

## **SRM President and Vice Presidents Commitments, Duties and Expectations Revised October 2020**

**This document is meant to be an unofficial guide for incoming Officers and is not expected to be a contract or an exhaustive list of duties and responsibilities. This document may be amended from time to time to reflect changes in the Society and its operation.**

### **Elected Position:**

This is a 3-year term, starting as 2<sup>nd</sup> Vice-President and rotating through 1<sup>st</sup> Vice-President to President, serving on a team collectively referred to as The Executive Committee (the Executive Vice President – EVP – is part of the Executive Committee but is not a voting member of the Society). The official term starts after the Annual Business Meeting (turnover of retiring Board members and replacement with newly elected Board members at the annual meeting following election). Typically, the 2<sup>nd</sup> VP Elect will be invited to participate in Board meetings after election, in a *ex officio and* non-voting capacity. It is ideal if the 2<sup>nd</sup> VP Elect can attend the opening Board meeting at the annual meeting (typically Saturday before the Annual Meeting). The 2<sup>nd</sup> VP Elect will be excluded from any Executive Sessions until which time they officially take office.

### **Commitments:**

The time commitment will vary. The expectation is the Presidential year will require the most in terms of time; the Presidents time commitments can range from 5-20 hours per week, while the time commitment for the 1<sup>st</sup> and 2<sup>nd</sup> VP will generally be less. The Executive Committee members (exclusive of EVP) can expect \$1,000-\$10,000 out-of-pocket costs in annual travel expenses (depends on meeting locations, members home location, and individual willingness to travel). Upon request, Executive Committee members may be subsidized for travel costs incurred during the annual Washington DC Fly-In. Should the travel costs of any member of The Executive Committee be covered by their employer, their subsidy may be reallocated to increase the subsidy for other members of The Executive Committee or to a Board member who wishes to attend the DC Fly-In and whose travel is not covered. When possible, and depending on employer policy, registration and room costs may be covered when attending the SRM Annual Meeting. This will vary between years depending on the Society's financial standing.

### **General Duties and Expectations of 2<sup>nd</sup> Vice-President:**

- Work as a team member of the Executive Committee. The philosophy of the Executive Committee is to work as a team to ensure continuity of programs, policies and Board action.
- Although the Society's Bylaws assign Committee appointments to the President, this responsibility is usually (at the discretion of the President) delegated to the 2<sup>nd</sup> VP. The 2<sup>nd</sup> VP will make all appointment recommendations to SRM Administrative Committees, usually in consultation with the rest of the Executive Committee, Board, and current Committee Chairs, and the President approves those nominations.
- Represent Society in interactions with other organizations and entities.
- Dutifully executes their fiduciary responsibilities on the SRM Operations and SRM Finances as the SRM Board approves the Annual Budget.
- Participate in policy decisions for SRM.

- Provide support to the President for administrative direction to the Society, but with no supervision responsibilities.
- Represent the SRM at section meetings. Share equally in Board and Society representation at Section meetings. Historically this has been 2 Section meetings per Board member, one of which may be their home Section.
- Write articles for the membership newsletter or any other appropriate communications.
- May be responsible for Special Assignments such as Taskforces and sensitive committees.
- Assess SRM programs and activities to ensure peak operating levels and successful outcomes. Troubleshoot issues arising within the Society.
- Engage with current SRM external partners and explore additional partnership opportunities.
- Examine issues within the Society that need special attention and action.

#### **General Duties and Expectations of 1<sup>st</sup> Vice-President:**

- All duties of the 2<sup>nd</sup> Vice-President except Committee assignments and with the following exceptions/additions.
- Serve as chair of the budget committee and prepare the annual budget for the Society for the upcoming fiscal year.
- Obtain feedback and evaluate how the previous budget for committee requests was utilized.
- Dutifully executes their fiduciary responsibilities on the SRM Operations and SRM Finances as the SRM Board approves the Annual Budget.
- Engage with the Advisory Council and ensure there is regular dialogue between the Board, Officers, Advisory Committee and SRM Staff.
- Ensure that Board members are communicating with their Chairs and members of their assigned Committees/Taskforces
- Assist with the coordination of the SRM publications. Monitor and ensure budgeted sponsored editions are being produced. Serve as a liaison for free or reduced page fee requests. Coordinate the evaluation of the SRM editors.
- Represent the SRM at section meetings. Share equally in Board and Society representation at Section meetings. Historically this has been 2 Section meetings per Board/Officer member, one of which may be their home Section.
- Assume the duties of the President should they be incapacitated.

#### **General Duties and Expectations of the President:**

- All duties of the 1<sup>st</sup> Vice-President except preparing the Annual Budget and with the following exceptions/additions.

- Supervise the Executive Vice President. This is typically done through consultations with the 1<sup>st</sup> and 2<sup>nd</sup> VP and feedback from the Board.
  - President signs an annual contract with the EVP.
  - President conducts an annual performance review of the EVP.
  - President makes recommendations to the full Board regarding retention/replacement of the EVP and any compensation adjustments or preparing recommendations for new contractor.
- Oversee all activities of the Society.
- Dutifully executes their fiduciary responsibilities on the SRM Operations and SRM Finances as the SRM Board approves the Annual Budget.
- Call and conduct all SRM Board meetings. In consultation with the Executive Committee and Board members, develop and direct the agenda for all meetings. Ad hoc items may arise that require directed action by the President.
- Call and conduct all meetings of the Executive Committee. The Society's Bylaws grant the Executive Committee the authority to conduct business during the period between Board meetings in order to increase operational efficiency. In general, this efficiency is restricted to actions approved by the Board; changes in policy and expenditures outside of the Annual Budget must have prior approval of the full Board.
- Represent the SRM at section meetings. Share equally in Board and Society representation at Section meetings. Historically this has been 2 Section meetings per Board/Officer member, one of which may be their home Section.
- Organize the talking points and messages to be taken to Section meetings by Board members.
- It is highly recommended that as incoming President a conference be held with the Executive Vice President early in the year to discuss expectations of each other's role for the year. Each SRM President may function slightly different that the last and communication with the EVP is critical. Additionally, a conference with the out-going President would be highly beneficial as well.

**Expected activities:**

- Annual meeting (up to 7 days) attendance.
- Summer Board meeting (~2 days) at a place to be specified.
- Annual visit to Washington, DC to contact federal agencies, other organizations, and key Congressional staff.
- Represent the SRM at section meetings. Share equally in Board and Society representation at Section meetings. Historically this has been 2 Section meetings per Board member, one of which may be their home Section.
- Regular Board meetings via email, conference calls, and Online meetings, typically monthly.

- Regular Executive Committee meetings. Typically, meetings are monthly prior to the Board meeting but may be more often depending on the Society's status and individual preferences.
- Be available to SRM Staff, Officers, Board members, and Society members at all times and at all functions.
- As the progression is made from 2<sup>nd</sup> VP to 1<sup>st</sup> VP to President the time commitment and expectation increases substantially, especially during the year as President and especially in the months leading up to the Annual Meeting.

#### **Miscellaneous:**

- It is a unique experience that will give insights into the organization and the profession.
- The Executive Committee will enter into many diverse discussions over the years with engaged members and non-members.
- During the year as President, supervisory duties and time are required. Depending on the individual this can be enlightening, challenging, and invigorating.
- Individuals considering running for election to the office of 2<sup>nd</sup> VP need to inform themselves about the ethical standards necessary for serving on the Board of a non-profit organization with fiduciary responsibilities. **A prior understanding between the individual, their family, and their employer on the financial and time consequences of being a member of the Executive Committee of the Society for Range Management is strongly advised.**