



# LUMBERJACK RC&D COUNCIL

## **SUMMARY OF**

### **DUTIES AND RESPONSIBILITIES OF**

### **OFFICERS AND MEMBERS**

#### **PRESIDENT:**

- Member of the Executive Committee with full voting rights
- Provides leadership to the Council and RC&D staff
- Presides over all established Council meetings, ensuring that all members are able to participate in the discussions and decision-making process
- Calls special meetings, if needed
- Represents the council at outside meetings, conferences and other special events as approved by the Council
- Is responsible for reviewing and understanding grants, agreements, contracts, financial reports and all other required documents prior to signing those documents
- On behalf of the Council, is authorized to sign grants, agreements, contracts, financial documents and all any other required documents
- Appoints a member to take Council meeting minutes in the absence of the Secretary
- May delegate authority to other Council officers when necessary
- May convene ad-hoc committees as needed
- Has authority to approve expenses and sign checks written by the organization

#### **VICE-PRESIDENT:**

- Member of the Executive Committee with full voting rights
- Shall act for the President in the President's absence
- Assists the President in completing duties
- Has authority to approve expenses and sign checks written by the organization

#### **PAST-PRESIDENT:**

- Member of the Executive Committee with full voting rights
- Assists and Guides the President and the Council from knowledge and experience

#### **SECRETARY:**

- Member of the Executive Committee with full voting rights
- Records and keeps the minutes of all Executive Committee and Council meetings
- Sees that approved Council policies are recorded in the minutes. Separate policies will be retained in the RC&D office along with the minutes of Council meetings
- Maintains a separate record of Council policy
- Shall report for the Treasurer in the Treasurer's absence

#### **TREASURER:**

- Member of the Executive Committee with full voting rights
- Is responsible for the fiscal management of the Council and any grants/contracts for which the Council is responsible
- Is responsible for assisting with audits

- Provides quarterly financial reports to the Council
- Reviews and approves vouchers
- Reviews and approves employee time and attendance reports
- Assists the Executive Board in the development of an annual budget and other financial planning
- Approves routine Council expenses and purchases of up to \$5,000
- Has authority to approve expenses and sign checks written by the organization
- Is responsible for contacting the President or Vice-President to sign council checks in the Treasurer's absence

### ***COUNCIL MEMBERS:***

- Have full voting rights
- Attend Council meetings
- Assist officers in completing their duties
- Contribute suggestions for achieving the Council's mission
- Participate in ad hoc committees as authorized by the Council
- Provide approved project proposal summaries to local Land/Water Conservation Committees
- Keep local Land/Water Conservation Committees informed of Lumberjack news and events
- Encourage local Land/Water Conservation Committees to seek out projects eligible for Lumberjack support
- Assure project proposals are reviewed and approved by the appropriate county Land/Water Conservation Committee before being submitted to Lumberjack for consideration
- Engage in public promotion/recognition of Lumberjack RC&D whenever possible

### ***EXECUTIVE COMMITTEE:***

- Made up of President, Vice-President, Past-President, Secretary and Treasurer
- Elected bi-annually
- Supervises, evaluates and determines compensation for employees
- Recommends policy implementation or changes to Council
- Authorized to act on behalf of Council

### ***COUNCIL AS A WHOLE:***

- Approves project proposals and budgets
- Identifies and approaches possible funding sources
- Drafts an annual Plan of Work for Council Approval
- Prepares and plan to actively participate in Council meetings by reviewing meeting documents
- Assesses and evaluates Council members
- Researches issues and project opportunities
- Drafts policy for Council review and approval
- Implements Council-approved policies
- Appoints committees and chairpersons to meet Council objectives
- Approves Council expenses and purchases over \$5,000
- Monitors and manages Council finance
- Assists with project oversight and implementation

May 8, 2012  
 Updates April 2016