



CALIFORNIA
NATIVE PLANT SOCIETY

Announcement of elections for 2014 State Offices

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Schedule of Elections

August 15th E-announcement of elections to Chapter Presidents, Chapter Council & Board of Directors, and post on State Web Site
September 6-8th Board of Directors & Chapter Council meeting; announcement of and solicitation of nominations; due by October 1. Mail or E-mail to the VP at the above addresses
October 15th; Ballots and Nomination Forms mailed to CC delegates, to be returned by November 15th to the State Office; Ballots then counted by Vice President with Staff Representative at State Offices
December BOD & CC meetings; announce 2014 officers for CC & BOD, notify Chapter Presidents and post names of new Officers on State Web Site
January 1st new Officers take Office

The following Offices are open for nomination

Chapter Council

These Offices are one year terms with no term limits

Any CNPS member with currently paid dues interested in serving in one of these positions may be nominated by a chapter board by submitting a written nomination petition signed by the candidate and an officer representing that chapter's decision, to the chair of the Leadership Development Committee

Chair of the Chapter Council.

a. The chair of the Chapter Council shall preside over meetings of the Chapter Council. The chair of the Chapter Council performs, or ensures performance of, the following duties:

(1) Organize, facilitate, and chair all meetings of the Chapter Council, including setting the agenda and seeking input from the Chapter Council, Board of

- Directors, and executive director on what items should be included;
- (2) Ensure the effectiveness of the Council Committees;
 - (3) Communicate with the Board of Directors via the Chapter Council Representatives regarding the intent of the Chapter Council and all Board of Directors policy, evaluation and direction issues; and
 - (4) Fulfill any other duties as may be prescribed by the Chapter Council.
- b. The chair of the Chapter Council's term of office and method of election is as described in article D of these bylaws.
 - c. The chair of the Chapter Council may also serve as a Chapter Council Representative to the Board of Directors as specified in Section C-6.

Vice Chair of the Chapter Council.

- a. The vice chair of the Chapter Council fulfills all duties of the chair of the Chapter Council in case of absence, disability or removal of the chair of the Chapter Council. The vice chair of the Chapter Council will also fulfill any other duties as may be prescribed by the Chapter Council.

Secretary of the Chapter Council.

- a. The secretary of the Chapter Council has overall responsibility for all record keeping for the Chapter Council, and performs or insures performance of, the following duties:
 - (1) Record officially the minutes of all proceedings of the Chapter Council meetings and actions, and have such minutes distributed to the Chapter Council, the Board of Directors, and appropriate staff;
 - (2) Provide notice to the Chapter Council, the Board of Directors, and appropriate staff of all Chapter Council meetings and actions; and
 - (3) Fulfill any other duties as may be prescribed by the Chapter Council.

Board of Directors

These Offices are two year terms with up to six years total consecutive service in Board of Directors Offices

Any CNPS member with currently paid dues interested in serving as an Officer or Director may be nominated by submitting a written nomination petition signed by an officer representing a chapter's decision to vouch for that candidate, or by five members of CNPS with currently paid dues, to the chair of the Leadership Development Committee

President

The president is the chief officer of the Corporation and shall act as the chair person of the Board of Directors. The president performs, or ensures the performance of, the following duties:

- (1) Organize, facilitate and chair all meetings of the Board of Directors, including setting the agenda and seeking input from Board of Directors, Chapter Council, and executive director on what should be included;
- (2) Ensure the effectiveness of the Board Committees;
- (3) Retain, supervise, evaluate, and dismiss the executive director on behalf of and consistent with the expressed desires of the Board

of Directors; (4) Chair the Executive Committee and ensure its success as a resource to support the Board of Directors; and (5) Fulfill any other duties as may be prescribed by the Board of Directors.

Secretary

The secretary has overall responsibility for all record keeping for the Corporation. The secretary performs, or ensures the performance of, the following duties: (1) Record officially the minutes of all proceedings of the Board of Directors meetings and actions, and have such minutes distributed to the Board of Directors, the Chapter Council, and appropriate staff; (2) Provide notice to the Board of Directors, the Chapter Council, and appropriate staff of all Board of Directors meetings and actions; (3) Authenticate and maintain files of the records of the Corporation; and (4) Fulfill any other duties as may be prescribed by the Board of Directors.

Directors (3)

Responsibilities

The Board as a whole has the responsibility for governing the entire organization. The Board is responsible for determining Society policy in the following areas: Human Resources, Planning, Finance, Development, Community Relations and Operations. The Board works with the Chapter Council to define the direction and policies of the organization.

Board members share responsibilities for the following key areas. It is expected that different Board members will assume different levels of responsibility in these areas, with the Board as a whole ensuring that all of these functions are fulfilled. Board involvement in these activities will include both individual action as well as involvement in *ad hoc* and standing committees.

Leadership/Human Resources

1. Build Board membership, which includes recruiting and ensuring that Board members are oriented, trained, evaluated and recognized to strengthen Board service.
2. Select and support the Executive Director, including reviewing performance regularly and providing on-going assistance as requested by the Executive Director. Help create supportive organizational culture to foster success.
3. Establish personnel policies, which include setting policy regarding salaries, benefits and grievance procedures.
4. Ensure volunteer involvement, which includes setting policy regarding how the organization treats, recognizes and celebrates its volunteers.

Strategic Planning

1. Assist the Chapter Council in its role of defining the strategic direction of the Society.
2. Set and/or review the organization's goals and strategies on an annual basis.
3. Plan for the organization's future, on a long-term and short-term basis.
4. Evaluate the organization's programs and operations on a regular basis.
5. Review and approve program and budget priorities recommended by staff.

Financial Management

1. Ensure financial management and accountability of the organization.
2. Oversee an ongoing process of budget development, approval and review.
3. Oversee, manage and maintain the organization's properties and investments.