

## **Executive Board Positions (Elected Positions):**

### **President-Elect (3-year term\*)**

The President-Elect assumes duties of the President in the absence or upon the inability of the President to serve. During their 1-year term, the President-Elect shadows the President as they perform their duties. By the end of the year, the President-Elect will assist with creating agendas and leading Board Meetings to prepare them for their Presidential term. This elected position oversees the Membership Coordinator and performs their duties when they are not available.

\*The President Elect serves in this position for one year, as President for one year, and then as Past President for one year. The President Elect will assist and have the assistance of the President and Past President.

- The President is responsible for the general supervision of the Chapter officers, appoints, with assistance of Executive Board, Chairpersons of all regular and special committees, presides as Chairperson at meetings of the Executive board, and is an ex-officio member of all committees, except the Nominating and Elections Committee. The president attends National level meetings in the absence of their managers. This elected position is responsible for setting up the annual Natural Communities Conference (NCC).
- Past-President oversees the Professional Development Committee and attends Western Section PDC meetings in the absence of the Committee Chair. The Past-President assists the President with the annual NCC.

## **Appointed Positions:**

### **Outreach Coordinator**

The Outreach Coordinator interfaces between the public, the Chapter Board, and Chapter membership. This position is responsible for connecting the San Joaquin Valley Chapter with the surrounding community. Their duties include brainstorming potential partnerships or methods for engagement with the local community, maintaining a calendar for outreach events and working closely with community partners to plan and execute various outreach events. Outreach events are also designed to encourage wildlife professionals to become active Chapter members and share their experiences for the betterment of the community. The Outreach Coordinator also works closely with the student representatives from local colleges and universities to encourage involvement from the student body that may have interests in wildlife conservation and related topics.

### **Merchandise Manager**

The Merchandise Manager maintains merchandise inventory, creates and manages orders, and coordinates sales during Chapter events. They are responsible for presenting ideas or requests for additional merchandise items to the Executive Board.

### **Audit Committee**

The Audit Committee consists of at least three people and oversees reviewing the financial records and support documents of the Treasurer annually as well as prior to any change in office of the Treasurer.

### **Bylaws Committee**

The Bylaws Committee meets at least once a year to review the Bylaws and determine if edits need to be made. If revisions are required, the Bylaws Committee will present the revisions to the Executive Board for final review. When the revised Bylaws are submitted to the chapter to vote upon, the Bylaws Committee Chair will assist the Executive Board with answering any question.

### **Conservation Affairs Committee**

The Conservation Affairs Committee reviews legislative proposals, administrative regulations, environmental assessments and impact statements, and other subjects or issues affecting wildlife or wildlife habitat within the organization area of the Chapter and makes recommendations to the Executive Board for any action that should be taken by the Chapter. The Chairperson attends monthly meetings with the Western Section Conservation Affairs Committee (including at the Annual Western Section Meeting) and is the point of contact for the public and membership on conservation affairs related actions. The Chairperson can reach out to Chapter members to assist with reviews and/or preparation of comment letters. In addition, the committee receives proposed resolutions and public statements from members and prepares, submits, and recommends action on such items to the Executive Board.

### **Diversity Committee**

The Diversity Committee works to attract, encourage, and fully develop talent from the full range of our member's diverse backgrounds. The Chairperson attends 4 quarterly virtual meetings and receives emails from the TWS Diversity Committee then creates a report of the information to send to the Executive Board. They work with the Membership Coordinator to present that information to the Chapter Membership.

### **Nominating and Elections Committee**

The Nominating and Elections Committee consists of three-members. They are responsible for preparing a list of two candidates for each of the elective positions: President-Elect, Secretary, and Treasurer and presenting the list to the membership at least 15 days prior to the annual business meeting. During the annual election they are responsible for counting the written or electronic ballots and submitting the results to the President.

### **Student Chapter Liaison**

The Student Chapter Liaison facilitates communication between the San Joaquin Valley Chapter and any active student chapters. This position is open to either professionals or students and reports to the Outreach Coordinator.