**DUTIES AND RESPONSIBILITIES OF OFFICERS AND COMMITTEE CHAIRS**

**Revised November 2016**

**COLORADO SECTION OF THE SOCIETY FOR RANGE MANAGEMENT (CSSRM)**

**OFFICERS**

**PRESIDENT:**

The President chairs Board of Directors (BOD) meetings, the annual CSSRM business meeting, answers correspondence, serves on the Society for Range Management (SRM) Advisory Council, and represents CSSRM at other organizations’ meetings. The President is responsible for providing leadership and overall coordination of CSSRM activities. The President maintains and enhances communication among members of CSSRM, especially concerning matters pertinent to rangelands and rangeland management in Colorado. The President is responsible for maintaining and passing on information in printed and/or electronic form to their successor.

**PRESIDENT-ELECT:**

The President-Elect is responsible for organizing the CSSRM annual meeting, is chair of the annual meeting committee, a member of the BOD, serves on the SRM Advisory Council, and chairs any meetings that the President cannot attend. The President-Elect reports at BOD meetings to provide information on upcoming meetings and training arrangements. The President-Elect is responsible for maintaining and passing on information in printed and/or electronic form to their successor.

**PAST PRESIDENT:**

The Past President serves as chair of the Nominations and Elections Committee, chair of the Budget committee, is a member of the BOD, and serves on the SRM Advisory Council. In the absence of a Secretary, the Past President serves as note keeper during the board meetings. The Past President works with the Secretary as the point of contact for newsletter information. The Past President is responsible for maintaining and passing on information in printed and/or electronic form to their successor.

**SECRETARY:**

The Secretary takes minutes of the BOD meetings, business meetings, and other official meetings called by the President. In addition, the Secretary maintains a correspondence file and keeps the President informed of SRM activities. The Secretary is a non-voting member of the BOD. The Secretary works with the Past President as the point of contact for newsletter information. The Secretary is responsible for maintaining and passing on information in printed and/or electronic form to their successor.

**TREASURER:**

The Treasurer attends to bookkeeping, writes checks, makes deposits, and tracks accounting in the Operating fund. The Treasurer keeps the President and BOD informed of expenditures as it pertains to the annual budget, and is prepared to turn the books over to the new Treasurer at the annual meeting as appropriate. The Treasurer will file any required forms with the IRS and the Colorado Secretary of State to ensure CSSRM meets tax exempt and non-profit corporation status. The Treasurer is a non-voting member of the BOD. The Treasurer is responsible for maintaining and passing on information in printed and/or electronic form to their successor.

**BOARD OF DIRECTORS**

The Board of Directors (BOD) is made up of four elected Directors, the President, the Past President, the President-Elect, and Presidents of Chapters within CSSRM. The Secretary and the Treasurer are both non-voting members of the BOD. The BOD is responsible for: establishing policy, approving the annual budget, approving expenditures, and providing approval to all CSSRM activities. The BOD meets at all regular CSSRM meetings.

**STANDING COMMITTEES**

**ANNUAL MEETING:**

The President-Elect serves as the Chair of the Annual Meeting Committee. The Committee is responsible for the arrangements, program registration, and content of the meeting. The Annual Meeting shall include a BOD meeting, the Annual Business Meeting, and an Awards Presentation (usually in the evening).

**AWARDS (COLORADO AND NATIONAL):**

The Awards Committee seeks nominations of Colorado Section members for all SRM awards. The Committee collects information on nominees and submits the nomination materials to the appropriate SRM awards committee in a timely fashion. The Awards Committee develops criteria for selecting qualified recipients, organizes information, and makes recommendations to the BOD for the following awards:

Colorado Awards (Nominations due by July 1):

* Trail Boss
* Excellence in Rangeland Conservation
* Outstanding Young Professional
* Outstanding Publication/Contribution

National Awards (Nominations due by April 30)

* Fredrick G. Renner
* W.R. Chapline Land Stewardship
* W.R. Chapline Research
* Fellow
* Outstanding Achievement
* Outstanding Young Range Professional
* Distinguished Lifetime Achievement
* Special and Distinguished Service

The Committee may select other awards as the BOD specifies. The committee will develop appropriate news releases on CSSRM award winners in coordination with the Information & Education Committee. It may consider proposals for new CSSRM awards and make recommendations to the BOD. The Committee maintains a file of past and current CSSRM awards nominations and winners for use in awards programs of other organizations or for other SRM awards.

**BUDGET:**

The Budget Committee is chaired by the Past President who develops a budget with assistance from BOD members and others as requested. The proposed budget will be submitted to the BOD for approval at the annual meeting for the subsequent calendar year.

**INFORMATION AND EDUCATION:**

The Information and Education Committee promotes wider recognition of the role of CSSRM as a body of interested, informed people concerned with rangeland resource management. The Committee acquaints the general populace with SRM objectives and purpose through social media.

**INVESTMENTS:**

The Investments Committee is responsible for making sound investment of monies turned over to it for the purposes of investing in stocks, bonds, or certificates to perpetuate the scholarship, youth activity, and CSSRM funds for the long term. The BOD will give their approval prior to implementing changes to the arrangements. The Committee is responsible for certificates of deposit and passbook savings, and provides reports to the BOD at the annual meeting on interest earned, current balance, and investment recommendations. The Committee also reports on the Endowment Fund at Colorado State University, which supports university travel to the annual SRM meetings.

**MEMBERSHIP:**

The Membership Committee works to maintain and/or increase CSSRM and SRM membership among all individuals or groups interested in rangelands and rangeland management, with an emphasis on maintaining a stable membership. The chair provides a membership status report to the BOD at least twice yearly. The committee works to increase membership retention through personal contact with those members who have not renewed on an on-going basis. The committee recommends specific programs for membership recruitment, commercial recruitments, communications networks, phone trees, and agency recruitment.

**NOMINATIONS AND ELECTIONS:**

The Nominations and Elections Committee (chaired by the Past President) develops a list of the candidates for CSSRM officers in accordance with the provisions of the by-laws and established procedures. The officers to be elected annually are a President-Elect and two members of the BOD. The Committee is responsible for preparation of ballots and reporting the results of all elections or referenda to the President. The Committee consists of at least two active members of CSSRM and are not eligible for nomination to any elected office during the year in which they serve on the Committee.

**UNIVERSITY STUDENT AFFAIRS/SCHOLARSHIPS:**

The University Student Affairs and Scholarship Committee encourages and arranges for student participation in CSSRM and SRM international meetings. The Committee helps arrange transportation for the CSU Range Plant ID Team and the URME Team to attend the annual International SRM meeting. The Committee encourages students to participate in the University Student Conclave and give professional papers or posters. The Committee selects and recommends to the BOD recipients of the CSSRM scholarships. The Committee may consider new scholarships and make recommendations to the BOD. The Committee works with the Youth Activities Committee to find and nominate qualified students for the SRM Masonic Scholarship.

**YOUTH ACTIVITIES:**

The Youth Activities Committee promotes youth awareness of rangelands and youth participation in CSSRM. The committee recommends to the BOD the High School Youth Forum participants from Colorado at the International SRM meetings, and makes arrangements for the participants at the meeting. The Committee is responsible for CSSRM involvement at Camp Rocky (or equivalent – Colorado’s Natural Resources Camp), FFA rangeland judging and plant ID Career Development Exercise (including Agriculture teacher instruction and organization of the events), and 4-H rangeland project achievement recognition.

**AD HOC COMMITTEES (AS NEEDED)**

**AUDITING:**

The Auditing Committee may be appointed by the President prior to the annual meeting. The Committee audits CSSRM’s books prior to changing the Treasurer, or bi-annually, whichever is more often.

**FUND-RAISING:**

The Fund-Raising Committee is responsible for organizing the raising of monies for scholarships, youth activities, student activities, youth forums, and CSSRM activities, as needed.

**PROFESSIONAL AFFAIRS:**

The Professional Affairs Committee promotes attendance of CSSRM members at SRM meetings/events and encourages agency support. It coordinates travel and other arrangements to encourage more members to attend SRM meetings. The Professional Affairs Committee develops and recommends CSSRM actions for improving professional standards and professionalism in rangeland management in Colorado and with the Parent Society. It evaluates CSSRM’s role as the professional range management society, especially with regard to our image, name, and other activities or actions. The Committee will review the SRM Code of Ethics, provide recommendations to the SRM Professional Affairs Committee, and will review the appropriateness of the Certified Range Consultant and Certified Range Managers standards. The Professional Affairs Committee is responsible for coordinating range research needs in Colorado. The Committee informs CSSRM of active range research in Colorado and provides information to the Past President for inclusion in the newsletter.

**PRODUCER AFFAIRS:**

The Producer Affairs Committee develops and recommends actions in CSSRM to support producers. The Committee coordinates SRM supported activities with the Colorado Cattlemen’s Association, Colorado Woolgrowers Association, and other farm/range/ag organizations.

**TRAINING EVENTS:**

The Training Events Committee attends to arrangements, program registration, and content for tours and trainings. The committee keeps the BOD informed of progress through reports as appropriate. Information is also provided to the Past President for inclusion in the newsletter.

**OTHER POSITIONS**

**HISTORIAN:**

The Historian compiles articles of historical importance from the Secretary’s files and adds these items to the CSSRM Archives. The Historian is responsible for curating the Archives and provides written accomplishment reports to the President. The Section’s history was written in 1987 and published in 1989. The Historian is to update the history in electronic format for inclusion on the CSSRM website.

**NEWSLETTER EDITOR:**

The Newsletter Editor is responsible for the content and publication of the CSSRM newsletter, which publishes two issues each year. The editor receives the newsletter content from the Past President and/or Secretary. The newsletter will be published the First Monday of June and the first Monday of October.

**CSSRM WEBMASTER:**

The Webmaster is responsible for keeping the content of the webpage up-to-date and accurate. Updates can be provided to Vickie Russo at: [vickiesrusso@fs.fed.us](mailto:vickiesrusso@fs.fed.us)

**CSSRM ADVISORS:**

The CSSRM Advisors will be past officers who are available to advise current officers and the BOD on CSSRM history, business, and activities.