

## **WPA BOARD MEMBER HANDBOOK** **Updated 1/5/2011**

Welcome to the Wetland Professionals Association! This document is intended to help new members in their role on the Board and help old members remember what they are supposed to be doing. Reviewing the WPA Bylaws is also very useful, and should be done regularly to answer questions about our role as board members.

Outlined below is a brief, practical synopsis of the WPA Board Member Duties:

### **WPA President**

The President leads all Board meetings and insures that all necessary Board decisions are followed using Robert's Rules of Order and are in compliance with WPA Bylaws. S/he is the voice for the organization for all outside matters concerning WPA. The President is often asked to participate in wetland related committees (e.g., BWSR WCA Permanent Rule-Making Advisory Committee, U.S. Army Corps of Engineers 1987 Manual review committee, DNR Wetland Restoration Strategy, BWSR Mn/RAM technical review committee, etc.) The President may serve on these committees or select a Board member or other WPA delegate (upon approval of the Board) to serve WPA's interests on these various wetland related matters. The President typically writes a column ("President's Address") for the WPA newsletter, makes some introductory remarks at the Annual MN Wetlands Conference, and addresses the WPA membership at the start of the fall/winter training forums.

### **WPA Vice-President**

The VP sits in for the President when s/he cannot attend meetings. The VP is also in charge of the elections and maintaining the bylaws. The VP must be sure that only voting members receive ballots and that only voting members in good standing are nominated to run for election. The VP is responsible for creating the ballots, distributing ballots, tallying votes, and certifying the results.

### **WPA Secretary Duties**

- 1) Maintain current database of members' email addresses based on regularly updated lists of current members from Treasurer.
- 2) Forward relevant emails to membership, including announcements sent to the Secretary by WPA members or outside parties, upcoming forum announcements, WPA newsletter.
- 3) Send regular reminders via email to the membership of pertinent deadlines (membership renewals, conference/field trip updates, etc.).
- 4) Inform Treasurer and Website Coordinator of membership contact information updates that are received by telephone or email.
- 5) Take minutes at monthly board meetings, prepare official minutes, email minutes to the board for review prior to the next board meeting, and file updated minutes in the Secretary's file.
- 6) Responsible for keeping and updating three archive boxes containing all past organization records, including past board minutes, forum announcements, organization federal tax ID numbers, State Articles of Incorporation, video tapes of past forums, and records of attendance at past forums.
- 7) Work with Treasurer to ensure annual renewal of the WPA's incorporated status with the Minnesota Secretary of State. This is the Treasurer's duty to download the form from

the Secretary of State's website, fill it in and send to the State with the fee. Must be completed by December 31<sup>st</sup> each year.

- 8) Responsible for ensuring lease is current for WPA Public Storage Unit #134C located at 9033 Lyndale Ave, Bloomington, MN. Lease will need to have contact information updated as Board members turn over; Public Storage only invoices via email. Responsible for tracking the two keys WPA currently has for the cylinder lock to Unit #134C.

#### **WPA Treasurer**

- 1) Authorize new signers on checking account and get debit cards for appropriate officers.
- 2) Arrange for mail pick-up from the WPA P.O. Box.
- 3) Maintain Google Docs spreadsheet tracking expenditures and income. As of January 2011 the Doc is 'owned' by Megan Lennon. Collaborators include the WPA board and Natasha DeVoe (former board member).
- 4) Use Google Docs spreadsheet for membership database. As of January 2011 the Doc is 'owend' by Megan Lennon. Collaborators include the WPA board and Natasha DeVoe. The consultant directory is exported from the membership database twice a year and is given to the Web Coordinator to update the webpage.
- 5) As of January 2011, DreamHost is our Web host. Renewal is due October 30 2012.
- 6) Our domain host is DreamHost. Domain expires October 12, 2012.
- 7) Annually register with the Secretary of State to maintain our non-profit status registration with the state. Must be completed by December 31<sup>st</sup> each year.  
<http://www.sos.state.mn.us/home/index.asp?page=18&dc>  
File # 1N-451
- 8) Write checks for expenses as needed.
- 9) Create balance reports for Board meetings.
- 10) Attend Forums to collect cash from non-member attendance fees and other membership renewals/forms and sales. Provide change from petty cash as needed for attendance, membership and promotional item sales.
- 11) Maintain WPA bank accounts and balance checkbook monthly. WPA currently banks with Bremer Bank.
- 12) Maintain membership dues and renewals as part of balancing checkbook and regularly updating membership database.

Below is a list of typical yearly expenses:

Web service:	\$20/monthly
Web hosting:	\$215/2 years
Domain registration:	\$10/year
Internet fee:	\$50/year
Web design:	\$300/year approximate
Snacks for forum:	\$20/forum average
Video supplies:	\$15/forum average
Post office box rent:	\$80/year
Public Storage Unit:	\$ 47/month (\$39/month + \$8/month required insurance)
Field trip:	\$2,000/year average
Checks/bank charge:	\$30/year (This may change in 2008 to no monthly fees as WPA is currently switching to Bremer Bank.)

### **WPA Newsletter Editor**

The newsletter editor is responsible for getting the WPA newsletter out electronically once a quarterly basis. The editor solicits articles, edits them, finds interesting things to include in the newsletter, and puts the newsletter together. This job requires about 10-20 hours per quarter. Since the newsletter is emailed to the membership, there is no time associated with copying, folding, stamping, and mailing the newsletter. The newsletter is put together in Microsoft Publisher and turned into a .PDF document. The editor works with the Secretary to email the newsletter to the membership list.

### **WPA Webpage Coordinator**

The webpage coordinator makes sure the WPA webpage is up to date with forum schedules, contact information for Board members and the Consultant Directory, and upcoming events. They also work with the Treasurer to make sure our website domain name stays current and paid for to avoid having it "stolen." (This happened in 2002.) Updating and maintaining the consultant list is also critical. In the past the WPA has contracted an outside consultant for webpage maintenance. As of Fall 2010, the WPA webpage coordinator is now responsible for all updates and webpage maintenance using our own in-house software.

### **WPA AV Coordinator**

The AV coordinator is responsible for video recording all WPA forums or designating alternate Board member if s/he is not in attendance. The AV Coordinator distributes copies of recorded forums on DVD or other media as appropriate to those WPA members who so request. A record of WPA members who receive and return copies of the forums should be maintained and made available to the Wetland Delineator Certification Program (WDCP) administrator for tracking continuing education credit. The AV Coordinator is responsible for maintaining an up to date catalog of the WPA forum DVD library. The AV Coordinator is also responsible for the operation and care of the WPA owned AV equipment including a digital recorder and DVD-burning unit.

### **Board Members Responsibilities**

The WPA Board members are collectively responsible for coordinating monthly forums. These forums have typically been held the first Wednesday of the month in November, December, March and April. The coordinator for each forum is responsible for arranging presenter(s), purchasing snacks and coffee supplies as necessary, and ensuring that WPA owned supplies (coffee maker, cups, etc) are brought to the forum location and are returned to the storage unit following completion of the forum. A record of members who attend each should be maintained and if necessary, made available to the WDCP administrator for tracking continuing education credit.

The WPA Board members are also responsible for coordinating the annual field trip. The field trip has typically been held in May or June. It is a one day event providing WPA members with an opportunity for unique, interesting or timely in-field training and discussion. Past field trips have been coordinated by an individual or group of WPA Board members who plan the event, arrange for presenters, and coordinate logistics (sites, transportation, lunch, etc.) A record of members who attend should be maintained and if necessary, made available to the WDCP administrator for tracking continuing education credit.