

Shawnee Executive Committee (ExCom) Position Duties

For the purpose of helping the membership better understand the governance structure of the Sierra Club and duties of its leaders, published below are the general responsibilities of some key volunteer positions.

The Group Chair is responsible for:

The smooth functioning of the group in fulfilling the Club's overall conservation goals by maintaining channels of communications within the organization so that ideas and resources are available when needed. The chair should also delegate authority to assist in performing chapter or group functions, identify the right person for a particular job and enlist his/her help, and follow up to see that the jobs are done adequately. In addition, the chair should:

1. Arrange for executive committee meetings.
2. Inform Sierra Club national office of changes in ExCom and other committee leaders.
3. Develop a coordinated calendar of each month's Sierra Club activities.
4. Appoint nominating and election committees.
5. Develop and mail agenda for each ExCom meeting.
6. Conduct executive committee meetings according to the agenda.
7. Communicate with general membership through the newsletter.
8. Maintain records of significant events, meetings, conversations and ideas, both for the current chair's reference and for the use of the succeeding chair.
9. Before leaving office, train a replacement.

The Group Vice-Chair is responsible for:

1. Act as a support person to the Chair, acting as a sounding board and participating in discussion.
2. Act as a support person for the ExCom and other leaders.
3. Assume the duties of the chair if that person is unable to perform necessary functions.
4. Preside at the ExCom and general membership meetings.
5. Prepare and mail agendas.
6. Sign correspondence.
7. Make public statements.
8. Appoint committee leaders, especially for the nominating and elections committees, if the chair's absence is a long one.
9. Before leaving office, train a replacement.

The Group Secretary is responsible for:

1. Minutes: Record the minutes in an accurate, understandable manner, reflecting the essence of discussion. Motions are recorded verbatim, and results of votes are noted exactly.
2. Bylaws: Maintain a copy of the Club, chapter and, if appropriate, group bylaws and have a copy of each available for reference at each meeting. Have a firm understanding of the bylaws.
3. Elections: Work with the nominating and elections committees to assure the entity's annual election and any special elections are carried out properly in the correct time frame and in accordance with the bylaws. The Secretary has the ultimate responsibility for assuring that information in the ballot materials is correct.
4. Receive and maintain secure the ballots returned in an election, delivering them to the elections committee for counting, and retaining them after counting until instructed to dispose of them by the executive committee.

5. Correspondence: Correspond with national and local Sierra Club offices and other organizations as directed, keep ExCom and committee leader lists current.
6. Sort and distribute incoming correspondence, and report on important correspondence at ExCom meetings.
7. Records: Maintain a permanent file of bylaws, minutes, policy resolutions, chapter or group papers, reports and correspondence, and pass the file on to your successor.
8. Maintain an inventory of Group property.
9. Before leaving office, train a replacement.

The Group Treasurer is responsible for:

1. Provide oversight of all financial entities to ensure adherence to all Sierra Club policies, including contracts, hiring policies, investments and insurance. Obtain business licenses, maintain an account at the Post Office for newsletter postage costs. Ensure that tax issues and regulatory compliance are properly handled, including contract employees and legal services.
2. Report the detailed financial situation to the ExCom at least quarterly. Reconcile bank statements monthly. Monitor performance against the budget and immediately report to the ExCom major deviations from budgets, anticipate any deficits.
3. Prepare an annual report (including assets and inventory) of the Group's financial status for submission to the national Sierra Club office (and the ExCom) as mandated by the Internal Revenue Service. Complete sales tax and personal property tax returns as required by the state.
4. Deposit receipts promptly.
5. Segregate any SCPC (electoral) funds. Forward tax-deductible donations directly to the Sierra Club Foundation. Promptly report to the Planned Giving-Estates Department all contacts from attorneys, executors, trustees, etc. regarding deferred gifts.
6. Review invoices and other payment requests for accuracy, obtain approval for payment, and pay invoices promptly. Ensure that Foundation and restricted funds are spent in accordance with donor restrictions and that those expenditures are documented. Checks may be signed by the Treasurer or Chairperson.
7. Prepare an annual budget. The Treasurer may work with the ExCom in developing the budget, or give the outgoing ExCom a report of receipts and expenditures for concluding fiscal year and anticipated receipts for the upcoming fiscal year.
8. Manage cash flow so as not to be delinquent in paying financial obligations. Avoid committing to indebtedness greater than the unencumbered cash balances. Budget to build and maintain a minimum cash reserve equivalent to at least six months of operating expenses.
9. Before leaving the office of Treasurer, pay all current bills and present the new treasurer with a balanced account ledger and reconciled bank statements, and the complete and current records. Before leaving office, train a replacement.
10. For audit purposes, maintain records and details of expenditures for at least seven years.

The Group Conservation Chair is responsible for:

1. Provide chapter leaders with a long-range vision of what the Club's conservation strategy and priorities should be over the next two to five years.
2. Identify conservation issues needing attention and worthy of chapter consideration.
3. Assist chapter leaders to develop conservation priorities.
4. Design plans and strategies for current conservation campaigns.
5. Report regularly on conservation committee activities to the chapter chair, ExCom, and other committees.
6. Motivation, direction, and coordination of the Group Conservation Committee.

7. Oversee conservation committee activities to ensure that all needed tasks are accomplished.
8. Direct and assist the committee to set goals and carry out objectives.
9. Coordinate main functions and campaigns of the committee.
10. Delegation of Conservation-related activities.
11. Identify, recruit and challenge volunteer leaders.
12. Identify individual members' abilities and interests and assign tasks appropriately.
13. Train and assign volunteers to carry out conservation activities. - Follow up assignments to be sure they are carried out.
14. Thank volunteers and provide other rewards (social activities, public recognition) to ensure repeat performances.
15. Prevent duplication of work by linking key individuals with one another.
16. Challenge and encourage members to use their talents and skills to the maximum.

The Group Outings Chair is responsible for:

1. Leadership, direction, and oversight to the Group outing program. The Chair works to make outdoor activities an integrated and vital element of group efforts.
2. Is familiar with the Outings Leader Handbook and all Club policies and procedures (national as well as local) that pertain to the Group's outings program.
3. Ensures Group outings are run in accordance with Club policies and procedures
4. Manages and minimizes the risks of Group outings.
5. Maintains training and first aid certification requirements for Group Outings Leaders and ensures all active leaders have met these requirements.
6. Maintains communication with the Chapter Outings Chair.
7. Maintains the outings approval process.
8. Coordinates scheduling, planning, and publication requirements of Group outings as required by chapter and national policies.
9. Works with leaders to integrate conservation issues into the outing program whenever possible.
10. Maintains records as required by the chapter and national staff.
11. Establishes a nominal budget for postage, phone calls, etc.

The Group Membership Chair is responsible for:

1. Develop and manage a local membership committee.
2. Know and have samples of all member promotional materials.
6. Be responsible for initiating member recruitment and retention.
7. Building local lists of member prospects and implement followup contact.
8. Participate in chapter/regional workshops and training.
9. Before leaving office, train a replacement.

The Group Political Chair is responsible for:

1. Helping preserve the environment through grassroots, bipartisan, political action.
2. Helping elect environmentally supportive candidates.
3. Advancing the Sierra Club's legislative program.
4. Influencing the behavior of public officials.
5. Organizes a Group political committee which is responsible for identifying and supporting candidates for public office who are expected to best represent the goals of the Sierra Club on environmental issues and legislation.
6. Ensuring compliance with Sierra Club electoral policy and compliance with state and federal election laws

7. Preparing materials on state and local candidates, and recommending endorsements of other activity to the Group ExCom.
8. Assists in training volunteers to participate effectively and coordinate with campaigns, and in all aspects of political action such as fund raising, door-to-door, press releases, and so forth.
9. Serving as liaison to state, regional and national offices.

The Group Newsletter Editor is responsible for:

1. Editorship of the Group newsletter
2. Attending all meetings of the group ExCom to gather appropriate information for them) for news of conservation, outings, and other activities.
3. Establish priority and timeliness of news articles; set and maintain deadlines and production schedules. Work closely with officers and committee chairs to identify newsletter content.
4. Assure that job mechanics are properly completed: typing, proof-reading, layout, labeling, and mailing.
5. Coordinate mailing label production and printing
6. Work with newsletter's editorial board, if one exists.
7. Recruit assistants to help put newsletters together.
8. Set rates and solicit advertising.
9. Solicit photography and artwork.

In addition to ExCom officers, the Sierra Club has several *ad hoc* committees at the Group level in which any members can be active: Air Quality, Biodiversity, Clean Water, Endangered Species, Environmental Education, Environmental Justice, Farm and Food, Global Warming, Habitat, Human Rights, Population, Legal, National and State Forests/End Commercial Logging, Marine, Open Space, Parks and Refuges, Pesticides, Political, Solid Waste, Sprawl, Transportation, Waste, Water Quality, Wetlands, and Wildlife.

The Shawnee Group is always seeking members to serve on these committees and to serve in any leadership capacity. These leadership positions receive many of their important notices from the Sierra Club via email that enable the Group to stay informed on critical environmental issues. Help us change the world. Are you interested in serving on a committee? If so, please contact the Group Chair or chair of any committee.