

**DUTIES AND RESPONSIBILITIES OF OFFICERS AND
COMMITTEE CHAIRS – 2014
COLORADO SECTION OF THE SOCIETY FOR RANGE MANAGEMENT**

OFFICERS

PRESIDENT:

The President chairs Board meetings and business meeting, answers correspondence and serves on the SRM Advisory Council. The President is responsible for providing leadership and overall coordination of CSSRM activities. The President maintains and enhances communication among members of the Section, especially concerning matters pertinent to rangelands and rangeland management in Colorado. The President represents the Section at other organizations' meetings.

PRESIDENT-ELECT:

The President-Elect is chairman of meeting arrangements and advanced planning, and is a member of the Board of Directors. The President-Elect reports at Board meetings and keeps the President and Board members informed of upcoming meetings and arrangements. The President-Elect acts as a chair of the annual meeting committee and chairs any meetings that the President cannot attend. The President-Elect serves as chairman of the budget committee, and also serves on the SRM Advisory Council.

PAST PRESIDENT:

The Past President serves as chairman of the Nominations and Elections Committee, is a member of the Board of Directors, and serves on the SRM Advisory Council.

SECRETARY-TREASURER:

The Secretary-Treasurer takes the minutes of Board of Director (BOD) meetings, CSSRM business meetings and other official Section meetings called by the President. In addition, the Secretary-Treasurer attends to bookkeeping, writes checks, makes deposits, tracks accounting in the Operating fund, and maintains the overall organization of the Section. The Secretary-Treasurer maintains a correspondence file, keeps the President informed of Society activities and expenditures, and is prepared to turn the books over to the new Secretary-Treasurer at the Section's annual meeting. The Secretary- Treasurer is a non-voting member of the Board of Directors.

The Secretary-Treasurer will ensure that the Section meets IRS requirements for tax exempt status, and will file, as needed, any required IRS forms.

BOARD OF DIRECTORS

The Board of Directors is made up of four elected Directors, the President, the Past President, the President-Elect, Presidents of Chapters within the Section and the Secretary-Treasurer, who is a non-voting member of the Board. The Board is responsible for setting policy and for approval of the annual budget and expenditures. The Board gives approval to all Section activities. The Board of Directors meets at all regular Section meetings.

STANDING COMMITTEES

ADOPT-A-HIGHWAY:

The Adopt-A-Highway Committee organizes one or two yearly clean-ups along Interstate 25, just south of the Colorado/Wyoming state line. The committee has four members, with a two-year rotating term. When possible, the clean-up is held in conjunction with a Board of Directors meeting, CSU Range club meeting, or field tour.

AWARDS (COLORADO AND NATIONAL):

The Awards Committee seeks nominations of Colorado Section members for all SRM awards. The Committee collects information on nominees and submits the nomination materials to the appropriate SRM Awards committee in a timely fashion. The Awards Committee develops criteria for selecting qualified recipients, organizes information, and makes recommendations to the Board of Directors for the following awards:

Colorado Awards (Nominations due by July 1):

- Trail Boss
- Excellence in Rangeland Conservation
- Outstanding Young Professional
- Outstanding Publication/Contribution

National Awards (Nominations due by April 30):

- Frederick G. Renner
- W.R. Chapline Land Stewardship
- W.R. Chapline Research
- Fellow
- Outstanding Achievement
- Outstanding Young Range Professional
- Distinguished Lifetime Achievement
- Special and Distinguished Service

The Committee may select other awards as the Board of Directors specifies. The committee will develop appropriate news releases on Section award winners in concert with the I & E Committee. It may consider proposals for new Section awards and make recommendations to the Board of Directors. The Committee maintains a file of past and current Section awards nominations and winners for use in awards programs of other organizations or for other SRM awards.

BUDGET:

The Committee submits a proposed budget for the current year by February. The budget is presented to the Board of Directors for approval at the next meeting following submission. The President-Elect serves as the chairman of the Budget Committee.

BY-LAWS:

The By-Laws Committee reviews the by-laws annually, responds to Section membership recommendations regarding changes in the by-laws, and recommends revisions to the Board of Directors, as needed.

COMMERCIAL AFFAIRS:

The Commercial Affairs Committee organizes trade shows in conjunction with meeting committees. It evaluates trade show price structures for non-SRM members, commercial SRM members, and newsletter sponsors, and reports recommendations to the Board of Directors. The Committee assists the Membership Committee in the recruitment of new commercial members while working to retain present members.

CONSERVATION RESERVE PROGRAM:

The Conservation Reserve Program Committee serves as an information point for Conservation Reserve Program (CRP) activities within the Section and maintains liaison with CRP activities of SRM and other organizations. The Committee helps educate operators with CRP land to understand rangeland management principles and their application to the land, both during and after the CRP. This embodies a leadership role with other federal, state and local organizations to identify legislation, policy and procedures needed to maintain permanent vegetative cover on CRP lands beyond the contract period.

CURRENT AFFAIRS / INFORMATION AND EDUCATION:

The Current Affairs/Information and Education Committee promotes wider recognition of the role of the Section as a body of interested, informed people concerned with rangeland resource management. The committee develops information and educational programs with approval by the Board of Directors, and seeks implementation through the Section. The Committee acquaints the general populace with SRM objectives and purpose. The committee provides educational and non-partisan input on important rangeland issues in Colorado. The Committee recommends educational seminars and meetings on important range topics to the membership. The Committee organizes and conducts meetings and seminars with Board approval. The Chairman organizes area representatives within the communication network for handling news releases. These releases should be distributed in such a manner that the information is current when given to the news media. Articles will be submitted to the website, *Range Rider* newsletter editor, *Rangelands*, or other publications, as appropriate.

INVESTMENTS:

The Investments Committee is responsible for making sound investment of monies turned over to it for the purposes of investing in stocks, bonds, or certificates to perpetuate the scholarship, youth activity, and section funds for the long term. The Board of Directors will give their approval prior to implementing arrangements. The Committee is responsible for certificates of deposit and passbook savings, and provides reports to the Board of Directors at the annual meeting on interest earned, current balance, and investment recommendations. The Committee also reports on the Endowment Fund at Colorado State University, which supports university travel to the annual SRM meeting.

The Committee will ensure that the Section meets IRS requirements for tax exempt status, and will file, as needed, any required IRS forms.

MEMBERSHIP:

The Membership Committee works to increase CSSRM and SRM membership among all individuals or groups interested in rangelands and rangeland management, with an emphasis on obtaining stable members. The chairman provides a list of membership status and recommends specific programs for membership recruitment, commercial recruitment, communications networks, phone trees, and agency recruitment.

The communications network facilitates recruitment in different locations within the state. The Membership Committee should meet at least twice a year to ensure communication and achievement of goals. The committee works to increase membership retention through personal contact with those members who have not renewed on an on-going basis. The communications network is not to be used for this purpose.

NATIONAL MEETING:

The National Meeting Committee promotes attendance of Section members at SRM meetings and encourages agency support. It coordinates travel and other arrangements to encourage more members to attend SRM meetings.

NOMINATIONS AND ELECTIONS:

The Nominations and Elections Committee (chaired by past president) develops a list of candidates for CSSRM officers in accordance with the provisions of the by-laws and established procedures. The officers to be elected annually are a President-Elect and two members of the Board of Directors. The Committee is responsible for preparation of ballots. The Committee reports the results of all elections or referenda to the President.

The Committee consists of at least four (4) active members of CSSRM. The Past President shall serve as Chairman. Members of the Committee are not eligible for nomination to any elected office during the year in which they serve on the Committee.

PRODUCER AFFAIRS:

The Producer Affairs Committee develops and recommends Section actions in CSSRM to support producers, and coordinates SRM supported activities with the Colorado Cattlemen's Association, Colorado Woolgrowers Association, and other farm/ranch/ag organizations.

The Committee works with the Awards Committee in the selection of the "Excellence in Rangeland Conservation Award."

PROFESSIONAL AFFAIRS:

The Professional Affairs Committee develops and recommends CSSRM actions for improving professional standards and professionalism in rangeland management. It evaluates CSSRM's role as the professional range management society, especially with regard to our image, name, and other activities or actions. The Committee will review the SRM Code of Ethics and provide recommendations to the SRM Professional Affairs Committee, and will review the appropriateness of the Certified Range Consultant and Certified Range Manager standards.

RESEARCH AFFAIRS:

The Research Affairs Committee is responsible for coordinating range research needs in Colorado. The Committee informs CSSRM of active range research in Colorado in conjunction with the Newsletter Editor.

SPRING AND SUMMER MEETINGS:

The Spring and Summer Meeting Committee attends to arrangements, program registration, and content for spring/summer meetings and tours. The committee keeps CSSRM informed of progress and provides the Newsletter Editor and webmaster with registration information and meeting agendas. The Committee coordinates closely with the President and President-Elect.

UNIVERSITY STUDENT AFFAIRS / SCHOLARSHIPS:

The University Student Affairs and Scholarship Committee encourages and arranges for student participation in CSSRM and SRM international meetings. The Committee helps arrange transportation for the CSU Range Plant I.D. Team and the URME Team to attend the annual International SRM meeting. The Committee encourages students to participate in the University Student Conclave and give professional papers or posters.

The Committee selects and recommends to the Board of Directors recipients of the CSSRM scholarships. The Committee coordinates with the scholarship committees of the Rangeland Ecosystem Science Department, Colorado State University, and the San Juan Chapter. The Committee may consider new scholarships and make recommendations to the Board of Directors. The Committee works with the Youth Activities Committee to find and nominate qualified students for the SRM Masonic Scholarship.

YOUTH ACTIVITIES:

The Youth Activities Committee promotes youth awareness of rangelands and youth participation in CSSRM. The Committee recommends to the Board of Directors the High School Youth Forum participant(s) from Colorado at the International SRM meeting, and makes arrangements for the participant(s) at the meeting. The Committee is responsible for CSSRM involvement at Camp Rocky (Colorado's Natural Resources Camp), FFA rangeland judging, instruction & organization of contests, and 4-H rangeland project achievement recognition.

AD HOC COMMITTEES (AS NEEDED)

AUDITING:

The Auditing Committee may be appointed by the President prior to the annual meeting. The Committee audits CSSRM's books prior to changing the Secretary-Treasurer each year.

FUND-RAISING:

The Fund-Raising Committee is responsible for organizing the raising of monies for CSSRM scholarships, youth activities, student activities, youth forums, and Section activities, as needed.

OTHER POSITIONS

HISTORIAN:

The Historian meets with the Secretary-Treasurer, compiles articles of historical importance from the Secretary-Treasurer's files, and adds these items to the Society's Archives. The Historian is responsible for curating the Archives and provides written accomplishment reports to the President.

The Section's history was written in 1987 and published in 1989. The Historian is to update the history every five (5) years for publication. Revisions are to be done in 1992, 1997, 2002, etc.

NEWSLETTER EDITOR:

The Newsletter Editor is responsible for the content and publication of the CSSRM newsletter which publishes two issues each year. The editor times the publishing so that members receive the newsletter 30 days in advance of meetings. The editor solicits sponsors for the newsletter,

contacts sponsors on any lay-out changes in advertisements, and informs the Secretary-Treasurer of newsletter sponsor arrangements.

CSSRM WEBMASTER: Advanced Web Solutions, but simple updates can be provided by Vickie Russo at: vickiesrusso@fs.fed.us

SECTION ADVISORS:

The CSSRM Advisors will be past officers who are available to advise current officers and the Board of Directors on Section history, business, and activities.