

MICHIGAN CHAPTER SOIL AND WATER CONSERVATION SOCIETY

2013 Chapter Committees

(Committee activation, membership needs and member term lengths vary depending on functions and needs. For example, the East North Central Leadership Development Workshop Committee only functions every fourth year.

Standing and Temporary Committees Specified in Bylaws

Executive Council

President	John Freeland
President-Elect	Kristin Esch
Vice President	Emily Ries
Past President	Kent Dankenbring
Treasurer	Jay Blair
Secretary	Daniel F. Kesselring
Region 1 Director	Marilyn Shy
Region 2 Director	Perry Smeltzer
Region 3 Director	Jean Gagliardo
Region 4 Director	Mary Fales

(The positions of President Elect, Vice President and Regional Directors are elected positions. The President Elect serves 3 years and rotates into the positions of President and Immediate Past President. The Vice President serves a 1-year term and Region Directors serve a 2-year term. The positions of Treasurer and Secretary are appointed each year by the President.)

Assignments:

- ◆ The Executive Council is officially a non-profit organization Board of Directors.
- ◆ The Executive Council is generally responsible for the day-to-day operations of the chapter and for communicating with National.
- ◆ The Executive Council may assign tasks to the other standing and temporary committees, but ultimately is the final decision maker for the Chapter.
- ◆ The Executive Council meets via teleconference monthly and may meet face-to-face once or twice a year.

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Policy Committee

Chairperson	Kent Dankenbring, 1 st Past President (Confirmed)
Member	Jean Gagliardo, 2 nd Past President (Confirmed)
Member	Kelly Goward, 5 th Past President (Confirmed)
Member	Sarah VanDelfzijl, 6 th Past President (Confirmed)
Member	Daniel F. Kesselring, 7 th Past President (Confirmed)
Member (Alternate)	Jay Blair, Past President (Confirmed)

(According to the Bylaws, the Policy Committee is made up of the previous 5 available Past Presidents. If 5 Past Presidents are not available, any past officer may be appointed by the President as a replacement.)

Assignments:

- ◆ The Policy Committee shall meet at the request of its chairperson, any Policy Committee member or the Executive Council.
- ◆ The Policy Committee shall review and discuss general policy, such as Bylaws, and administrative matters, such as non-profit and corporation status, of the Chapter and develop recommendations for consideration by the Executive Council.
- ◆ The Policy Committee may receive policy suggestions from other Committees, review and possibly modify those suggestions, and forward policy recommendations to the Executive Council.

Legislative Committee (Appointed by President)

Chairperson	John Freeland (Confirmed)
Member	
Member	
Member	
Member	

Assignments:

- ◆ The Bylaws state: *The Chapter shall have a Legislative Committee consisting of one Executive Council member and a minimum of four representatives of the Chapter. Any staff person employed by the Chapter and being responsible for legislation will be an ex-officio member of this Committee.*
- ◆ The purpose of the Legislative Committee is to foster, implement, organize and administer ways and means by which the Chapter can communicate with, and represent, its members with respect to legislation or proposed legislation of direct interest to the Chapter's objective of promoting the conservation of all natural resources.
- ◆ The function of the Legislative Committee recognizes that the Chapter may be an advocate, but cannot lobby.

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Scholarship Committee

Chairperson	Kristin Esch (Confirmed)
Member	Larry Foote (Confirmed)
Member	Sarah VanDelfzijl (Confirmed)
Member	Daniel F. Kesselring (Confirmed)
Member	Kent Dankenbring (Confirmed)

Assignments:

- ◆ The purpose of the Scholarship Committee is to encourage qualified students to enter the field of natural resource conservation and to prepare them for such careers through an organized program of study in an institution of higher education offering training in appropriate areas.
- ◆ Awards will be based on interest in conservation as evidenced by scholastic ability and participation in conservation activities.
- ◆ In addition to issuing applications for the scholarship and judging the applicants, the Scholarship Committee should:
- ◆ Continue to expand the State University and College Contacts who distribute the scholarship information to the students.
- ◆ Work towards developing a scoring matrix for scholarship application review (e.g. each application element can be assigned a range of point values based on the Chapter's prioritization of the qualities we are looking for. The applicant that averages the highest score among those reviewing the application is awarded the scholarship.)

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Nominations Committee (Appointed by President at least 180 days before the Annual Mtg.)

Chairperson	Daniel F. Kesselring (Confirmed)
Region 1	Michael LaPointe?
Region 2	
Region 3	Heather Simeneta?
Region 4	Stephen B. Lovejoy?

(Shall have State-wide representation. Number not specified. Should be at least 4, one for each Region. Each Regional Director is responsible for finding a member to serve on the Nominations Committee.)

Assignments:

- ◆ The Nominations Committee shall encourage members to be on the ballot for the Michigan Chapter Executive Council.
- ◆ The Nominations Committee shall nominate and submit to the President, no later than 60 days before the annual meeting, a list of candidates for the elective offices who have consented to have their names appear on the ballot.
- ◆ The Election Ballot is prepared and distributed by the Executive Council.

Elections Committee (Appointed by President prior to the Annual Meeting)

Chairperson
Member

(Number not specified. Should be at least 2. Members can be in close proximity to each other in order to facilitate meeting for the official count)

Assignments:

- ◆ The Secretary shall deliver the election ballots to the Election Committee chairperson.
- ◆ Upon receiving the ballots, the Elections Committee shall meet and count the ballots, and certify results of the election to the President.
- ◆ The Elections Committee shall deliver the counted ballots to the Secretary who shall make them available for inspection by any member for six months after which they may be destroyed.
- ◆ If possible, the Elections Committee should be made up of individuals who will be attending the Annual Meeting.

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Standing and Ad Hoc Committees not specified in Bylaws

(“...standing or temporary committees may be established by the Executive Council for any purpose within the scope of the objectives of the Chapter.” *Chapter Bylaws*.) Each Committee shall have at least one Chapter Officer representing the Executive Council as a member.

Annual Meeting Committee

Chairperson	Marilyn Shy (Confirmed)
Member	Kent Dankenbring (Confirmed)
Member	John Freeland (Confirmed)
Member	
Member	

Assignments:

- ◆ In cooperation with the Professional Development Committee, Executive Council, and Michigan Association of Conservation Districts (MACD) the Annual Meeting Committee shall organize and plan the Annual Meeting and the preceding Technical Session by October 1.
- ◆ The Committee shall be responsible for assuring adequate facilities arrangements through MACD.
- ◆ The Committee shall be responsible for speaker arrangements and accommodations.

Ag & Natural Resources Week (2013) Seminar Planning and Arrangements Committee

Chairperson	Jean Gagliardo (Confirmed)
Member	Kristen Esch (Confirmed)
Member	Sarah VanDelfzijl (Confirmed)
Member	Daniel F. Kesselring (Confirmed)
Member	John Freeland (Confirmed)

Assignments:

- ◆ In cooperation with the Professional Development Committee and the Executive Council, the ANR Week Committee shall plan, arrange and execute the ANR week seminar.
- ◆ The Committee shall prepare a program description for inclusion in the Michigan State University ANR Week Program Guide by November 15.

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Archives Committee

Chairperson	Daniel F. Kesselring (Confirmed)
Member	Roger Howell (Confirmed)
Member	Jay Blair (Confirmed)

Assignments:

- ◆ The Archives Committee is assigned the task of documenting the history of the Michigan Chapter and preserving records related to our organization that may be beneficial for future Chapter leaders and members.
- ◆ Archival materials shall be donated to the Michigan State University Archives and Historical Collection. Copies shall be retained by the Archives Committee.

Audit Committee

Chairperson	(To be appointed annually)
Member	(To be appointed annually)

Assignments:

- ◆ Review Chapter financial records for the fiscal year prior to the Annual Meeting.
- ◆ Provide an audit report at the Annual Meeting and for the Chapter newsletter.

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Awards Committee

Chairperson	Vacant
Member	Sarah VanDelfzijl (Confirmed)
Member	Kelly Goward (Confirmed)
Member	Jean Gagliardo (Confirmed)
Member	Daniel F. Kesselring (Confirmed)

Assignments:

- ◆ Solicit nominations for Chapter and Society awards by the deadline set by the Executive Council.
- ◆ Recommend and prepare nominations for Chapter and International Society awards.
- ◆ Submit nominations for Chapter and International Society awards to the Executive Council for approval by the deadline set by the Executive Council.
- ◆ Prepare award certificates, plaques, etc. for Chapter award recipients.
- ◆ Plan and conduct the annual awards ceremony at an appropriate meeting as determined by the Executive Council.
- ◆ Prepare and submit nominations, as directed by the Executive Council, for International Society awards to SWCS headquarters by the deadline.
- ◆ Ensure proper recognition of Chapter and International Society award winners.
- ◆ Chapter and Society Awards include the following:
 - For Society Members:
 - Fellow. (National Society award)
 - Outstanding Service. (National and Michigan Chapter awards)
 - Commendation. (National and Michigan Chapter awards)
 - For members and non members:
 - Hugh Hammond Bennett. (National Society award)
 - Honor. (National Society and Michigan Chapter awards)
 - Merit. (National Society and Michigan Chapter awards)
 - Conservationist of the Year Award. (Michigan Chapter award)
 - News/Media award. (Michigan Chapter award)
 - Education award. (Michigan Chapter award)

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East North Central Leadership Development Workshop Committee (Inactive until 2016)

Chairperson
Member
Member
Member
Member

Assignments:

- ◆ This committee will plan, organize and carry out the East North Central Leadership Team Regional Workshop once every 4 years when the workshop is hosted by the Michigan Chapter. The 2016 Workshop will be in Michigan.
- ◆ The Committee shall coordinate planning with the East North Central Region Director.

Finance Committee

Chairperson	Jay Blair (Acting) (Confirmed)
Member	Perry Smeltzer (Confirmed)
Member	Larry Foote (Confirmed)
Member	Marilyn Shy (Confirmed)
Member	John Freeland (Confirmed)

Assignments:

- ◆ Review all Chapter accounts and how they are presently managed and reported, including who has access to perform transactions and who has access to observe records provided directly from the banks.
- ◆ Make recommendations, regarding any improvements the Chapter can make regarding secure access to transactions and/or records.
- ◆ Review current record keeping and archive practices, and make recommendations for improvements, if deemed necessary.
- ◆ Other issues identified by the Finance Committee members or the Executive Council.
- ◆ Develop recommendations for future or on-going activities of the Finance Committee. Will the Finance Committee be permanent? What will be the future tasks of the Committee?

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Membership Committee

Chairperson	Vacant
Member	Marilyn Shy (Confirmed)
Member	Jean Gagliardo (Confirmed)
Member	Mary Fales (Confirmed)
Member	Perry Smeltzer (Confirmed)

Assignments:

- ◆ Promote membership in the Chapter.
- ◆ Develop strategies to increase membership and member involvement, and then implement those approved strategies.
- ◆ Develop strategies to retain, strengthen, motivate, and involve members, then implement approved strategies.
- ◆ Develop strategies to increase Chapter visibility among relevant state and national agencies, organizations, societies, and groups, and then implement approved strategies.
- ◆ Research or survey the professional needs of members, and report findings to the Executive Council.
- ◆ Establish and maintain a new-member mentoring program and assign mentors to new members upon request.
- ◆ Recommend members who merit advancement and are well qualified to serve as Chapter or Society officers or committee members, then initiate nominations of those that are recommended.

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Outreach Committee

Chairperson	Daniel F. Kesselring (Confirmed)
Member	Mary Fales – after Strategic Plng eases off (Confirmed)
Member	

Assignments:

- ◆ Includes newsletter, website, table top display and other general outreach and public communication activities.
- ◆ Prepare the periodical Chapter newsletter and make it available to all Chapter members by most appropriate means.
- ◆ Monitor and manage the Chapter website to communicate the Chapter's values, goals and objectives to SWCS members and the general public.
- ◆ Solicit articles from Executive Council members and Chapter members for inclusion in the newsletter.
- ◆ Prepare appropriate upcoming event articles for the newsletter as needed.
- ◆ Edit submitted articles, with appropriate consultation with original writers.
- ◆ Update, prepare and deliver the Chapter display to appropriate events, and look for event opportunities.
- ◆ Consider contacting University members who might be interested in contributing articles.

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Professional Development Committee

Chairperson	Vacant
Member	Daniel F. Kesselring (Confirmed)
Member	Sarah VanDelfzijl (Confirmed)
Member	Kelly Goward (Confirmed)
Member	Karen Blair (Confirmed)

Assignments:

- ◆ Propose professional development activities for Executive Council and event planning committees consideration.
- ◆ Solicit professional development programming ideas from Chapter membership.
- ◆ Keep tuned to developing environmental issues, environmental events and conservation professional's needs.
- ◆ Consult with agencies and other organizations for professional development needs and opportunities.

Strategic Planning Steering Committee

Chairperson	Mary Fales (Confirmed)
Member	Sarah VanDelfzijl (Confirmed)
Member	Emily Ries (Confirmed)
Member	Dan Kesselring (Confirmed)
Member	John Freeland (Confirmed)
Member	Marilyn Shy (Confirmed)

Assignments:

- ◆ Develop a Strategic Planning process for the Michigan Chapter and submit it to the Executive Council for approval.
- ◆ Provide recommendations for Strategic Planning Workshop facilitation.
- ◆ Propose arrangements for meeting locations and facilities.

Membership Survey Sub-Committee

Chairperson	Marilyn Shy (Confirmed)
Member	Mary Fales (Confirmed)
Member	Dan Kesselring (Confirmed)

Assignments:

- ◆ Develop a membership survey to support the Strategic Planning process.
- ◆ Conduct the survey.
- ◆ Analyze the results of the survey and provide results to the Strategic Planning Steering Committee.

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Student Chapter Development Committee

Chairperson	Kent Dankenbring (Confirmed)
Member	Kelly Goward, GVSU Chapter Liaison (Confirmed)
Member	Jean Gagliardo (Confirmed)
Member	

Assignments:

- ◆ The intent of this Committee is to develop new Student Chapters in appropriate Institutions, and to support and encourage existing Student Chapters.
- ◆ Target Institutions shall be determined by the Committee in consultation with the Executive Council.
- ◆ The Committee should consider developing networking opportunities with University Faculty members and other relevant student organizations.

Summer/Fall Tour Committee:

Chairperson	Kent Dankenbring (Confirmed)
Member	Marilyn Shy (Confirmed)
Member	Kristin Esch (Confirmed)
Member	

Assignments:

- ◆ Develop and carry out a Fall Tour or Field Day in the Region designated by the Executive Council. Membership should be mostly from that Region.