

Passionflower Chapter – Officer Duties

General Duties – All Officers

- A. Attend Executive Committee meetings (generally bi-monthly).
- B. Represent the Chapter and Society when attending program meetings, field trips, outreach events and other activities.
- C. Help formulate and implement ideas and initiatives for education, outreach, conservation, and community service.
- D. Contribute time to plan, organize and coordinate Chapter activities as required.
- E. Encourage membership and volunteerism among members and the community.
- F. Support and mentor fellow Executive Committee members (officers and committee chairs) and Chapter members as required.

Average time requirements: ~3-4 hours/week (including meeting and activity attendance).

Duties of the President.

- A. Preside at all general membership meetings.
- B. Appoint committees for tasks as required, subject to the approval of the Executive Committee.
- C. Be an ex-officio member of all committees.
- D. Sign all documents, contracts, etc.
- E. Conduct periodic meetings.
- F. Attend the annual Society Conference, or if unable, appoint a representative from the membership.

Duties of the Vice-President.

- A. Exercise the functions of the President during the absence or disability of the President.
- B. Act as an aide to the President.
- C. Assume the office of the Presidency upon the death, resignation or removal of the President.
- D. Chair at least one Committee.

Duties of the Secretary.

- A. Record, maintain and report minutes of all business meetings including meetings of the Executive Committee and the Annual Meeting.
- B. Include officer and committee reports in the business meeting minutes.
- C. Be the custodian of all corporate records except financial.
- D. Prepare correspondence, reports, or other documents as directed by the President.
- E. Collect and maintain attendance records for all meetings, programs, field trips and other chapter activities.

Duties of the Treasurer.

- A. Keep, maintain, and report correct accounts of financial transactions monthly.
- B. Chair the Budget Committee.

- C. Be the custodian of all monies of the corporation and ensure compliance with Article VII. Contracts, Deposits and Checks.
- D. Sign all checks after verifying the expenditure is included in the approved Budget or has been approved by the Chapter Executive Committee.
- E. Prepare and submit Chapter tax returns and provide such other reports and documents to the Society Treasurer and/or Federal or State authorities as are required to maintain the Chapter's tax exempt status under the Society's Group Exemption Letter (GEL).
- F. File the corporation Annual Report with FLDOT.
- G. Calculate and pay sales tax.
- H. Prepare a monthly Treasurer's Report for the President and reports for chapter business meetings.
- I. Be custodian of all chapter financial records.

Duties of the FNPS State Chapter Representative.

- A. Attend quarterly meetings of the FNPS Council of Chapters and participate in the Council's periodic on-line meetings or conference calls representing and voting for the Chapter's interest.
- B. Report the Council's meetings, conference calls and other activities to the Executive Committee and the Chapter's members.
- C. If the Chapter Representative is unable to attend a quarterly meeting of the Council, then another member of the Executive Committee shall attend and, if no other member of the Executive Committee is able to attend, then another member of the Chapter may be appointed by the Chapter President to serve as proxy and represent the Chapter.

Additional detail on Chapter Representative duties:

https://fnps.org/assets/docs/docs/chapter_representative_description_final_5march2017.pdf