CFM Elected Position Descriptions and Preferred Qualifications

| Position | Preferred Qualifications and/or Experience |
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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