

FRIENDS OF THE WICHITAS **STANDING COMMITTEES**

Executive: Consists of the president, vice-president, secretary, treasurer and president emeritus. The president shall serve as the presiding officer of the Executive Committee and he/she can call the meetings as appropriate. Any three members of the Executive Committee may also call a meeting, if needed. Except for the power to amend the Articles of Incorporation and the Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in intervals between meetings of the Board of Directors, and is subject to the direction and control of the full Board of Directors. A quorum is a simple majority of the Executive Committee.

Finance: The Finance Committee shall consist of at least three (3) members, including the president, treasurer and the Nature Store manager with the treasurer being the chair of the Finance Committee. The Finance Committee shall be responsible for drafting the annual budget for approval by the Board of Directors; overseeing the financial operations of the Nature Store; providing financial reports and making financial recommendations to the Board of Directors; and reviewing the annual audit report.

Governance: The Governance Committee shall consist of at least three (3) members, all of whom shall be members of the Board of Directors, one being the vice-president. The Governance Committee shall be responsible for providing nominations to the Board of Directors for Officer and Director positions, as needed; for reviewing the bylaws; and for the orientation, education, evaluation, and recognition of the members of the Board of Directors.

FRIENDS OF THE WICHITAS **AD HOC COMMITTEES**

Advocacy: Monitor public policy at the federal, state and local levels that could affect the National Wildlife Refuge System or the FOW, a nonprofit organization. Monitor newsletters from key conservation organizations and public officials. Prepare educational/advocacy materials and presentations for the FOW membership. Invite public officials to the WMWR. Make

recommendations and coordinate advocacy efforts on issues affecting the WMWR and/or the FOW.

Events: Identify and staff all FOW activities and events. Ensure that all equipment, supplies and other items needed are assembled prior to each event. Notify all FOW members of upcoming events far enough in advance to give them the opportunity to participate. Outline duties and responsibilities of volunteers for each activity or event in advance. Coordinate with the Volunteer Committee for staffing purposes. Create an annual calendar of events that is available to the FOW membership.

Ferguson House: Coordinate and facilitate the completion of the Ferguson House project. Notify the Finance Committee of all major expenses in advance. Keep receipts and documentation of all expenditures. Hire and coordinate all subcontractors. Enlist volunteers from the FOW and other organizations, as needed. Ensure all aspects of construction are in accordance with the USFWS guidelines and meet all historical preservation criteria. Design and install a commemorative plaque with a listing of all major donors to the Ferguson House project.

Fundraising & Grants: Ensure adequate resources are available by developing and implementing an annual fund plan (to generate unrestricted funds) and by securing foundation and government grants. Research available grants and prepare proposals, complete all reports and ensure donors are properly thanked and acknowledged.

Conservation Projects: Propose and implement projects for the refuge in keeping with the FOW mission, including habitat restoration, invasives eradication, trail maintenance, graffiti removal and other property improvements or conservation efforts. Organize and schedule the maintenance and upkeep of any public use areas, staff areas, buildings, structures and equipment, as needed and authorized by the WMWR staff. Maintain all FOW equipment and storage areas. Keep an inventory of all FOW tools and equipment with serial numbers and pictures. Coordinate with the Volunteer Committee for staffing purposes.

Land Acquisition: Develop, propose and annually review policies and

procedures governing land acquisition and conservation easement criteria and priorities. Maintain expertise regarding legal ramifications and processes involved in acquiring, owning and transferring property. (Partner with other conservation nonprofits who participate in land acquisition and management projects – i.e. The Nature Conservancy.) Develop strategic planning processes to establish priorities and action plans for possible land acquisitions and conservation easements. Communicate with all adjacent landowners to develop an amicable relationship with the WMWR. Organize landowner events to further promote goodwill.

Membership: Continuously work to grow the membership base and ensure members are cultivated and informed. Maintain a database of FOW members and ensure renewal notices are provided in a timely manner. Seek opportunities to inform the public about the WMWR and membership in the FOW at fairs, festivals, community events and civic group meetings.

Nature Store: The Nature Store manager shall serve as the chair of the Nature Store Committee. The Nature Store Committee shall advise and assist the Nature Store in all areas of operations including, but not limited to volunteer staffing, merchandising, advertising, restocking of merchandise, conducting inventories and reviewing financial data. Develop an annual calendar of WMWR and FOW events to coordinate merchandising for those events in the Nature Store. Contract and schedule local artist exhibits in the Visitor Center.

Publicity: Ensure publicity and public service announcements for upcoming WMWR and FOW activities, special events, and tours are distributed to local and state media outlets. Develop relationships with newspapers, radio and TV stations, magazines and local clubs and organizations.

Social Media: Maintain all FOW social media outlets including Facebook, Instagram, Twitter, etc. Keep all sites current and relevant to what's happening on the WMWR and with the FOW - include photos when possible. Keep the FOW board and membership advised of all social media updates and enhancements.

Tour: Ensure all tours are staffed with trained leaders, assists and licensed drivers. Coordinate with WMWR staff on tour schedules, cancelations

and vehicle availability. Keep required FOW volunteer 'defensive driver' licenses and first aid certifications current and on file. Maintain all equipment needed for each tour including binoculars, scopes and lesson plans.

Volunteer: Ensure projects and activities authorized by the WMWR and the FOW are fully supported by trained and enthusiastic volunteers. Work with Visitor Services, the Nature Store and other FOW committees to identify volunteer needs. Facilitate the matching of members, especially new members, to volunteer opportunities. Develop a volunteer manual outlining FOW policies and procedures regarding volunteers.

Website: Monitor and maintain the FOW website. Keep all information current. Post upcoming events and happenings well in advance. Communicate with other committees and the FOW board of directors for approval of any information that is to be listed on the FOW website. Ensure that FOW memberships, FOW donations and all links to other sites are functioning properly.