

## **FOAM Officers & Standing Committees**

**The Board of Directors is responsible for oversight of all FOAM activities. Working together, its membership assures that the work needed to fulfill FOAM's mission is accomplished.**

**Board Officers:** Responsible for timely conduct of meetings, correspondence, financial accounting, and making sure all task-related positions are filled.

**President:** Notice and call Meetings, prepare and send agendas and supporting documents as needed; chair meetings. Responsible for day-to-day, routine management of FOAM; responsible for advising Board of vacancies and upcoming needs. Recruits staff for standing positions with help of full Board

**Vice President:** Fulfill duties of President when necessary; Assists Special Events Coordinator with recruitment of working committees for special events, recognitions, etc.

**Secretary:** Take minutes at meetings, prepare and submit to President in time for inclusion with agenda of upcoming meeting; record correspondence by type and addressee; pick up and distribute mail, maintain Minutes Book with copies on file at AMIC.

**Treasurer:** Maintain financial records, submit periodic reports as requested; pay bills and maintain check book; track budget on a monthly basis.

**Standing Committees:** Need not be a Board Member to fill these positions but all Board Members are expected to contribute substantially to at least one of these activities and report as necessary to the full Board. Some positions can be combined but all must be filled by name.

**Tour & Volunteer Coordinator:** Fill tour requests; respond to all tour requests; be actively involved with docents to know their strengths, interests, etc. Coordinate and direct docent training program; maintain active pool of volunteers; find a docent for every Saturday tour; keep Board informed as to status of docent/volunteer program.

**UPWIND Editor:** Produce UPWIND quarterly (January, April, July, October); edit and layout for printing; find volunteers as needed to assist with copying, mailing, etc. Must know desktop publishing or have reliable access to same.

**Mailing Coordinator:** Label, sort, and deliver UPWIND mailing to post office. Be knowledgeable about regulations relating to non-profit bulk mailing.

**Membership Coordinator:** Prepare and distribute annual membership fund letter and other fundraising material as needed; track dues and membership status, maintain up-to-date membership list; make mailing labels available as needed; send thank you notes to donors.

**Publicity Coordinator:** Send publicity releases to publicize FOAM activities and mission; maintain up-to-date publicity mailing list; work with UPWIND Editor to assure 3-month event calendar for each issue; coordinate with outside groups to promote interest in Marsh.

**Special Events Coordinator:** Recruit a chair and a working committee for each event as needed. Responsible for scheduling and staffing special events as agreed upon by Board in September of each year. Traditionally, these have been Godwit Days in March, Oyster Festival in July, and the Annual Meeting in September. Additional events include exhibit openings, art exhibits, educational events.

**Exhibit Coordinator:** Work with City to facilitate and fund exhibits at AMIC. Plan and mount special, temporary exhibits. Report to Board as to exhibit progress and needs.

**Education Coordinator:** Develop materials and programs that bring FOAM mission to public: Wetlands on Wheels (WOW), bird guides; up-to-date docent manual, submit articles to UPWIND, etc.

**Habitat Enhancement:** Study and advise on issues relating to integrity of marsh habitat. Represent FOAM at City planning meetings and Council meetings that affect the environmental health of the Marsh and immediate vicinity.

**Community Education Liaison:** Respond to requests from government entities, scientists, etc, regarding how the Arcata system works and might be adapted to needs of person inquiring. Report these requests to Board and UPWIND editor. (Information and referral – not professional consulting.) Consult with local wetlands projects (especially school related) as requested to enhance their programs.

**Webpage Coordinator:** Post FOAM publicity materials on the Internet -- lectures, art exhibits, special walks, UPWIND articles, etc. Serve as liaison with city to link through Arcata's homepage or obtain separate domain for FOAM. Design pages that display bylaws, membership application, photos, historical material, and other information to promote FOAM's goals.