



*The purpose of the Board of Directors (BOD) is to make decisions affecting the general membership of the WPEF. This includes making policy, deciding on major spending, or solving major problems concerning the organization.*

## **1. Responsibilities of the Director of the WPEF**

### *General*

- Oversight of all WPEF activities
- Interface with external constituencies on matters relating to WPEF & whitebark pine
- Oversee fund-raising & public relations
- Participate in meetings; make presentations at important events relative to WPEF mission
- WPEF will provide reimbursement for activities that are of impact to WPEF and not funded by external sources, including airfare to BOD meetings twice per year.

### *Specific*

- Call and lead board meetings twice a year
- Develop agenda for board meeting and for annual members meeting
- Propose and call for initiatives meeting WPEF mission
- Follow potential leads for fund-raising and initiatives

## **2. Responsibilities of the Secretary**

- Serve as the Election Official for all voting activities
  - Notify membership of each ballot
  - Collect and organize all completed ballots
  - Report to the BOD on election results
  - Store all ballots and results & compile a report on voting activities for newsletter
- Maintain WPEF bylaws and handbook
  - Record any changes as approved by the BOD
  - Update the bylaws or handbook
  - Post changes to website and newsletter
  - Create a ballot if changes to bylaws are warranted
- Record all activities of the Executive Committee and BOD
  - Attend BOD meetings and record minutes; record e-mail votes
  - Compile a record of all e-mails, letters, and web postings

## **3. Responsibilities of a general member of the WPEF Board of Directors**

*Members of the WPEF Board of Directors (BOD) that are NOT members of the Executive Committee have the following responsibilities:*

- Attend all BOD meetings
  - If it is impossible to attend, the BOD member must notify the Chair of the Executive Committee as to their absence.
  - Attendance can be in person or via a conference call.
- Attend all WPEF annual meetings
- Participate in WPEF activities when appropriate
  - Form Working Groups
  - Organize annual meetings
  - Volunteer for Evaluation Committee
  - Perform fundraising as needed
  - Other tasks as needed