

## Board Member Responsibilities

### Officers

#### **President**

- Promote FCHAP in the community.
- Construct meeting agendas and future direction for FCHAP.
- Facilitate board meetings once a month.
- Issue policy statements, letters of support, and media quotes on behalf of the Friends.
- Serve as spokesperson (i.e. annual meetings, special FCHAP sponsored events, etc.)
- Signature authority on checks and correspondence.

#### **Vice President**

- Promote FCHAP in the community.
- Facilitate meetings if President is unable to do so.
- Serve as spokesperson when necessary.
- Call or e-mail board members one to two weeks prior to a meeting to remind them of the location, date & time.
- Signature authority on checks.

#### **Secretary**

- Promote FCHAP in the community.
- Take minutes at board meetings and distribute to board one week prior to scheduled meetings.
- Coordinate publication and printing of quarterly newsletters, membership brochures and other publications as needed.
- Maintain the membership database/spreadsheet (contact information).
- Provide membership updates at FCHAP board meetings.
- Draft correspondence for approval by board and then President's signature.
- Coordinate membership renewals.

#### **Treasurer**

- Promote FCHAP in the community.
- Maintain FCHAP banking accounts.
- Provide a written treasury/budget reports at board meetings.
- Primary signature authority.
- Submit information to IRS for annual tax reporting.
- Work with State Parks liaison (Carol Imbriani) on annual reports.

#### **Registered Agent**

- Promote FCHAP in the community.
- Coordinate Annual Report to FDEP Bureau of Parks with the Charlotte Harbor Aquatic Preserves and State Park staff
- The Friends are a corporation and the Registered Agent acts as the legal contact. The RA receives important documents and legal papers which he/she then forwards to the board of directors. The Agent can sign for legal documents on behalf of the Friends.

## All Board Members

### **Board Members**

- Promote FCHAP in the community.
- Contribute articles or coordinate guest writers for quarterly newsletter.
- Participate in monthly meetings.
- Serve as a committee/project lead or co-lead a minimum of once per year (i.e. NED Paddles, Wading Trips, Annual Meeting, Volunteer Appreciation Day, etc.)
  - Coordinate with other board members to accomplish event plans.
  - Enter event on the FCHAP Events Calendar
  - Submit grant applications with CHNEP or other granting organizations to help fund events.
  - Find sponsors to donate items to FCHAP for fundraising or CHAP/SP support.
  - Maintain communication with full membership to promote and find volunteers for the event.
  - Coordinate a press release for the event at least one month prior.
  - Present requests to board prior to event for refreshments or other expenditures.
  - Order products and supplies for upcoming events.
  - Report back to board with details about the event; successes/failures, attendance, money spent (receipts for expenditures go to the Treasurer for reimbursement or recording), recognition of the volunteers who participated, hours worked and overall benefit to the community. (This information will be published in our newsletter.)