

# The Southwest Forest Service Amigos Board by Position Description

September 13, 2023

The following are general role statements for officers and members of the board. Incumbents have the authority to recruit other Amigo's members to help with his/her activities.

## **President**

- Leads the business of the Amigos and its Board in consistent alignment with the purpose and bylaws of the organization.
- Develops and maintains active liaison with FS National, Regional, Albuquerque Service Center (ASC) other affiliated retiree organizations, and active regional managers.
- Maintains list and contact information for these groups in a manner easily turned over to and understood by successors.
- Considers input from the membership to promote and maintain an active, purposeful range of activities.
- Serves as spokesperson for the organization.
- Coordinates with Secretary on developing meeting agendas.

## **Vice President**

- Works as full partner with the President in fulfilling the role of the Presidency.
- Substitutes for and performs the duties of the President when s/he is absent.
- Assumes tasks as mutually agreed to.
- Assures continuity of leadership by preparing to assume the office of President the subsequent term.

## **Past President**

- Serves as Special Advisor to the President to help sustain continuity and quality of the overall Amigos programs.
- Acts as liaison with former, active Amigos officers to maintain positive relations and seek their input, involvement, and program advice.
- Performs special short-term tasks delegated by the President.

## - **Treasurer**

- Implements organization's financial policies and procedures:
- Collects and deposits member dues.
- Coordinates collection and deposit of all fees
  - o Roundup funds collected by Wagonmaster
  - o Luncheon payments collected at quarterly luncheons.
- Maintains ledger of expenses & income. Balances ledger with bank account monthly.
- Prepares financial reports as needed for Board and business meetings.
- Pays organization's bills.
- Reimburses members for organizational expenses.
- Evaluates current financial policies and recommends changes to Board as needed.
- Maintains the membership database.
- Prepares annual membership directory for publishing in conjunction with the Newsletter Editor.
- Sends Membership Chair updated membership lists monthly.
- Annually notifies members who are more than one year behind in their dues.
- Annually purges names from the membership database of members that do not submit back dues.
- Sends current membership database to Communications Chair quarterly for communications with membership.

## **Secretary**

- Maintains record of Board meetings and organizational activities.
- Coordinates or takes minutes at Board meetings.
- Publishes minutes for Board approval.
- Maintains official organizational files - meeting minutes, special event notices, official bylaws, etc., in a manner easily turned over to and understood by successors.
- Assures Board activities are in accord with bylaws. Evaluates current bylaws and recommends changes to Board as needed.
- Coordinates bylaws changes through publishing to membership and finalizing as necessary.
- Keeps the Amigos history current.

## **Director At Large**

- Attend Board meetings
- Monitor activities of the board.
- Represent the membership at large.

## **Wagonmaster/Deputy Wagonmaster**

- Has responsibility for making all arrangements for the annual Amigos Quemado Roundup.
- Arranges dates, camping sites, and coordinates with the local Forest Service unit regarding any requirements and permits.
- Plans the week's meals, campfire programs, and other activities for the participants.
- Oversees the use of equipment and arranges for it to be at the site.
- Maintains financial records for Roundup expenditures and equipment inventories.
- Communicates regularly with the Board regarding plans for the event.
- Trains the incoming Wagonmaster for the next Roundup.

## **Newsletter Editor**

- Obtains information of interest to the membership from members and elsewhere for publication.
- Writes articles and edits material submitted by others for publication.
- Obtains printing and mailing services.
- Prints and publishes other information for the membership as required by the Board including membership lists, books, and special announcements.
- Maintains paper and electronic (disc) files of Newsletters.
- Prepares a color version of the newsletter for distribution to member's email addresses by Communications Chair.

## **Luncheon Chair**

- Services as primary contact with luncheon vendor.
- Responsible for negotiating meals for the quarterly meetings. Meal site should be centrally located and meal prices moderate.
- Gets attendance information and needs from Telephone Committee Chair, gives a guaranteed number to the catering office, as well as any special meal requirement.
- Handles late changes in attendance.
- Handles special equipment needs for the meeting.
- Gives meal information to Newsletter Editor, Communications Chair, and Telephone Network Chair for publication prior to meeting.

## **Telephone Network Chair**

- Telephones organization members to determine their attendance at quarterly luncheon meetings and special events (except Roundup).
- Provides attendance numbers to Luncheon Chair and Programs Chair.
- Provides member information gained through this phone network to Membership Chair or other Chairs or Officers as appropriate.

## **Communications Chair**

- Responsible for all print and electronic chapter communications that occur outside regularly scheduled meetings, including: Facebook and Zoom meetings.
- Distributes e-mail communications with members.
- Searches for ways to communicate with members, and members to communicate with each other.
- Is alert to opportunities to publicize positive information about activities of current members.
- Uses membership database to develop mailing list for newsletters, both hard copy and electronic mailings.

## **Webmaster**

- Supports and oversees maintenance of web site - event updates, information edits as needed, links to and from other sites as agreed by Board, etc.
- Install or create online event reservation forms (forwarded to Programs Chair, Luncheon Chair).
- Create other online forms as needed (interest surveys, etc.).
- Written meeting announcements bulletins (outside the Newsletter).
- Quarterly luncheon meeting announcements.
- Additional meeting/event announcements.

## **Membership Chair**

- Works in tandem with Telephone Network Chair and Communications Chair.
- Coordinates with Treasurer on membership lists and addresses.
- Recruits new members through coordination with:
  - o Relevant HR departments in active FS.
  - o "Membership network" of recruitment representatives throughout the SW Region, the Albuquerque Service Center, and the Research Station.
  - o Telephone Network Chair.
- Assesses interest of current membership and coordinates information or activities to maintain interest and activity.

- Submits information on how to recruit new members and retain membership to Webmaster for web site or special announcement, and to Newsletter Editor for publishing.
- Coordinates greeters at all meetings.
- Recognizes and publicizes positive information about activities of current members.

### **Programs Chair**

- Works in tandem with Membership Chair, Communications Chair and Luncheon Chair.
- Arranges meeting locations.
- Coordinates programs for quarterly luncheons, special programs, and events (except Roundup) by:
  - o Evaluating member interest and arranging programs to meet that interest.
  - o Assuring speaker knowledge of member interest and time constraints.
  - o Obtaining speaking aids as needed (audio-visual aids, etc.).
  - o Determining speaker transportation/consideration as needed.
  - o Providing program information to Communications, Newsletter Editor, and telephone tree in timely manner.
- Arranges and coordinates annual business meeting at Roundup through coordination with Wagon-master.

### **Special Events Coordinator**

- Works with Board and members in researching and setting up excursions of varying types and timeframes.
- Works with local travel agencies to set up larger and more detailed excursions for the membership.