

## **NH Association of Natural Resource Scientists Board of Directors Duties and Responsibilities**

### **Executive Committee**

- President** Supervise, subject to the control of the BOD, all Association programs and projects; set Association goals; establish and facilitate the methods to accomplish goals; set business meeting agendas (BOD & Membership) and moderate meetings (unless a Chairperson is elected); write President's Address for newsletter; supervise the Administrative Assistant; ensure that the integrity, purpose and goals of the Association meet both the intent and purpose of NHANRS as outlined in Article I of NHANRS official Bylaws. The President shall represent NHANRS interests in local, civic and community activities as necessary, setting aside personal agendas.
- Vice President** Shall succeed to the powers of the President in his/her absence, shall assist the President in accomplishing Association goals and supervise special projects (such as establishing web page, Administrative Assistant, newsletter, etc.) as directed by the President.
- Treasurer** Shall manage all aspects of NHANRS financial needs, including bank accounts, and be responsible for balance maintenance of all NHANRS accounts with support from the Administrative Assistant. The Treasurer is responsible for taxes and the financial review, as needed, and shall assist the President/Vice President as requested. The Treasurer shall provide an annual financial report to the BOD two weeks prior to the Annual Meeting and interim financial statements one week prior to each BOD meeting.
- Secretary** Shall record minutes at all meetings, attend to Association correspondence and keep the records of the Association with support from the Administrative Assistant. The Secretary is responsible for the maintenance and safe keeping of the Association's official Bylaws. The Secretary shall issue notices to the members of the BOD, as necessary and directed by the President in accordance with the Bylaws, and shall assist the President/Vice-President as requested. The Secretary shall provide the minutes for the previous meeting to the BOD one week prior to each BOD meeting, and within three weeks following a membership business meeting or special meeting, unless otherwise directed by the President.

### **Standing Committee Chairs**

- Legislative** Shall interface with the Association lobbyist; track legislation and DES rule changes as necessary; establish/oversee the Legislative Committee; prepare legislative updates for newsletter; and be responsible for attendance at legislative/DES sessions as necessary and subject to approval of the BOD.
- Communications** Shall lead outreach to, and engagement with, the membership by creating an effective flow of information using the newsletter, website and social media. The Communications Chair shall coordinate publication of the newsletter and develop content for the website as needed, with support from the BOD. The Communications Chair shall work with the Education Chair to develop and maintain a standard approach to advertising and marketing of workshops; and shall work with the Membership Chair to develop a marketing approach to attract new membership, including the next generation of scientists.

Membership                      Shall review membership applications for administrative completeness; interface with applicants as necessary to obtain all required information; forward complete applications to the BOD; provide statistics at BOD and membership meetings as directed; and provide new member information for newsletter. In conjunction with the Administrative Assistant, the Membership Chair shall provide new members with informational package and welcome letter; maintain membership list(s) and databases; produce updated directories annually as requested by the BOD; and supervise and implement membership renewals annually.

Education                         Shall be responsible for all membership meetings, including Annual Meeting, in conjunction with the President. The Education Chair shall establish and oversee an Education Committee, to include Discipline representatives, which shall coordinate workshops/meetings and maintain balance among topics and CEUs offered. The Education Chair shall coordinate CEUs and work with the Administrative Assistant regarding issuance of Certificates of Attendance for workshops/meetings. The Education Chair shall prepare mailings for meetings in conjunction with the Administrative Assistant and shall produce educational updates for newsletter.

Revised 03/2020