nomination Committee**

- 1) Responsible for selecting the annual ballot of officers. The committee will present a slate of officers at the annual meeting.

### **Wetlands Survey**

- 1) Works with the USF&W on all Wetland Survey Projects.
- 2) Negotiates all contracts concerning Wetland Survey Projects.
- 3) Assigns projects to OMN members for completion.

### **Hospitality**

- 1) Assigns greeting duties to OMN members for general meetings.
- 2) Assigns snack duties to OMN members.
- 3) Door Prizes