



Board of Directors Roles and Responsibilities

The Wisconsin Chapter of the Society for Conservation Biology promotes the science and practice of conservation throughout Wisconsin through networking events, lectures, workshops, and outreach. Our strategic focuses include:

- Advocate support for, and facilitate the creation and dissemination of conservation science.
 - Increase the application of conservation science to management and policy. Increase the diversity of conservation practitioners.
 - Build and maintain organizational capacity and membership.
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All Board Members:

- Attend Chapter meetings and events
- Advertise Chapter meetings and events within their own networks
- Plan at least two events or activities or initiatives each year – guest speakers, lectures, workshops, panels, and trainings for members, etc.
- Assist with coordinating member field trips and work days
- Assist with organizing chapter social event each month

President: *The President is responsible for organizing and presiding over meetings. Only the President may officially represent the Chapter on Chapter business, including representing the Chapter to SCB, unless the President designates a representative for a specific purpose.*

- Organize monthly board meetings and the annual business meeting
- Respond to Chapter emails
- Recruit new members
- Oversees Chapter communications with the Society (including registering the Chapter on an annual basis, submitting an Annual Organization Plan, etc.)

Vice-President: *The Vice-President shall receive reports from committees, arrange meetings and other activities, and perform the duties of the President when the latter is absent.*

- Receive reports from each committee on a monthly basis
- Recruit new members
- Plan member social and networking events
- Plan guest speakers, lectures, workshops, panels, and trainings for members

Secretary: *The Secretary records minutes, oversees elections, and maintains historical records and a roster of members.*

- Records meeting minutes
- Oversees elections
- Maintains membership list
- Updates the website
- Sends out Chapter communications, including The Leaflet, event emails, and other updates
- Oversees Chapter social media accounts

Treasurer: *The Treasurer shall collect dues (if any), maintain accounts, and collect and distribute funds for Chapter activities. At each Chapter Meeting, the Treasurer shall report to the Board and the membership the financial activities and status of the Chapter. The Treasurer will also ensure that the Chapter complies with all SCB financial and fundraising guidelines per the Chapter Handbook (Article XI, Section 2).*

- Develops an annual budget for approval by the Board
- Maintains accounts; and collecting and distributing funds
- Plans and coordinates fundraising activities

Advisory Members: The Board of Directors can appoint two additional board members to serve in an advisory role, representing mid-career professionals from the Wisconsin Department of Natural Resources, the University system, or a conservation non-profit organization.

- Attend Chapter meetings and provide insight and advice to the Board of Directors
- Advertise Chapter events and activities within their networks

Conservation Committee: The Conservation Committee shall be a standing committee that shall keep Chapter members informed about current

conservation issues on a local, regional, or global scale.

- The Chairperson of the Conservation Committee will report at Chapter meetings.

Policy Committee: The Policy Committee shall draft policy statements on conservation issues that impact Wisconsin's natural resources, and solicit input from chapter members. Policy statements must be reviewed and approved by the SCB-North America Policy Director.

- Stay informed of local, state, and federal legislative actions that could impact Wisconsin's natural resources.
- When appropriate, draft policy statements and solicit input from Chapter members.
- Work with the SCB-North America Policy Director for approval of policy statements.
- Distribute policy statements to legislators, inform members of actions they can take, and archive policy statements on the website.