

COMMITTEE WORK IN THE Society for Range Management



For Committee Chairs & Chair-Elects

Availability of funds for committee work is not guaranteed and the amount available will vary from year to year.

The amount of funding available cannot be determined until the end of the current year's budget, when receipts and expenditures are reconciled and the budget for the new fiscal year is developed. Thus, committees will need to request funding before the amount available is known.

Timing: The deadline for committee funding **requests is March 15**. Don't expect extensions of deadlines. At some point, no matter how wonderful an idea, the request cannot be considered if not submitted by the deadline.

Time period for expenditure of funds: If a committee is granted funds, they must be spent during the fiscal year in which they

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Committees are the backbone of the Society for Range Management (SRM). Much of the work of SRM happens within committees, and the SRM Board of Directors wants to ensure that the committees are as successful as possible. In the last several years the SRM annual budget has included funding for support of committee activities, and it is the intent of the Board of Directors to continue to fund committees as the SRM budget allows.

The SRM Budget Committee considers funding requests made By **March 15** each year.

Reports on project activities and expenditures is required by **JULY 31** a year after funding is granted.



Role of Board Reps to

are provided.

- SRM fiscal years are August 01 through July 31. Thus, funds requested in March are to be spent between August of that year and July of the following year
- There can be no carry-over of funds from one year to the next. No stashing/hiding funds to extend their life.

Payments for committee expenditures: If a committee is granted funds, payment of expenditures (whether direct payment or reimbursement) must be made using the SRM committee purchase order form.

Tips for a Successful Committee Funding Request

1. Sell your idea! What is being requested? Why is it important? How does it benefit SRM and rangelands?
2. Funding is limited. Large requests will be harder to fund, but not necessarily impossible.
3. Consider breaking a large request into several smaller, related requests, or provide lower cost options such as reducing the number of speakers for an event as a more affordable option. Itemizing and prioritizing funding requests if 100% of a request cannot be provided.
4. Find partners! Work with another organization or partner with another SRM committee to support the event. The budget committee favors requests with partner funding.
5. Keep in mind that the funding must be spent during the Fiscal Year in which it was granted. Thus, if a project or activity extends beyond one FY, only request the amount needed for that fiscal year.
6. Committees requesting funds for longer term projects should provide a long-term plan and costs in addition to the funds requested for the specific fiscal year.
7. Funding of the first year of a multi-year plan does not guarantee funding for subsequent years. A new request will be needed each year for additional funding. Evidence of progress and accomplishments in previous year(s) will be needed for subsequent funding.
8. An active committee that keeps their annual reports up to date is favored over other committees.
9. Favor is given to proposals which expand the number and diversity of SRM membership.

Contact SRM staff (evp@rangelands.org) to answer questions and get help with the committee annual report and funding requests. Committees will be contacted by SRM staff regarding funding and procedures for expenditures.

Committees

- Meet with the chair and chair-elect of each of the committees for which you are liaison before their annual committee meeting.
- Review this information with the committee to ensure they are aware of the opportunities and requirements for applying for and utilizing funds.
- To the extent possible, meet with each committee during its annual meeting to answer questions and assist as needed in making committee funding requests.
- Review all reports from your committees. Compile their requests (including descriptions of intended activities for which funds are requested) for submission to the BOD.
- Keep in contact with the chair and chair-elect of each of the committees throughout the year to provide information and, for funded committees, to ensure expenditures are being made during the funding period using the required SRM purchase order forms.

Budget Details:

An extremely detailed budget is not needed. However, details on how the funds will be spent is necessary and helpful (e.g., travel expenses for 2 speakers @ \$XXX/speaker).

