

Strawberry Hill Nature Preserve Committees

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 only weeks or months, depending on 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:

Chair- Committee chairs are Board members appointed by the President. In conjunction with the Staff Liaison, 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.

Staff Liaison-Provides staff input, reports back to the staff.

Members-individuals with expertise in the Committee area.

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

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

Chair: Pat Naugle

Staff Liaison: Chuck Reid, Executive Director

Members: VACANT, Beth Brantley

2. Executive Committee

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 the 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.

Committee Members: Beth Brantley, President; Fred Froelicher, Vice President; Kurt Kramer, Treasurer; VACANT, Secretary; Sally Thomas, at-large committee member

3. Finance Committee

The Finance Committee shall exercise the duties of financial oversight for the Board, and be responsible for monitoring the expenditures and investment of funds, insure 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

Chair: Kurt Kramer (Treasurer)

Staff Liaison: Chuck Reid, Executive Director

Members: Charlie Skopic, Pat Naugle, VACANT

Designated Committees

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. **Human Resources Committee**

Committee is 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 President or appointed committee member is responsible for serving as a liaison for staff members with grievances. Permanent staff performance evaluations are conducted by the Executive Director and the Committee.

Committee members

Chair: VACANT

Staff Liaison: Chuck Reid, Executive Director

Members: Beth Brantley, VACANT

2. **Education and Programs Committee**

Committee oversees recruitment, training and scheduling of part-time Naturalist Instructors. Reviews ongoing educational programs and provides input for new programs.

Committee Members

Chair: VACANT

Staff Liaison: Autumn Arthur, Programs and Events Manager

Members: Fred Froelicher, VACANT

3. **Facilities and Resources Committee**

Committee recommends facilities repairs, renovations and construction. Responsible for long range planning for buildings and grounds. Oversees management and stewardship of the Preserve's natural resources. Creates and implements risk management policies and procedures.

Committee Members

Chair: Rusty Ryan

Staff Liaison: Chuck Reid, Executive Director

Members: Deb Barnes, Jared Ferraro

4. **Special Events (Fundraising and marketing) Committee**

Committee is responsible for planning, organizing, coordinating, and promoting special events and activities. The committee encourages membership growth and retention, and volunteerism. Special Events include but are not limited to: *Twisted Turkey, Pancake Breakfast, Annual Meeting (picnic)/Open House*.

Committee members

Chair: Sally Thomas

Staff Liaison: Chuck Reid, Executive Director or Autumn Arthur, Programs and Events Manager

Members: Lizzy Ryan*, Jared Ferraro*, Jennifer Knill*

5. **Development (Cultivating donors, sponsors and grants) Committee**

Committee has overall responsibility to implement a comprehensive development program. Fiscal development and philanthropy will be cultivated through individual and corporate donors, sponsors and grants.

Committee members

Chair: Beth Brantley

Staff Liaison: Chuck Reid, Executive Director

Members: Pat Naugle, Kurt Kramer, Matt Teeter, Conor Brooks*