



## Strawberry Hill Nature Preserve

### Committees 2015

Committees are formed to address specific issues at Strawberry Hill Nature Preserve (SHNP). While some committees may last for years, others will only exist for weeks or months, depending upon the requirements of the task or program. All committees will be dissolved once the task they were originally convened for has been completed and a final report on the subject matter submitted to the organization's board of directors. SHNPs committees should consist of, but are not limited to, the following members:

1. **Chair-** Committee chairs are often appointed by the Board President. Alternatively, a committee member volunteers for committee chair. The chair sets the agenda and time for meetings and ensures that minutes are kept for each meeting, and delegates and forms sub-committees when necessary. Committee Chairs will have a two year term limit unless the SHNP By-Laws require otherwise.
2. **Board Liaison-**Board member, reports back to the Board at monthly meetings.
3. **Staff Liaison-**Provides staff input, reports back to the staff.
4. **Members-**volunteers from SHNP membership pool.

#### *Types of Committees*

By-Laws of SHNP specify that there are three standing committees and provide a process for creating as many additional designated committees as and when the board sees fit. Standing committees are permanent with fixed responsibilities and membership defined by the By-Laws and cannot be changed unless the By-Laws are changed. Designated committees may be created, dissolved, or redefined by resolution upon the board's recommendation.

#### **A. Standing Committees**

##### **1. Nominating Committee**

The By-Laws state that "The President shall appoint a nominating committee consisting of at least three (3) people, one of whom is the President, and another is a director. The nominating committee shall be appointed at a regular meeting of the Board of Directors following the annual membership meeting. Prior to sending notice of the annual meeting of the members or prior to a special meeting for the purpose of electing Directors of the Corporation, the nominating committee shall decide upon a slate of directors and shall present such slate to the members of the Corporation for election at the annual or special meeting."

Committee Members – Chuck Reid, Charlie Skopic, Kathy Jo Serfass

##### **2. Executive Committee**

The By-Laws state that "The Executive Committee shall consist of the President, the Treasurer, Vice President, Secretary and at least one other member of the Board of Directors as elected by the Board of Directors. During the intervals between meetings of the Board of Directors and subject to the limitations as may be imposed by law, the Articles of Incorporation, or these By-Laws, the Executive Committee shall have and may exercise all of the authority of the Board of Directors in the management of the Corporation, except that no action shall be taken which shall conflict with the express policies of the Board of Directors."

Executive Committee continued...

Committee Members – Kathy Jo Serfass, President;  
Fred Froelicher, Vice President;  
xx, Treasurer;  
Vanessa Larson, Secretary  
Beth Brantley, Hugh Lewis; Members at Large

### **3. Finance Committee**

The By-Laws state that “The Finance Committee shall consist of the Treasurer, Executive Director (Ex-Officio only) and at least two (2) other members of the Board of Directors. While the Board of Directors holds the ultimate fiduciary responsibility of the organization, the Finance Committee shall exercise the duties of financial oversight for the Board, be responsible for monitoring the expenditures and investment of funds, ensure compliance with budget guidelines, report to the Board regularly on the financial status of the Corporation, and on an annual basis develop and propose to the Board a budget for the Corporation.”

Committee Members

- i. Chair- Charlie Skopic
- ii. Staff Liaison- Chuck Reid, Executive Director
- iii. Members- Kevin Hoover

### **B. Designated Committees**

The By-Laws state that “The Board of Directors may, by resolution passed by a majority of the Board, designate one or more committees, each committee shall consist of one (1) or more directors of the Corporation, and/or members of the Corporation, which shall have and may exercise only those powers and assume those responsibilities as are provided by resolution of the Board. Such committee or committees shall have such names as may be determined from time to time by resolution adopted by the Board of Directors.”

The following are SHNPs Designated Committees and their responsibilities:

#### **1. Fund Development Committee**

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Committee Members

- i. Committee Chair:
- ii. Board Liaison:
- iii. Staff Liaison: Chuck Reid, Executive Director
- iv. Members:

## **2. Marketing Committee**

Responsible for ongoing public communications/public relations. Includes monitoring the website, staffing SHNP Expo at various locations. Works closely with the Program Manager.

### Committee Members

- i. Committee Chair: Robert Lasco
- ii. Board Liaison:
- iii. Staff Liaison: Autumn Arthur, Programs and Events Manager
- iv. Members: Vanessa Larson

## **3. Education and Programs Committee**

Responsible for interviewing and evaluating part-time Naturalist Instructors, reviewing ongoing educational programs and providing input when necessary, providing input for new educational programs and assisting the Programs and Events Manager.

### Committee Members

- i. Committee Chair: Kathy Serfass
- ii. Board Liaison: Fred Froelicher, Robert Lasco
- iii. Staff Liaison: Autumn Arthur, Program Manager
- iv. Members: Laurie Stover, Sharon Knowles

## **4. Human Resources / Staff Development (board contract) Committee**

Responsible for reviewing and recommending changes to salary and benefits for SHNP staff, annually reviewing Personnel Policies, reviewing requests for medical leave, overseeing any grievance processes, and leading the annual review of the Executive Director. Board Chair or appointed committee member is responsible for serving as a liaison for staff members with grievances.

### Committee Members

- i. Board Chair: Kathy Serfass
- ii. Staff Liaison: Chuck Reid, Executive Director
- iii. Grievances member: Kathy Serfass
- iv. Members: Dave Peters

## **5. Resource Development/Facilities Committee**

Responsible overseeing management and stewardship of the Preserve's natural resources; to include trail and garden maintenance, invasive control, water testing and management, riparian buffer management, and woodland management. Also responsible for recommending major repairs, renovations, and proposed construction to the Board, providing counsel to the Board on the utilities and maintenance of the SHNP campus, and for long range planning involving building and grounds

### Committee Members

- i. Committee Chair: Beth Brantley
- ii. Board Liaison: Hugh Lewis
- iii. Staff Liaison: Chuck Reid, Executive Director

- iv. Members: Kevin Hoover, Rusty Ryan, Matt Kern, Nate Shank, Deb Barnes, Beth Brantley, Pat Naugle

## **6. Membership/Volunteer Committee**

Responsible for creating and implementing recruitment and retention programs to increase and maintain membership. Responsible for coordinating volunteers for SHNP programs and special activities, maintaining volunteer records, and establishing/maintaining a volunteer appreciation program. Works closely with the Executive Director.

### Committee Members

- i. Committee Chair: Deb Barnes
- ii. Board Liaison: Vanessa Larson
- iii. Staff Liaison: Chuck Reid, Executive Director
- iv. Members: Laurie Stover, Linda Peters

## **7. Special Events Committee**

Responsible for planning, organizing, coordinating and promoting special events and activities. Works with SHNP staff to organize events and activities associated with the events. Committee Chair will develop sub-committees as necessary. Special Events include but are not limited to: *Twisted Turkey, Pancake Breakfast, Annual Meeting (picnic)/Open House*.

### Committee Members

- i. Committee Chair:
- ii. Board Liaison:
- iii. Staff Liaison: Autumn Arthur, Programs and Events Manager
- iv. Members: