

# Texas Master Naturalist Program Lost Pines Chapter

## CHAPTER OPERATING HANDBOOK October 2024



The Texas Master Naturalist Program’s mission is to develop a corps of well-informed volunteers to provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within their communities for the state of Texas.

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# CHAPTER OPERATING HANDBOOK

## *Texas Master Naturalist Program*

### *Lost Pines Chapter*

#### 1. CHAPTER ORGANIZATION

##### 1.1. **Governing documents**

The documents governing this chapter are our *Bylaws*, the Texas Master Naturalist™ Program's *Chapter Management and Operations Protocols (CMOP)*, and this *Chapter Operating Handbook (COH)*. A chapter's COH must comply with the *Bylaws* and the *CMOP*. <https://txmn.tamu.edu/chapter-resources/chapter-documents/> The chapter is structured for governance as described in this *COH*.

##### 1.2. **COH definitions**

###### **Executive officer:**

An *executive officer* is an elected leader who is responsible for leading the organization. They are voted on by members at the last general meeting of the year with a majority of members in attendance.

###### **Director:**

A *director* is a member of the board who leads, manages, and oversees the operation of the Chapter. They make financial and policy decisions and might also serve as a committee chair. They manage the committee chairs who directly report to the position.

###### **Committee:**

A *committee* is a group of members who volunteer to participate in a specific function, project, program, or goal. A committee works to achieve the specific objective of annual certification or recertification. They will share responsibilities with committee chairs and directors.

###### **Committee chair:**

A *committee chair* is an appointed leader who is responsible to lead, manage, and oversee specifics of a committee. They report to the board. The chair is a partner with the executive officers and directors to achieve the chapter's mission and assists the board in making financial and policy decisions. They schedule and organize events and ensure adequate participation.

###### **Project (Chapter Service Project):**

A *project* is a defined effort or activity that will satisfy the Chapter's volunteer service certification or recertification annually. A project works to meet the CMOP requirements for members to achieve a minimum of 40 hours of volunteer service each year. A project promotes continued involvement and helps to further the mission of the TMN program. Projects can be short, medium, long-term, or on-going. A project aims to achieve specific objectives within a defined timeline, budget, and scope. A project is reviewed and approved based on the Volunteer Service Project process.

###### **Project Leader:**

A *project leader* is the point-of-contact for a specific Volunteer Service Project. A project can be a short, mid-, or long-term objective. A project leader is a member who leads people and makes sure a project is carried through. The project leader engages the team, motivates them, takes care of their needs, and maintains a friendly and productive environment. Some of their primary responsibilities include:

- Attends meetings with other leaders
- Reports to the board on the status of their project
- Keeps the team focused on the project and moving forward to reach their goal
- Budget responsibilities?

###### **Program:**

A *program* is a coordinated effort or activity between the Chapter and approved partner agencies and associations. The program creates value by achieving benefits that extend further into the community that are not available to the Chapter without the partners and associated agencies. The purpose can vary depending on the nature of the initiative but must fit within the objectives and mission of the Texas Master Naturalist **program**.

A program meets the CMOP requirements to assist members in achieving a minimum of 40 hours of volunteer service each year. A program promotes continued involvement and helps to further the mission of the organization. Programs can be short, medium, long-term, or on-going. A program aims to achieve specific objectives within a defined timeline, budget, and scope.

**Program liaison:**

A *program liaison* is assigned as a communicator to approved partner agencies and associations and who determines the service and education requirements of both the chapter and these organizations. They report to the director as stated in the program description. The liaison is a partner with the executive officers and directors to achieve the Chapter’s mission and assists the board in making financial and policy decisions. They schedule and organize events and ensure adequate participation.

## **2. BOARD OF DIRECTORS**

### **2.1. Makeup of the board**

The board consists of the elected officers, the appointed directors, the immediate past president, **the state representative**, and the chapter advisor. All are voting members of the board.

#### **2.1.1. Elected officers**

Officers who are elected by the membership [Reference Bylaws Article V, A., D., and E.]:

- President
- Vice president
- Secretary
- Treasurer

#### **2.1.2. Appointed directors**

Directors are appointed according to Bylaws Article V, E., F., and G. They are:

- Chapter state representative
- Communications director
- Education director
- Environmental stewardship director
- Member-at-large
- Membership director
- Outreach director
- **Program director?**
- Training class director (new term begins when training class ends)
- Training class representative (term may be shorter than other directors)

### **2.2. Term of office**

For president, vice president, and recent past president, the term of office is 12 months. The rotation of the presidency is such **that** the vice president succeeds to the presidency after 12 months, then serves as president for 12 months followed by serving as recent past president for 12 months. The total commitment to the office is three years.

The two remaining officer positions, treasurer, and secretary, are filled in staggered 24-month terms to maintain continuity of experience within the executive committee.

The appointed director positions are filled in 24-month terms to maintain continuity of experience within the board of directors.

### **2.3. Executive committee**

The elected officers comprise the executive committee [See 5.3.4]

## **3. DUTIES OF BOARD**

### **3.1. Duties of all board members**

- a. Communicate effectively with the executive officers, board members, committees, and members
- b. Maintain confidentiality when dealing with individual member issues
- c. Whenever possible, maintain the privacy of members’ personal information
- d. Strive to further the TMN mission in everything one does



- e. Adhere to the TMN Code of Ethics and Standards of Conduct [Reference at <https://txmn.tamu.edu/chapter-resources/chapter-documents/>]
- f. Present oneself, remembering that every chapter and every member represent the public face of the TMN Program and its sponsoring agencies
- g. Serve as a model of leadership and recruit and develop new leaders for the chapter

### 3.2. Duties of officers

The chapter is encouraged to add to or modify items to reflect local circumstances while adhering to the requirements of the Bylaws and the CMOP. Duties listed below are required but may be shifted to other positions; however, officer titles must not be changed.

#### 3.2.1. President

- a. See 3.1 - Duties of all board members
- b. Serves as chair of the board of directors
- c. Prepares and distributes an agenda for board and chapter meetings
- d. Presides at board and chapter meetings
- e. Signs all board-approved documents that may be legally binding on the chapter
- f. Ensures that the president is one of the three authorized signatories on the chapter bank account
- g. Authorizes in writing in advance any payments to be made of \$1,000 or greater from the chapter bank account
- h. Ensures that before the chapter makes any written commitments to county governments, city councils, etc., or executes contracts or memorandums of understanding with other entities, the TMN state program coordinator's approval is obtained
- i. Present an annual summary of the chapter's accomplishments
- j. Conducts votes by manual or electronic means as required by responsibilities of the board [see 4.4]
- k. Presents a slate of candidates for all director positions for review and approval by a majority vote of the executive committee, immediate past president, and chapter advisor
- l. Appoints all committee chairs and serves as an ex-officio member of all committees, assisting as appropriate
- m. Ensures all officers and directors perform their duties and responsibilities as stated in this *COH* and are familiar with program guiding documents (i.e., *Bylaws*, *CMOP*)
- n. Works closely with the Vice President and **Recent** Past President to ensure a smooth transition to the office of President.
- o. If there is no immediate past president, reassigns the duties of that position [see 3.5.1]
- p. Serves as immediate past president upon completion of term as president
- q. Facilitates a retreat of all newly elected officers and directors with the outgoing board members to help in the transition of responsibilities and to chart the chapter's new year
- r. With the vice president and **recent** past president, help guide and educate the chapter's new officers and directors using the state governing documents
- s. Writes donor-appreciation letters
- t. Presents recognition awards to out-going officers and board members
- u. Communicates effectively with the TMN state office regarding questions or issues that arise and inform the state office of the chapter's activities
- v. Serves as the chapter's state representative or appoint an alternate to serve [see 3.4.1]
- w. Attend the TMN annual meeting or delegate an alternate

### 3.2.2. Vice president

- a. See 3.1- Duties of all board members
- b. Assists the president and act for the president in the president's absence
- c. Is considered *president-in-training* and as such will assist the president in the performance of his/her duties, as requested.
- d. Schedules and meets with the president and program director to recommend chapter and board meeting dates and locations for approval by the board. Typically, in January.
- e. Serves as chair of the annual financial examination committee [see 5.4.1]
- f. Works closely with the Communications Director and Programs director to ensure downstream and cross communication occurs regarding dates, times and venues are communicated timely and accurately to their volunteers and committees.
- g. Review draft state documents as requested by the president.
- h. Understand the governing documents of the chapter and assist in ensuring they are followed.
- i. With the president and recent past president, help guide and educate the chapter's new officers and directors using the state governing documents.
- j. Assist the president to fill any vacancies in committees and participate as appropriate.
- k. Serves as the program director in the program director's absence. [see 3.4.8]

### 3.2.3. Secretary

- a. See 3.1- Duties of all board members
- b. Conducts necessary chapter correspondence as assigned by the president
- c. Records, publishes, and preserves the minutes of all meetings of the board, executive committee, general membership, and any special meetings [see 9.4]
- d. Maintains record of attendance at each meeting and whether a quorum is present
- e. Maintains a paper copy or a secure digital record of all minutes and correspondence according to the chapter records retention policy—digital records are available with restricted access at: <https://drive.google.com/drive/u/0/shared-drives>. [Reference at <https://txmn.tamu.edu/chapter-resources/chapter-documents/> ]
- f. At board and chapter meetings, has access to electronic or paper copies of past minutes, the Bylaws, CMOP, COH, and the parliamentary authority Robert's Rules of Order
- g. Ensures that a method is in place for maintaining the chapter's paper and electronic files [see 4.6]
- h. Facilitates chapter members' compliance with the chapter records retention policy
- i. For 501(c)(3) chapters, ensures that all board members sign the required Conflict of Interest form each year [Reference form at <https://txmn.tamu.edu/chapter-resources/chapter-documents/> ]
- j. Maintains a secure list of all websites, social media platforms, email distribution lists, apps, data storage sites, financial accounts, and any other tools the chapter uses to conduct its business (include username and password if appropriate)

### 3.2.4. Treasurer

- a. See 3.1 - Duties of all board members
- b. Receives all monies for the chapter and maintain them in a chapter bank account
- c. Develops and maintain an annual budget for the Chapter with input and approval by the board—the proposed budget should be finalized and submitted for approval as soon as possible after the start of the new calendar year
- d. Pays all bills promptly upon receipt of a written statement, invoice, or receipt and any other required documentation for approved expenses
- e. Makes all financial reports and documents available to any chapter member or advisor upon request
- f. Ensures that the required two or three signers are on the chapter bank account
- g. If any other financial tools are used by the chapter, such as PayPal or Square, ensures that at least two other board members have access
- h. Signs all checks, drafts, or other instruments for payment or notes of the chapter; in the absence of the treasurer, the president or another designated officer may sign any instruments under \$1,000 for payment or notes of the chapter
- i. Ensures that for payments of \$1,000 or greater, the president or another designated officer has co-signed the payment instrument with the treasurer—written authorization must be provided in advance by the president for any payments of \$1,000 or more

- j. Presents a financial report at all board and chapter meetings that includes the status of all financial transactions and bank statement reconciliations
- k. Prepares and submit all annual financial records, reports and audits as required by law and sponsoring agencies
- l. Presents the financial records to the financial examination committee [see 5.4.1] annually as requested
- m. Maintains the financial records of the chapter in such a way that quality financial reports can be produced that are easily understood by any chapter member or advisor—financial management systems can be a detailed spreadsheet or commercially available software programs such as QuickBooks or Quicken
- n. For 501(c)(3) chapters, files the 990N or other tax form with the IRS annually
- o. For 501(c)(3) chapters, uses a financial management system that meets Generally Accepted Accounting Principles
- p. Retains a detailed account of all income, expenses, disbursements, and other financial matters (including a paper copy of such documentation) for seven years plus the current calendar year, according to the chapter records retention policy [Reference the TMN Chapters Records Retention Policy at <https://txmn.tamu.edu/chapter-resources/chapter-documents/> ]
- q. Serves as a member of the chapter’s Ad Hoc committee for grants, contracts, and donations

### 3.3. Duties of directors

The Chapter may add more director positions or combine those listed here, according to the chapter needs. An executive officer might also have the responsibility of a director; for example, the vice president could also be the communications director. Responsibilities will often overlap and be shared between directors, such as the training class director and membership director, regarding the mentor program or the recruiting of new trainees. A publicity director might take over recruitment and press releases from others in this list. Director titles listed in this section correspond to the director list in VMS and must not be changed. [Reference <https://texasmasternaturalist.freshdesk.com/support/home/>].

- a. Communicates the activities, problems, and budget reports of their committees or projects, as needed, typically at board meetings
- b. Communicates actions of the board to the committee chairs or project leaders typically after board meetings, or more frequently, as needed

### 3.4. List of directors

- Chapter State Representative
- Chapter advisor
- Communications director
- Education director
- Environmental stewardship director
- Member-at-large
- Membership director
- Outreach director
- Program director
- Training class director
- Immediate past president
- Training class director
- Training class representative

#### 3.4.1. Chapter state representative

This position may be assumed by the president, or the president may appoint a board member to assume these responsibilities.

- a. See 3.1 – Duties of all board members
- b. Work as a chapter liaison with the TMN state program coordinator
- c. Represent the chapter in state level matters of the TMN Program
- d. Enhance the communication between the state and the chapter
- e. With the vice president and recent past president help guide and educate the chapter’s new officers and directors using the state governing documents

- f. Participate in meetings as requested by TMN state program coordinators
- g. Review draft state documents as requested
- h. Help with planning and coordination of activities for the TMN statewide annual meeting
- i. **Attend the TMN annual meeting or delegate an alternate**

#### 3.4.2. Communication director

- a. See 3.1 – Duties of all board members
- b. The communication director manages and oversees volunteers and committees that affect various aspects of the chapter’s communication including: [See 5.3.2]
  - History and Archives committee or volunteer (paper and photographic records)
  - Meetup Chair
  - Public Relations committee or volunteer
  - Volunteers contributing items such as blogs, photos, and videos
  - Volunteers who maintain website and social media platforms
  - Volunteers who maintain electronic records on Google Drive (internal electronic records)
- c. Works closely with vice president, program director, and outreach director to ensure accurate dates, times, and venues are communicated timely to their volunteers and committees
- d. Assists the history and archives committee or volunteer with resources and information as needed
- e. Provides the Meetup volunteers with the resources and information to produce announcements for Advance Training, Volunteer Service opportunities, and special events to post on Meetup
- f. Provides the public relations committee the resources and information to produce press releases for print and electronic media covering training class application, chapter meetings, and special events
- g. Coordinates with members who contribute blogs, photography, and videos including licensing and branding, copyright, releases, publication, and storage.
- h. Supports the volunteer who manages the Google Drive’s maintenance and organization
- i. Provides the social media committee or volunteers with the resources and information to produce content covering training class announcements and application, chapter meetings, and special events
- j. Assists their volunteers and committees with content developed for both chapter members and the public to be compliant with the *TMN Brand Guide* [Reference at <https://txmn.tamu.edu/chapter-resources/tmn-brand-marketing/>] and with policies of the TMN sponsoring agencies: Texas Parks & Wildlife Department (TPWD) and Texas A&M AgriLife Extension (AgriLife Extension)

#### 3.4.3. Education director

- a. See 3.1 – Duties of all board members
- b. The education director manages and oversees the volunteers, liaisons, and committees that affect education through various programs for members and the public within the Chapter’s community including: [See 5.3.3]
  - Jr. Master Naturalist program
  - PPLT homeschooling program
  - Texas Water Specialist certification program
  - Volunteers who maintain educational materials (tubs/totes/bins)
- c. Supports the Jr. Master Naturalist chair and committee
- d. Supports the PPLT homeschooling program
- e. Supports the Texas Water Specialist certification program by providing information, certification requirements, and recognition of volunteers who become certified
- f. Supports the volunteer who manages the Chapter’s educational materials, inventory, checkout process, and ensures materials are up to date

#### 3.4.4. Environmental stewardship director

- a. See 3.1 – Duties of all board members
- b. The environmental stewardship director manages and oversees the projects that affect and improve the environment and habitats of the Chapter’s area including:
  - Biocensus
  - Bridge Maniacs
  - Habitat Focus
  - Interpretive Hikes
  - River Survey

- Seed Demons
  - Trash Pandas
- c. See also: 7.3 Responsibilities of project leaders
  - d. The environmental stewardship director may be called upon to coordinate with the education or outreach directors to participate and recruit for educational or outreach activities.

#### 3.4.5. Member-at-large director

- a. See 3.1 – Duties of all board members
- b. The member-at-large doesn't hold a defined position within the board of directors but instead serves to maintain continuity between previous and current officers and directors. The member-at-large may assist the executive committee and board with various tasks at their discretion.

#### 3.4.6. Membership director

- a. See 3.1 – Duties of all board members
- b. The membership director oversees the committees that affect the Chapter membership including:
  - Advance Training (AT) committee
  - Membership committee
  - Merchandise including CoCoRaHS
  - Volunteer Management System (VMS) committee
  - Volunteer Service Projects (VSP) committee
- c. Chairs the membership committee [see 5.3.9]
- d. Maintains a roster of all chapter members with pertinent contact information
- e. Manages the Chapter's use of the TMN Volunteer Management System for reporting VS and AT hours [Reference *CMOP*, 5. and 6.]
- f. Supervises the chapter VMS administrator's process for reviewing and approving hours logged by members
- g. Ensures all members are trained in the use of the VMS
- h. Ensures all member VMS profiles are up-to-date to enable annual criminal background checks
- i. Publishes names of members achieving certification and milestone awards
- j. Presents service awards at chapter meetings
- k. Coordinates with training class director to manage training class application process
- l. Coordinates with communication director and officers to manage electronic communications to all chapter members
- m. Ensures that rosters with member contact information are not shared on public sites such as the chapter website or social media platforms

#### 3.4.7. Outreach director

- a. See 3.1 – Duties of all board members
- b. The outreach director manages and oversees the committees that provide awareness, service, and education to the broader communities of the Chapter including: [See 5.3.10]
  - Bird City program
  - Community outreach committee
  - First Friday Artwalk program
  - TPWD interpretive events (Bastrop, Buescher, and Lockhart State Parks)
- c. Serves as chair of the outreach committee
- d. Manages and oversees the Chapter's outreach programs and events, including special anniversary events, regularly scheduled events, and community events
- e. Coordinates with the Bird City program liaison to support the program as needed, including the First Friday Artwalk
- f. Manages and oversees the TPWD State Park interpretive programs and outreach events
- g. Research partner agencies and associations and other community organizations for opportunities to participate, educate, and be involved
- h. Coordinates with partner agencies and associations and other community organizations to schedule, organize, and ensure ample volunteer participation
- i. Collaborates to strengthen Chapter relationships with the State Park's personnel, LCRA, PPLT, and other partner agencies and public entities
- j. Maintain calendar, schedule, and budget of the outreach committee

- k. Notify membership of upcoming events using Meetup
- l. Recruit, train, and utilize volunteers

#### 3.4.8. Program director

The program director works closely with the executive office to ensure chapter meetings have speakers, venues, and AV equipment operational. Is considered an essential position.

- a. The program director oversees the committees that affect the Chapter meetings and programs including:
  - Program committee
  - Field trips
  - Food & Fun Committee
- a. See 3.1 – Duties of all board members
- b. Schedule venues and speakers, and door prize for each monthly Chapter meeting
- c. Arrange access to meeting venue
- d. Introduce speaker at Chapter meeting
- e. Keep in touch with upcoming speaker, obtain biography for introduction, coordinate copying any handouts needed
- f. Responsible for the Chapter’s audio-visual equipment used at Chapter meetings and Chapter sponsored events and training.
- g. Set up, test, troubleshoot, and repack audio-visual equipment. Assist the president with hybrid meetings: host the Zoom meeting, admit members, chat, raise remote attendees’ questions and concerns to speakers and president.
- h. Coordinate chapter field trips
- i. Work closely with the Food & Fun committee to ensure accurate dates, times, and locations of meetings and events
- j. Coordinate special chapter events such as anniversaries, holiday parties, and volunteer recognition events

#### 3.4.9. Training class director

The term of the new training class director begins as soon as the current training class concludes

- k. See 3.1 – Duties of all board members
- l. Chairs the training class committee [see 5.3.12]
- m. Develops a budget for the class and submits it to the board for approval
- n. Recommends class tuition fees to the board for approval
- o. Works with communication director to develop recruiting materials
- p. Manages the training class application process
- q. Reviews applicants and shares with the board as appropriate
- r. Presents to the board for approval a proposed class syllabus that covers the state-approved curriculum for Initial Training [Reference *CMOP* 2.3]
- s. Serves as manager for the training class, including planning, curriculum development, calendar, instructors, venues, attendance tracking, etc.
- t. Coordinates all communications with trainees
- u. Ensures that a mentoring program is in place for trainees [Reference *CMOP* Appendix 3]
- v. Ensures each trainee receives appropriate instruction to use VMS and Meetup

### 3.5. Duties of other board members

#### 3.5.1. Immediate past president

In the absence of an immediate past president, the president assigns these responsibilities to a previous past president or another board member

- a. See 3.1 – Duties of all board members
- b. Provides continuity from prior board to ensure local policies and procedures are being followed
- c. Provides counsel to officers and directors on fulfilling duties and responsibilities
- d. Assists the president as requested
- e. Leads an annual review of the chapter’s *COH* and update if necessary to reflect actual chapter policies and procedures as well as to ensure compliance with all TMN state governing documents [Reference <https://txmn.tamu.edu/chapter-resources/chapter-documents/> ]
- f. Chairs the nomination committee [see 5.4.2] [Reference *Bylaws*, Article V, E, 2]

### 3.5.2. Chapter advisor

The duties and responsibilities of the chapter advisor are described in detail in Appendix 1 of the *CMOP* and in Article V, B of the *Bylaws*. Also see 3.1 – Duties of all board members

### 3.5.3. Training class representative

Training class representative serves from when elected at the beginning of a training course for 12 months.

- a. See 3.1 – Duties of all board members
- b. Represents the current training class as a member of the board, attending board and chapter meetings
- c. Participates as a member of the training committee [see 5.3.12] planning for the subsequent class
- d. Participates as a member of the annual financial examination committee [see 5.4.1]
- e. Reports back to the current training class to provide trainees information about chapter business

## 4. **RESPONSIBILITIES OF BOARD**

### 4.1. **Authority**

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 *Bylaws*. [Reference Article VI, A. 2-3]

### 4.2. **Committee oversight**

All committees and their activities are subject to review and approval by the board.

### 4.3. **Expenditure limits**

The board will honor any expenditure limits set by the chapter.

### 4.4. **Voting**

All business before the board requires approval by majority vote of board members in attendance (either in person or via electronic method) at a board meeting where a quorum is present. All official board votes shall be recorded in the minutes.

### 4.5. **Setting dues**

The board may set annual membership dues payable to the chapter, with approval of a majority of members present at a duly called and convened general membership meeting.

- a. The board must notify voting members at least 30 days prior to the general meeting that the subject of dues or their increase will be brought before the convened general membership for action
- b. The board, under special circumstances, may waive part or all an individual's annual membership dues on a case-by-case basis, if approved by a majority vote of the board
- c. Dues shall be payable on or before January 31 each calendar year; if dues are not paid by January 31 each calendar year, then all privileges afforded a TMN member are rescinded until dues are paid (a TMN member who is not current in the payment of dues will be considered inactive and categorized as such in VMS)

### 4.6. **Records retention**

The board must conduct chapter business in compliance with the chapter records retention policy, that in turn must meet requirements as outlined in the state policy. [Reference TMN *Chapters Records Retention Policy* at <https://txmn.tamu.edu/chapter-resources/chapter-documents/> ]

- a. Ensure the chapter has a records retention policy in place
- b. Establish and maintain a remote data storage system (i.e., Google Drive) that gives appropriate access to chapter members responsible for retaining records of their positions
- c. Train all chapter members who are in leadership positions (officers, board members, committee chairs, project leaders) in the requirements of the records retention policy and the proper use of the chapter's designated data storage system

## 5. **COMMITTEES**

All committees serve subject to the oversight and approval of the board. The president appoints committee chairs. The chair is responsible for seeing that the committee fulfills its responsibilities and meets its objectives. Committees may meet remotely.

### 5.1. Standing committees

The chapter must perform the functions outlined in this section for the standing committees. Responsibilities will many times be shared between directors and committee coordinators. The chapter may combine functions or reorganize committee structures as long as all responsibilities are fulfilled.

### 5.2. Duties of all committee chairs and members

The Chapter may add more committee positions or combine these listed, according to the chapter needs. Responsibilities will many times overlap and be shared between chairs and directors.

- a. Communicate effectively with the executive officers, board members, and committee members
- b. Maintain confidentiality when dealing with individual member issues
- c. Whenever possible, maintain the privacy of members' personal information
- d. Strive to further the TMN mission in everything that one does
- e. Adhere to the *TMN Code of Ethics* and *Standards of Conduct* [Reference at <https://txmn.tamu.edu/chapter-resources/chapter-documents/>]
- f. Remember that every chapter and every member represent the public face of the TMN Program and its sponsoring agencies
- g. Serve as a model of leadership and recruit and develop new leaders for the chapter.
- h. Communicate the activities, problems, budget reports of their committees or projects to the board as needed, typically at board meetings.
- i. Communicate actions of the board to the committee chairs or project leaders typically after board meetings or more frequently as needed.

### 5.3. List of standing committees

- Advanced Training (AT) committee [see 5.3.1]
- Communication committee [see 5.3.2]
- Education committee [see 5.3.3]
- Executive committee [see 5.3.4]
- Food and Fun committee [see 5.3.5]
- History and Archives committee [see 5.3.6]
- Interpretive Hike committee [see 5.3.7]
- Junior Master Naturalist committee [see 5.3.8]
- Membership committee [see 5.3.9]
- Outreach committee [see 5.3.10]
- Public Relations committee [see 5.3.11]
- Training class committee [see 5.3.12]
- VMS Committee [see 5.3.13]
- Volunteer Service Projects (VSP) committee [see 5.3.14]

#### 5.3.1. Advanced Training (AT) committee

- a. See 5.2 – Duties of all committee members
- b. The advance training chair manages and oversees the advanced training committee
- c. Recruits committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the membership director
- e. Creates and maintains the form and process for members to request that a project be considered for AT credit
- f. Reviews and recommends for approval or disapproval all AT requests and events [Reference CMOP 5.10]
- g. Communicates through Meetup to ensure all AT is posted on the Chapter's Meetup site
- h. Communicates with the membership director to set up and manage AT opportunities in the Chapter's Volunteer Management System (VMS)
- i. Assists in publicizing approved AT opportunities to chapter members in a timely fashion by a variety of means such as email notifications, website event calendars, and social media

#### 5.3.2. Communication committee

- a. See 5.2 – Duties of all committee members



- b. The communication director manages and oversees volunteers or committees that affect various aspects of chapter communications
- c. Recruits volunteers and committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the executive committee and board
- e. Oversees volunteers or committees to handle these various aspects of chapter communications:
  - History and Archives committee or volunteer (paper and photographic records)
  - Meetup chair or volunteer
  - Public Relations committee or volunteer
  - Volunteers contributing items such as blogs, photos, and videos
  - Volunteers who maintain website and social media platforms
  - Volunteers who maintain electronic records on Google Drive (internal electronic records)
- f. The history and archives committee preserves documents and photographs [see 5.3.6]
- g. The public relations committee develops and ensures press releases for print and electronic media covering training class application, chapter meetings, and special events
- h. The public relations committee ensures schedules for timely printing and distribution of recruiting or promotional materials
- i. Members throughout the chapter contribute blogs, photography, and videos. The volunteer working with the communications director coordinates with members and their blog, photo, and video contributions including licensing, copyright, releases, publication, and storage
- j. The social media volunteers or committee develop content for chapter members to be published on the chapter's social media sites covering training class announcements and application, chapter meetings, and special events. Social media must be compliant with the *TMN Brand Guide* [Reference at <https://txmn.tamu.edu/chapter-resources/tmn-brand-marketing/>] and with policies of the TMN sponsoring agencies: Texas Parks & Wildlife Department (TPWD) and Texas A&M AgriLife Extension (AgriLife Extension)
- k. The communications committee is responsible for the Chapter's electronic records using the Google Drive platform for maintenance, organization, and storage.

#### 5.3.3. Education committee

- a. See 5.2 – Duties of all committee members
- b. The education director manages and oversees the education committee
- c. Recruits volunteers, liaisons, and committee membership and in lieu of participating members fulfills the responsibilities of the committees
- d. Serves under the leadership of the executive committee and board
- e. The education director, volunteers, liaisons, and committee chairs are standing members of the education committee consisting of these various programs and elements of chapter education:
  - Jr. Master Naturalist program
  - PPLT homeschooling program
  - Texas Water Specialist certification program
  - Volunteers who maintain educational materials (tubs/totes/bins)
- f. The education committee coordinates with the JMN chair to support and assist as needed, including the educational materials
- g. The education committee coordinates with the PPLT homeschooling liaison to support and assist as needed, including educational materials
- h. The education committee coordinates with the Water Specialist Certification program liaison to support and assist as needed, including educational materials
- i. Members throughout the chapter contribute to educational materials. These materials are to be available to all volunteers and committees such as outreach events and interpretive activities. The volunteer working with the education director coordinates with members including inventory, check-out process, updating, notifying Chapter members of what is available, and storage at AgriLife Extension facility.

#### 5.3.4. Executive committee

- a. See 5.2 – Duties of all committee members
- b. The executive committee is composed of the elected officers of the chapter [Reference Bylaws, Article VI, B.]

- c. With the immediate past president and the advisor, approve proposed directors to fill vacancies in a position
- d. In matters of discipline or removal of a member from TMN, review allegations and supporting documentation to make a recommendation to the TMN state program coordinator. [Reference Bylaws, Article V, H.] [Reference Process for Disciplining or Removing Members at <https://txmn.tamu.edu/chapter-resources/chapter-documents/> ]
- e. In matters of serious incidences of malfeasance or behavior inconsistent with the principles of the chapter (of a board member other than an elected officer), review the issues and vote to remove that board member from position if necessary [Reference Bylaws Article V, I, 2]

#### 5.3.5. Food and Fun committee

- a. See 5.2 – Duties of all committee members
- b. The Food and Fun chair manages and oversees the food and fun committee
- c. Recruits committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the
- e. Oversees the responsibilities of the food and fun committee which include:
  - Planning and coordinating Chapter social events
  - Event scheduling
  - Venue reservations
  - Food
  - Maintain inventory and supplies
- f. Coordinates meals and refreshments for monthly Chapter meetings
- g. **Training Class detail, orientation, first two trainings**

#### 5.3.6. History and Archive committee

- a. See 5.2 – Duties of all committee members
- b. Historian serves as chair of the history and archives committee
- c. Recruits committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the communications director
- e. Maintains the historical records of the Chapter. Historical records include:
  - Chapter member recognition
  - Chapter newsletter archives
  - Chapter projects
  - Chapter scrapbook
  - Events and meetings
  - Training classes
- f. Organizes Chapter history through documents, photos, articles and electronic media

#### 5.3.7. Interpretive Hike committee

- a. See 5.2 – Duties of all committee members
- b. Interpretive hike chair manages and oversees the interpretive hike committee
- c. Recruits hike leaders and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the outreach director
- e. Ensures hike leaders are trained according to TPWD's interpretive hike program
- f. Coordinates and schedules seasonal interpretive hike programs for the public and private groups.
- g. Acts as communication point person between the state parks and the chapter regarding the interpretive hike program

#### 5.3.8. Junior Master Naturalist (JMN) committee

- a. See 5.2 – Duties of all committee members
- b. Junior Master Naturalist chair manages and oversees the JMN committee
- c. Recruits committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the education director

- e. Oversees the JMN committee when convened. The JMN committee is responsible for all aspects of the JMN project, including:
  - Arranging for refreshments during meetings
  - Developing a curriculum
  - Developing program marketing, an application process, and trainee recruitment plans
  - Maintaining appropriate liability documents
  - Planning and facilitating JMN field trips
  - Recruiting and scheduling of speakers
  - Session scheduling and venue procurement
- f. Prepares and manages a budget to support the activities of the JMN project.

#### 5.3.9. Membership committee

- a. See 5.2 – Duties of all committee members
- b. Membership director serves as chair of the membership committee
- c. Recruits committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the executive committee and board
- e. Assists the VMS administrator in managing the chapter’s records and reports within VMS (the membership director may assign assistants to assume some of these responsibilities)
- f. Supports the VMS administrator to ensure the accuracy of hours and activities logged into VMS
- g. Maintains the current and correct roster of members
- h. Send to current members a list of active members and their contact information
- i. Tracks and reports the names of members who have completed the Initial Training course, achieved initial certification, achieved re-certification, and earned milestone awards
- j. Publicizes and celebrates member achievements (e.g., at chapter meetings, on the chapter website, in newsletters, at volunteer recognition events)

#### 5.3.10. Outreach committee

- a. See 5.2 – Duties of all committee members
- b. *Outreach director* serves as chair of the outreach committee
- c. Recruits committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the executive committee and board
- e. Develops a core team of members to call on to participate in outreach events
- f. The *outreach committee volunteers* support the outreach director by:
- g. Researching community events, programs, and activities which align with the Texas Master Naturalist mission
- h. Assists with behind-the-scenes work for outreach events, such as creating handouts, sending emails, collecting materials, and brainstorming event themes
- i. Assist with the setup and takedown of tables, chairs, signage, materials, tubs & bins, and coordinate return of materials
- j. Participates in public outreach events

#### 5.3.11. Public Relations committee

- a. See 5.2 – Duties of all committee members
- b. The public relations chair manages and oversees the public relations committee
- c. Recruits committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the communications director
- e. Manages and maintains the marketing, communications, and public relations tasks of the Chapter
- f. Develops and executes an annual public relations plan, to include:
  - Advertisements as appropriate
  - News releases
  - Stories of general interest
- g. Establishes and maintains good working relationships with area newspaper editors and staff
- h. Develops a marketing strategy to guide internal communications and external public relations strategies, content, and scheduling

- i. Solicits writing and photography expertise from within the Chapter to support the marketing strategy
- j. Solicits, receives, and manages photos and images of Chapter events and activities
- k. Develops and manages an annual budget to support Chapter marketing and public relations tasks

#### 5.3.12. Training class committee

- a. See 5.2 – Duties of all committee members
- b. Training class director serves as chair of the training class committee
- c. Recruits committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the executive committee and board
- e. Plans, implements, and evaluates the chapter training curriculum and develop the calendar for Initial Training course
- f. Acquires the TMN state curriculum for each class member and prepare additional class materials
- g. Ensures presenters are selected and arranges for their presentations including materials, handouts, and required audio-visual equipment
- h. Arranges for speaker gifts, travel, lodging needs, confirmation, and thank you letters
- i. Ensures publicity is arranged, e.g., newspaper articles, flyers, brochures, social media
- j. Ensures all training venues have the necessary equipment within their facilities for all class sessions
- k. Assists with class field trips
- l. Ensures there is a method to track attendance of trainees and to monitor their progress toward completion of the Initial Training course
- m. Coordinates with the membership director to monitor training hours in VMS
- n. Hosts training class orientation and course completion events
- o. Arranges with the Food and Fun committee for refreshments and amenities during class sessions and graduation

#### 5.3.13. Volunteer Management System (VMS) committee

- a. See 5.2 – Duties of all committee members
- b. VMS administrator manages and oversees the VMS committee
- c. Recruits the committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the membership director
- e. Manages the Chapter's Volunteer Management System (VMS)
- f. Manages VMS data entry volunteers
- g. Ensures Chapter members are appropriately trained to enter and maintain volunteer and advanced training hours in VMS
- h. Ensures Chapter member hours are reviewed and approved in a timely manner
- i. Manages hours reported to ensure timely recognition of Chapter members' certification and milestone awards update user defined fields including advanced certifications such as angler education
- j. Manages coding and entry of new volunteer and advanced training opportunities to VMS
- k. Maintains the Chapter's use of VMS for reporting volunteer service hours and advanced training hours [Ref. State Chapter Management and Operations Protocols, Appendix IV, Volunteer Management System]
- l. Maintains a roster of all Chapter members with pertinent contact information and shares with membership annually
- m. Assists the secretary with preparation of annual reports as required by the TMN state organization

#### 5.3.14. Volunteer Service Projects (VSP) committee

- a. See 5.2 – Duties of all committee members
- b. The volunteer service projects chair manages and oversees the volunteer service project committee
- c. Recruits committee membership and in lieu of participating members fulfills the responsibilities of the committee
- d. Serves under the leadership of the membership director
- e. Creates and maintains the form and process for members to request that an opportunity be considered for field research or special project
- f. Reviews and recommends for approval or disapproval all volunteer opportunity requests

- g. Communicates through Meetup to ensure all approved VSP opportunities are posted on the Chapter's Meetup site
- h. Communicates with the membership director to setup and manage VSP opportunities in the Chapter's Volunteer Management System (VMS)
- i. Assists in publicizing approved volunteer service project opportunities to Chapter members in a timely fashion by a variety of means such as email notifications, website event calendars, social media
- j. Ensures that a complete description of every volunteer service project is accessible to all chapter members through the chapter website, event calendar, email announcements and any other communication methods used by the chapter
- k. Assists in organizing and hosting volunteer project fairs or similar events for chapter members (specifically for members-in-training enrolled in the chapter's Initial Training course)

#### 5.4. Ad hoc committees

Ad hoc committees are formed for a particular and specific short-term purpose. Every chapter must form the first 2 committees described below. Additional committees or a task force may be formed by the board as needed to address specific projects or programs. See also See 5.2–Duties of all committee members.

##### 5.4.1. Annual Financial examination committee

- a. The vice president serves as chair of the annual financial examination committee
- b. Conducts the annual examination of chapter financial records [Reference *Bylaws* Article IX]
- c. Members include secretary, training class representative, and chapter advisor
- d. The Treasurer provides financial records for review
- e. Results of the annual financial examination will be reported and recorded in the minutes at the board meeting following the completion of the audit with signed attestations from each committee member

##### 5.4.2. Nomination committee

This committee must be used for the selection of officer candidates. It may be used for recommending director candidates.

- a. For elected officers, proceed in accordance with *Bylaws*, Article V, D. 2. Election Process
- b. For director positions, proceed in accordance with *Bylaws*, Article V, E. 2&3
- c. President appoints members to the committee, chaired by the immediate past president
- d. 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 position prior to nominating the candidate
- e. The committee presents a slate of candidates to the president, considering the following attributes (selection of candidates based on these attributes would maintain experience and continuity for the board while recruiting new members to serve):
  - i. Officer candidates must be certified Texas Master Naturalists and members in good standing—an exception is made for chapters in their first year of operation
  - ii. The committee shall endeavor to select candidates from the chapter membership who demonstrate appropriate skills for managing the position for which they are being nominated—candidates should not be selected only on length of time in a certain position, length of time in the chapter, or on amount of service hours attained
  - iii. Where possible, candidates should be selected with an eye to increasing diversity—diversity considerations should not be limited to sex, ethnicity, creed, or national origin, but include attributes such as age, sexual orientation, gender identity, formal education, background experience, and county of residence
- f. Election procedure:
  - i. The president must publish the slate of officer candidates to the chapter membership in writing at least 15 days prior to the last general membership meeting of the calendar year
  - ii. The nomination committee will conduct the election at the last general membership meeting of the calendar year
- g. TMN state program coordinator may provide oversight to a chapter's nomination process

#### 5.4.3. Grants, donations, and contracts committee

This committee will be convened as required.

- a. Any grants or donations solicited for the chapter must be approved by the chapter board
- b. Membership on the grants and donations committee should at least include the chapter treasurer and the project leader of a project that has grant funding or receives donations
- c. Any chapter that receives a grant or donation of \$5,000 or more must notify the TMN state office—chapters are encouraged to share with the state office any news of grants or donations received
- d. The term of service for the committee or any subcommittees is based on the specific functions performed by the committee or on the required reporting period of a Memorandum of Understanding/Agreement (MOU/MOA), grant, donation, or project
- e. Volunteer service hours cannot be used as match for any grant, contract, or MOU/MOA
- f. Chapters cannot enter any contract, MOU, or MOA without prior review and approval by the TMN state office
- g. Functions of this committee may include:
  - i. Review grant opportunities for the chapter
  - ii. Coordinate grant application process
  - iii. Track progress of grants
  - iv. Ensure that reports are made to grantors as to the progress on grant spending
  - v. Monitor MOUs and MOAs via ad hoc subcommittees as necessary for monitoring each MOU/MO—the project leader of projects that fall under the MOU or MOA should chair the subcommittee and must report regularly to the Executive Committee.

## 6. **Chapter Programs**

The Chapter participates in programs that are extensions of the partner and associated agencies of approved community partners such as Pines & Prairies Land Trust. Typically, rather than a chairperson, there is a Liaison between the Chapter and the associated organization. Most often, a formal committee is not required, and it is the liaison who determines the service and education requirements and organizes events. The liaison reports to the director as stated in the program description.

### 6.1. **Pines and Prairies Land Trust Program**

The Pines and Prairies Land Trust is an associated organization.

This committee will be convened as required. Projects occurring under this program include:

- a. PPLT homeschooling
- b. Colorado River Refuge (CRR) trail preservation and maintenance
- c. Yequa Knobs site preservation and maintenance
- d. Billings Ranch site preservation and maintenance

### 6.2. **Community Collaborative Rain, Hail, and Snow Network (CoCoRaHS) Program**

This is a self-supporting program. Members purchase the CoCoRaHS device, monitor rainfall, and report precipitation information to a national online network.

### 6.3. **Texas Nature Trackers (TNT)**

The Texas Nature Tracker program is a state-wide program through TPWD. TNT is part of the TPWD's Wildlife Diversity Program which tracks the status of wild populations of plants and animals throughout Texas. Members who participating in TNT program learn about the biodiversity of the state and contribute to Texas Parks and Wildlife's research and conservation efforts. There are multiple opportunities to be involved in TNT including:

- Participate in the City Nature Challenge
  - Attend a TNT Workshop
  - Learn Your Target Species
  - Compile a Missing Species Report
  - Monitor a Population
- a. The acoustic bat monitoring program is part of the TNT program and as such members collaborate with the TNT program.
  - b. For more information, see: [https://tpwd.texas.gov/huntwild/wild/wildlife\\_diversity/texas\\_nature\\_trackers/](https://tpwd.texas.gov/huntwild/wild/wildlife_diversity/texas_nature_trackers/)

#### 6.4. Texas Water Specialist

The Texas Water Specialist program is a state-wide program through TPWD. The program works to develop a corps of well-informed volunteer specialists who provide education, outreach, and service dedicated to the beneficial management of aquatic resources and aquatic habitats within their communities for the state of Texas.

Certification and annual renewal requirements are on the Texas Master Naturalist website: <https://tpwd.texas.gov/education/water-education/texaswatersprogram/texaswatersspecialist>

### 7. CHAPTER PROJECTS

The Chapters can establish their own process and/or form for the proposal of new VS Projects, using as a guideline the information required for setting up a new opportunity in VMS. [Reference <https://texasmasternaturalist.freshdesk.com/support/home/>]

#### 7.1. New projects

A new or expanded volunteer service project may be proposed by any active chapter member, following the instructions provided by the VS projects director. [Reference <https://txmn.org/lostpines/>]

#### 7.2. Travel time

Members may include a reasonable, typical amount of travel time when recording volunteer service hours. Travel time should not include side trips for personal activities. Travel time is not to exceed 2 hours round trip. **No travel time for AT, chapter meetings, or training sessions for trainees**

#### 7.3. Responsibilities of project leaders

##### 7.3.1. Notification

Keep the chapter membership informed of events concerning your project, including information about location, date, time, and equipment needed for workdays

##### 7.3.2. Provide contact information

Provide your contact information as the leader for each workday on Meetup

##### 7.3.3. Notify communications director

Ensure that the president and website editor or calendar keeper are informed of details so event listings can be kept up to date

##### 7.3.4. Record impact data

Record impact data in VMS about each workday or appoint one of the volunteers to do so

##### 7.3.5. Provide Reports

Report on project periodically via the newsletter, email blasts, newspaper articles, and/or chapter meetings **photographs are stored in google shared drive in appropriate folder**

##### 7.3.6. Submit budget

Submit a budget request for expenses associated with the project—expenditures are restricted to amounts **over \$250** which then requires pre-approval by the board

##### 7.3.7. Coordinate grant funding

Work with the chapter board to solicit grants or donations if appropriate—the TMN state office must be notified of any grants of \$5,000 or more received by the chapter **they want to know about any grants, awards or recognitions**

##### 7.3.8. Communicate with partners

Maintain contact with partners at the event venue or worksite for your project (partners may include cities, counties, schools, parks, non-profit organizations, or site supervisors)

##### 7.3.9. Maintain project log

Maintain an updated file for the project on the chapter's data storage system. Include pictures, reports on workdays, and partner and volunteer contact information

## 8. **MEMBERSHIP**

[Reference *Bylaws*, Article IV]

### 8.1. **Non-discrimination and inclusion**

Membership in the chapter is open to individuals aged 18 or over, based on the equal opportunity policies of the state sponsoring agencies, TPWD, and AgriLife Extension.

### 8.2. **Member categories**

- Texas Master Naturalist-in-Training (Member-in-Training)—a member enrolled in a chapter’s Initial Training course
- Texas Master Naturalist—an active member, **current on dues**, who has completed Initial Training course requirements
- Certified Texas Master Naturalist—an active member who has met all the requirements of initial certification and thereafter, attains annual recertification

### 8.3. **Membership status**

#### 8.3.1. Criminal background check

All persons who are chapter members in any category must submit to and pass the required annual criminal background check.

#### 8.3.2. Dues

Members must be current in the payment of any dues set by the chapter.

#### 8.3.3. Transfer members

Members may transfer between chapters within the state of Texas. [Reference *CMOP*, 3.2]

#### 8.3.4. Reinstatement

Members who have been moved to inactive status may petition a local chapter for reinstatement, providing all chapter membership requirements are met.

## 9. **MEETINGS**

### 9.1. **Chapter meetings**

The Chapter has regularly scheduled membership meetings 12 times per year at 6:30 p.m. on the third Monday of the month. December meeting times change to accommodate holidays. Any number of members present at a meeting, in person or remotely, constitutes a quorum.

### 9.2. **Board meetings**

The Chapter board has regularly scheduled meetings six times per year beginning in January, on the first Thursday of the month, and continuing in odd numbered months. A majority of the members of the board must be present in person or remotely to constitute a quorum.

### 9.3. **Meeting remotely**

All meetings may be conducted by remote communication technology if the following requirements are met:

- a. Reasonable notification is given to persons entitled to participate in the meeting and includes relevant information to be discussed
- b. The system provides access to the meeting in a manner or using a method by which all meeting participants can communicate with each other
- c. Minutes include documentation that the requirements in items a. and b. were met

### 9.4. **Minutes**

Minutes are the legal record of a meeting and are never destroyed. They include actions considered by the board or general membership and business topics discussed. The following items must be included:

- a. Date and place of meeting—if held by remote communication technology or with a combination of remote and in-person attendees, that must be stated [see 9.4]
- b. Who presided at the meeting and who recorded minutes if the secretary was absent



- c. Time of call to order and of adjournment
- d. The number of members in attendance (to establish a quorum)—this may include the titles of officers and directors in attendance
- e. Whether previous minutes were approved (as published or as corrected)
- f. Summary of the treasurer’s report (beginning balance, totals of income and expenses, and ending balance)—the entire report will be attached to the minutes
- g. Motions made and votes taken—include names of those making motions; names of seconders are not necessary; discussion on motions is not usually included, but may be signified by a phrase such as, “After much discussion, the motion carried”
- h. The fact that a report from a committee was given, but not usually the details of the report unless it involves a recommendation or requires a vote
- i. Name of presenter of a program and the topic, but no summary of the program

## **10. ADOPTION AND AMENDMENT OF HANDBOOK**

### **10.1. Initial adoption**

For a new chapter, the proposed COH must be distributed to chapter members in writing (conventional mail, email, or equivalent means) at least 15 days before the next general meeting, with notice that the ratification vote will be held at that meeting.

### **10.2. Amendment or revision**

#### 10.2.1. Board approval

Amendments or revisions to this COH must be approved by a two-thirds vote of the board members in attendance, either in person or remotely, at a regular board meeting.

#### 10.2.2. Notification requirements

The general membership must be notified in writing (conventional mail, email, or other equivalent means) of the proposed amendments or revisions at least 15 days before the next chapter meeting, with notice that the ratification vote will be held at that meeting.

#### 10.2.3. Membership approval

The general membership will have the opportunity to discuss the changes at the chapter meeting. Approval requires a majority vote of those in attendance, either in person or remotely.

### **10.3. State office notification**

Once a chapter has adopted, revised, or amended the COH, an electronic copy must be sent to the TMN state office within 30 days.

## **11. REFERENCES AND RESOURCES**

This section includes references to the state and chapter websites and includes other important resources.

### **11.1. TMN state website:**

<https://txmn.tamu.edu>

### **11.2. State documents**

All referenced state documents (or guides to creating chapter-specific documents) can be found on the state website at <https://txmn.tamu.edu/chapter-resources/chapter-documents/>.

### **11.3. Volunteer Management System (VMS) help desk**

<https://texasmasternaturalist.freshdesk.com/support/home/>

### **11.4. Chapter website**

<https://txmn.org/lostpines/>

### **11.5. Chapter Chainsaw Policy**

<https://txmn.org/lostpines/chainsaw>

updating forms?

Meet members at AgriLife to pick up and return materials  
Purchase materials as needed