



NORTH DAKOTA CHAPTER SOIL AND WATER CONSERVATION SOCIETY OFFICER AND COMMITTEE CHAIRPERSON JOB DESCRIPTIONS

(EDITED 2006)



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1. PRESIDENT

Duties and Responsibilities

Provide leadership and organization for North Dakota SWCS chapter for a two year term.

Serve as public spokesperson for the chapter, representing their interests and concerns.

Develop and maintain communications with other significant conservation organizations, influential agencies, and the International Society on behalf of the chapter.

In consultation with the elected directors and appointed committee chairpersons, develop and complete a two-year action plan and budget to advance the goals and objectives of North Dakota SWCS chapter.

Plan, schedule, and preside at quarterly and special director's meetings, and the annual chapter business meeting.

Regularly communicate with chapter committee chairpersons to assist in facilitating the achievement of committee goals and responsibilities.

Work closely with the chapter webmaster and newsletter editor to facilitate chapter activity communication and conservation information.

Finalize timely leadership appointments to all chapter committees in consultation with the chapter directors.

Assure distribution of appropriate position descriptions, forms, supplies, and other information materials to chapter directors, and committee chairpersons.



2. PRESIDENT-ELECT

Duties and Responsibilities

1. Serve a two-year term as a voting member of the council prior to becoming the President.
2. Attend regular and special council meetings and the annual business meeting.
3. Serve as spokesperson for the Chapter as directed by or in the absence of the Chapter President.
4. Preside at council meetings in the absence of the Chapter President.
5. Work closely with the council in helping to develop an annual Chapter program and budget plan.
6. Assist the President in the selection of committee chairpersons of standing and task force committees for the upcoming year prior to starting the term as President.
7. Attend at least one leadership development workshop in the Northern Plains area.
8. Attend the national SWCS meeting as the official delegate of the Chapter, if possible.
9. Assist the Chapter President in preparing the annual business meeting agenda.
10. Submit an annual Chapter report to the parent society as directed by the regional director for the term as President-Elect.



3. COUNCIL REPRESENTATIVE

Duties and Responsibilities

1. Serve a two-year term as an elected and voting member of the Chapter council.
2. Attend regular and special council meetings and the annual business meeting.
3. Represent the needs, concerns, and interests of the Chapter members as the elected council representative.
4. Work closely with the council in helping to develop an annual Chapter program and budget plan.
5. Maintain liaison with and provide guidance to committee chairpersons.
6. Assist the Chapter President in identifying and selecting Chapter members to serve on standing and special committees and task force groups.
7. Call for annual reports from committee chairpersons as directed by the Chapter President.
8. Help carry out Chapter operations and services. (Distribution of appropriate committee descriptions, forms, supplies, and other information materials to committee chairpersons within the state.)
9. Help organize and plan the Chapter annual business meeting as directed by the Chapter President. Serve as chairperson of the annual program committee during the second year of the term.



4. PAST-PRESIDENT

Duties and Responsibilities

1. Serve a two-year term as a voting member of the council after serving at least one year as President and President-Elect.
2. Attend regular and special council meetings and the annual business meeting.
3. Serve as spokesperson for the Chapter as directed by the Chapter President.
4. Work closely with the council in helping develop an annual Chapter program and budget plan.
5. Assist the Chapter President in identifying and selecting members to serve on standing and special committees.
6. Serves as chairperson of the nominating committee.
7. Serves as a member of the History committee. Assembles and submits information and records having historical significance, for term as President, to the History chairperson. (See Attachment A)

ATTACHMENT A - Guide for Archival Records Assembly

Submit copies of the following items, from term Chapter President to the History committee:

1. Minutes of all council meetings and the annual business meeting.
2. Annual business meeting financial report.
3. Letters of historical significance (omit general correspondence).
4. Chapter newsletters.
5. Magazine and newspaper clippings of Chapter events.
6. Published Chapter position statements.
7. Printed program and agenda of annual meeting.
8. Proceedings of special conferences, seminars, and/or workshops.
9. Names of Chapter award program winners (include address and occupation).
10. Names of Chapter scholarship recipients (include address, school, and major).
11. Photographs of special Chapter events, award winners, and other related activities.
12. List of Chapter officers, council members, task force groups and committee chairpersons.
13. List of Chapter members.
14. Other memorabilia selected for historical purposes.



5. SECRETARY/TREASURER

Goals and Objectives

Serve a one-year term as a Chapter officer and voting member of the council. Maintain an orderly file of all Chapter minutes, correspondence, and other related information for record purposes. Take responsibility for the safekeeping of all Chapter funds.

SECRETARY *Duties and Responsibilities*

1. Attend and record minutes of all regular and special council meetings and the annual business meeting. Give a report and/or read the minutes of the previous meeting(s).
2. Send meeting notices to Chapter officers and committee chairpersons as directed by the Chapter President.
3. Prepare and distribute minutes to Chapter officers, committee chairpersons, regional director, and the National SWCS headquarters in Ankeny, IA.
4. Write correspondence as needed or directed by the Chapter President and/or other council members.

TREASURER *Duties and Responsibilities*

1. Receive membership dues and other monies collected by the Chapter. Deposit funds in the specified bank or savings account as directed by the council.
2. Maintain detailed income and expense records for the Chapter.
3. Pay Chapter bills on the order of the council.
4. Prepare and submit treasurer's report for council and annual business meeting.
5. Maintain a record of Chapter members showing payment status of annual membership dues.
6. Arrange for an audit of financial accounts and records in accordance with Chapter bylaws or as otherwise directed by the council.
7. File IRS form 990 (a simple information form for which only need the chapter name and address, the group exemption number provided by Ankeny, and checking a couple of other boxes) by the 15th day of the fifth month after the end of our fiscal year which ends on November 30.



6. ANNUAL MEETING PROGRAM COMMITTEE

Committee Goals and Objectives

1. To plan for an annual meeting for business, technical, and informal exchange of ideas between Chapter members (and other organizations when deemed appropriate).
2. To stimulate participation and interest in Chapter activities.
3. To further the goals and objectives of the Chapter.

Committee Responsibilities and Work Schedule

1. Chairperson will hold committee meetings in order that an annual meeting agenda can be planned and developed. Solicit program suggestions from the membership and council. Meet with the council on the meeting date and theme/issue no later than March/ April at the scheduled council meeting. Notify appropriate membership employers of the meeting dates for placement on their long-range schedules (i.e. ARS, NRCS, etc.).
2. Consult with the Chapter President for selection and appointment of a committee member living in the host city to be in charge of planning local arrangements.
3. Use the Chapter Leader Guide #1 entitled **Assuring Successful Chapter Meetings** as a guide for planning and organizing the annual meeting.
4. Submit committee annual operating budget needs to the council for consideration and approval no later than July 1 (include estimated expenses, receipts, and proposed registration fees for the annual meeting).
5. Prepare and present committee activity reports at quarterly-scheduled council meetings. If the chairperson or a committee member is unable to attend, a written submitted report should be sent to the council representative to which the committee reports prior to the council meeting. Prepare a draft program agenda to the council no later than 30 days prior to the annual meeting.
6. Prepare and submit the following to the Chapter newsletter editor:
 - by May- Dates of the annual meeting and the program theme.
 - by July- News article announcing the preliminary meeting arrangements including the convention site and accommodations available.
 - by October- A photo-ready program agenda (to be published and sent at least 30 days prior to the annual meeting).



7. Work closely with the publicity committee to select and arrange the following:
 - Newspaper publicity
 - Radio and TV interviews for speakers (if appropriate)
 - Pictures of speakers and award winners.
8. Prepare and submit a final written report of committee activities and accomplishments at the Chapter annual business meeting.
9. Mail thank you letters to speakers, moderators, and other pertinent people that participated in the annual meeting.
10. After the meeting, complete an annual meeting evaluation sheet (see Attachment B).
11. Develop a calling tree to notify the general membership of the annual meeting to encourage their attendance. Callers should be limited to not more than ten calls per member with a minimum of two captains following up with the callers.

Committee Selection

1. The committee chairperson is the council representative in the second year of their term of office unless the President-Elect has not chaired the annual program committee.
2. Additional committee members are selected and appointed by the Chapter President in consultation with the council and committee chairperson. Select two or more members in addition to the chairperson, one being in charge of local arrangements. A member shall come from the host city.
3. All committee members must agree to serve before being appointed.

ATTACHMENT B

Annual Program Evaluation Worksheet

The following questions and statements are intended to evaluate the results of the annual meeting. Please respond completely to all questions.

1. MEETING SITE AND CITY: Were the facilities adequate? In what way? If not, why not?
2. PROGRAM THEME OR SUBJECT MATTER: Audience response and feedback?
3. SCHEDULING OF MEETING EVENTS: Where should more or less time be allowed?



4. MEALS: Describe banquet/luncheon arrangements- adequate or not? Any way in which to improve for future meetings?

5. PLANNING: What worked well? What didn't work very well? Suggestions for future.

6. ATTENDANCE: How many people attended each meeting event?

7. OTHER SUGGESTIONS OR COMMENTS:

8. ATTACH THE FOLLOWING: Annual meeting program, registration form, meal fees, and brief financial statement.

9. COMPLETE EVALUATION: Submit this completed evaluation answering the above questions to the Chapter President who will forward to the next program committee chairperson. Affix a signature and date to this completed evaluation form.



7. AWARDS COMMITTEE

Committee Goals and Objectives

1. To recognize individuals, groups, organizations, and businesses for outstanding service and contributions to conservation of natural resources.
2. Solicit nominations in all Chapter award categories.
3. To publicize the accomplishments of award recipients.

Committee Responsibilities and Work Schedule

1. Chairperson will hold committee meetings and/or use other communication means each year to plan and coordinate the Chapter awards program.
2. Develop and implement an action plan to promote award nominations and explain nominating procedure through the Chapter newsletter, at meetings, member contacts, and any other appropriate means determined by the committee.
3. Solicit nominations for all award program categories, state and national.
4. Utilize and distribute award nomination forms to nominators to standardize the format and assure necessary information is submitted to the committee.
5. Seek council approval for tasks and projects that require Chapter funds and/or a concerted effort by the membership. Submit all receipts for award costs (plaques, engraving, etc.) to the Secretary/Treasurer in a timely manner.
6. Prepare and present, as appropriate, committee activity reports at quarterly-scheduled council meetings. If chairperson or a committee member is unable to attend, submit a written report to the council representative before the meeting.
7. Develop and submit a minimum of one news article to the Chapter newsletter.
8. Chairperson will select a committee to judge the applications.
9. Establish a deadline for submitting award nominations to the committee chairperson, at least 45 days prior to the annual meeting.
10. Notify the Chapter President of award recipients selected by the judges.
11. Order appropriate engraved plaques for award recipients from the parent society for presentation at the annual meeting.



12. Notify award recipients with congratulatory letters including an invitation to attend the annual meeting banquet as a guest for the award presentation. Send letters no later than 30 days prior to the annual meeting. Send copies of the letters to the Chapter President.

13. The chairperson will present the plaques to the award recipients at a special awards ceremony at the Chapter annual meeting luncheon or banquet.

14. Arrange with publicity chairperson to take pictures of award recipients for publicity and record purposes. Provide award recipient information for news releases in the Chapter newsletter and other newspaper releases.

15. Maintain a record-keeping list of annual award recipients for committed informational purposes. Include names and addresses by award categories.

Committee Selection

1. The chairperson is selected and appointed each year by the Chapter President.
2. Additional committee members may be selected and appointed by the Chapter President after consultation with the council and committee chairperson.
3. All committee members must agree to serve before being appointed.



8. MEMBERSHIP COMMITTEE

Committee Goals and Objectives

1. To retain present North Dakota Chapter membership.
2. To implement promotional activities and publicity for the purpose of recruiting new members.
3. Promote all categories of membership offered by the society.
4. Communicate the benefits of Chapter and Society membership.

Committee Responsibilities and Work Schedule

1. Chairperson will hold committee meetings, as appropriate, each year to plan strategies and actions for Chapter membership promotions. Chairperson should seek council input in establishing annual overall and interim goals for each class of SWCS membership.
2. Review as necessary, but at least annually, the past and present Chapter membership lists to determine delinquent members, former members, trends in membership, and job types/employers of state members.
3. Develop a prospective membership list for special committed membership drives throughout North Dakota.
4. Implement a mailing campaign of specialized promotional letters or materials to prospective members in specific professions.
5. Develop and utilize existing Chapter and parent society brochures for use as promotional materials in special mailings and personal contacts with prospective members.
6. Solicit member volunteers who are willing to make first-time or follow-up person-to-person contacts with local prospective members.
7. Telephone or visit delinquent members to encourage renewal of their membership or find out why the membership was allowed to expire.
8. Coordinate committee efforts by seeking council approval for tasks and projects that require Chapter funds or a concerted effort by the membership. Submit committee annual operating budget needs to the council for consideration and approval by February 1.
9. Utilize a member record card or computerized system of recording present Chapter members for recording purposes. Information should include name, address, home and business phone, job title, and employer.



10. Keep informed of current membership status with membership update transmittal periodically sent to the Chapter President and Secretary/Treasurer by the parent society.

Include reinstated and new members, members that have transferred in or members who have recently dropped.

11. Forward new member information to the Chapter newsletter editor for inclusion in the next issue of the newsletter. Information should include name, address, job title, and employer.

12. Present current activity and progress reports at quarterly-scheduled council meetings. If the chairperson or a committee member is unable to attend, submit a written report to your council representative before the meeting.

13. Be alert to membership and Chapter development opportunities being offered by the parent society for consideration for the council.

14. Develop and submit a minimum of one news article each year to the Chapter newsletter editor by February 1 to identify membership categories and to motivate members to sign up prospective recruits.

15. Promote the Ambassador Program, etc. offered by the parent society and distribute other membership materials at Chapter meetings and other events.

16. Encourage Chapter members to invite non-members to Chapter activities with a follow-up and invitation to join SWCS.

17. Keep records of committee activities and results to strengthen future committee membership drives, Chapter development activities, and actions.

18. Prepare and present an annual written report of committee activities and accomplishments at the Chapter's annual business meeting.

19. Alert the President when first-time members join the Chapter in order that he can mail them a letter of welcome.

Committee Selection

1. The chairperson is selected and appointed each year by the Chapter President.

2. Additional committee members may be selected and appointed by the Chapter President after consultation with the council and committee chairperson.

3. All committee members must agree to serve before being appointed.



9. HISTORY COMMITTEE

Committee Goals and Objectives

1. To serve as a custodian of Chapter archival records.
2. To assemble and file Chapter records received for archival purposes.
3. To advance the collection of Chapter history.
4. To maintain archival inventories and guides.

Committee Responsibilities and Work Schedule

1. The chairperson should hold committee meetings and use other communication means to plan and coordinate annual archival activities.
2. Assemble and file Chapter records received and considered of historical value. Prior year record selections will be forwarded to the committee chairperson by the council and Past-President.
3. Maintain and file Chapter records and other documentary materials in a neat chronological order. These would include the following:

- Narrative accounts including minutes of council and annual business meetings plus annual financial records
- Letters of historical significance, not general correspondence.
- Chapter newsletters.
- Magazine and newspaper clippings of Chapter activities.
- Position statements and other special publications issued by the Chapter.
- Reports of Chapter-sponsored events and contests.
- Information on Chapter annual meeting events such as the printed program or meeting proceedings.
- Proceedings of special Chapter conferences, seminars, and workshops.
- Records and reports of awards received by the Chapter.
- Names and brief biographies of Chapter scholarship recipients.
- Photographs of special events, award winners, and other personalities related to Chapter activities.
- History outline of Chapter officers, committee chairpersons, and Chapter members.
- Other memorabilia selected by the council.



4. Utilize cardboard file boxes, file folders, hard-cover notebooks, and plastic sheet protectors, as appropriate, to properly protect the records from harm.

5. Store and retain Chapter records in sturdy, vertical containers made of heavy paper or metal.

Records should be properly labeled and in a permanent storage location.

6. Develop and maintain comprehensive inventory of all archival records including a reference 'finding guide' for easy retrieval of information in storage.

7. Conduct record searches of lost or omitted Chapter history as determined by the committee and/or council.

8. Seek council approval for tasks and projects that require Chapter funds and a concerted effort by the membership. Notify the council of storage supply needs as determined by the committee chairperson. Submit annual operating budget needs to the council at the first council meeting after the annual meeting.

9. Prepare and present, as appropriate, committee activity reports at quarterly-scheduled council meetings. If the chairperson or a committee member is unable to attend, submit a written report to the council representative prior to the meeting.

10. Develop and submit a minimum of one news article each year to the Chapter newsletter editor (by May 1) to inform the membership of special committee activities and highlight Chapter history trivia.

11. Keep detailed records of special committee projects to strengthen future committee plans and activities.

12. Develop and prepare exhibits or displays for Chapter history highlights for viewing at the annual meetings as needed.

13. Prepare and present a final written report of committee activities and accomplishments at the Chapter's annual business meeting.

Committee Selection

1. The chairperson is selected and appointed each year by the Chapter President.

2. Additional committee members may be selected and appointed by the Chapter President in consultation with the council and committee chairperson. Consideration should be to have the immediate Past-President as a committee member.

3. All committee members must agree to serve before being appointed.



10. STUDENT CHAPTER COMMITTEE

Committee Goals and Objectives

1. To serve as advisor to the student chapter membership.
2. To advance the awareness and appreciation of resource conservation among students.
3. To promote a broad interdisciplinary student membership.

Committee Responsibilities and Work Schedule

1. The student advisor is normally the chairperson. They will work closely with the student chapter officers, committees, and membership at regular meetings and serve as an advisor to help conduct business, plan activities, and implement projects.
2. Counsel student members interested in resource conservation and wanting assistance in selecting a course of study.
3. Promote activities that acquaint student members of career opportunities in resource conservation fields.
4. Promote the development and advancement of college curricula in soil and water conservation and related sciences.
5. Encourage students who are enrolled in an accredited college and majoring in natural resource disciplines to join the student chapter.
6. Develop and maintain an updated directory of student chapter members. Submit a copy to the council on an annual basis for information and archival purposes.
7. Submit special committee operating budget needs to the council consideration annually.
8. Present committee activity reports at council meetings when requested. If the chairperson or a committee member is unable to attend, submit a written report to the council representative prior to the meeting.
9. Develop and submit a minimum of one news article each year to the Chapter newsletter editor.
10. Be alert to new program and service opportunities offered by the parent SWCS for consideration by the committee and/or council.
11. Prepare and present a final written report on the student chapter activities at the annual meeting.



11. ENVIRONMENTAL EDUCATION COMMITTEE

Committee Goals and Objectives

1. To meet the conservation and environmental educational needs of Chapter members.
2. To present educational material to the public on North Dakota resources.
3. To encourage the development and use of environmental education materials in the K-12 grade curriculum.

Committee Responsibilities and Work Schedule

1. Work closely with the newsletter editor on newsletter activities.
2. Develop and publicize the speakers' bureau.
3. Work closely with membership committee chairperson to develop a membership brochure geared to North Dakota and to consider special membership group publication.
4. Continue to update video library development listings on natural resource topics.
5. Assume advocacy role in speaking for the resource.
6. Participate in SWCS comic book sales by promotion of the program.

Committee Selection

1. The chairperson is selected and appointed by the Chapter President.
2. Additional committee members are selected by the committee chairperson in consultation with the Chapter President and council.
3. All committee members must agree to serve before being appointed.



12. NEWSLETTER COMMITTEE

Committee Goals and Objectives

1. To prepare and regularly publish the Chapter newsletter.
2. To keep the membership informed of Chapter activities and events.
3. To advance Chapter communications.

Committee Responsibilities and Work Schedule

1. The chairperson will arrange, plan, and coordinate publication of the Chapter newsletter.
2. Secure a photo of the Chapter President and other officers and council representatives as directed for newsletter publication purposes.
3. Consult with the Chapter President in the development of a newsletter information calendar for the year. Deadlines for submitting copy will be identified.
4. Distribute copies of the newsletter information calendar to all members responsible for submitting news items to the editor. Normally this will be the committee chairpersons, council representatives, officers, and chairpersons of other major events.
5. Call or send reminder notices to schedule news writers approximately 21 days prior to the deadline for submitting copy to the editor.
6. Prepare at minimum three newsletters: January, May, and November (more if necessary).
7. Type, proofread, and assemble news items received in a neat orderly manner. Review and edit content and length of all copy received to assure balance and sufficient space for all items scheduled for publication. Submit in final form for printing, retain a photocopy of news items submitted until the newsletter is printed.
8. Request seven extra copies of each newsletter for filing one with the History Committee, one with the Newsletter Committee, and five to the President or President-Elect for inclusion in the annual Chapter report.
9. Seek council approval for special newsletter projects that will expend Chapter funds beyond the committee's normal budget.
10. Be alert to new printing and service opportunities offered by the parent society for consideration by the committee and council.
11. Review the newsletter mailing list on an annual basis to determine any updating needs.

Consult with the Chapter President and council representative on any significant mailing list revisions and needs and proposals.



12. Forward all photos on hand and used in newsletter issues during the year to the History Committee for filing and record keeping purposes.

Committee Selection

1. The chairperson is selected and appointed each year by the Chapter President.
2. Additional committee members are selected and appointed by the Chapter President in consultation with the council and committee chairperson.
3. All committee members must agree to serve before being appointed.



13. NOMINATION COMMITTEE

Committee Goals and Objectives

1. To carry out annual nomination activities of the Chapter.
2. To solicit candidates for expiring office terms.
3. To follow nomination and election procedures as established in the Chapter By-laws.

Committee Responsibilities and Work Schedule

1. Chairperson should hold committee meetings and use other communication means each year to plan and to coordinate nomination responsibilities. (Refer to By-laws for procedures)
2. Consult with the council to determine balloting procedures and identify expiring office terms in the governing body of the Chapter.
3. Develop a slate of nominees for each elective office to be filled through nominations by the committee or by petitions submitted by Chapter members.
4. Contact selected nominees by phone or personal visit to determine and secure their consent to be candidates for office. Repeat nomination procedures if all nominees for an office decline to be candidates. Secure a minimum slate of two willing candidates for each expiring office by August 1, if possible. Notify the Chapter President of the slate of candidates.
5. Send a biographical summary form to each candidate requesting that they complete and return to the chairperson no later than September 1 (if #4 completed by August 1).
6. Prepare a sample ballot, listing candidates running for office.
7. Establish a deadline for returning election ballots to the committee chairperson, not later than 45 days prior to the Chapter annual meeting.
8. Send biographical summaries, candidate photos (if available), and sample election ballot to the newsletter no later than September 1.
9. Prepare and present a final written report of committee activities and results of the nomination procedures at the annual business meeting.

Committee Selection

1. The chairperson is selected and appointed each year by the Chapter President.
2. Additional committee members are selected and appointed by the Chapter President after consultation with the council and committee chairperson.
3. All committee members must agree to serve before being appointed.



14. PUBLICITY COMMITTEE

Committee Goals and Objectives

1. To strengthen communications of the Chapter using available press and broadcast media.
2. To enhance Chapter and society visibility.
3. To inform and educate the general public of Chapter activities and positions.
4. To develop communication tools to facilitate Chapter information and education activities.

Committee Responsibilities and Work Schedule

1. The chairperson will hold committee meetings and use other communication means to plan and to coordinate strategies for Chapter publicity. Council representatives may be invited as appropriate.
2. Publicize Chapter events, positions, and other pertinent matters by notices to selected press and broadcast media.
3. Procure and take photographs of significant events and personalities related to Chapter activities for publicity and history purposes.
4. Assist the council and Chapter committees with special publicity efforts including feature stories, letter campaigns, and form position statements.
5. Inform and invite appropriate news media reporters to special Chapter events.
6. Assist in arranging and participating in informal news briefings and press conferences to announce special Chapter events as directed by the council.
7. Arrange for advance copies of speeches, presentations, biographical sketches, and photographs of speakers appearing at special Chapter events.
8. Arrange for press room facilities including equipment, supplies, etc., at special Chapter seminars or conferences as directed by the council.
9. Coordinate committee efforts by seeking council approval for tasks and projects that require Chapter funds and a concerted effort by the membership. Submit committee annual operating budget needs to the Chapter council no later than February 1.



10. Arrange for and conduct interviews with speakers participating at special Chapter events.

Gather brief radio and television statements from major speakers and Chapter officers and attend meeting sessions to develop written news releases.

11. Assist Chapter committees in developing and preparing exhibits and displays for special information and education activities as approved by the council.

12. Develop and maintain an updated directory of news media outlets in the Chapter's geographic area for newspapers, farm magazines, radio stations, and TV stations.

13. Develop and maintain an updated directory of the following schools for Chapter youth education and scholarship program: grade schools, high schools, vo-tech schools, and colleges and universities.

14. Develop and maintain an updated directory of state legislative and national congressional delegates.

15. Develop and submit a minimum of one news article to the Chapter newsletter editor to inform Chapter members of special committee activities, biographical information on personalities who will participate or speak at special Chapter events, and recognition of persons, groups, or businesses who have contributed to a Chapter activity.

16. Present committee activity reports at quarterly-scheduled council meetings. If the chairperson or a committee member is unable to attend, submit a written report to their council representative prior to the council meeting.

17. Prepare and present a written report of committee activities and accomplishments at the Chapter annual business meeting.

Committee Selection

1. The chairperson is selected and appointed by the Chapter President.

2. Additional committee members are selected and appointed by the Chapter President in consultation with the council and committee chairperson.

3. All committee members must agree to serve before being appointed.



15. SCHOLARSHIP COMMITTEE

Committee Goals and Objectives

1. To assist and encourage qualified students to pursue a career in natural resource conservation through an organized program of study at any accredited college, university, or vocational school in North Dakota.
2. To solicit qualified applicants for the Chapter and society scholarship programs.
3. To help develop the Chapter scholarship program.

Committee Responsibilities and Work Schedule

1. The chairperson shall hold committee meetings and/or use other communication means each year to plan and coordinate scholarship activities. Submit operating budget needs to the council for consideration and approval no later than February 1.
2. Inform, by October 1, all colleges, universities, and vocational schools with natural resource programs in North Dakota of the scholarship program offered.
3. Direct applicants to mail Chapter scholarship application forms to the chairperson postmarked no later than December 31.
4. Present committee activity and progress reports, when possible, at quarterly-scheduled council meetings. If the chairperson or a committee member is unable to attend, submit a written report to their council representative prior to the meeting.
5. Be alert to scholarship opportunities offered by the parent society for consideration by the committee or the council.
6. Chairperson and scholarship committee will evaluate and judge the scholarship applications.
7. Chairperson and Chapter President will notify the scholarship recipient in a congratulatory letter, which should include an invitation to attend the annual awards luncheon as a guest of the Chapter.
8. The chairperson will send a follow-up invitation letter to the scholarship recipient approximately 30 days prior to the annual meeting to confirm attendance and the time, date, and place of the awards luncheon.
9. Notify the Chapter treasurer of the winners' names and addresses in order to send the awarded scholarship funds. The administrative and/or financial aid department(s)



of the appropriate school(s) also should be notified for Honors Day Programs, etc. as soon as possible after the winners are named.

10. Develop and submit a minimum of one news article for the summer edition of the Chapter newsletter to announce the scholarship awards and recipients.

11. The chairperson will introduce the scholarship award winners, if present, at the awards luncheon.

12. Submit scholarship recipient information to the publicity chairperson for news releases in the appropriate local area newspapers.

13. Maintain a record keeping a list of annual scholarship awards and recipients for committee information purposes.

14. Prepare and present an annual written report of committee activities and accomplishments at the Chapter annual business meeting.

Committee Selection

1. The chairperson is selected and appointed yearly by the Chapter President.

2. Additional members may be selected and appointed by the Chapter President and/or the committee Chairperson after consultation with the council and/or committee chairperson.

3. All committee members must agree to serve before being appointed.



16. LEGISLATIVE COMMITTEE

Committee Objective

To achieve the adoption of public policies that will result in the best use and management of natural resources

Committee Goals

1. To develop positions of the ND Chapter SWCS on resource issues
2. To maintain a listing of state and national legislators who deal with natural resource issues
3. To inform legislators on the positions of the Chapter on natural resource issues in a timely manner
4. To maintain contact with other agricultural and natural resource groups and participate with them, when possible, in informing legislators on various natural resource positions
5. To pursue a stronger, "ground up" consensus building process for Chapter position development on natural resource issues.
6. To poll the Chapter members to determine their priorities for resource issue position development.

Committee Responsibilities and Work Schedule

1. The chairperson shall hold committee meetings to plan and coordinate activities to inform legislators of the Chapter's position on legislative issues after having been approved by the council.
2. Coordinate state legislative breakfast/luncheon with other organizations, if possible, to have person-to-person contact with legislators for informational purposes.
3. Keep informed on natural resource issues arising in the state and nation that may affect North Dakota natural resource policies.
4. Keep the Chapter council informed of all activities and contacts with state and national legislators.
5. Invite legislators to the Area IV Research Farm Tour and meeting informally with them before the legislative session begins.



6. Present committee activity and progress reports at quarterly-scheduled council meetings. If the chairperson or a committee member is unable to attend, a written report should be sent to their council representative prior to the council meeting.
7. Develop and present to the council for approval an operating budget as soon as possible after the chairperson and committee has been appointed especially an estimate for a legislative breakfast/luncheon if one is to be held.
8. Develop and submit at least one news article to the Chapter newsletter editor to describe the activities of the committee, especially during the year the state legislature meets.
9. Prepare and present a final written report of the committee activities and accomplishments at the Chapter annual business meeting.

Committee Selection

1. The chairperson is selected and appointed by the Chapter President.
2. Additional members may be selected and appointed by the Chapter President after consultation with the council and committee chairperson.
3. All committee members must agree to serve before being appointed.