

# S-N IWLA Committee Summaries

## 1. Adopt-A-Road

The Adopt-A-Road Committee Chair is responsible for organizing the chapter member volunteers for picking up trash during two scheduled roadside ditch cleanups conducted each year. These events are approved by the Chapter's Board of Directors and then posted on the chapter website calendar. The roadsides that the chapter has volunteered to maintain include the 1-mile stretch of Kings Fork Road from the Community House to Rt 460; and the ¼-mile stretch of Providence Road from the Community House to Rt 460. The Chair coordinates with the City of Suffolk Litter Control Office to retrieve pickers, trash bags, gloves, safety vests, and safety road signs prior to the event, and returns this equipment afterwards.

## 2. Archery

The Chapter Archery Chair should be a knowledgeable bowman with experience in training and mentoring new archers and youth in the proper procedures and safety practices to be followed at the archery range as documented in the archery range and park rules that are posted on the chapter's website.

The committee is responsible for the proper maintenance and storage of the chapter's bows, arrows, and targets that are kept in the conex storage container located near the archery range. The Chair will serve as the Archery Range Master at scheduled chapter archery events or may delegate this responsibility to some other suitably qualified chapter member. The Archery Chair will keep the Park Maintenance Chair aware of the maintenance needs for the archery range and conex storage box.

## 3. Audit (Internal)

To maintain the confidence of the chapter's membership and the integrity of the chapter's leadership and elected officers an annual internal audit is performed. Specifically, a financial audit examining a sample of the expenditures and income items is conducted to provide an assurance that the books and records are properly prepared. An audit plan is prepared defining the scope of the audit based in part on the previous year's audit, the minutes of the Board of Director's meetings and the activities of the chapter. The auditor may be a member of the chapter or an independent third party. As a member of the chapter there should be a separation of duties where the auditor does not have signature authority or control over any of the financial accounts held by the chapter. It is expected that the financial audit will be performed in February of the previous year's activity with a final report prepared and submitted to the Board of Directors at the next monthly board meeting. It is expected that the treasurer will assist the auditor in providing access to the books and records of the chapter and the chapter secretary will provide the minutes of the board meetings. The auditor will have the implied authority to make inquiries to verify the financial transactions completed by the treasurer.

## 4. Awards

The Awards Committee Chair is responsible for the submission of all chapter awards to IWLA National office. The chapter submits a nomination for the Chapter Tobin Award each year. Other awards may also be submitted should the chapter have a member, group or function that meets the criteria identified in the award's criteria.

Each year the chapter receives an awards packet from the National Office of the IWLA. The packet contains all the nomination forms, award criteria and deadlines for award submittals. The chapter can submit nominations for one Tobin Award each year. Other awards vary based on the criteria for the award.

The committee may be contacted by the State Division or National office personnel for any questions or clarifications needed. The chapter is notified of the results of award submissions. Many of the National award results are not announced until the annual National convention.

## **5. Budget**

The chapter Treasurer is the default chair of the budget committee. A proposed budget for the upcoming year is developed by the committee and discussed at the annual Long Range Planning committee meeting that is held in December. Once the number and types of events are agreed to, the budget is then put into final form. The budget is then reviewed at the December Board of Directors meeting for final approval.

## **6. Conservation Issues**

The Conservation Issues committee monitors local conservation and environmental issues and volunteer opportunities that may be of interest to our chapter members. The committee chair brings this information to include the location and dates for upcoming events, such as a meeting by City Council, to the attention of the Chapter Board of Directors at its monthly meeting.

The committee chair also works with the chapter's Media Chair, Webmaster, and Newsletter Editor to timely publish information on the chapter's website, in the chapter's monthly newsletter and calendar, with local media outlets, and/or emailing the chapter membership.

## **7. Elections/Nominations**

The Elections/Nominations Chair is responsible through their committee to recruit members to serve as Officers or on the Board of Directors, and with conducting an orderly annual election. There are four officer positions (president, vice president, secretary and treasurer) and nine (9) board of director positions, but not all positions will need to be voted on since board members serve rotating three (3) year terms, and there is a provision for the president to serve a two (2) year term. The chair presents a slate of officers and board members and calls for nominations from the floor at the June chapter dinner meeting and conducts the election at the July chapter dinner meeting.

## **8. Environmental Education**

The Environmental Education committee gathers content of interest pertaining to wildlife, conservation and environmental issues that are suitable for both adult and youth audiences that can be published in the chapter Newsletter and/or posted on the chapter website as a news article. The committee is also asked to assist the chapter's Youth Coordinator with formulating ideas to engage youth with chapter activities, such as STEM-related projects.

## **9. Food & Facilities**

The Food & Facilities Committee prepares meals at monthly Chapter dinner meetings and at various scheduled park chapter events throughout the year as posted on the chapter website calendar. The Chair coordinates the planning of menus, the purchase of food items and supplies. The committee seeks out and organizes the volunteers to assist in meal preparation, cooking, setup, serving, and cleaning. Additional volunteer help who are not on the Food & Facilities committee are always needed and appreciated. Members are encouraged and welcomed to step-up and volunteer as guest-chefs to plan and organize a dinner meal for our membership, such as the chili cook off, fish fry, or picnic!

## **10. Fundraising**

The Fundraising committee organizes and coordinates chapter fundraisers except for the annual Pancake Supper Fundraiser which is coordinated by a separate committee. The fundraising is only limited by the creativity of the committee and not limited by previously conducted events. Proposed fundraisers are brought to the Board of Directors by the Fundraising Chair for approval. These events are then placed on the chapter's event calendar. The responsibilities and duties of the committee are to conduct planned events by signing up volunteers and preparing a roster assigning members to specific duties. The events are advertised with the assistance of the Chapter's Media Chair, Webmaster, Newsletter Editor and Facebook Administrator. The committee procures the necessary supplies and materials to conduct the event and coordinate the selling of event tickets by the chapter membership. The committee chair will be responsible for collecting the proceeds of the event and working with the Chapter Treasurer to pay event expenses and to submit the proceeds of the event. The committee will prepare a written summary upon completion of the event noting the successes and failures for planning purposes. The Treasurer will assist the Fundraising committee by providing a financial summary of the income and expenses to the Board of Directors for each event.

## **11. Grants**

The Grants Committee research new grant opportunities and the chair presents these opportunities to the chapter Board of Directors for consideration. The Chair, through their committee, is responsible in preparing and submitting applications and to track their progress as they are reviewed by the granting organization for possible award. After a grant is awarded, the Chair is responsible for collating and submitting any necessary follow-up project completion documentation that may be required by the granting organization.

## **12. Historian**

The Chapter Historian maintains a file of hard copy chapter memorabilia, including award certificates, plaques, correspondence, books, newspaper clippings, etc.

## **13. Long Range Planning/Sustainability**

The Long Range Planning/Sustainability Committee (LRPC) meets semi-annually (mid-year, and again in December) as posted on the chapter website calendar to review progress towards accomplishing the chapter's defined 1, 3, and 5 year goals and objectives, and to revise these goals and objectives as necessary to meet ongoing changing requirements. At the December meeting, the LRPC formulates a proposed calendar of events for the upcoming year, and a proposed budget that is prepared by the Treasurer and is reviewed for the upcoming year. At a subsequent chapter board meeting, usually in December, the Chair presents a report of the minutes of this meeting including the proposed budget and calendar to the Board of Directors for review/approval.

## **14. Media, Media Outreach, Public Relations**

The Media chair is responsible for communications between the Chapter and various local media organizations. The Media chair reviews all outgoing chapter information designated for release to outside media sources as well as requests for information from other outside sources.

The committee works with the chapter Newsletter Editor, Webmaster and Facebook Administrator to ensure consistent communications are maintained and that only Board of Director authorized content is published. The committee also writes articles for submission to the Webmaster and the Newsletter Editor for chapter publication.

The committee maintains points of contact with local newspapers in order to facilitate publication of articles on chapter activities and events and solicits potential news media coverage of events such as River Cleanups, the Teddy Bear Hunt

and Fishing Rodeos. Events are also submitted for inclusion in community calendars in order to increase community awareness of chapter activities.

## **15. Membership**

The Membership Committee maintains the membership roster for the chapter which includes the names, addresses, phone numbers and email addresses of the membership. This membership roster corresponds to the membership rolls held by the National office of the Izaak Walton League of America. Membership is responsible for collecting the annual dues from its membership and renewing those memberships with the National Office.

Inquiries or membership in the chapter are received by the Membership Chair. Membership provides information on the steps needed for a person to become a chapter member. Membership coordinates prospective membership orientations, background checks, contact by a committee chair, and the submission of the application to the Board of Directors (BoD). Membership relays the BoD's decision to the prospective member. Once approved, Membership completes the process by updating the membership rolls, collecting the dues and fees for membership and issuing membership cards and gate combinations to new members.

Chapter members are required to provide 8 hours of service to the chapter. Membership collects the participation forms and tracks the hours of service. Membership mails an invoice for a fee to those members who did not complete their requisite 8 hours of service.

Membership submits the annual chapter election results for President, Vice President, Treasurer and Secretary to the National office as well as the names of the members assigned to other leadership roles in the chapter.

## **16. Marketing**

The Marketing Committee researches opportunities for the chapter to become involved in local community events and conservation activities. The Chair prepares a summary of the event and submits this to the chapter Board of Directors for consideration. In addition, the Chair coordinates the chapter's response to invitations from organizations requesting the chapter provide a guest speaker to talk about the IWLA and the Suffolk Nansemond chapter at their upcoming event; and to requests for the chapter to provide an education kiosk or booth at local events (such as the city-sponsored National Night Out event, or the Nansemond Tribe Pow-Wow, for example).

## **17. Newsletter Editor**

The Chapter's Newsletter Editor is responsible for publishing 12 monthly chapter newsletters using the Chapter's Mailchimp account. Duties include soliciting newsletter content from the various committee chairs, maintaining a newsletter template, assembling monthly draft newsletters for review by the chapter Board of Directors in advance of chapter board meetings, ensuring that newsletter content is in sync with chapter website news articles and with events posted on the website calendar, publishing the finalized version of the newsletter on the day after each monthly board meeting, monitoring for undeliverable email messages and working with the Membership Chair to maintain an up to date email distribution list, and mailing hard copy newsletters via USPS to those few chapter Ikes without email addresses.

## **18. Outdoor Ethics**

The Outdoor Ethics committee is looking for opportunities to provide educational materials to the chapter membership in support of the chapter's mission statement. These materials can pertain to hunting and fishing as well as conservation

and environmental issues. The committee gathers news stories and articles of interest for publishing in the Newsletter and on the chapter website. They work with the Youth Program Coordinator to introduce outdoor ethics into youth events. The committee also looks for speakers and presenters that would be of interest as guest speakers at the chapter dinner meetings.

## **19. Pancake Supper Fundraiser**

Currently there are no plans to hold future pancake supper fundraisers, but of course this could change.

The last chapter pancake supper fundraiser that was held was in 2019. For several decades, the annual chapter Pancake Supper Fundraiser, which was held on the 3<sup>rd</sup> Wednesday in November, was both a chapter fundraiser and a popular social event. In preparation for the event, the Chair solicited members to work on numerous subcommittees such as setup, cooking, serving, cleanup and teardown. The Chair coordinated the purchase of the necessary food stuffs and supplies to host the pancake super. Event tickets were distributed to the membership to sell and then the chair oversaw the collection of tickets sale proceeds and/or the return of on unsold tickets. The Chair ensured that members were signed up and were assigned to a specific subcommittee and that there was a team leader coordinating that subcommittee in accomplishing their duties. The chair oversaw the volunteers working during the 3 day interval, and coordinated all aspects of the fundraiser on the day of the event to ensure that it is successful.

## **20. Park Maintenance**

The Chapter Park Maintenance Chair is responsible for coordinating chapter volunteer member resources to ensure that chapter park property grounds and facilities are maintained adequately throughout the year; for securing the park gate and storage containers with combination locks; for communicating with city personnel and/or contractors to allow controlled park access as needed; for collecting and forwarding park gate sign-in sheets and waiver forms to the Membership Chair; and ensuring that any violations of chapter park rules and regulations are reported to the Chapter Board of Directors.

## **21. Park Use Reservations**

The Park Reservation Chair is responsible for responding to and confirming reservation requests for use of selected chapter park facilities by chapter members. The Chair should evaluate each park reservation request to ensure it was submitted no sooner than 90 days in advance, and that the dates requested do not conflict with existing calendar entries shown on the chapter website calendar with respect to intended specific park facilities usage; verify the expected number of members and guests attending and track contact information for the requester; ensure the intended park facilities usage will not violate current park rules, firing range rules, and archery range rules as posted on our chapter website. The chair will make a determination as to whether to approve, or disapprove the request, or to take the request to the Board of Directors for a determination. For each confirmed reservation, the Chair should create a calendar entry on the chapter website calendar and send a courtesy email follow-up to the requester confirming the park reservation with a friendly reminder to read and follow all rules. For outside groups the Chair will verify that sufficient insurance coverage exists and have the requester fill-out and submit a facilities use request form and a hold harmless agreement form for signature and up-loading to the chapter's electronic filing system.

## **22. Save Our Streams (SOS) / Clean Water Liaison**

The SOS committee chair is also the designated Clean Water Liaison with the National Save Our Streams program coordinator. Information regarding SOS, Salt Watch and other clean water programs is communicated from National to the chapter by the SOS committee chair.

The committee coordinates with the City of Suffolk Litter Control Officer to participate in Nansemond River clean ups. The chapter historically coordinates a portion of two cleanups each year. The City supplies the cleanup equipment and the committee organizes volunteers and directs a portion of the cleanup efforts on the day of the event.

The committee is also responsible for returning cleanup equipment to the City along with a city cleanup report of the event. A copy of the cleanup report is also filed in the chapter's electronic filing system.

## **23. Scholarships**

The Scholarship Committee Chair administers an annual chapter education scholarship award according to eligibility rules and instructions as posted on the chapter website. Applications are accepted beginning on April 1<sup>st</sup>. The chair coordinates the committee members in evaluating and ranking the applications. The winners of the scholarship are selected in May with their recommendation made to the Board of Directors for approval. The award certificates and checks are presented by the Chair to the recipient at either the June or July chapter dinner meeting.

## **24. Scout Liaison**

The Scout Troop Liaison/Eagle Scout Project Coordinator is responsible to communicate with troop leaders to confirm reservations for overnight scouting camp-outs and other scouting activities at the chapter park; to bring requests for eagle scout projects to the Board of Directors for consideration with follow through in providing chapter resources and signing paperwork in support of approved eagle scout projects; and to liaison with the Treasurer to ensure the proper chapter forms and certificates of insurance are on file and that these are uploaded to the chapter's electronic filing system.

## **25. Shooting Sports Coordinator**

The chapter's Shooting Sports Coordinator should be well versed in firearms and, if possible, experienced in operating a firearms range. This person may be an NRA certified firearms instructor or have been certified as a firearms range officer through their employment. They should be able to demonstrate an in-depth knowledge and experience in range safety procedures. The person should have skills in training and mentoring chapter members and their guests in the proper procedures and safety practices to be followed at the chapter's firing range as documented in the firing range and park rules.

The Chair is responsible for monitoring and coordinating the proper upkeep of the firing range including benches, target holders, and berms at the firing range; act as Range Master at scheduled chapter shooting competitions, or may delegate this responsibility to some other suitably qualified chapter member; coordinating with the chapter Park Maintenance Manger to close the range temporarily and post signs as directed and authorized by the chapter Board of Directors.

## **26. Speaker Engagement**

Guest speakers help engage our members in attending chapter dinner meetings. The goal for the Speaker Coordinator is to confirm guest speakers who will speak on a topic relating to conservation and environmental issues. There are approximately eight (8) monthly chapter dinner meetings throughout the year that require a guest speaker, as shown on the chapter website calendar. There are a number of repeat guest speakers that have attended dinner meetings and a number of our chapter members have learned of speakers and will share their findings with the coordinator.

## **27. Webmaster**

The Webmaster's primary responsibilities are to maintain the chapter website, to keep the Mailchimp newsletter distribution list in sync with the Membership Chair's membership list, to send member advisory emails as required; and to forward incoming chapter info@sniwla.org emails to the appropriate officers, board members and committee chairs for action in a timely fashion.

In addition, the Webmaster maintains the chapter Google calendar and electronic filing system; performs quarterly backups to external drives stored in a fireproof safe; maintains a written disaster recovery plan; and lastly, assists all officers, board members, and committee chairs with resolving any chapter-related IT (Information Technology) related issues that may arise.

## **28. Youth Program Coordinator**

The Youth Program Coordinator and committee are responsible for initiating youth events that will assist the chapter in completing a portion of the Chapter's mission statement: "promote means and opportunities for educating the public." The committee coordinates the annual chapter Teddy Bear Hunt and the annual Youth Fishing Rodeo held at our chapter park. The committee can draw upon other chapter committees to aid in this educational event such as Environmental Education, Save Our Streams, Outdoor Ethics and Scouting Liaison. In addition, the Coordinator must be cognizant of the chapter's Youth Protection Program and ensure that all chapter members and their guests follow these guidelines at all times, including open to the public chapter events. The committee will periodically review the Youth Protection Policy with the chapter membership. The coordinator is responsible to ensure that proper documentation is completed by all youth event participants including photo-permission waiver forms, registration participation forms, and participant safety briefing acknowledgments for any open to the public events.