

President

The President, Francis M. Weston Audubon Society (FWMAS), an officer of the corporation, serves as the primary fiduciary for the organization acting for and on behalf of the membership to manage FWMAS vision, mission, goals and assets. As a fiduciary, the president owes FWMAS the duties of good faith and trust. The highest legal duty of one party to another being a fiduciary requires being bound ethically to act in the others' best interests. The president, as fiduciary, is responsible for FWMAS' general well-being including fostering an organization-wide climate free of discrimination against individuals on the basis of race, color, sex, gender identity, sexual orientation, religion, creed, national origin, ancestry, age, veteran status, disability, genetic information, military service, or any other protected status.

The president collaborates with the board of directors to refine and implement the strategic plan while ensuring that the budget, standing committees and priorities are aligned with FWMAS' core mission. Equally, the president cultivates a strong and transparent working relationship with the Board of Directors (the Board) and ensures open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals. The president convenes and chairs the FWMAS Editorial Board, which focuses FWMAS messaging.

1. Closely collaborating with the treasurer and board of directors proposes a comprehensive annual financial plan and budget—prudently managing the assets of the organization's members.
2. Convenes the Board in regular meetings and planning retreats.
3. Presides at all Board sanctioned FWMAS events.
4. Appoints all committee chairs except nominating committee and audit committee.
5. Monitors progress of all standing committees and helps align committee work with FWMAS mission and goals.
6. Meets with standing committee leaders and provides guidance about workflow and how individual standing committees can support the FWMAS community effect.

7. As the primary FMWAS spokesperson, actively shares a joint-role in FMWAS Speakers' Bureau talking to the public about FMWAS' vision, mission, goals and the world of birding.
8. Closely consults with fundraising committee chair to jointly lead fundraising efforts and coordinate special finance campaigns.
9. Meets with individual donors, seeking the support of corporate sponsorship and tapping organizational constituents for individual donations.
10. Spearheads financial campaigns to bolster the organizational budget.
11. Takes the lead on community-wide fundraising events such as direct mail solicitations, sponsorships and other innovative events.
12. Serves as leader of FMWAS delegation to the Audubon Florida Regional Conservation Committee.
13. Attends the annual Audubon Florida meeting.
14. Calls on the board of directors to appoint a nominating committee in January and audit committee in April.
15. Serves ex-officio as voting member of all standing committees.
16. Completes all other duties as the Board might assign from time to time.
17. Coordinates with the Board to research, draft and submit an Annual Report to the members, Florida Audubon and National Audubon Society.

Vice President

The Vice President FMWAS, an officer of the corporation, is equally a fiduciary for the organization and is prepared at all times to assume the role of president, if necessary. Co-equally with the president, publications committee chair and website committee chair serves on the FMWAS Editorial Board, which focuses FMWAS messaging. In the absence of the president, the vice president serves in the president's place and in the spokesperson's capacity for all board of director's sanctioned FMWAS events. The president may delegate special assignments to the vice president, who also works closely with the board of directors to help effect the president's vision and policies.

1. Acts as parliamentarian for all Board sanctioned events per Robert's Rules of Order Newly Revised, 11th ed. (Da Capo Press, 2011).
2. Acts as the president's liaison for all FMWAS insurance matters coordinating with all standing committee chairs to ensure their insurance requirements are effectively assessed and with Board approval puts coverages in place.

3. Prepares annual budget submission to ensure effective FMWAS insurance coverage for all FMWAS operations.
4. Serves as a standing committee chair.
5. Completes other duties as the president might assign from time to time.

Recording Secretary

The Recording Secretary FMWAS, an officer of the corporation, is equally a fiduciary for the organization and is prepared at all times to assume the leadership role when the president and vice president are unavailable. The recording secretary provides the Board with required meeting notices, and takes minutes at board meetings, or designates a person for the task, and reviews and distributes the board Board proposed and approved minutes.

The recording secretary prepares and maintains board records, such as minutes and committee reports, and ensures the accuracy and security of the records.

1. Personally recruits, trains, and qualifies an Assistant Recording Secretary as a designated successor when or if the need arises.
2. Annually deposits copies of the previous year's proceedings of the all meetings of the Board and the annual meeting in the Special Collections of the Pace Library, University of West Florida.
3. Prepares annual budget submission to ensure effective FMWAS funds are available for all FMWAS administration.
4. Is the legal repository of all official FMWAS records.
5. Completes other duties as the president might assign from time to time.

Corresponding Secretary

The Corresponding Secretary FMWAS, an officer of the corporation, is equally a fiduciary for the organization and is prepared at all times to assume the leadership role when the president, vice president and recording secretary are unavailable. The corresponding secretary manages all non-electronic correspondence relating to FMWAS.

1. Personally recruits, trains, and qualifies an Assistant Corresponding Secretary as a designated successor when or if the need arises. Regularly collect correspondence from the FMWAS mailbox.
2. Opens all mail to ascertain topic, sender and who has the action responsibility. Assigns action or defers to the President.
3. Maintains an official business correspondence logbook of correspondence receipt date, item from, item to and subject.
4. Prepares annual budget submission to ensure effective FMWAS. correspondence funds are available for all FMWAS correspondence.
5. Directly liaisons with the treasurer for all payment due invoices and deposits.
6. Directly liaisons with the membership committee chair for new and renewed memberships.
7. Closely coordinates with officers, directors and standing committee chairs to ensure outreach cards including thank you, sympathy and get well cards are sent in a timely manner.
8. Closely coordinates with the treasurer and acknowledges all donation deposits to FMWAS, a 501(c)(3), not for profit corporation by letter including: FMWAS' name, a statement saying that FMWAS is a 501(c)(3), tax-exempt organization, date the donation was received, amount of the cash contribution (cash means checks, credit card, and payroll deduction), a description (but not value) of a non-cash gift, a statement that no goods or services were provided by FMWAS, if applicable, a description and good faith estimate of the value of goods or services in excess of \$75.00, if any, that FMWAS provided in return for the contribution.
9. Authors and sends all thank you and acknowledgment cards via USPS.
10. Completes other duties as the president might assign from time to time.

Treasurer

The Treasurer FMWAS, an officer of the corporation, serves as the chief financial officer by operation of law and is equally a fiduciary for the organization. The treasurer applies his knowledge and skills to monitor finances, while preparing financial reports and summarizing reports for the Board. The treasurer works with the president and the Board to develop financial plans and prepare FMWAS's annual budget. The treasurer reviews the annual audit and tax forms, and presents financial material to the Board. Ultimately, while financial management

is the primary focus of the treasurer, the entire Board shares the responsibility of financial oversight and accountability.

1. Personally recruits, trains, and qualifies an Assistant Treasurer as a designated successor when or if the need arises.
2. Manages and oversees the management of FMWAS funds including tasks as selecting a bank, reconciling bank statements, and managing cash flow.
3. Is the legal repository of all FMWAS financial records.
4. Gains Board approval to invest funds consistent with applicable laws.
5. Develops and enforces strong internal controls and financial management policies.
6. Is knowledgeable about who has access to FMWAS' funds and any outstanding bills or debts owed.
7. Creates and maintains systems for ensuring the FMWAS' ongoing solvency.
8. Oversees the operations of FMWAS' financial policies including check signing authority, expense reimbursement, credit card usage, and petty cash policies.
9. Responsible for facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget.
10. Ensures development of a budget that supports FMWAS goals and drives decision-making aimed at success in effectuating FMWAS' mission.
11. Presents the board of directors the budget for ratification no later than the August Board meeting.
12. Is prepared to explain and justify all aspects of the budget documents.
13. Has thorough knowledge and understanding of FMWAS financial reports and important financial ratios. Ensures accurate and complete financial reporting and proper maintenance of financial records and information/tax returns.
14. Keeps the Board apprised of key financial events, trends, and concerns, and assessments of FMWAS' fiscal health.
15. Keeps a calendar of filing requirements and deadlines and has clear assignments (with backups) to help ensure they are all met in a timely manner.
16. Responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the Board of Directors review.
17. Translates financial concepts and information for the Board and members who do not have financial backgrounds or substantial financial experience.

Regularly assesses risks and whether and how such risks should be mitigated.

18. Learns the particulars of the FMWAS' finances and the applicable laws, which may include laws related to earned income, sales taxes for not-for-profits, appropriate expenditures, and prudent investments.
19. Closely liaisons with the Board, when convened, facilitating and encouraging the board's strategic thinking about FMWAS' short- and long-term financial vitality in relation to its advancement of the FMWAS' mission.
20. Prepares an annual financial report and delivers the report at the annual planning meeting.
21. Completes other duties as the president might assign from time to time.

Directors-At-Large and Student Directors

The directors-at-large and student directors are elected to serve as fiduciaries for FMWAS acting for and on behalf of the membership to help manage FMWAS vision, mission, goals and assets. Each director-at-large and student director shall serve as standing committee chair; however, student directors may fulfill this requirement by serving as co-chairs on any one of the Standing Committees with concurrence of the Board.

Center Committee Chair

The Center Committee Chair (Center Chair) is responsible for planning, organizing and directing of all aspects of FMWAS' efforts to develop a long-range vision, mission and plan to create a vibrant, lasting FMWAS presence in Escambia and Santa Rosa Counties. The center chair, as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Center Committee Chair as a designated successor when or if the need arises.
2. Prepares annual budget submission to ensure effective center committee operations.
3. Consults and proposes during Board meetings on policy and planning concerning center opportunities on a near- and long-term basis including potential alliances and itinerant space sharing strategies with local aligned organizations.

4. Coordinates with the publications committee chair and website committee chair in writing/electronic message regarding a FMWAS Center “in being” to assure coverage in “The Skimmer,” “Mailchimp®,” FMWAS website, FMWAS Facebook and social and local media outlets.
5. Closely coordinates with the Board regarding communications and coordination with Audubon Florida and National Audubon Society about a FMWAS Center “in being.”
6. Recruits and trains ample center committee members to enable delegation within the committee, such that center committee workload is fairly distributed.
7. Develops a center committee checklist including the steps required to ensure any center initiatives enjoy a high potential for success.
8. Closely coordinates with the fundraising committee chair on fundraising opportunities to develop funding in order to support a FMWAS Center “in being.”
9. Spokesperson for proposed activities essential to provide a foundation in order to support a FMWAS Center “in being.”
10. Prepares an annual center committee report and delivers the report at the annual planning meeting.
11. Completes other duties as the president might assign from time to time.

Conservation Committee Chair

The Conservation Committee Chair (Conservation Chair) is responsible for planning, organizing and directing of all aspects of all Board sanctioned citizen science/conservation projects including coordinating sites and locations of the citizen science/conservation efforts, setting up citizen science/conservation itineraries including collaborations, rendezvous, scheduling, and logistics. The conservation chair, as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Conservation Committee Chair as a designated successor when or if the need arises.
2. Prepares annual budget submission to ensure effective conservation committee operations.
3. Regularly consults, coordinates, proposes and achieves approval during board of directors meetings on policy, planning and delivery of avian-based citizen science/conservation projects on a near- and long-term basis.

4. Coordinates with the publications committee chair and website committee chair in writing/electronic message regarding upcoming and on-going avian-based citizen science/conservation projects to assure coverage in “The Skimmer,” “Mailchimp®,” FMWAS website, FMWAS Facebook and social and local media outlets.
5. Recruits and trains ample conservation committee members to enable a “larger profile” for FMWAS avian-based citizen science/conservation project contributions and ensure conservation committee workload is fairly distributed.
6. Maintains a conservation committee checklist including the steps required to ensure any FMWAS avian-based citizen science/conservation project enjoys a high potential for success.
7. Ensures that every FMWAS avian-based citizen science/conservation project includes a protocol, weather go-no go, and safety briefing including, but not limited to: sun, insects, noxious plants, snakes and risks to optics by sprays and repellents/sunscreen.
8. Ensures that every FMWAS avian-based citizen science/conservation project participant provides an individually signed Release and Indemnification Forms or that they have an up-to-date form on file. Un-emancipated minor Release and Indemnification forms must be co-signed by a parent or legal guardian.
9. Closely coordinates with recording secretary for retention of all original, signed Release and Indemnification Forms.
10. Closely coordinates with the recording secretary to regularly share the Master List of all signed Release and Indemnification Forms. This Master List shall be made available to all FMWAS avian-based citizen science/conservation project team leaders.
11. Advises the board of directors on national, regional and local conservation issues.
12. Recommends to the board of directors FMWAS conservation strategies.
13. Prepares the president or any other designated spokesperson(s) to speak to the media and government regarding national, regional and local conservation issues including FMWAS avian-based citizen science/conservation projects.
14. Speaks to the monthly membership meetings on national, regional and local conservation issues including FMWAS avian-based citizen science/conservation projects.
15. Closely coordinates with University of West Florida, Pensacola State College, governmental agencies, and like-minded not-for-profit organizations to

achieve alliance opportunities for FMWAS avian-based citizen science/ conservation projects including UWF Waterfowl Survey, Native Plants For Native and Migratory Birds at Bruce Beach et.al.

16. Serves as a member of the FMWAS delegation to the Audubon Florida Regional Conservation Committee.
17. Prepares an annual conservation committee report and delivers the report at the annual planning meeting.
18. Completes other duties as the president might assign from time to time.

Education Committee Chair

The Education Committee Chair (Education Chair) is responsible for planning, organizing and directing of all aspects of all board of directors sanctioned educational programs for all the people in our community. Uniquely, the education chair, is responsible for Audubon Adventures, an educationally accepted syllabus designed to educate young people about wildlife, habitats and conservation ethics. The education chair as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Education Committee Chair as a designated successor when or if the need arises.
2. Prepares annual budget submission to ensure effective education committee operations.
3. Closely coordinates with the fundraising committee chair on fundraising opportunities to develop funding in order to support Audubon Adventures.
4. Consults, proposes and gains approval during Board meetings on policy and planning concerning educational initiatives and content on a near- and long-term basis.
5. Coordinates with the publications committee chair and website committee chair in writing/electronic message regarding educational initiatives to assure coverage in "The Skimmer," "Mailchimp®," FMWAS website, FMWAS Facebook and social and local media outlets.
6. Recruits and trains ample education committee members to enable delegation within the committee, such that education workload is fairly distributed.
7. Develops an education committee checklist including the steps required to ensure any education initiative enjoys a high potential for success.

8. Closely coordinates with the treasurer to manage the Audubon Adventures restricted fund.
9. Administers the Audubon Adventures program and reports to the Board all outcomes.
10. Annually evaluates for effectiveness Audubon Adventures and reports outcomes to the Board.
11. Annually, based on the evaluation of Audubon Adventures and if required, make recommendations for changes in materials and improved applications.
12. Develops and delivers "Birding 2020," an adult education program for new and old birders.
13. Closely coordinate with the membership committee chair and conservation chair to foster, sustain and grow the existing FMWAS youth birding group.
14. Together, with the publications and publicity committee chairs, re-establishes the FMWAS Speaker's Bureau, trains and qualifies at least six speakers including the president and market their availability to public, environmental and civic groups.
15. Closely coordinates with corresponding secretary for any and all thank you cards.
16. Tracks State of Florida, Florida Audubon, National Audubon and other community environmental education opportunities to enhance FMWAS' educational stature.
17. Prepares an annual education committee report and delivers the report at the annual planning meeting.
18. Completes other duties as the president might assign from time to time.

Field Trip Committee Chair

The Field Trip Committee Chair (Field Trip Chair) is responsible for planning, organizing and directing of all aspects of all Board sanctioned Field Trips, and Birds & Brew Outings including coordinating the site and location of the Field Trip/Bird & Brew Outing, setting up itineraries including rendezvous, scheduling, logistics and hospitality. The field trip chair, as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Field Trip Committee Chair as a designated successor when or if the need arises.

2. Prepares annual budget submission to ensure effective field trip committee operations.
3. Regularly consults, coordinates, proposes and achieves approval during Board meetings on policy, planning and delivery of Field Trip/Birds & Brew Outing itineraries on a near- and long-term basis.
4. Coordinates with the publications committee chair and website committee chair in writing/electronic message regarding upcoming Field Trips/Birds & Brew Outings to assure coverage in "The Skimmer," "Mailchimp®," FMWAS website, FMWAS Facebook and social and local media outlets.
5. Recruits and trains ample field trip committee members to enable trip leader delegation within the committee, such that field trip committee workload is fairly distributed.
6. Determines if any Field Trip/Birds & Brew Outing requires scouting.
7. Maintains a Field Trip Committee checklist including the steps required to ensure any Field Trip/Birds & Brew Outings enjoys a high potential for success.
8. Ensures that every Field Trip/Birds & Brew Outing includes a protocol, weather go-no go, and safety briefing including, but not limited to: sun, insects, noxious plants, snakes and risks to optics by sprays and repellents/sunscreen.
9. Ensures that every Field Trip/Birds & Brew Outing participant provides an individually signed Release and Indemnification Forms or that they have an up-to-date form on file. Un-emancipated minor Release and Indemnification forms must be co-signed by a parent or legal guardian.
10. Maintains and updates Master List of Release and Indemnification Forms.
11. Closely coordinates with recording secretary for retention of all original, signed Release and Indemnification Forms.
12. Closely coordinates with the recording secretary to regularly share Master List of all signed Release and Indemnification Forms. This Master List shall be made available to all Field Trip, Birds and Brew Outing and Birdwalk leaders.
13. Views every Field Trip/Birds & Brew Outing as a membership recruitment opportunity.
14. Closely coordinates with membership committee chair about all non-FMWAS members on Field Trips/Birds and Brew Outings.
15. Closely coordinates with the treasurer regarding collection and transfer of donation revenue.

16. Prepares an annual field trips committee report and delivers the report at the annual planning meeting.
17. Completes other duties as the president might assign from time to time.

Fundraising Committee Chair

The Fundraising Committee Chair (Fundraising Chair) serves as the Development Officer of FMWAS and is responsible for development of all external restricted, designated and unrestricted funds solicited by or donated to FMWAS. The fundraising committee chair, as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Fundraising Committee Chair as a designated successor when or if the need arises.
2. Prepares annual budget submission to ensure effective fundraising committee operations.
3. Prepares the annual fundraising committee plan for Board ratification at the Annual Planning Meeting. Prosecutes the Board ratified plan.
4. Operates the "Audubon Store," a Board authorized mart.
5. Coordinates with the treasurer on required financial record-keeping including remittances, sources and uses of cash, payment for fundraising printing and bulk mailing permitting and balances matters.
6. Consults and proposes during Board meetings on fundraising policy and planning including inventory and financial status of the "Audubon Store."
7. Oversees and manages the materials inventory of all FMWAS "Audubon Store." Coordinates closely with field trips, education and outreach committee chairs to ensure ample stocks of merchandise are available.
8. Recruits and trains ample fundraising committee members to enable delegation within the committee, such that fundraising and "Audubon Store" workload is fairly distributed and sales are effective.
9. Develops a fundraising committee checklist including the steps required to ensure any fundraising effort enjoys a high potential for success.
10. Coordinates with the president to ensure the Annual Fundraising Letter is mailed no later than the first week of December and cites valid, compelling reason(s) to solicit funds from the membership mailing list.

11. Acts as final editor and submission authority, *but not necessarily author*, for all Board sanctioned public, private, governmental or corporate grants-in-aid applications submitted for consideration.
12. Closely coordinates with the center chair on fundraising opportunities to develop funding in order to support a FMWAS Center “in being.”
13. Closely coordinates with publications committee chair to develop funding streams to off-set forecast annual newsletter expenses.
14. Assists all committee chairs with ancillary fundraising publications requirements including grant-making suggestions, planning, cost estimating, success potential counseling et.al.
15. Prepares an annual fundraising committee report and delivers the report at the annual planning meeting.
16. Completes other duties as the president might assign from time to time.

Membership Committee Chair

The Membership Committee Chair (Membership Chair) is responsible for planning, organizing and directing of all aspects of recruiting new members and sustaining existing members. The membership chair, as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Membership Committee Chair as a designated successor when or if the need arises.
2. Prepares annual budget submission to ensure effective membership committee operations.
3. Consults and proposes during Board meetings on policy and planning concerning membership and membership recruitment campaigns on a near- and long-term basis.
4. Coordinates with the publications committee chair and website committee chair in writing/electronic message regarding membership matters to assure coverage in “The Skimmer,” “Mailchimp®,” FMWAS website, FMWAS Facebook and social and local media outlets.
5. Recruits and trains ample membership committee members to enable delegation within the committee, such that membership workload is fairly distributed.
6. Develops a membership committee checklist including the steps required to ensure any membership evolution enjoys a high potential for success.

7. Maintains an accurate record of both membership renewals and new member enrollments.
8. Coordinates to register new member data via the Chapter Transmittal Portal.
9. Manages FMWAS Chapter Membership Database and coordinates for new members with Direct Mail Processors.
10. Staffs the entrance table at monthly membership meetings, records attendance and distributes/collects name tags.
11. Prepares an annual membership committee report and delivers the report at the annual planning meeting.
12. Completes other duties as the president might assign from time to time.

Outreach Committee Chair

The Outreach Committee Chair (Outreach Chair) is responsible for planning, organizing and directing of all aspects of FMWAS Community Outreach including coordinating specific outreach locations, recruiting and scheduling outreach speakers, outreach logistics and hospitality. The outreach chair, as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Outreach Committee Chair as a designated successor when or if the need arises.
2. Prepares annual budget submission to ensure effective outreach committee operations.
3. Consults and proposes during Board meetings on policy and planning concerning outreach efforts on a near- and long-term basis.
4. Coordinates with the publications committee chair and website committee chair in writing/electronic message regarding upcoming outreach events to assure coverage in "The Skimmer," "Mailchimp®," FMWAS website, FMWAS Facebook and social and local media outlets.
5. Recruits and trains ample outreach committee members to enable delegation within the committee, such that outreach workload is fairly distributed.
6. Develops an outreach committee checklist including the steps required to ensure any outreach event enjoys a high potential for success.
7. Manages outreach events including FMWAS presence at public events, speaking events, and birdwalks.
8. Ensures proper signage is strategically positioned for each outreach event.

9. Coordinates with membership chair to share potential new member follow-up opportunities from outreach events.
10. Coordinates with fundraising chair to obtain three “Ready Bags” of FMWAS merchandise for sale at the outreach event.
11. Closely coordinates with corresponding secretary for any and all thank you cards for Outreach events.
12. Recognizes, acknowledges and thanks, on behalf of FMWAS, all the volunteers who help during each outreach event.
13. Prepares an annual outreach committee report and delivers the report at the annual planning meeting.
14. Completes other duties as the president might assign from time to time.

Program Committee Chair

The Program Committee Chair (Program Chair) is responsible for planning, organizing and directing of all aspects of each scheduled membership meeting including coordinating the meeting(s) location, recruiting and scheduling speakers, meeting logistics and hospitality. The program chair, as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Program Committee Chair as a designated successor when or if the need arises.
2. Prepares annual budget submission to ensure effective program committee operations.
3. Consults and proposes during Board meetings on policy and planning concerning program content on a near- and long-term basis.
4. Coordinates with the publications committee chair and website committee chair in writing/electronic message regarding upcoming FMWAS programs to assure coverage in “The Skimmer,” “Mailchimp®,” FMWAS website, FMWAS Facebook and social and local media outlets.
5. Recruits and trains ample program committee members to enable delegation within the committee, such that program committee workload is fairly distributed.
6. Develops a program committee checklist including the steps required to ensure any program enjoys a high potential for success.
7. Ensures membership meeting sites have effective, operating audiovisual equipment.

8. Obtains written confirmation of speakers' commitments to speak.
9. Budgets for and coordinates speakers' honorarium or token of appreciation for speaking.
10. Closely coordinates with corresponding secretary for any and all thank you cards.
11. Ensures proper signage is strategically positioned for each membership meeting.
12. Greets and introduces every guest speaker.
13. Leads Question and Answer after every speakers' presentations.
14. Recognizes, acknowledges and thanks, on behalf of FMWAS, all the volunteers who help during each membership meeting.
15. Prepares an annual program committee report and delivers the report at the annual planning meeting.
16. Completes other duties as the president might assign from time to time.

Publications Committee

The Publications Committee Chair (Publications Chair) serves as the Publisher and Editor-In-Chief of "The Skimmer," the FMWAS newsletter. The publications chair may also be the Managing Editor or assign that task to another member of the publications committee. Co-equally with the president, vice president and website committee chair serves on the FMWAS Editorial Board, which focuses FMWAS messaging. The publications committee chair, as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Publications Committee Chair as a designated successor when or if the need arises.
2. Prepares annual budget submission to ensure effective publications committee operations.
3. Communicates intra-FMWAS using "Mailchimp®." Encourages shifting FMWAS communications toward electronic means and social media.
4. Prepares the annual publications schedules for Board ratification at the Annual Planning Meeting. Publishes based on that schedule.
5. Consults and proposes during Board meetings on policy and planning concerning frequency, size, and general layout of "The Skimmer."

6. Oversees and manages the inventory of all FMWAS printed materials. Coordinates closely with field trips, education and outreach committee chairs to ensure ample stocks of printed material are available.
7. Recruits and trains ample publications committee members to enable delegation within the committee, such that publications workload is fairly distributed and “The Skimmer” is effectively distributed.
8. Develops a publications committee checklist including the steps required to ensure any publications effort enjoys a high potential for success.
9. Coordinates with the treasurer on required financial record-keeping, payment for printing and bulk mailing permitting and balances matters.
10. Together, with the education and publicity committee chairs, re-establishes the FMWAS Speaker’s Bureau, trains and qualifies at least six speakers including the president and market their availability to public, environmental and civic groups.
11. Closely coordinates with fundraising chair to develop funding streams to offset forecast annual newsletter expenses.
12. Designate, as appropriate, a Managing Editor and Features Editor(s).
13. Assists all committee chairs with ancillary publications requirements including layout planning, cost estimates, off-the-shelf alternatives, et.al.
14. Prepares an annual publications committee report and delivers the report at the annual planning meeting.
15. Completes other duties as the president might assign from time to time.

Publicity Committee Chair

The Publicity Committee Chair (Publicity Chair) is responsible for coordinating all aspects of external communications including traditional, electronic and social media. The program chair, as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Publicity Committee Chair as a designated successor when or if the need arises.
2. Prepares annual budget submission to ensure effective publicity committee operations.
3. Consults and proposes during Board meetings on policy and planning concerning publicity efforts on a near- and long-term basis.

4. Ensures with the publications chair and website committee chair that timely, factual FMWAS coverage occurs in “The Skimmer,” “Mailchimp®,” FMWAS website, FMWAS Facebook and social and local media outlets.
5. Recruits and trains ample publicity committee members to enable delegation within the committee, such that publicity workload is fairly distributed.
6. Develops a publicity committee checklist including the steps required to ensure any program enjoys a high potential for success.
7. Together with the publications chair and website committee chair coordinates FMWAS electronic and social media presences including managing the Web Mistress, Facebook and Meet-up et.al.
8. Together, with the education and publication committee chairs, re-establishes the FMWAS Speaker’s Bureau, trains and qualifies at least six speakers including the president and market their availability to public, environmental and civic groups.
9. Prepares an annual publicity committee report and delivers the report at the annual planning meeting.
10. Completes other duties as the president might assign from time to time.

Website Committee Chair

The Website Committee Chair is responsible for planning, organizing and directing of all aspects of the FMWAS Website (<http://fmwaudubon.org>), an essential information source for members, our community and the world. Co-equally with the president, vice president and publications chair serves on the FMWAS Editorial Board, which focuses FMWAS messaging. The website chair, as a member of the Board per the by-laws, has equal fiduciary obligations.

1. Personally recruits, trains, and qualifies an Assistant Website Committee Chair as a designated successor when or if the need arises.
2. Prepares annual budget submission to ensure effective website committee operations.
3. Consults and proposes during Board meetings on policy and planning concerning the FMWAS Website on a near- and long-term basis.
4. Ensures with the publications chair that timely, factual FMWAS coverage occurs in “The Skimmer,” “Mailchimp®,” FMWAS website, FMWAS Facebook and social and local media outlets.

Francis M. Weston
Audubon Society
Officer, Director &
Standing Committee Chairs,
Position
Descriptions

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5. Recruits and trains ample website committee members to enable delegation within the committee, such that website workload is fairly distributed.
6. Develops a website committee checklist including the steps required to ensure all website productions enjoy a high potential for success.
7. Manages an up-to-date FMWAS presence on the website with informative, factual articles, calendars and rosters.
8. Together with the publications chair oversees FMWAS electronic and social media presences including managing the Web Mistress, Facebook and Meet-up et.al.
9. Prepares an annual website committee report and delivers the report at the annual planning meeting.
10. Completes other duties as the president might assign from time to time.