Jepson Board Seeks Volunteers for Open Positions

Our chapter is shaped by the people participating in it and your Board strives to always maintain an open, welcoming, and helpful attitude toward all our members. Although our chapter is small, it offers activities such as hikes, programs, plant propagation, and special events. The more people who participate on the Jepson Board, the more we can do for our members and the community.

There are several opportunities here to help shape the chapter: Step out! Step up! Step in! Email us at contact@jepson.cnps.org and we’ll take you to lunch (or give you a call – your choice) to talk about any of the following vacancies:
Outreach Chair: Do you enjoy arranging the written word and images into electronic formats? Would you like to research an issue of potential interest to Chapter members and tell a story about it? Then you may be interested in the Chapter’s Outreach Chair, who is responsible for publishing Chapter newsletters, attending public events to promote participation in our activities, and keeping our membership and the public aware of native plant issues through our website, Facebook, and media releases. The CNPS state office provides training in WordPress (for website) and Luminate (for newsletters/emails). Knowledge of social media and publishing/graphics software helps, but is not required.

Membership Chair: Responsibilities of the Membership Chair include:

- Monitor monthly membership reports from the State Office;
- Contact members whose membership is about to lapse to ask if they intend to renew their membership and how the Chapter could better serve them;
- Attend community events (typically 4 annually) to promote membership in the Chapter. These events include plant sales, Earth Day, and Flyway Festival;
- Maintain supplies of outreach materials for the Chapter (supplied by the State office), that are used to promote membership in the California Native Plant Society;
- Attend quarterly meetings of the Board of Directors held in the evening in Fairfield.

Volunteers can start by serving as Membership Co-Chair for the first several months while receiving training from the Board members. Volunteer hours are estimated to be 60 – 80 hours annually. All hours, except the meetings of the Board of Directors, are scheduled by the Membership Chair. The volunteer should live in or near Solano County and be able to work from home - since the Chapter does not maintain dedicated office space.

Programs and Education Chair: Responsibilities of the Chapter Program Chair are as follows:

- Schedule guest speakers for our Chapter meetings. We have a minimum of two meetings annually. The State office has a Speaker's Bureau Directory and the Chapter provides a stipend of up to $125 to our guest speakers;
- Schedule hikes or tours at a destination that features native plants. We have a minimum of two hikes/tours annually. Hikes and tours can have up to a dozen participants;
- Monitor the program schedules of sister organizations for speakers, hikes and tours that may be of interest to our members;
- Provide descriptions of programs to Chapter Outreach Chair for use in the Chapter newsletter, on the website, and for advertising;
- Make sure the guest speaker shows up at the meeting and has the necessary equipment (if requested);
• Arrange for the location of Chapter meetings and set-up the room prior to the meeting. In the past, the Chapter has met at the Vacaville Library, Solano College in Fairfield, and the Heritage Presbyterian Church in Benicia;

• Arrange for beverages and light snacks at the Chapter meetings; and

• Clean up before leaving the meeting location and submit receipts to the Chapter Treasurer.

Check the Chapter’s website for examples of past hikes and programs. Volunteers can serve as Chapter Program Co-Chair for the first several months while receiving training from the Board members. Arranging/coordinating two meetings and two hikes annually, and attending four meetings of the Board of Directors annually, is expected to require a total of 80 to 100 volunteer hours annually. All hours, except the meetings of the Board of Directors, are scheduled by the Program Committee Chair. The volunteer should live in or near Solano County and be able to work from home - since the Chapter does not maintain dedicated office space.

The above positions are voting members of an all-volunteer Board of Directors, which meets quarterly in the evening in Fairfield or via Zoom. Volunteers can start by serving as a co-chair for the first several months while receiving training. Please consider stepping in to write a story about your favorite native plant or tabling at a public outreach event.