PVAS BOARD STRUCTURE AT A GLANCE

BOARD OF DIRECTORS

-Includes PVAS's four officers (President, Vice President, Secretary, Treasurer) and nine members-at-large. Members serve staggered three-year terms and can serve no more than two terms consecutively in the same board position. Meets every other month or at the call of the President.

-Overall chapter governance and policy setting

EXECUTIVE COMMITTEE

-Includes President, Past President, Vice President, Secretary, Treasurer

-Meets every other month or at the call of the President

-Routine chapter governance, including staff oversight

-Monitoring and coordination of committee activities

-Setting agendas for meetings of full board

-Initial point of contact for outside organizations

EXECUTIVE DIRECTOR

STAFF

Director of Children's programs
Contract employees
Interns
Volunteers

BOARD DEVELOPMENT COMMITTEE

(Note: This and all other committees except Executive Committee to include at least one Board member but also volunteers and other non-Board members. These committees to meet as needed, presumably at least monthly.)

-Board recruitment and orientation

-Definitions of board and committee responsibilities

-Ongoing board evaluation

CONSERVATION AND ACTION COMMITTEE

-Conservation and action priority setting

-Issue monitoring

-Recommendations to Executive Committee for action

EDUCATION COMMITTEE

-Children's education programs

-Adult programs

-Field trips

-Speaker's program for monthly meetings

FINANCE COMMITTEE

-Annual budget and long- and short-term financial plans

-Audits

-Compliance with legal and regulatory requirements

FUNDRAISING COMMITTEE

-Long-term fundraising plan

-Strategies to meet annual goals

-Donor and prospect database

INTERNAL COMMUNICATIONS COMMITTEE

-All communications to members & affiliates; web page

-Efforts to promote and recognize volunteer involvement

LAND & FACILITIES MANAGEMENT COMMITTEE

-Land and facilities management plans

-Trail maintenance and development efforts; signage

-Invasive control and habitat improvement efforts

MEMBERSHIP COMMITTEE

-Membership database

-Administration and collection of dues

-Recruitment and retention efforts

PUBLICITY COMMITTEE

-All external publicity efforts

-Media lists; clipping and press release files

-Strategic publicity plan