

T.O.W.N Rockport Committee Member Descriptions  
Chapter Bylaws Addendum I

Chapter Coordinator

1. Conduct Board Meetings and Chapter Meetings;
2. Budget oversight;
3. Delegation of responsibilities;
4. Final decisions on new projects and expenditures where committee vote is tied;
5. Containing growth of organization to sustainable levels;
6. Keep web/newsletter person updated on any additions, changes, etc that need to be addressed on TOWN website or within monthly newsletter;
7. Oversee all aspects of the group to ensure it is not compromised by actions or promises of its members;
8. Back up all other positions as needed;

Secretary

1. Recording all info for board meetings and distribute within 10 days;
2. Recording all info for chapter meetings, including member attendance and providing copies for approval at next meeting;
3. Maintain name tags and have available at chapter meetings;
4. Provide Chapter Coordinator with list of individuals needing name tags;
5. Send thank you notes to speakers provided by Executive committee;
6. Back up Parliamentarian as needed;

Treasurer

1. Keep accurate financial records for the corporation;
2. Deposit money, drafts, and checks in the name of and to the credit of the corporation in the banks and depositories designated by the board;
3. Review and reconcile bank statements;
4. Endorse for deposit notes, checks, and drafts received by the corporation as ordered by the board, making proper vouchers for the deposit;
5. Assist in the development of a budget with the board;
6. Keep the board regularly informed of key financial events, trends, concerns and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board.
7. Responsible for having records available for a third part audit or taxes as deemed necessary by the board.

### Wildlife Expert

1. Liaison between TPWD and TOWN;
2. Present classes and or speak at events on identification of different species of terrestrial and aquatic organisms;
3. Access and disseminate information to members with questions regarding wildlife;
4. Search and provide hunting, fishing, boating opportunities;
5. Provide education on hunting, fishing, boating, and wildlife;
6. Assist with speaker coordination as needed;
7. Coordinating/Overseeing all aspects of Women in the Wild.

### Sales/Marketing

1. Locating marketing resources for the organization
2. Notifying board of potential avenues to market the organization
3. Providing and executing publications/advertising in newspapers, Chamber of Commerce and other venues of upcoming events
4. Working with both Media and Events coordinator for awareness of any new Event and assist when needed on website/newsletter
5. Oversee any committees for fundraising, sponsors & donations.

### TOWN Event Coordinator

1. Presenting ideas for new/continuing TOWN events;
2. Provide guidance to event leaders to ensure they are properly organized & executed;
3. Notification of members, via email, of upcoming events every Sunday and Wednesday unless no new information is provided;  
(Once a week on Sun or Mon seems sufficient)
4. Working with Media and Sales coordinator to keep events updated;
5. Update Facebook with upcoming events when necessary;
6. Back up Social Event Coordinator as needed.

### Social Event Coordinator

1. Presenting ideas for new/continuing social events;
2. Notification of members, via email, of upcoming events as needed.
3. Provide guidance to event leaders to ensure they are property organized & executed;
4. Working with Media and Sales coordinator to keep events updated;
5. Update Facebook with upcoming events when necessary;
6. Find opportunities to get the group involved in the community;
7. Back up TOWN Event Coordinator as needed.

#### Parliamentarian

1. Making sure proper rules of conduct are followed for meetings;
2. Keeping meetings orderly and on track;
3. Assist with election and voting procedures;
4. Assist with the coordination of motions and resolutions as needed;
5. Back up Secretary as needed.

#### Membership/Directory Coordinator

1. Keeping an accurate member directory;
2. Tracking current and delinquent members;
3. Sharing directory info with board within 1<sup>st</sup> of each month;
4. Directory to chapter members twice a year, June & Nov.
5. Coordinate & oversee membership drive each year.

#### Media Coordinator

1. Update website, at minimum, bi-monthly, within 48 hours of board meetings & the Friday after each Chapter meeting. Exception for immediately needed updates indicated by any board member;
2. Creation and distribution of newsletter to members on 15<sup>th</sup> of the month.
3. Follow up with board & chapter members as needed for material.
4. Acquisition of information and notification of missing information in a timely manner;
5. Back up Sales/Marketing as needed.

#### \*\*Speaker/Guest coordination by all Executive Committee Members

1. Arranging speakers for chapter meetings to be 30-45 minutes once per quarter.
2. Provide 1 learning experience for chapter meetings each quarter.
3. Announce speaker/topic during prior monthly meeting and provide Media Coordinator with info/background/website/etc.

#### Attendance

Except in the event of extenuating circumstances, all board members must attend a minimum of 75% of Board meetings and 50% of General meetings per year.