

CNPS Board Committees for 2005

Board Committee	Description	Goals for 2005	Members	Committee Composition
Executive	<p>The Executive Committee serves as the “committee of committees” and ensures the effectiveness of all governing committees. The Executive Committee is made up of officers (President, Vice President, Secretary and Treasurer). Its functions include:</p> <ul style="list-style-type: none"> ▪ Coordinate the work of all other committees and ensure their effectiveness. ▪ Serve as a sounding board and resource to the Board President and Executive Director in their management responsibilities. ▪ “Pre-digest” difficult decisions to ensure they are ready for board action. <p>In addition, the Executive Committee can be delegated specific responsibilities to act on behalf of the Board. The Executive Committee may not make any decision normally appropriate for the Board unless specifically delegated by the Board.</p>	<ol style="list-style-type: none"> 1. Develop agendas for board meetings 2. Support other committees. 3. Determine appropriate recordkeeping is maintained in absence of a Board Secretary. 	<p>Carol Witham (Pres) Sandy McCoy (VP) Steve Hartman (Treas)</p>	<p>Limited to elected officers of the Board of Directors.</p>
Board Policy	<p>The mission of the Board Policy Committee is to to interpret, explain, and supervise amendments to the Society’s board policies. The over-arching goal of the Board Policy Committee is to ensure harmonious operation of the Society through design and implementation of effective governance procedures and processes.</p>	<ol style="list-style-type: none"> 1. Review and revise, on an as needed basis, governance policies found to be inconsistent with the Society’s new organization. 	<p>Needs to be reactivated. THERE ARE SEVERAL OUTDATES POLICIES.</p>	<p>Up to 5 people appointed by the President. Contact President if interested in serving.</p>
Finance	<p>The Finance Committee is responsible for providing financial oversight for all of the fiscal operations of the organization. The committee works closely with the Executive Director, supporting his/her responsibility to develop an annual budget consistent with the direction and details of the strategic plan. The committee also provides direction to the Executive Director in the development of financial policies and procedures to give the Board important feedback on the financial health of the organization.</p>	<ol style="list-style-type: none"> 1. Review and approve monthly financials. 2. Review budget and make recommendations to the board. 3. Recommend fiscal policy, including investment strategies. 	<p>Spence McIntyre (Chair) Steve Hartman (Treas) Vern Goehring David Magney Carol Witham (ExO)</p>	<p>Not limited. Contact Committee Chair if interested in serving.</p>

CNPS Board Committees for 2005 (continued)

Board Committee	Description	Goals for 2005	Members	Committee Composition
Fundraising and Membership	The CNPS Membership and Fundraising Committee is charged with defining the CNPS membership and fundraising effort, coordinating with the Executive Director and staff, and executing those aspects of development that are appropriate to the board and volunteers. Areas covered by this committee include membership renewal and acquisition; lapsed members; the spring and fall appeals, major donor cultivation and asks; events; proposals for corporate and foundation grants, and donor stewardship..	<ol style="list-style-type: none"> 1. Major donor identification. 2. Plan major donor cultivation event(s). 3. Develop report on chapter membership activities. 4. Address "chapter only" memberships. 5. Plan for fall major donor and fund appeals. 	Sandy McCoy (Chair) Steve Hartman Lynne Kada Spence McIntyre Lynn Houser Betsey Landis Patt McDaniel Joan Steward Joyce Hawley Jim Sharp Halli Mason William Wayland	Not limited. Contact Committee Chair if interested in serving.
Planning and Evaluation	The Planning and Evaluation Committee ensures sound evaluation of CNPS programs, including such aspects as outcomes, goals, data, analysis and resulting adjustments. This committee works with the Executive Director to provide information to the board on the program accomplishments, status and trends and relates this information to the direction provided in the current strategic plan. On a periodic basis, this committee oversees the strategic planning process for the organization.	2005 focused on New Strategic Plan. <i>See detailed description and workplan under Section III.</i> <ol style="list-style-type: none"> 1. Update vision, mission and goals with Chapter Council. 2. Develop metrics for measuring success. 3. Coordinate with Board and staff on goals and tasks. 	Sue Britting (Chair) Betsey Landis Diana Hickson David Magney Lynne Kada	Not limited. Contact President if interested in serving. Ad hoc committees may be formed for specific tasks.
Leadership Development	The purpose of the Leadership Development Committee is to: <ol style="list-style-type: none"> 1. Conduct Board and Chapter Council elections; 2. Ensure an adequate supply of candidates for offices and maintain a database on available volunteers; 3. Provide training and orientation for board members, Chapter Council officers, and key volunteers; 4. Give recognition to officers and volunteers; and 5. Facilitate self-evaluation of the Board and Chapter Council. 	<ol style="list-style-type: none"> 1. Oversee elections in 2005, work with Chapter Council to ensure that the timing and procedures reflect their input; and 2. Facilitate board self evaluation. 3. Supervise the Fellows Recognition Committee and the Volunteer Recognition Committee and forward award recommendations to the board of directors. <i>See detailed description.</i>	Sandy McCoy (Chair) Charli Danielsen Halli Mason Spence McIntyre Eva Butler	Not limited. Contact Committee Chair if interested in serving.

CNPS Joint Committees for 2005

Board Committee	Description	Goals for 2005	Members	Committee Composition
Chapter Support (a joint committee of the board and chapter council)	The Chapter Support Committee is a joint committee of the Chapter Council and the Board of Directors. It is co-chaired by a CC Delegate and a Director. The Chapter Support Committee serves the critical role of building and supporting the effectiveness of chapters. The committee responds to requests or queries from chapter board members or from individuals concerning a particular personal concern, by providing information about available or potentially useful resources, with suggestions about possible solutions to problems facing the chapter, by developing documents as examples or guides (bylaws, conflict resolution ideas, newsletter style/substance, CC Manual), and by facilitating communication among chapters. The committee also serves to provide a critical link between the Chapter Council, the Board of Directors and the staff. By implication, a major task of the Committee is to encourage participation by chapters in the Council, and with state programs. We acknowledge that chapter "autonomy" has been the basis of CNPS, and consider our Committee as supporting, not directing, chapter needs, striving to help them be more effective in meeting their goals as we work toward our shared mission.		Joan Steward and Spence McIntyre (co-chairs), Charlie Blair, Alison Fleck, Lynne Houser, Lori Hubbard, Lynne Kada, Halli Mason, Patt McDaniel, Spence McIntyre	Not limited. Contact Committee Co-chairs if interested in serving.
Bylaws (joint committee of the board and chapter council)	Bylaws oversight and revision. Works at the direction of Board and Chapter Council to facilitate bylaws revisions required by changes in organization, structure, voting procedures, etc.		Carol Witham and Lynne Kada (co-Chairs), Betsey Landis, LA/SMM; Steve Hartman, LA/SMM; Sandy McCoy, EB; Diana Hickson, Sac Valley; Joan Stewart	Open to any member, contact the Co-Chairs.

CNPS Chapter Council Committees for 2003

Council Committee	Description	Goals for 2005	Members
Policy Committee	The committee interacts with the program committees to facilitate the drafting of policies, coordinates between programs where a policy relates to more than one program area, researches the background for a policy, puts the proposed policy in the standard format and presents it to the Chapter Council for their approval.		Jim Bishop, Chair Dave Flietner, Plant Science Betsey Landis, Education Casey Stewman, Vegetation Barbara Sattler, Conservation Dan Songster, Horticulture
Meeting Organizing	hosting, planning, programs, etc		Jim Bishop, Mt. Lassen (Chair) Chris Lewis, Sac. Valley; Halli Mason, LA/SMM; Lori Hubbart DKY