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
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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
* 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
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| 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
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| 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
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| 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
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| 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
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| 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
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