

# LAYING THE FOUNDATION

---

**Sample Position Descriptions  
Sample Committee Charters**

**A tool for state society, division, and chapter leaders  
in the Society of American Foresters**

**February 2003**

Society of American Foresters  
5400 Grosvenor Lane  
Bethesda, Maryland 20814

Phone: 301-897-8720  
Fax: 301-897-3690  
Web: [www.safnet.org](http://www.safnet.org)  
Email: [safweb@safnet.org](mailto:safweb@safnet.org)

## **Introduction**

---

The nature of volunteer organizations is that leadership is continually changing. When there is a change in leadership, it may cause an SAF unit to go through a period of reduced productivity until new leaders become familiar with their new role. In order to enhance continuity during periods of leadership transitions, SAF created this document that contains sample position descriptions for elected leaders, appointed leaders, and sample charters for committees.

The sample descriptions serve as guidelines for SAF units and should be modified to meet the specific needs and operations of an individual SAF unit. When using these samples, please make sure that the unit bylaws, policies, and procedures are consistent with position descriptions and committee charters.

In addition, sample position descriptions and committee charters provide specific examples of the duties and responsibilities expected of volunteers and officers who take part in the management and operations of the unit. The samples have been developed to:

- Provide realistic expectations for potential leaders and volunteers
- Assist in the selection of volunteers
- Evaluate the performance of an elected office or committee

Having detailed job descriptions will help maximize officers' effectiveness and will ensure the preservation of established standards and benefits.

Remember, these samples are **guidelines** and should be modified as necessary.

## Table of Contents

---

### ***Elected Officers***

State Society/Division Chair .....	4
State Society/Division Chair-Elect.....	6
State Society/Division Secretary .....	8
State Society/Division Treasurer .....	9
State Society/Division Immediate Past-chair.....	11
Chapter Chair .....	12
Chapter Chair-Elect .....	14
Chapter Secretary/Treasurer .....	16

### ***Committee Chairs and Appointed Leaders***

Auditing Committee .....	18
Communications Committee .....	19
Continuing Forestry Education (CFE) Coordinator.....	20
Faculty Representative.....	21
Forest Science and Technology Coordinator.....	22
Foresters' Fund Coordinator .....	24
Historian-Archivist.....	25
Membership Committee .....	26
Newsletter Editor .....	27
Nominating Committee .....	28
Policy Committee .....	29
Professional Development (or Education) Committee .....	30
Professional Recognition/Awards Committee.....	32
Tellers Committee .....	33

### ***Sample Committee Charters***

Auditing Committee .....	34
Communications Committee .....	35
Executive Committee.....	36
Membership Committee .....	37
Nominating Committee .....	38
Policy Committee .....	39
Professional Development (or Education) Committee .....	40
Professional Recognition/Awards Committee.....	41
Tellers Committee .....	42

## State Society/Division Chair Position Description

---

The *<state society/division>* chair is responsible for providing vigorous, imaginative, and forward-looking leadership and direction to the *<state society/division>*. The chair is responsible for developing and continuing activities during the term of office and for organizing the membership toward meeting the Strategic Outcomes of the Society.

### **Specific Responsibilities:**

1. Coordinate agendas for all executive committee meetings.
2. Preside over all business meetings and executive committee meetings.
3. Monitor the unit's progress on meeting the Society's Strategic Outcomes.
4. Serve as the unit's official delegate to the House of Society Delegates, and report the meeting's outcomes to the unit's membership (state society chair only).
5. Mentor the chair-elect.
6. Keep membership informed of programs and of information pertinent to them through various means of communications.
7. Submit, in a timely fashion, SAF requested paperwork such as HSD forms, leadership roster, and annual survey.
8. Write a "Chair's Message" article for each edition of the unit's newsletter or website.
9. Uphold the unit's policies and procedures.

### **Committee Responsibilities:**

1. Appoint all standing committees members and designate their chairs.
2. Serve in an advisory capacity to the executive committee.
3. Work with the treasurer or finance committee on the planning of the annual budget.
4. In support of the Society's Strategic Outcomes, assign charges to the executive committee.

### **Attendance Responsibilities:**

1. Miss no more than one executive committee meeting annually.
2. Represent *<name of unit>* with outside organizations and the media.
3. Attend the *<name of unit>* leadership workshop.
4. Attend the House of Society Delegates meeting (state society chair only).
5. Attend the SAF National Leadership Academy, if not attended previously.

**Background:**

One of the prime responsibilities of the chair is to maintain knowledge of organizational interests and monitor the progress of the Society's Strategic Outcomes. Another is to keep current with all new information and policies within the organization and disseminate information to pertinent members. Working in conjunction with the Communications Chair, the chair and immediate past-chair should serve as the primary spokespersons for the unit so that a consistent message is provided. During meetings, the chair should initiate discussion about unit improvements and encourage other leaders to share ideas that have been successfully implemented. The chair should have the ability to conduct meetings, formulate ideas, consummate plans, and delegate responsibility. He or she should be able to communicate effectively on all levels and seize any opportunity to positively represent the Society at meetings or social functions that would benefit the Society. The chair is also responsible for upholding the Society's policies and procedures. In order to keep the lines of communication open, the chair should be available to other officers and members by phone, e-mail, and at meetings and should respond to Society-related requests in a timely manner. The chair should also prepare a final report of the year's activities that includes recommendations for the following year.

This position requires approximately <number> hours a month. The position is for a <number> year term beginning January 1. Desirable skills and experience to successfully serve in this position include the following:

1. Knowledge of how to run an executive committee meeting.
2. Dedication.
3. Communication skills.
4. Organizational skills.
5. Ability to delegate.
6. Facilitation skills.
7. Leadership skills.
8. Multi-tasking skills.
9. Innovative ideas.
10. Timeliness in completing projects.
11. Diplomacy.

## **State Society/Division Chair-Elect Position Description**

---

The *<state society/division>* chair-elect is responsible for assisting the chair in providing vigorous, imaginative, and forward-looking leadership and direction to the *<state society/division>*, and for organizing the membership toward meeting the Strategic Outcomes of the Society.

### **Specific Responsibilities:**

1. Succeed to the office of chair at the expiration of the chair's term, or earlier if the office becomes vacant for any reason (this needs to be consistent with the unit bylaws).
2. Work with the immediate past-chair to identify, recruit, and cultivate new volunteer leaders for mentoring potential and student leaders.
3. Serve as the unit's official alternate delegate to the House of Society Delegates. Upon the chair's absence, serve as the official delegate (state society chair-elect only).
4. Write a "Chair-Elect's Perspective" article for each edition of the *<unit name>* newsletter or website.
5. Coordinate the executive committee's activities and interactions with applicable SAF programs.
6. Assist the in chair in monitoring the unit's progress on meeting the Society's strategic outcomes.

### **Committee Responsibilities:**

1. Serve as chair or as a member of any committee planning the unit's annual leadership workshop.
2. Serve as the executive committee's advisor to assigned committees.
3. Work with treasurer or finance committee on the planning of the annual budget.
4. In the absence of the chair, the chair-elect shall assume the duties of the chair.

### **Attendance Responsibilities:**

1. Attend all executive committee meetings annually.
2. Represent *<name of unit>* with outside organizations and the media.
3. Attend the *<name of unit>* Leadership Workshop.
4. Attend the House of Society Delegates meeting (state society chair-elect only).
5. Attend the SAF National Leadership Academy, if not attended previously.

**Background:**

The chair-elect is a full voting member of the executive committee and advises various committees, as assigned. He or she also chairs or serves on committees planning leadership development workshops and the annual budget. The office is designed to facilitate a smooth transition of leadership for the unit. The chair-elect should work closely with the current chair on every endeavor to learn all duties of the chair. Therefore, this position is primarily a learning experience. However, the chair-elect will assume the duties of the chair in the event of an absence or vacancy. A qualified individual of this position will need to possess the same skills requested of the chair. The chair-elect may also be asked to perform additional duties at the request of the chair or executive committee. The chair-elect should also prepare a final report of the year's activities that include recommendations for the following year.

This position requires approximately <number> hours a month. The position is for a <number> year term beginning January 1. Desirable skills and experience to successfully serve in this position include the following:

1. Knowledge of running an executive committee meeting.
2. Dedication.
3. Communication skills.
4. Organizational skills.
5. Ability to delegate.
6. Facilitation skills.
7. Leadership skills.
8. Multi-tasking skills.
9. Innovative ideas.
10. Timeliness in completing projects.
11. Diplomacy.

## State Society/Division Secretary Position Description

---

The secretary serves as the custodian of the unit's organizational records.

### **Specific Responsibilities:**

1. Keep minutes of the unit's meetings and send a copy to the national office.
2. Submit a written report prior to each executive committee meeting.
3. Conduct all unit elections and referendums that are not conducted by the national office.
4. Notify all unit members of all meetings, and send meeting announcements to the national office 30 days in advance when possible.
5. Send each executive committee member a copy of the minutes from each previous meeting within two weeks of the executive committee meeting.
6. Report to the national office the adoption of and amendments to the unit's bylaws.

### **Committee Responsibilities:**

1. Mentor potential or student leaders.

### **Attendance Responsibilities:**

1. Agree not to miss more than one executive committee meeting.
2. Attend the SAF National Leadership Academy (recommended).
3. Attend the *<name of unit>* Leadership Workshop.

### **Background:**

The main responsibility of the secretary is to make sure all organizational records are accurately kept and regularly maintained. Superb record-keeping and organizational skills are necessary traits for the holder of this office. The chair or executive committee may assign other additional duties. The secretary should also prepare a final report of the year's activities that includes recommendations for the following year.

This position requires approximately *<number>* hours a month. The position is for a *<number>* year term beginning January 1. Desirable skills and experience to successfully serve in this position include the following:

1. Prior executive committee or committee chair experience (recommended).
2. Diplomacy.
3. Timeliness in completing projects.
4. Note-taking skills.
5. Communications skills.
6. Knowledgeable and comfortable with computers (word processing).

## State Society/Division Treasurer Position Description

---

The treasurer serves as the custodian of the unit's accounting and fiscal records and has stewardship responsibilities for all the unit's funds.

### **Specific Responsibilities:**

1. Maintain accurate records of the financial status of the unit according to the *SAF's Treasurer Guidebook*.
2. Deposit all money received by the unit in the unit's account.
3. Pay all bills approved by the executive committee and record all receipts of those payments.
4. Prepare the financial records for review by the auditor or auditor committee.
5. Prepare and present at the annual meeting a report of the unit's financial status, including an income and expense statement for the year's operations and a balance sheet as of the end of the Society's fiscal year.
6. Prepare an updated report for executive committee meetings.
7. Upon request from the SAF national office, provide all information required by the Internal Revenue Service Form 990 and, if the unit has unrelated business income, Internal Revenue Service Form 990-T. In the event that Internal Revenue Service reporting requirements are changed, the treasurer shall provide the national office the information required on any additional form of the Internal Revenue Service.
8. Write a yearly column for the unit's newsletter providing a summary of the unit's financial status.
9. Assist in preparing the annual budget.

### **Committee Responsibilities:**

1. Work with the finance committee on the planning of the annual budget.

### **Attendance Responsibilities:**

1. Agree not to miss more than one executive committee meeting.
2. Attend the SAF National Leadership Academy, recommended.
3. Attend the *<name of unit>* Leadership Workshop.

### **Background:**

The main responsibility of the treasurer is directing the unit's fiscal policy and money. A budget proposal should be provided to the executive committee to serve as a guide for making decisions for the unit. Monitoring the disbursement of funds related to specific budgeted uses throughout the year is a useful and necessary tool for maintaining a balanced budget. A financial report should be presented to the executive committee for the preceding meeting. In addition, an annual fiscal report should be presented to both the executive committee and membership at annual meetings. The treasurer should recognize the need for nondues sources of income

and propose specific projects to the committee as a means to generate and obtain new sources of income. This officer must be a detail-oriented person and possess exceptional organizational skills. He or she may have other additional duties, as assigned, by the chair or executive committee. The treasurer should also prepare a final report of the year's activities that include recommendations for the following year.

This position requires approximately *<number>* hours a month. The position is for a *<number>* year term beginning January 1. Desirable skills and experience to successfully serve in this position include the following:

1. Prior executive committee or committee chair experience (recommended).
2. Organizational skills.
3. Efficient in accounting and managing financial records.
4. Detail-oriented.

## State Society/Division Immediate Past-chair Position Description

---

The *<state society/division>* immediate past-chair is responsible for assisting the chair in developing and continuing activities during the term of office and for organizing the membership towards meeting the Strategic Outcomes of the Society.

### **Specific Responsibilities:**

1. Work with the *<state society/division>* chair-elect to identify, recruit, and cultivate new volunteer leadership for the unit.
2. Help mentor the chair and chair-elect.

### **Committee Responsibilities:**

1. Serve as chair or a member of the recognition/awards committee.
2. Serve as the chair or a member of the nominating committee.

### **Attendance Responsibilities:**

1. Agree not to miss more than one executive committee meeting.
2. Represent *<name of unit>* with outside organizations and the media.
3. Attend the *<name of unit>* Leadership Workshop.

### **Background:**

The immediate past-chair will serve as a voting member of the executive committee. He or she will also serve in an advisory capacity on various other committees and perform such duties as may be delegated by the chair or executive committee. One of the most valuable traits that the immediate past-chair can bring to the unit is a depth of experience that newer members can draw on for strength, stability, and knowledge. He or she should always seek ways to mentor other executive committee members, especially the chair and chair-elect. The immediate past-chair should also be committed to the identification, recruitment, and cultivation of new leadership for the organization. Any opportunity to represent the Society at functions should be carried out. The immediate past-chair should also prepare a final report of the year's activities of the office that includes recommendations for the following year.

This position requires approximately *<number>* hours a month. The position is for a *<number>* year term beginning January 1. Desirable skills and experience to successfully serve in this position include the following:

1. Prior service as chair.
2. Communication skills.
3. Diplomacy skills.
4. Facilitation skills.
5. Innovative ideas.

## **Chapter Chair Position Description**

---

The chapter chair is responsible for providing vigorous, imaginative, and forward-looking leadership and direction to the chapter. The chair is responsible for developing and continuing activities during the term of office and for organizing the membership toward meeting the Strategic Outcomes of the Society.

### **Specific Responsibilities:**

1. Coordinate agendas for all executive committee meetings.
2. Preside over all business meetings, executive committee meetings, and other chapter functions.
3. Represent the chapter at division and state society executive committee meetings
4. Mentor the chapter chair-elect.
5. Keep membership informed of programs and of information pertinent to them through various means of communications.
6. Monitor the unit's progress on meeting the Society's strategic outcomes.
7. Submit, in a timely fashion, SAF requested paperwork such as HSD forms, leadership roster, and annual survey.
8. Write a "Chair's Message" or "Chapter News" article for each edition of the chapter, division, or state society newsletter or website.
9. Uphold the chapter's policies and procedures.
10. Hold quality meetings on a regular schedule.

### **Committee Responsibilities:**

1. Appoint all standing committees members and designate their chairs.
2. Appoint the secretary-treasurer, if not elected.
3. Serve in an advisory capacity to the executive committee.
4. Work with treasurer or finance committee on the planning of the annual budget.
5. In support of the Society's Strategic Outcomes, assign charges to the executive committee.

### **Attendance Responsibilities:**

1. Miss no more than one executive committee meeting annually.
2. Represent <name of unit> with outside organizations and the media.
3. Attend the <name of unit> Leadership Workshop.
4. Attend the SAF National Leadership Academy, recommended.

**Background:**

One of the prime responsibilities of the chair is to maintain knowledge of organizational interests and monitor the progress of the Society's Strategic Outcomes. Another is to keep current with all new information and policies within the organization and disseminate information to pertinent members. Working in conjunction with the Communications Chair, the chair and immediate past-chair should serve as the primary spokespersons for the chapter so that a consistent message is provided. During meetings, the chair should initiate discussion about unit improvements and encourage other leaders to share ideas that have been successfully implemented. The chair should have the ability to conduct meetings, formulate ideas, consummate plans, and delegate responsibility. He or she should be able to communicate effectively on all levels and seize any opportunity to positively represent the Society at meetings or social functions that would benefit the Society. The chair is also responsible for upholding the Society's policies and procedures. In order to keep the lines of communication open, the chair should be available to other officers and members by phone, e-mail, and at meetings and should respond to Society-related requests in a timely manner. The chair should also prepare a final report of the year's activities that includes recommendations for the following year.

This position requires approximately *<number>* hours a month. The position is for a *<number>* year term beginning January 1. Desirable skills and experience to successfully serve in this position include the following:

1. Knowledge of how to run an executive committee meeting.
2. Dedication.
3. Communication skills.
4. Organizational skills.
5. Ability to delegate.
6. Facilitation skills.
7. Leadership skills.
8. Multi-tasking skills.
9. Innovative ideas.
10. Timeliness in completing projects.
11. Diplomacy.

## **Chapter Chair-Elect Position Description**

---

The chapter chair-elect is responsible for assisting the chair in providing vigorous, imaginative, and forward-looking leadership and direction to the chapter, and for organizing the membership toward meeting the Strategic Outcomes of the Society.

### **Specific Responsibilities:**

1. Succeed to the office of chair at the expiration of the chair's term, or earlier if the office becomes vacant for any reason (this needs to be consistent with the unit bylaws).
2. Identify, recruit, and cultivate new volunteer leaders for mentoring potential/student leaders.
3. Maintains knowledge of chapter and division affairs and operations to be in a position to assume the role of chair if necessary;
4. Coordinate the executive committee's activities and interactions with applicable SAF programs.
5. Assist the chair in monitoring the unit's progress on meeting the Society's strategic outcomes.

### **Committee Responsibilities:**

1. Serve as program chair with responsibility to schedule quality meetings on a regular basis.
2. Serve as the executive committee's advisor to assigned committees.
3. Work with treasurer or finance committee on the planning of the annual budget.
4. In the absence of the chair, the chair-elect shall assume the duties of the chair.

### **Attendance Responsibilities:**

1. Attend all executive committee meetings annually.
2. Attend the <name of unit> Leadership Workshop, if not attended previously.
3. Attend the SAF National Leadership Academy, recommended.

### **Background:**

The chair-elect is a full voting member of the executive committee and advises various committees, as assigned. He or she also chairs or serves on committees planning the annual budget. The office is designed to facilitate a smooth transition of leadership for the unit. The chair-elect should work closely with the current chair on every endeavor to learn all duties of the chair. Therefore, this position is primarily a learning experience. However, the chair-elect will assume the duties of the chair in the event of an absence or vacancy. A qualified individual of this position will need to possess the same skills requested of the chair. The chair-elect may also be asked to perform additional duties at the request of the chair or

executive committee. The chair-elect should also prepare a final report of the year's activities that includes recommendations for the following year.

This position requires approximately <number> hours a month. The chair-elect will serve a <number> year term beginning January 1. Desirable skills and experience to successfully serve in this position include the following:

1. Previous executive committee experience (recommended).
2. Knowledge of running an executive committee meeting.
3. Dedication.
4. Communication skills.
5. Organizational skills.
6. Ability to delegate.
7. Facilitation skills.
8. Leadership skills.
9. Multi-tasking skills
10. Innovative ideas.
11. Timeliness in completing projects.
12. Diplomacy.

## **Chapter Secretary/Treasurer Position Description**

---

The chapter secretary/treasurer is responsible for the correspondence and financial records of the unit. The secretary/treasurer is often a single position, but may be separated into two positions.

### **Specific Responsibilities:**

1. Conducts all elections and referendums.
2. Keeps the minutes of the chapter.
3. Prepares and distributes program/meeting agendas and announcements.
4. Acts as custodian of the chapter's records and accounts.
5. Receives and disburses all monies on behalf of the chapter.
6. Performs such other duties as may be assigned by the executive committee or chair.
7. Prepares for the chair to present at the division or state society annual meeting a report of the chapter's activities, including an income and expense statement for the year's operation.
8. Upon completion of the year, ensures that the books of the chapter are audited, with copies of the audit reported to the chapter chair and the state society or division chair.

### **Committee Responsibilities:**

1. Mentor potential leaders or student leaders.
2. Work with the finance committee on the planning of the annual budget.

### **Attendance Responsibilities:**

1. Attend all executive committee meetings annually.
2. Attend the *<name of unit>* Leadership Workshop, if not attended previously.
3. Attend the SAF National Leadership Academy, recommended.

### **Background:**

The main responsibility of the secretary/treasurer is to direct the unit's fiscal policy and money, and to make sure all organizational records are accurately kept and regularly maintained. A budget proposal should be provided to the executive committee to serve as a guide for making decisions for the unit. Monitoring the disbursement of funds related to specific budgeted uses throughout the year is a useful and necessary tool for maintaining a balanced budget. In addition, an annual fiscal report should be presented to both the chapter and division/state society executive committee. This officer must be detail-oriented, keep superb records, and possess exceptional organizational skills. He or she may have other additional duties, as assigned, by the chair or executive committee. The secretary/treasurer

should also prepare a final report of the year's activities of the office and include recommendations for the following year.

This position requires approximately *<number>* hours a month. An individual can either be elected or appointed by the chair for a *<number of years>* -year term beginning January 1, and may be reelected or reappointed for additional terms at the discretion of the chair. Desirable skills and experience to successfully serve in this position include the following:

1. Prior executive committee or committee chair experience (recommended).
2. Detail-oriented.
3. Timeliness in completing projects.
4. Note-taking skills.
5. Communications skills.
6. Knowledgeable and comfortable with computers (word processing).
7. Organizational skills.
8. Efficient in accounting and managing financial records.

## Auditing Committee Position Description, Chair

---

The auditor verifies the accuracy of the unit's fiscal records.

### **Specific Responsibilities:**

1. Assemble the committee to inspect the unit financial records at the conclusion of the fiscal year (December 31), and at other times deemed necessary by the executive committee.
2. Ensures that the financial records are verified and kept up-to-date and accurate according to the standards of the *Treasurer Guidebook* published by the national office.
3. Reports the results of the audit to the executive committee and publishes results in the unit newsletter. If necessary, have a written report available for the unit business meeting.

### **Committee Responsibilities:**

1. Implement the executive committee's charge to the committee.
2. Provide leadership to the committee.
3. Report back to the committee the decision of the executive committee that may affect the committee's work or activities.

### **Attendance Responsibilities:**

1. Attend executive committee meetings, if needed.
2. Attend the <name of unit> Leadership Workshop
3. Attend the SAF National Leadership Academy, recommended.

This position will require <number> hours a month immediately following the end of fiscal year. Skills and experience needed to successfully serve in the position include the following:

1. Organizational skills
2. Communication skills
3. Comfortable with accounting practices
4. Detail-oriented

## **Communications Committee Position Description, Chair**

---

The chair is the volunteer coordinator of all communication activities within the unit.

### **Specific Responsibilities:**

1. Develop or update (with national office support) a communications plan.
2. Establish and lead the communications committee as a mechanism for managing the local “Communications Network.” (See the Sample Communications Guidelines for more information).
3. Act as or identify liaison between the local unit and the local media.
4. Conduct at least *<number>* communication committee meeting(s) each year.
5. Delegate activities to committee members.
6. Motivate and follow-up with committee members.
7. Ensure the committee is working with other local committees (e.g., executive, policy, Foresters’ Fund) to communicate SAF events and policies to the public and membership.

### **Committee Responsibilities:**

1. Implement the executive committee’s charge to the committee.
2. Provide leadership to the committee.
3. Solicit new volunteers to serve on the committee.
4. Report back to the committee the decisions of the executive committee that may affect the committee’s work or activities.

### **Attendance Responsibilities:**

1. Attend and facilitate all committee meetings.
2. Attend executive committee meetings.
3. Attend the *<name of unit>* Leadership Workshop.
4. Attend the SAF National Leadership Academy, recommended.

This position will require approximately *<number>* hours a month. Skills and experience needed to successfully serve in the position include the following:

1. Passion for informing the public about the forestry profession.
2. Prior committee member experience, recommended.
3. Communications skills (oral and written).
4. Leadership skills.
5. Delegations skills.
6. Sufficient time to devote to committee activities.
7. Knowledge and understanding of SAF, its members, its mission, and its goals.

## **Continuing Forestry Education (CFE) Coordinator Position Description**

---

The coordinator promotes continuing education in forestry and related subject areas to enhance the professional abilities of foresters.

### **Specific Responsibilities:**

1. Work with the professional development (or education) committee.
2. Evaluate and approve CFE credits for continuing education activities held within the boundaries of a state society.
3. Forward notice of all assigned CFE credits to the SAF national office on a monthly basis for inclusion in the national CFE database.
4. Thoroughly review CFE certificate applications submitted by applicants within state society boundaries.
5. Forward the approved application to the SAF national office
6. Work with the professional development (or education) committee, and establish a program to promote the Certified Forester® and CFE programs and related activities to foresters and employers.
7. Work with the professional development (or education) committee to recognize members who satisfy the requirements for a CFE certificate.
8. Collect and publicize, through the avenues available (newsletter, website), information on CFE opportunities.
9. Encourage federal and state agencies, associations, and colleges to offer CFE credits on programs and to distribute literature about the CFE program.

### **Committee Responsibilities and Organization:**

1. Appointed by the unit chair for a one-year term and may be reappointed for additional terms at the discretion of the chair.
2. Serve on the professional development (or education) committee.
3. Help the professional development (or education) committee chair solicit new volunteers to serve on the committee.

### **Attendance Responsibilities:**

1. Attend executive committee meetings.
2. Attend the *<name of unit>* leadership workshop.
3. Attend the SAF National Leadership Academy, recommended.

This position will require *<number>* hours a month. Skills and experience needed to successfully serve in the position include the following:

1. Demonstrate an interest in the CFE program.
2. Organizational skills.
3. Communication skills.
4. Be a Certified Forester®, recommended.

## Faculty Representative Position Description

---

The faculty representative serves as the liaison between SAF and the students.

### **Specific Responsibilities:**

1. Serve as a liaison between SAF and the student chapter.
2. Assist in the formation of a student chapter, if one currently does not exist.
3. Mentor student chapter leaders.
4. Forward national program information to student chapter leaders and members.
5. Encourage students to attend chapter, division, state society, and national meetings and conventions.
6. Encourage alumni to attend student chapter meetings and activities.
7. Submit an article for each edition of the unit newsletter, highlighting student views or highlighting student activities.
8. Communicate SAF student benefits to potential student members.
9. Distribute and maintain inventory of SAF membership materials.
10. Work with the student chapter leadership to contact parents of potential student members to communicate the advantage of SAF membership.
11. Encourage faculty colleagues to become SAF members.
12. Work with local membership chair to contact delinquent student members.
13. Provide the SAF national office with lists of prospective members.

### **Committee Responsibilities and Organization:**

1. Faculty representatives should be appointed by the state society chair in conjunction with the school/university for a one-year term and be reappointed annually, so long as the individual fulfills the qualifications and agrees to serve.

### **Attendance Responsibilities:**

1. Attend executive committee meetings, if applicable.
2. Attend the <name of unit> Leadership Workshop.
3. Attend the SAF National Leadership Academy, recommended.

This position will require approximately <number> hours a month. The individual should be an active member of the Society and an employee of the school or university to which the individual will serve. Skills and experience needed to successfully serve in this position include the following:

1. Timeliness in completing projects.
2. Dedication.
3. Leadership skills.
4. Communication skills.
5. Delegation skills.

## **Forest Science and Technology Coordinator Position Description**

---

The coordinator encourages forest science behind all local programs and activities.

### **Specific Responsibilities:**

1. Review all policy and position statements to ensure each is accurate in terms of the science and technology on which it should be based.
2. Act as liaison between local unit and the national Forest Science and Technology Board.
3. Publish a summary or “proceedings” following each local meeting for members who were not able to attend and for a general historical record of what was covered, speakers involved, etc.
4. Submit and encourage members to write a Forest Science and Technology column for the unit’s newsletter, highlighting new technology and abstracts of relevant science articles.
5. Work with the Forest Science and Technology Board to help identify new and emerging issues that might form the basis for national convention programs, *Journal of Forestry* articles, etc.
6. Make recommendations and assist the unit’s professional recognition/awards committee in developing an award system for recognizing local members who have made significant contributions to forest science or technology.
7. Work with unit’s program committee in developing technical program for annual meetings and identify potential workshop.

### **Committee Responsibilities/Organization:**

1. The Forest Science and Technology Coordinator will act individually; or he/she may appoint up to two individuals to assist with matters.
2. Implement the executive committee’s charge.
3. Solicit new volunteers to serve on the committee, if needed.
4. Report back to the committee the decisions of the executive committee that may affect the committee’s work or activities.

### **Attendance Responsibilities:**

1. Attend the national SAF Leadership Academy, recommended.
2. Attend the Working Group Workshop at a SAF national convention.
3. Serve on the program committee to encourage a strong science component in local meetings.
4. Serve on the policy committee to write and review position statements
5. Serve on the professional recognition/awards committee to identify individuals who have made significant contributions to forest science or technology.
6. Attend executive committee meetings, if needed.

This position requires approximately <number> hours a month. Desirable skills/experience to successfully serve in this position include the following:

1. Interest in forest science and technology
2. Contact with a broad range of forestry disciplines
3. Communication skills
4. Delegations skills
5. Sufficient time to devote to activities

## **Foresters' Fund Coordinator Position Description**

---

The Foresters' Fund coordinator disseminates information regarding the Foresters' Fund program and supports the goals by generating financial support.

### **Specific Responsibilities:**

1. Disseminate information about applying for a Foresters' Fund grant.
2. Work with state society, division, and chapter leadership to solicit and identify opportunities that may qualify for Foresters' Fund grants.
3. Assist the appropriate SAF unit in preparing the Foresters' Fund proposal.
4. Organize and carry out fundraising efforts/activities for the Foresters' Fund, encourage division and chapter fundraising activities, and cooperate with fundraising efforts of the national office.
5. Highlight projects that receive financial support via unit newsletter, website, meetings, etc.
6. Work with the communication committee on press releases and promotion of the project to the media, if appropriate.

### **Committee Responsibilities and Organization:**

1. The Foresters' Fund coordinator can act individually or recommend to the unit chair to appoint up to two individuals to assist with archival matters.
2. Appointees shall serve one-year terms and may be reappointed for additional terms at the discretion of the chair.

### **Attendance Responsibilities:**

1. Attend and facilitate all committee meetings, if applicable.
2. Attend executive committee meetings, if applicable.
3. Attend the *<name of unit>* Leadership Workshop.
4. Attend the SAF National Leadership Academy, recommended.

This position will require *<number>* hours a month. Skills and experience needed to successfully serve in the position include the following:

1. Demonstrate an interest in the Foresters' Fund program.
2. Fundraising skills.
3. Organizational skills.
4. Communication skills.

## Historian-Archivist Position Description

---

The historian-archivist is responsible for maintaining the historical records generated by the SAF unit.

### **Specific Responsibilities:**

1. Assemble and maintain the archives of the SAF unit.
2. Inform the Forest History Society and membership of the existence and location of the archives.
3. Work with unit leadership to ensure that a records management policy is developed and understood by the leadership.
4. Summarize materials as may be required by the leadership (e.g., charts and graphs showing of members by employer type over time.)
5. Develop an oral history plan for the state society.
6. Develop a written history of the state society using archived material and oral history interviews.

### **Committee Responsibilities and Organization:**

1. The historian-archivist will act individually, or recommended to the unit chair to appoint up to two individuals to assist with archival matters.
2. Implement the executive committee's charge.

### **Attendance Responsibilities:**

1. Attend executive committee meetings, if applicable.
2. Attend the <name of unit> Leadership Workshop.
3. Attend the SAF National Leadership Academy, optional.

This position will require approximately <number> hours a month. Appointees shall serve a one-year term and may be reappointed for additional terms at the discretion of the chair. Skills and experience needed to successfully serve in the position include the following:

1. Interest in and experience with SAF affairs.
2. Be committed to maintaining the records of the unit.
3. Communications skills.
4. Organizational skills.

## **Membership Committee Position Description, Chair**

---

The membership chair is the volunteer coordinator of all membership recruitment and retention program activities within the unit.

### **Specific Responsibilities:**

1. Establish the membership committee as a mechanism for accomplishing recruitment and retention activities within the SAF unit.
2. Conduct at least <number> membership committee meetings per year.
3. Delegate recruitment and retention activities to committee members.
4. Motivate and follow up with committee members.
5. Develop (with national office support) an annual recruitment and retention plan.
6. Develop a timetable for implementing each phase of the plan.
7. Evaluate the results of recruitment and retention programs.
8. Notify the national office on a routine basis of all recruitment and retention activities and results.
9. Review monthly membership reports.

### **Committee Responsibilities:**

1. Implement the executive committee's charge to the committee.
2. Provide leadership to the committee.
3. Solicit new volunteers to serve on the committee.
4. Report back to the committee the decisions of the executive committee that may affect the committee's work or activities.

### **Attendance Responsibilities:**

1. Attend and facilitate all committee meetings.
2. Attend executive committee meetings.
3. Attend the <name of unit> Leadership Workshop.
4. Attend the SAF National Leadership Academy, recommended.

This position will require <number> hours a month. Skills and experience needed to successfully serve in the position include the following:

1. Ability to develop innovative ideas for recruitment and retention activities.
2. Willing to take responsibility for membership growth.
3. Ability to write effective recruitment and retention letters.
4. Outgoing, personable, and enthusiastic.
5. Strong organizational skills.
6. Sufficient time to devote to membership committee activities.
7. Knowledge and understanding of the SAF, its members, its mission, its goals.

## **Newsletter Editor Position Description**

---

The newsletter editor shall prepare, publish, and mail up to <number> issues of the newsletter each year.

### **Specific Responsibilities:**

1. Coordinate the production of the unit newsletter.
2. Keep a timeline of the newsletter publication schedule.
3. Collect assigned articles from appropriate executive committee members.
4. Recruit articles and photos from members, committee chairs, and the national office.
5. Write and edit articles.
6. Secure photos of unit activities for publication in the newsletter.
7. Oversee the layout of the newsletter.
8. Make newsletter policy recommendations to the executive committee when appropriate.
9. Solicit advertising for the newsletter.
10. Work with the treasurer to manage all monies expended for, and derived from, the newsletter.

### **Committee Responsibilities and Organization:**

1. The unit chair will appoint the editor for a one-year term with reappointment for one-year term.
2. The editor can act individually; or the editor may appoint up to two individuals to assist with production of the newsletter.
3. Implement the executive committee's charge to the newsletter.

### **Attendance Responsibilities:**

1. Attend and facilitate all committee meetings, if applicable.
2. Attend executive committee meetings, if needed.
3. Attend the <name of unit> Leadership Workshop.
4. Attend the SAF National Leadership Academy, recommended.

This position will require approximately <number> hours during the months that the newsletter is published and <number> hours a month in between writing and editing the newsletter. Skills and experience needed to successfully serve in the position include the following:

1. Sufficient time to devote to the newsletter production.
2. Communications skills (writing, editing).
3. Administrative skills.
4. Delegations skills.
5. Layout and graphic design, a plus.

## Nominating Committee Position Description, Chair

---

The chair is the volunteer coordinator for identifying and obtaining SAF members to run for SAF office.

### **Specific Responsibilities:**

1. Conduct at least *<number>* nominating committee meeting(s) each year.
2. Secure agreement from the nominees to submit their names for election and their willingness to serve if elected.
3. Ensure that a biographical sketch is obtained from the nominee. The sketch should include nominee's current title and place of work; education, including the university, degree and date; employment history; SAF activities; and professional achievements.
4. Delegate activities to committee members.
5. Motivate and follow-up with committee members.

### **Committee Responsibilities:**

1. Implement the executive committee's charge to the committee.
2. Provide leadership to the committee.
3. Solicit new volunteers to serve on the committee.
4. Report back to the committee the decisions of the executive committee that may affect the committee's work or activities.

### **Attendance Responsibilities:**

1. Attend and facilitate all committee meetings.
2. Attend executive committee meetings, when appropriate.
3. Attend the *<name of unit>* Leadership Workshop.
4. Attend the SAF National Leadership Academy, recommended.

This position will require approximately *<number>* hours a month. Skills and experience needed to successfully serve in the position include the following:

1. Interest in identifying potential nominees.
2. Prior committee member experience, (recommended).
3. Communications skills.
4. Leadership skills.
5. Delegations skills.

## Policy Committee Position Description, Chair

---

The policy chair is the volunteer coordinator of all forest policy activities within the unit.

### **Specific Responsibilities:**

1. Establish the policy committee as a mechanism for promoting local and national position statements and grassroots activities to state and federal legislatures.
2. Conduct at least *<number>* policy committee meeting(s) each year.
3. Delegate activities to committee members.
4. Motivate and follow-up with committee members.
5. Develop (with national office support) an awareness program about policy activities and current legislation. (National has tools to assist in an awareness program.)
6. Work with other state societies and the national office to identify priority state, regional, and national policy issues.

### **Committee Responsibilities:**

1. Implement the executive committee's charge to the committee.
2. Provide leadership to the committee.
3. Facilitate appointment of committee members.
4. Solicit new volunteers to serve on the committee.
5. Report back to the committee the decisions of the board that may affect the committee's work or activities.

### **Attendance Responsibilities:**

1. Attend and facilitate all committee meetings.
2. Attend executive committee meetings.
3. Attend the *<name of unit>* Leadership Workshop.
4. Attend the SAF National Leadership Academy, recommended.

This position will require approximately *<number>* hours a month with an increase in hours while state legislatures are in session. Skills and experience needed to successfully serve in the position include the following:

1. Interest in the policy process.
2. Prior committee member experience (recommended).
3. Communication skills.
4. Delegations skills.
5. Sufficient time to devote to policy committee activities.

## **Professional Development (or Education) Committee Position Description, Chair**

---

The chair is the volunteer coordinator of all activities within the unit that encourage professional development. This includes both continuing forestry education and credentialing, such as the Certified Forester® (CF) and applicable state licensing or registration. The chair works collaboratively with the continuing forestry education (CFE) coordinator in their unit.

### **Specific Responsibilities:**

1. Establish the professional development committee (or education) as a mechanism for promoting the CF and CFE programs and related activities within the unit.
2. Conduct at least *<number>* professional development (or education) committee meeting each year.
3. Coordinate committee activities with the unit CFE coordinator.
4. Delegate promotion activities to committee members.
5. Motivate and follow-up with committee members.
6. Develop (with national office support) an awareness program about professional development (or education) activities and opportunities that promote awareness and recognition.
7. Develop a timetable for implementing each phase of the awareness program.
8. Evaluate the results of the awareness programs.
9. Notify the national office on a routine basis of all activities and results.

### **Committee Responsibilities:**

1. Implement the executive committee's charge to the committee.
2. Regular contact with the CFE coordinator and professional development (or education) committee members.
3. Provide leadership to the committee.
4. Solicit new volunteers to serve on the committee.
5. Report back to the committee the decisions of the executive committee that may affect the committee's work or activities.

### **Attendance Responsibilities:**

1. Attend and facilitate all committee meetings.
2. Attend executive committee meetings.
3. Attend the *<name of unit>* Leadership Workshop.
4. Attend the SAF National Leadership Academy, recommended

This position will require *<number>* hours a month. Depending on current issues or projects, this position could require *<number>* hours a month. Skills and experience needed to successfully serve in the position include the following:

1. Interest in professional development (or education).

2. Willing to take responsibility for growth of professional development (or education) in the unit.
3. Prior committee member experience, recommended.
4. A current Certified Forester, recommended.
5. Leadership skills.
6. Delegations skills.
7. Sufficient time to devote to professional development (or education) committee activities.
8. Knowledge and understanding of the CF and CFE programs.

## **Professional Recognition/Awards Committee Position Description, Chair**

---

The chair is the volunteer coordinator who identifies and recognizes professional achievement and leadership.

### **Specific Responsibilities:**

1. Establish and lead the professional recognition committee as a mechanism for administering the awards and recognition program.
2. Conduct at least *<number>* professional recognition committee meeting(s) each year.
3. Delegate activities to committee members.
4. Motivate and follow-up with committee members.
5. Develop or update (with national office support) a plan that recognizes professional achievement and leadership within the unit.
6. Write articles for the unit newsletter highlighting members' professional achievement and leadership.

### **Committee Responsibilities:**

1. Implement the executive committee's charge to the committee.
2. Provide leadership to the committee.
3. Solicit new volunteers to serve on the committee.
4. Report back to the committee the decisions of the executive committee that may affect the committee's work or activities.

### **Attendance Responsibilities:**

1. Attend and facilitate all committee meetings.
2. Attend executive committee meetings, when appropriate.
3. Attend the *<name of unit>* Leadership Workshop.
4. Attend the SAF National Leadership Academy, recommended.

This position will require approximately *<number>* hours a month. Skills and experience needed to successfully serve in the position include the following:

1. Interest in identifying and recognizing professional achievement and leadership.
2. Prior committee member experience (recommended).
3. Communications skills.
4. Leadership skills.
5. Delegations skills.
6. Sufficient time to devote to committee activities.

## Tellers Committee Position Description, Chair

---

The chair is the volunteer coordinator responsible for overseeing the counting and certifying unit election results.

### **Specific Responsibilities:**

1. Assemble the committee at a time and place set by the secretary to count ballots and certify the results of elections by December 1 (as stated in the *SAF Standard Minimum Bylaws for State Societies*) of each year.
2. Ensure that the tellers committee counts notifies the unit chair and executive committee of the election by December 8 (as stated in the *SAF Standard Minimum Bylaws for State Societies*).

### **Committee Responsibilities:**

1. Implement the executive committee's charge to the committee
2. Provide leadership to the committee.
3. Report back to the committee the decisions of the executive committee that may affect the committee's work or activities.

### **Attendance Responsibilities:**

1. Attend executive committee meetings, if needed.
2. Attend the <name of unit> Leadership Workshop.
3. Attend the SAF National Leadership Academy, optional.

This position will require <number> hours a month immediate following the election. Skills and experience needed to successfully serve in the position include the following:

1. Organizational skills.
2. Communication skills.

## **Auditing Committee Charter Description**

---

**Objective:**

The auditing committee verifies the accuracy of the unit's fiscal records.

**Organization:**

The committee shall consist of three members, appointed by the unit chair, preferably living in close proximity to the domicile of the treasurer. Appointees shall serve one-year terms and may be reappointed for additional terms at the discretion of the chair.

**Activities:**

1. Inspect the unit financial records at the conclusion of the fiscal year (December 31), and at other times deemed necessary by the executive committee.
2. Verify that the financial records are kept up-to-date and accurate according to the standards of the *Treasurer Guidebook* published by the national office.
3. Report the results of the audit to the executive committee and publish results in the unit newsletter. If necessary, have a written report available for unit business meeting.

**Duration:**

Standing Committee

**Amendments:**

This charter may be amended by majority vote of the executive committee.

**Date Approved:**

**Dates Amended:**

## **Communications Committee Charter Description**

---

**Objective:**

The committee will develop and execute a communications plan to promote public awareness and understanding of forestry.

**Organization:**

The committee shall consist of a chair (Communications Chairs), policy chair, and state society chair, and 2-4 members (5 to 7 members is recommended). Each committee member will serve for <number> years (2 years is recommended). The committee chair may appoint members of the committee.

**Activities:**

1. Develop a communications plan that contains the following elements: target audiences, messages, communications goals, tactics, and measures of success.
2. Work with other local committees (policy and executive committee) and leadership (newsletter editor) on disseminating information.
3. Write articles for unit newsletter to regularly update membership on communications success stories.
4. Create news releases about local SAF and forestry events.
5. Disseminate national and local press releases to local media contacts.
6. Establish communications with local members of the media (television, radio, and print).
7. Establish and manage the “Communications Network” that should include national Media Relations Program (MRP) volunteers, Education and Communications working group (F3) members, and other members interested in communications.
8. Track issues (legislation, news articles etc.)

**Duration:**

Standing Committee

**Amendments:**

This charter may be amended by majority vote of the executive committee.

**Date Approved:**

**Dates Amended:**

## **Executive Committee Charter Description**

---

**Objective:**

The executive committee shall give general supervision to the affairs and interests of the unit.

**Organization:**

The Executive Committee shall consist of the following members: unit chair acting as the committee chair and other officers of the unit. *<Name of officer / committee member>* shall serve ex-officio as non-voting members.

**Activities:**

1. Guides, manages, and coordinates the unit programs.
2. Controls the distribution and expenditure of all funds.
3. Assigns standing committees.
4. Approves the place, date and program for all unit meetings.
5. Provide continuity and direction for the unit based on the Society's Strategic Outcomes.
6. Adopt a charter for each of the other committees, outlining the objectives, organization, and activities of the committee.
7. The committee will act for the unit on urgent matters requiring immediate action.
8. Committee business may be transacted by mail ballot, but at least one committee meeting shall be held annually. Any action of the executive committee shall be subject to a member referendum upon petition of at least two percent but in no case less than 10 of the voting members of the unit.

**Duration:**

Standing committee

**Amendments:**

This charter may be amended by majority vote of the executive committee.

**Date Approved:**

**Dates Amended:**

## Membership Committee Charter Description

---

### **Objective:**

The membership committee shall actively promote membership in the Society and coordinate recruitment and retention activities at the local level.

### **Organization:**

The membership committee shall consist of a chair *and a representative of each division, chapter, and student chapter. The representatives can include the membership chairs of the divisions and chapters within the state society.* The committee should have no more than <number> members. Each committee member will serve for <number> years. The unit chair shall appoint the committee chair. The committee chair may appoint members of the committee.

### **Activities:**

1. Welcome new members via letter, e-mail, phone, and invite them to upcoming unit meetings or functions.
2. Build connections with student chapters and faculty representatives to promote membership.
3. Supply articles/information to the unit's newsletter, website, meetings, and e-mails encouraging recruitment of new members, membership updates, and membership campaigns.
4. Act as host to potential and new members at unit functions.
5. Remind members to renew membership.
6. Personally contact delinquent members to encourage reinstatement.
7. Plan and carry out membership drives in cooperation with national drives and promotions.
8. Promote membership at opportunities other than SAF meetings, e.g., contacts with other professional societies.
9. Provide membership reports to executive committee and membership.

### **Duration:**

Standing committee

### **Amendments:**

This charter may be amended by majority vote of the executive committee.

### **Date Approved:**

### **Dates Amended:**

## Nominating Committee Charter Description

---

**Objective:**

The nominating committee shall provide nominees who are SAF members in good standing for unit elections (chair-elect, secretary, treasurer, or secretary/treasurer).

**Organization:**

The nominating committee shall consist of a chair (the immediate past-chair is recommended), and 2-4 other members. Each committee member will serve for *<number>* years (2 years is recommended). The committee chair may appoint members of the committee.

**Activities:**

1. Nominate, from eligible unit members, at least two candidates for each elective office (chair-elect, secretary, treasurer, or secretary/treasurer).
2. Obtain agreement to serve from each nominee before his/her name is sent to the unit secretary.
3. Nominations and agreements shall be sent to the unit secretary (or other unit officer) by *<date>*.
4. If, for any reason, a nominee is found by the secretary to be ineligible, the nominating committee shall provide another nomination by *<date>*.
5. Provide to the newsletter editor by *<date>*, information on upcoming elections and nominations.

**Duration:**

Standing committee

**Amendments:**

This charter may be amended by majority vote of the executive committee.

**Date Approved:**

**Dates Amended:**

## Policy Committee Charter Description

---

**Objective:**

The committee will make recommendations to the executive committee concerning matters of policy and positions on issues of concern to the unit. Recommendations will be provided in appropriate form and content to meet national guidelines and Society objectives.

**Organization:**

The policy committee shall consist of a chair, the forest science and technology coordinator, and additional members as deemed appropriate. Each committee member will serve for <number> years. The committee chair may appoint members of the committee.

**Activities:**

1. Monitor legislation by state and local governments. Ensure that government representatives are informed that the Society is available to provide technical information.
2. Regularly update membership on local, state, and federal issues.
3. Ensure that unit position statements are on file at the SAF national office. If posted on unit website, ensure that unit position statements are up-to-date.
4. Review current and proposed position statements and make recommendations about review, adoption, or termination to the executive committee. Ensure that statements meet national guidelines, and are within the scope of the Society's goals and objectives.
5. Maintain communications and liaison with other forestry organizations on legislative issues.
6. Assist chapters in drafting local statements when assistance is requested.
7. The committee shall meet at least <number> times each year.
8. The committee shall operate in accordance with national SAF Bylaws II (A-M).

**Duration:**

Standing committee

**Amendments:**

This charter may be amended by majority vote of the executive committee.

**Date Approved:**

**Dates Amended:**

## **Professional Development (or Education) Committee Charter Description**

---

### **Objective:**

The committee will actively encourage forestry professionalism. This includes both continuing forestry education and credentialing, with an emphasis on the Certified Forester® (CF) and continuing forestry education (CFE) programs at the local level.

### **Organization:**

The professional development (or education) committee shall consist of a chair, CFE coordinator and additional members as deemed appropriate. Each committee member will serve for <number> years. The committee chair may appoint members of the committee.

### **Activities:**

1. Promote the CF, CFE, and continuing education opportunities to members and nonmembers, especially employers.
2. Support state CFE coordinator efforts to evaluate and approve CFE hours for activities held within the boundaries of the SAF unit, such as contacting other natural resource professionals to encourage CFE hours for continuing education programs.
3. Supply articles and information to unit newsletter and website encouraging participating in CF and CFE programs, and upcoming continuing education opportunities.
4. Recognize individuals who receive CF designation and CFE certificates at SAF events and in publications.
5. Collaborate with the state education or continuing education committee preferably through a position on the committee.

### **Duration:**

Standing committee

### **Amendments:**

This charter may be amended by majority vote of the executive committee.

### **Date Approved:**

### **Dates Amended:**

## **Professional Recognition/Awards Committee Charter Description**

---

### **Objective:**

The committee will identify and recognize professional achievement and leadership.

### **Organization:**

The committee shall consist of a chair, continuing forestry education (CFE) coordinator and *<number>* members (5 to 7 members is recommended). Each committee member will serve for *<number>* years (2 years is recommended). The committee chair may appoint members of the committee.

### **Activities:**

1. Make recommendations to the executive committee on the recipients of state society awards.
2. Review the criteria of state society awards, and if necessary, make revision recommendations to the executive committee.
3. Secure appropriate recognition for service by the outgoing unit officers and committee chairs.
4. Work with the CFE coordinator and chair of the professional development (or education) chair to recognize members who have become Certified Foresters® or completed the requirements for CFE certificates.
5. Encourage the nomination of qualified members for election of Fellows in accordance with the SAF Bylaws III-C.
6. Encourage nominations for national awards. Forward the nominations and winners of local award winners to the national office to consider for a national award.
7. Recognize members who have achieved sustained membership in SAF through membership pins or certificate of appreciation (available from the national office).
8. Recognize members who achieve “Golden Member” status.
9. Coordinate and prepare the local awards ceremony during the state society annual meeting.

### **Duration:**

Standing committee

### **Amendments:**

This charter may be amended by majority vote of the executive committee.

### **Date Approved:**

### **Dates Amended:**

## **Tellers Committee Charter Description**

---

**Objective:**

The tellers committee counts the ballots and certifies the results of elections to the chair and executive committee.

**Organization:**

The committee shall consist of three members, appointed by the unit chair, preferably living in close proximity to the domicile of the secretary. Appointees shall serve one-year terms and may be reappointed for additional terms at the discretion of the chair.

**Activities:**

1. The committee shall assemble at a time and place set by the Secretary to count ballots and certify the results of elections by December 1 (as stated in the *SAF Standard Minimum Bylaws for State Societies*) of each year.
2. Plurality or simple majority of those voting shall determine the outcome of all elections. In the case of a tie vote, a run-off election shall be held within one month. The Tellers Committee will notify the chair and executive committee of the election by December 8 (as stated in the *SAF Standard Minimum Bylaws for State Societies*).
3. All of these results shall be reported to the chair of the unit, the nominees, the secretary, the newsletter editor, and the SAF National Office.

**Duration:**

Standing Committee

**Amendments:**

This charter may be amended by majority vote of the executive committee.

**Date Approved:**

**Dates Amended:**