CFM Elected Position Descriptions and Preferred Qualifications

| Position | Preferred Qualifications and/or Experience |
| --- | --- |
| President – two-year term   * Represent Board and Executive Committee to provide oversight, mentor, coach and otherwise support Executive Director and staff. * Presides over the annual meeting, the Board of Directors meetings and the Executive Committee meetings. * Chairs the Executive Committee and serves as ex-officio member of all regular and ad hoc committees (except the Nominating Committee). * Appoints all committee members including the chairpersons and vice chairpersons * Appoint seven (7) members in good standing to the Board. * May choose to award “President Award” during annual convention. * Routinely meets with state directors of natural resource agencies. * Conducts Executive Director performance review jointly with President-elect and Vice President. Provides oversight for all staff performance reviews. * Performs other duties as assigned by the Board. | * Member in good standing * Served a minimum of three years as an elected (at-large or affiliate) or appointed board member * Served at least two years on the Executive Committee * Served as the chair of a standing committee (e.g., Ways and Means or Budget and Finance; see Bylaws article VII for list of committees) * Served as either President-Elect or Vice President * Leadership in committees, affiliates, professional organizations and other related experience |
| President-Elect – two-year term   * Performs the duties of the President, when the President is absent, fails to act or is unable to act. * Serves as the chairperson of the Ways and Means Committee * May serve as a member of other Standing Committees * Is a member of the Executive Committee * Performs other duties as assigned by the Board. | * Member in good standing * Served a minimum of three years as an elected (at-large or affiliate) or appointed board member * Served at least two years on the Executive Committee * Served as the chair of a standing committee (e.g., Ways and Means or Budget and Finance; see Bylaws article VII for list of committees) * May have served as Vice President * Leadership in committees, affiliates, professional organizations and other related experience |
| Vice President – two-year term   * Performs the duties of the President-elect (PE) when the PE is absent, fails to act or is unable to act * Serves on the executive, membership and budget & finance committees * Serves on the Legislative Committee * Performs other duties as assigned by the board | * Member in good standing * Served a minimum of three years as an elected (at-large or affiliate) or appointed board member * Served at least one year on the Executive Committee * Chaired a Standing Committee (e.g., Legislative Policy or Resolutions; see Bylaws article VII for list of committees) * Leadership in committees, affiliates, professional organizations and other related experience |
| Secretary – three-year term   * Arranges for the preparation for meeting minutes of all Board of Director, Executive Committee, general membership, (and all other committees?) * Serves on the Executive committee * Ensures notification of all meetings within the time frames established in bylaws and policy * Performs other duties as assigned by the board | * Member in good standing * Served a minimum of one year as an elected (at-large or affiliate), or appointed board member * Served as member of a regular committee for a minimum of one year (e.g. Strategic Planning or Bylaws) * Leadership in committees, affiliates, professional organizations and other related experience |
| Treasurer – three year term   * Is responsible for all accounts, including the collection of membership payments * Reviews source documents and signs all checks or disbursements (2 signature required). (15-30 minutes weekly). * Oversees audits; meets with auditor to answer questions, attends exit meeting, reviews audit report and relays results to Executive Committee and Board. * Oversees investments; monitors quarterly reports and communicates with investment advisor; reports on investments to Executive Committee and Board. * Reviews and reports on financials at BOD and Executive Committee meetings * Serves on the Budget and Finance Committee; committee works with staff to prepare draft budget, reviews draft, and makes recommendations for approval. * Is bonded in the amount of $1 million (fee paid by CFM) * Performs other duties as assigned by the board | * Member in good standing * Financial experience and/or served as a member of the Ways and Means and/or Budget and Finance Committees * Leadership in committees, affiliates, professional organizations and other related experience |
| Executive Committee Elected Member – three-year term   * The executive committee (EC) acts for the entire BOD between regular Board meetings * The EC reports to the BOD * Reviews and recommends approval or disapproval of the annual budget and monitors the financial condition of CFM * Reviews and acts on matters concerning staff as provided for in bylaws * Reviews activities and proposals of resource advisory committees, and approves or disapproves proposals submitted by the President | * Must be a sitting member of the Board of Directors at time of election * Member in good standing |
| NWF Representative and Alternate – three-year terms   * Represent CFM with the National Wildlife Federation, including at its national convention * Responds to requests from NWF for positions on topics before the NWF; coordinates the responses with the CFM Executive Director, NWF Alternate, and CFM Board President as needed. * Participate on NWF working groups. * Participates in NWF interactions with elected officials in Washington DC. * The Representative serves on the Executive Committee. * Provide reports at BOD meetings | * Member in good standing * Has understanding of CFM policies and resolutions * Has understanding of state and federal conservation issues that impact Missouri * Minimum of two years as elected (at-large or affiliate) or appointed board member * Leadership in committees, affiliates, professional organizations and other related experience |
| Elected Board Members (at large and affiliate) – three-year terms   * Direct the governance of the organization * Attend three board meetings per year * Approve the budget * Approve expenditures over $10,000 | * Member in good standing |