

Recommended changes to Handbook for Treasurer(changes are in red)

- a) Receive all dues and monies for the Chapter and maintain them in a Chapter bank account.
- b) Develop and maintain **the Chapter's** annual budget with input and approval by the Board of Directors. **The proposed budget should be presented for approval and finalize prior to the start of the new fiscal year on December 1.**
- c) Pay all bills **within 48 hours of receipt of an invoice and properly approved expense reimbursement form.** Treasurer shall sign all check, drafts or other instruments for payment of money or notes of the Chapter.
- d) Submit all annual financial records, reports and audits as required by law (and/or sponsoring agencies) including annual IRS report.
- e) Present financial report, including itemized statement of expenses, at **each** Board meeting.
- f) Bring the checkbook and receipt book to all Chapter general meetings and to Board meetings.
- g) Present the financial records to the annual Financial Examination Committee before the last Board meeting of the calendar year.
- h) Keep records of all income, expenses, disbursements and other financial matters. **Maintain and update the financial workbook in a timely manner and balance the bank statement at the end of each month. At the end of the fiscal year, provide all files to the local Agri-Life office for archiving of such documentation** for seven years.
- i) **Upon request**, make available all financial reports and documents to any Chapter member and/or Advisor.
- j) **All payments exceeding \$500 require approval from the Executive Committee.**
- k) Maintain **and manage the Chapter's** PayPal account

Recommended Changes for Membership Director/Chair

- a) Maintain a roster through state management system (VMS) of all Chapter members (and those in-training) with pertinent contact information. (VMS), (Ref. State Chapter Management and Operations Protocols, Article VI, Volunteer Service Requirements) for reporting volunteer service hours and Advanced Training.
- b) Oversee Chapter position of Data manager, serve as Lead on Volunteer Management System team (admin. 1) if not assigned to another member of the VMS team .
- c) Maintain a record of volunteer service and advanced training hours and class training attendance. This latter duty may be assigned to Education Committee member.
- d) Maintain and publish names of members achieving certification and milestone awards, sharing with president prior to presentation at selected chapter meetings.
- e) Order, maintain and present re-certification and milestone awards at Chapter meetings and maintain record of those who have/have not received pins.
- f) Facilitate replacement of name badges with Treasurer.
- g) Coordinate with Education Chair to input trainee VMS profiles.
- h) Appoint Committee members as needed to be trained in VMS procedures and assign specific duties. See Appendix – Volunteer Management System Administrators.
- i) Ensure mentors are properly vetted members in good standing. Program (Ref. State Chapter Management and Operations Protocols, Appendix II, Mentor Program)
- j) Work with Volunteer Services/Advanced Training Chair to provide a process for Chapter Members not having access to the VMS to report Volunteer Project and Advanced Training hours.
- k) Ensure members, new members/trainees receive VMS training by coordinating with **Volunteer Services/Advanced Training Director and the Education Director.**
- l) Compile the State Annual Report with the support of the Immediate Past President,

- President and Volunteer Services/Advanced Training Director.
- m) Coordinate with VS/AT Director processes of confirming hours.
- n) Ensure members have current Criminal Background Check.
- o) Process transferring member requests.
- p) Check Inbox of VMS for New Members, and contact to welcome and verify their interest in our Chapter. Move from Inbox to the Chapter, set to TMN-Interested, and refer to Education to contact for Training.

State Representative Handbook Recommendations *Note: We have been doing this but the state has agreed that it can be a board position with the following guidelines.*

- Chapter State Representative
{This position should be assumed by the President or appointed from the Board membership by the President.
 - a. Work as a Chapter liaison with the State Program Coordinator
 - b. Represent the Chapter in State level matters of the Texas Master Naturalist Program
 - c. Review draft State Documents as requested
 - d. Help with coordination of activities at the Annual State Conference
 - e. Help in finding presenters for the Annual Conference
 - f. Enhance the communication between the State and the Chapters
 - g. Help guide and educate the Member Chapter's new Officers and Directors through use of the State governing documents
 - h. Participate in conference calls as requested
 - i. Attend the Annual State Conference if possible
 - j. Attend the semi-annual State Volunteer Representatives Council meetings

Handbook Recommendations – New Class Rep

New Class Representative

- a) Represent the New Class as a member of the Board. Selection shall be by nomination process set by Education Director/Committee.
- b) Attend all board meeting and as many monthly meeting as feasible. Board membership is to begin in the month following the final class.
- c) Participate as a member of the annual Financial Examination Committee.
- d) Become a voting member of the Board once certified. Earn certification no later than six months after start of term.
- e) Term is for one year beginning at the end of his/her class until end of the next year's class.
- f) May participate as a **non-voting** member of the Education Committee. May assist new class members as needed.
- g) Attend at least 1-2 new class sessions to offer assistance and describe class rep role in order to generate interest for next new class rep.
- h) Assist other Board officers and committee directors as needed to provide assistance and ideas from a new member perspective.

Changes to Appendix III – Education Committee Policies and Procedures

Add Requirements for Double Certification:

Any student who attends the minimum required classes and field trips and who achieves 80 VH and 16 AT in the same calendar year as class graduation will be double certified and will receive the initial certification Dragonfly pin and the re-certification Pin appropriate for that year.

Funding

g) ~~Budgeted as 40 * \$150 available~~ Budgeted at \$150 per student for Education Committee to purchase manuals, rent facilities, reimburse travel expenses and any other training related expenses with the Fiscal Year end remainder turned back to Chapter Treasurer.