

Board of Directors
FINAL
Position Duties
February 2025

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Bolded text is directly from the rules and regs.

ALL BOARD MEMBERS

- Attend board meetings and chapter meetings. If unable to attend, communicate with Chairperson.
- Assist in room setup and tear down for meetings and events.
- Volunteer for special events as needed.
- Participate in one committee.
- Act as an approachable representative of the Chapter when addressing member and prospective member questions and concerns.
- Be available to answer new board member questions for ease in onboarding new members. (Training)
- Transition role responsibilities to incoming board members – locations of documents, etc.

CHAIRPERSON

- **The Chairperson shall serve as the executive officer of the Chapter. The Chairperson presides at all regularly scheduled general meetings, special meetings, and Board of Directors meetings.**
- **The Chairperson shall inform members of the time and place of general meetings via the newsletter and may call special meetings.**
- **The Chairperson will be responsible for scheduling the meetings with the agent of the meeting location.**
- **The Chairperson shall appoint all committee chairpersons with the approval of the majority of the other Board members.**
- **The Chairperson shall be an ex-officio member without voting privileges of all committees.**
- In addition, the Chairperson for this Chapter is usually responsible for:
 - Scheduling board meetings (in advance) for the term, including Zoom (reimbursable expense)
 - Developing meeting agendas
 - Documenting and sharing meeting agendas
 - Chapter meeting welcome and running the business meeting prior to Chapter program
 - Holds all program technical equipment (projector, speaker, lapel mic) and brings them to and from meetings

- Storing documents in the Chapter archives
- Presiding over committees whose leader role is not currently assigned
- Keeping presenters on schedule
- Set up contact group for new board
- Change permissions in Chapter archives to exclude former members and include new members

VICE-CHAIRPERSON

- **The Vice-Chairperson shall assist the Chairperson, and assume the duties of the Chairperson in the absence of the Chairperson.**
- **The Vice-Chairperson shall serve as the Chapter Program Committee Chairperson, and as such shall plan all programs for each meeting with member input on a July to July program schedule. The Board shall approve the program and field trips.**
- **The Vice-Chairperson shall ensure the approved program is promptly communicated to the newsletter editor.** Programs include the annual scion exchange and grafting events, usually held in January and March, respectively.
- **With Board approval, the Vice-Chairperson appoints the Chair of the nominating committee** no later than February of each year.
- In addition, the Vice-Chairperson for this Chapter is usually responsible for:
 - Maintaining the spreadsheet for scheduled and prospective program speakers
 - Storing the speaker spreadsheet in the Chapter archives
 - Managing the ordering of rootstock for the grafting event
 - Opening and closing the Chapter meeting venue gate/building before/after each Chapter meeting
 - Storing sign and posting at the street location for chapter meetings

SECRETARY

- **The Secretary shall keep an accurate record of all votes taken at general meetings.**
- **The Secretary shall keep a record of Board of Directors meetings and any special meetings called.**
- **After each of these meetings, the Secretary shall send copies of all minutes and votes to all Board members for review in a timely manner.**
- **The Secretary shall be responsible for all correspondence of the Board.**
- In addition, the Secretary for this Chapter is usually responsible for:
 - Recording Board of Directors votes that were conducted over email into the minutes
 - Storing all minutes in the Chapter archive
 - Taking notes at monthly Chapter meetings and providing a recap for the newsletter and web site
 - Responsible for ensuring the newsletter is published monthly.

TREASURER

- **The Treasurer shall have charge of all monies and pay all bills on the order of the Board of Directors. All monies received shall be deposited in the bank approved by the Board of Directors. The name of the bank account shall be in the Chapter's official name.**
- **The Treasurer shall make a financial report at each Board of Directors meeting.**
- **The Board of Directors may at any time appoint a third party to audit the funds, books and vouchers of the Treasurer. The auditor after completion of the audit will file a report in writing to the Board of Directors.**
- **Any non-budgeted expenditure up to and including \$300 must be authorized by the Board. Any non-budgeted expenditure in excess of \$300 shall be subject to approval by the general membership.**
- **The Treasurer shall prepare an annual budget for Board approval. The budget shall be submitted for membership approval at the February meeting. This budget will be published in the March newsletter.**
- **The Treasurer shall request from CRFG, Inc. the Helen and Paul Thomson Scholarship/Intern Fund, (see attachment A) the current Dec 31st balance when available and report to the Board.**
- **In addition, the Treasurer for this Chapter is usually responsible for:**
 - Making all appropriate reports to CRFG Inc. in a timely manner (reconcile Quick Books On Line and BofA)
 - Storing financial documents in a secure environment and transitioning these documents upon leaving the position
 - Ensuring there is an active member/former board member assigned as secondary check signer on the Chapter bank account
 - Reconciling funds with those who collected them (from membership, raffles, sales, etc.) to ensure accuracy
 - Managing the post office box for the Chapter
 - Secure insurance documentation as needed for events
 - Manage BofA account including PayPal/Zelle.
 - Coordinate booth commitments for events, e.g. San Diego County Fair, Alta Vista

IMMEDIATE PAST CHAIRPERSON

- **The Immediate Past Chairperson shall assist with the continuity of the Board of Directors and act as a resource on Board matters.**
- **In addition, the Immediate Past Chair for this Chapter is usually responsible for:**
 - Filling in for other board members, as needed, when they are away

MEMBERS AT LARGE

- **The members-at-large shall act as spokespersons for the Chapter members. They shall focus on and provide input on how any policies and procedures the Board wishes to enact will affect the members. They shall also raise concerns if the**

membership would suffer a hardship in any way by the enactment of the policy or procedure.

- In addition, the Member At Large for this Chapter is usually responsible for:
 - Filling in for other board members, as needed, when they are away
 - Filling in for other committee members, when they are away (tasting, registration, raffle)