

## Section 2

### Officer Descriptions

**President:** The President shall prepare agendas and preside at all meetings of SVCWA and all meetings of the Executive Board. Has the authority to appoint any committee that will benefit the efforts of SVCWA and serves as an ex-officio member of all committees except Nominating. Shall attend all statewide meetings or appoint a representative to do so. The President shall be the official voice of SVCWA; however the President may appoint other members to speak for her/ his. The President serves as one of SVCWA's representatives to the CCATF.

**First Vice President:** Shall preside at the meetings in the absence of the President. Shall oversee the following committees: Finance Director, Legislative Chair, Scholarship Chair, Education Chair and Fundraising Chairs. Shall work closely with the President in all CWA matters. Upon consultation with the Executive committee, presents an appropriate gift from the Executive Board to the outgoing President at the installation of new officers.

**Second Vice President:** Shall preside at the meetings in the absence of the President and first Vice President. Shall oversee the following committees: Media Relations Chair, Webmaster, Newsletter Editor, Notes Editor, Sunshine Chair and Community Outreach Chair. Shall work closely with the President in all CWA matters.

**Secretary:** Shall keep in permanent form, complete, accurate and up-to-date written records of all meetings and correspond as requested by the President. Minutes must be made easily available to the entire chapter in a timely fashion by a means such as e-mail.

**Treasurer:** Shall keep complete, accurate and up-to-date financial records in permanent form and submit a financial report at each meeting. The Treasurer will prepare an annual budget based on discussions at the annual retreat. A budget will be finalized and approved no later than February 1. Secures an independent financial audit analysis of SVCWA records every two years in even numbered years. The financial records of SVCWA shall be balanced and audited annually by a financial committee appointed by the President of three SVCWA members.

**Assistant Treasurer:** Shall work closely with the Treasurer in all the duties of the Treasurer and will presumably take over the duties of the Treasurer once the Treasurer's term expires.

**Finance Director:** Shall be responsible for encouraging individuals and business persons to contribute to the treasury of SVCWA and responsible for sending out the annual donation requests no later than March 1. Shall keep complete, accurate and up to date records in permanent form. Shall work in conjunction with committee chairs to ensure diversity in donor base.

**Membership Director:** Shall keep accurate records of membership. It is also the membership director's responsibility to send in membership assessments to the State on a monthly basis. Manage and promote membership renewals through all means available. The primary duties shall be coordinating an annual membership mixer. Shall be responsible for sending out the annual membership renewal forms no later than January 31<sup>st</sup>.

### Section 3

#### **Appointed Directors/Chairpersons**

A. Directors and/or Chairpersons should be appointed by the President and ratified by the Executive Board. At the end of each month, no later than the fifth day of the following month, all committee chairs shall submit a copy of their check register and all financial documents (including receipts) to the chapter Treasurer.

**Action and Response Team:** Shall monitor current events impacting agriculture and respond appropriately on behalf of SVCWA.

**Bus Trip Chairperson(s):** Coordinates and plans the annual SVCWA bus trip to San Francisco that serves as a fundraiser and recreational activity for SVCWA.

**Central Coast Ag Task Force Representatives:** Shall report back to the SVCWA chapter on current issues addressed at CCATF meetings. SVCWA President and Past President will act as CCATF representatives. A SVCWA member may be appointed to sit in their place.

**Community Outreach Director:** Coordinates CWA volunteer representatives to participate in SVCWA booth at Salinas Valley Fair, and Monterey County Fair. Responsible for seeking and coordinating volunteers for the community events held in the tri county areas, and in planning booth theme and activities.

**Education Chair:** Serves as SVCWA's liaison to the local educational community and works closely in coordinating efforts and activities in the tri county area.

**Legislation Chair:** Tracks legislative issues at the local, state and federal levels that are of concern to the local agricultural industry, and keeps the board of directors informed of critical issues that require SVCWA board action (support or opposition). Shall be responsible for coordinating and organizing the participation of SVCWA members in the annual state CWA legislative day events in Sacramento. Shall prepare key issues and talking points for members.

**Media Relations Chair:** Media Relations chair will send out communications under the direction of the Executive Board, keeps a list of media contacts. Works directly with local media in an effort to reach out to the local community regarding all SVCWA activities, projects and events and other newsworthy information. Needs to work closely with the President in coordinating the PR outreach.

**Newsletter Editor(s):** Responsible for editing and publishing a monthly newsletter, which includes a message from the President and articles of interest regarding chapter activities and committee reports.

**Progressive Dinner Chairperson(s):** Organize and execute the annual progressive dinner with the help of the progressive dinner committee. The progressive dinner is a one night, weekend event, with each course served at a different location.

**Scholarship Chairperson(s):** Review and update the scholarship applications (both the Women Pursuing Degrees in Agriculture Scholarship and the Farm Workers Scholarship) annually before distributing to all local schools. Create a Media Release to promote the scholarship program. Prepare and submit Grant Applications to possibly gain more money for the program. Collect and Review submitted scholarship applications and decide on the group of recipients and their monies awarded. Plan an annual scholarship awards banquet. Follow through with the distribution of funds as recipients submit their proof of enrollment.

**Sunshine Chair:** Shall serve as SVCWA's official 'greeter' and emissary to outreach to all new members and potential new members of SVCWA. Shall correspond on behalf of SVCWA with members in regards to chapter wishes at the direction of the Executive Board.

**Webmaster:** Shall maintain accurate and timely information on the SVCWA web site in regards to chapter activities.