

FRIENDS OF BRAZORIA WILDLIFE REFUGES POLICIES AND PROCEDURES

DUTIES OF OFFICERS AND BOARD MEMBERS AT LARGE

These Policies and Procedures are adopted by the Board of FOBWR. The Board may amend these procedures as necessary to reflect the changing duties of each Board position. It is expected that each Board member assume one or more duties as defined herein. Board members shall keep a current list of FOBWR's assets in their possession or under their control and provide the same to the Finance Committee.

These Policies and Procedures shall be posted on the FOBWR website.

If there is a conflict between these Policies and Procedures and the Bylaws, the Bylaws shall control.

PRESIDENT'S DUTIES

As stated in the Bylaws.

VICE-PRESIDENT'S DUTIES

As stated in the Bylaws. In addition, the Vice-President shall schedule field trips for Members.

SECRETARY'S DUTIES

- Maintain the minutes of all meetings of Board
 - Email to the Board for review before the next meeting
- Maintain the minutes of the General Membership Meetings
 - Email to the Board for review before the next meeting
- Maintain the action register, update new actions and email to the Board
- Send approved minutes to the archive on the FOBWR web hosting site to post on the site
- Gather and record all email votes after the President calls the motion. Notify the Members of the final status of email votes and record the outcome to be placed in the minutes of the next Board meeting.

TREASURER'S DUTIES

- Maintain account of receipt, deposits, and expenditures of FOBWR'S funds and provide account activity and balances at Board meeting

- Maintain operating and financial records
- Prepare and submit State and Federal tax reports
- Schedule an annual audit or financial review of FOBWR financial records and provide a copy of the audit or review results to the Board
- Require documentation and explanation for any expense and question any expense submitted if needed
- Maintain a separate accounting of each grant, including deposits, expenditures and account balances
- Seek reimbursement of spent funds from the appropriate entity
- Acknowledge donations by providing proper documentation to donors
- Check the FOBWR mailbox or request that someone else check it if Treasurer not available to check regularly
- Perform other duties as assigned.

CHAIR OF FINANCE COMMITTEE

The Treasurer is the Chair of the Finance Committee. Other Members of the committee are the Grant Administrator and the President. The Finance Committee shall:

- Prepare the annual budget, the fiscal year being January 1 to December 31 each year, for approval by the Board
- Recommend to the Board adjustments to the budget when needed
- Review annual audit/review and present to the Board for approval
- Maintain an inventory of property belonging to FOBWR and where each asset is located.

CHAIR OF COMMUNICATIONS

The role of the Chair of Communications is strategic and is responsible for managing all communications-plan activities and building external relationships with FOBWR's constituencies, including funders and the media. The Outreach Chair is a member of this committee.

The Chair of Communications will set and guide the strategy for all communications, website, and public relations messages and collateral to consistently articulate FOBWR's mission. The Chair of Communications will work closely with a senior peer group within the organization as the communications partner on a variety of strategic initiatives.

Responsibilities

- Develop, implement, and evaluate the annual communications plan across FOBWR's audiences in collaboration with FOBWR's team and constituents

- Lead the generation of online content that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate
- Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities
- Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report to donors, e-newsletters, and FOBWR's websites
- Lead a team member or contractor responsible for FOBWR's website
- Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly
- Track and measure the level of engagement within the Membership and targeted audience over time
- Manage all media contacts.

PROTOCOL CHAIR

The Protocol Chair has the following responsibilities and may appoint one or more individuals to assist with such tasks:

Bylaws

- Maintain a current copy of the Bylaws and Policies and Procedures
- Answer questions from President or Board concerning Bylaws or Policies and Procedures
- Review Bylaws and Policies and Procedures and recommend revisions if needed
- Recommend changes to Bylaws or Policies and Procedures when needed
- Bring to the attention of the President or Board when a Bylaw or Policy and Procedure is not followed
- Bring to the attention of the President or Board when a time limit set by the Bylaws is imminent
- Serve on any committee that may be reviewing the Bylaws or Policies and Procedures for changes
- Ensure that the current Bylaws and Policies and Procedures are posted on the FOBWR website.

Contracts

- Maintain a current copy of the partnership agreement between USFWS and FOBRW
- Bring to the attention of the Board and USFWS any changes that need to be made to the partnership agreement

- Review all contracts before approval by an officer or Board member.

Insurance

- Maintain a current copy of all insurance policies
- Answer questions from the President or Board concerning coverage and amount of coverage
- Recommend additional insurance if needed to increase amount of coverage or coverage for special events
- Recommend ways to reduce premiums
- Refer any claims to the appropriate insurance agency, follow the progress of the claim, and report to the Board any updates regarding a claim. Serve on any committee that reviews insurance.

CAPITAL PROJECTS COORDINATOR (CPC)

Role Description

The role of the CPC is to keep abreast of pending projects, assist with project scope development and implementation planning, help identify and communicate with key stakeholders and take a lead role in project implementation.

CPC role activities include:

- Participate in all planning meetings
- Field verify project scope/plan for feasibility
- Determine manpower, materials, tools and equipment resources needed
- Review and assist in determining project specifications
- On contractor involved projects, participate in job site visit
- Work with partners to agree on work progression
- Call for volunteers and schedule as needed
- Work with volunteer crew on the project
- Take pictures capturing various stages of work progression
- Maintain daily log of manpower and equipment hours
- Provide Grant Administrator with data needed for interim and final reports
- Communicate with all stakeholders progression of work.

MEMBERSHIP CHAIR

The Membership Chair's duties are the following:

- Maintain current email and home addresses of Members
- Update and maintain email distribution list(s)
- Send yearly reminder of Membership dues
- Collect Membership dues
- Implement a program to recruit and retain new Members
- Communicate the Friend's activities and opportunities to the Membership – field trips, work days, volunteer needs, etc.
- Develop materials and displays for new member recruitment
- Ensure that all current Members have paid dues and are otherwise eligible for Membership
- Coordinate with other FOBWR officers and committees to achieve the goals of retention and recruitment of Members.

CHAIR OF A TASTE FOR NATURE PLANNING COMMITTEE

The Chair of the A Taste for Nature (ATFN) Planning Committee is responsible for the overall organization and execution of this biennial fundraiser. The fundraising target of each ATFN is selected by the Board of Directors from a list of potential projects submitted by the Project Leader of the Texas Mid-coast National Wildlife Refuge Complex.

The Chair's duties are:

- Recruitment of Members to lead each of the sub-committees including Venue, Wine & Food, Auctions, Publicity, Accounting, and Donor Recruitment.
- Leading the committee in determining the wine-based theme of each event and insuring that the ATFN brand is protected and enhanced; this brand being based on high-end quality wines and flavor-matched foods.
- Providing summary reports of each event including outcomes and targets for improvement.
- Recommend a budget for Board approval.

A TASTE FOR NATURE PLANNING COMMITTEE

A Taste For Nature is a biannual funding raising event to provide funding for a UFWS project. The Chair may appoint individuals to the tasks set forth below who may form subcommittees as needed for this event.

- Live and silent auctions
- Food and beverage service
- Publicity

- Room and table decorations
- Items to promote purpose of the fund raiser and/or the Brazoria and San Bernard National Wildlife Refuges, such as posters, etc.
- Sponsor solicitation
- Ticket sales
- Collection of funds from Auctions
- Getting the necessary permits for service of alcohol
- Donor recognition
- Income tax documentation to donors.

GRANT ADMINISTRATOR'S DUTIES

A member of the Finance Committee, the Grant Administrator (GA) applies for grants in support of projects desired by the Texas Mid-coast National Wildlife Refuge Complex (Complex) and approved by the Board of Directors of FOBWR. The GA is responsible for:

- All communications with grantors, including interim and final reports, and for insuring compliance with the terms of the grants
- Working closely with the Capital Projects Manager in the execution of infrastructure projects by processing required bidding requests per grant protocols for labor and material
- Providing updates of active grant-funded projects at meetings of the Board of Directors
- Archiving grant-related documents on the FOBWR cloud server, such as the FatCow web hosting site
- Keeping current the historical accounting of the grant activity of the FOBWR.

OUTREACH CHAIR'S DUTIES

The leader is responsible for scheduling outreach opportunities at various venues in our area. Primary goals are to promote:

- the Texas Mid-coast National Wildlife Refuges,
- the Friends of Brazoria Wildlife Refuges,
- other area NWR Refuges, and
- conservation of natural resources.

Other duties include:

- Coordinates with the Membership Chair to maintain a display Board and literature for outreach/promotional events. Most of the literature is obtained from the Texas Mid-coast NWR Complex office
- Coordinates volunteers for outreach events
- Looks for opportunities for outreach events
- Ensures sufficient resources for the outreach effort (i.e., volunteers, animals, tables, chairs, table covers, promotional literature, and canopies, as appropriate)
- Maintains the FOBWR and Migration Celebration Facebook pages by posting relevant information or activities and sharing other appropriate information from other sources
- As necessary, the leader visits new promotional sites and provides directions and any other appropriate information for the volunteers.

MIGRATION CELEBRETION CHAIR'S DUTIES

Migration Celebration (MC) is an annual United States Fish and Wildlife Service (USFWS) event that is funded by FOBWR and other sponsors. The Migration Celebration Chair has the following duties:

- Liaison person between USFWS, FOBWR Board, and the Migration Celebration Committee with respect to funding of the event
- Prepare a budget for the event with USFWS for approval by the FOBWR Board
- Under the direction of USFWS, and as a volunteer for USFWS, organize a committee each year that
 - Advertises the event
 - Obtains volunteers for the event
 - Solicits corporate and other sponsors for the event
 - Decides activities for the event
 - Organizes the set-up and clean up for the event, including toilet facilities, food service, tents, and tables
 - Assists USFWS in obtaining the required documents from each volunteer for participating in the event
 - Whatever other duties as requested by USFWS for the event.

MIGRATION CELEBRETION COMMITTEE

The Chair of the Migration Celebration annual event may appoint individuals to the tasks set forth below who may form subcommittees as needed for this event.

- Food and beverage
- Publicity

- Sponsor solicitation
- Information booth
- Nature store
- Exhibits
 - Plants
 - Other non-profit and contributor exhibits
- Photo contest
- Set up and clean up
- Bake sale
- Transportation during event
- Van pickup and return
- Volunteer coordinator

These Policies and Procedures were adopted by the Board of FOBWR on the _____ day of _____, 2018.

President

Secretary