CFM Elected Position Descriptions and Preferred Qualifications

| Position | Preferred Qualifications and/or Experience |
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| President – two-year term   * Presides over meetings: annual meeting, the Board of Directors meetings and the Executive Committee meetings. * Chairs the Executive Committee 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. * Makes an annual President Award at annual convention. * Routinely meets with state directors of natural resource agencies * Conducts 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 regular committee (e.g., Ways and Means or Budget and Finance) * 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 * Is a member of the Legislative Policy Committee * 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 regular committee (e.g., Ways and Means or Budget and Finance) * May have served as Vice President * Leadership in committees, affiliates, professional organizations and other related experience |
| Vice President   * 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 * Chairs 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 Regular Committee (e.g., Legislative Policy or Resolutions * Leadership in committees, affiliates, professional organizations, and other related experience |
| Secretary   * 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   * Is responsible for all accounts, including the collection of membership payments * Ensures all payments or disbursements are signed by two parties * Oversees audits and investments(?) * Reports financials at BOD meetings * Serves on the Budget and Finance Committee * 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 |
| NWF Representative and Alternate   * Represent CFM with the National Wildlife Federation, including at its national convention * The Representative votes on resolutions presented at the NWF annual convention, on behalf of CFM * The Representative serves on the Executive Committee * Respond to requests from NWF for positions on topics before the NWF * Coordinate these responses with the CFM Executive Director, NWF Alternate and CFM Board President, as needed * Participate in NWF interactions with elected officials in Washington DC. | * 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   * Direct the governance of the organization * Attend three board meetings per year * Approve the budget * Approve expenditures over $10,000(?) | * Member in good standing |