

## **NEW ENGLAND SAF ELECTED/APPOINTED POSITIONS:**

### **Chair:**

The Chair shall be responsible for developing and continuing state society activities during the term of office and for organizing the membership toward meeting the objectives. This is an elected position.

### **Vice Chair:**

The Vice Chair, in the absence of the Chair, shall preside at the state society meetings and act for and assist the Chair in conducting state society affairs, as may be requested by the Chair. The Vice Chair, upon completion of that term of office, shall automatically become Chair for the subsequent term and shall be ineligible for reelection to either office. This is an elected position.

### **Secretary:**

The Secretary shall prepare and present at the annual meeting, a report on the state society's activities, and shall provide a copy of the report to the Society's Executive Vice President. The Secretary shall report to the Society's Executive Vice President the adoption of and amendments to these bylaws. This may be an elected or appointed position.

### **Treasurer:**

The Treasurer shall prepare and present at the annual meeting a report of the state society's financial status, including an income and expense statement for the year's operations and a balance sheet as of the end of the Society's fiscal year, i.e., December 31. Upon certification by the Auditing Committee, copies of the written report shall be submitted to the Chair and to the Society's Executive Vice President. The Treasurer, in response to an annual request from the Society's Executive Vice President, shall provide all information required by the Internal Revenue Service Form 990, and if the state society has unrelated business income, Internal Revenue Service Form 990-T. In the event that Internal Revenue Service reporting requirements are changed, the Treasurer shall provide the Society's Executive Vice President the information required on any additional form of the Internal Revenue Service. This may be an elected or appointed position.

### **State Representative:**

State representatives, as regional members of the Executive Committee, are to be elected for two-year terms. Representation shall be one member from each of the States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont; one member shall be elected to represent the membership residing in the Eastern Canadian Provinces of New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, and Quebec. State Representatives have the primary responsibility of advancing the mission of NESAF by acting as the main communication link between the NESAF Executive Committee and their respective states, associated divisions, and chapters.

## **NESAF STANDING COMMITTEES AND OTHER APPOINTED**

**POSITIONS:** These positions are appointed by the Chair of the State Society and subject to approval by the Executive Committee. The State Society chair is an ex-officio member of all Standing Committees. The duties of each committee are briefly described here, and are described in further detail in the NESAF Operations Manual.

### **Nominating and Tellers Committee:**

The Nominating and Tellers Committee shall operate in accordance to its Charter, and is charged with conducting annual elections for NESAF Executive Committee. The Tellers Committee consists of the Executive Committee vice-chair and selected members separate from the nomination process and provides a stand-alone credible verification of returned ballots and election results. The Nominating Committee membership shall consist of a Chair, Co-Chair, and the respective State Representatives serving as committee members.

### **Awards and Fellow Committee:**

The Awards and Fellow Committee shall operate in accordance with its charter, and is charge with soliciting and reviewing nominations for NESAF State Society Awards and SAF Fellow, and selecting award winners for the two categories of NESAF State Society Awards. The Awards committee will also serve as an ongoing process to proffer and assist in the preparation of SAF Fellow nominations of state society members. The committee's composition will consist of the following voting members: the State Society Chair and the elected State Representatives. They will elect one voting member to serve as the Awards and Fellow Committee Chair.

### **Grants Committee:**

The Grants Committee shall operate in accordance with its charter, and is charged with overseeing the distribution of the internal NESAF Grant Fund, and proposing and preparing applications to National SAF (Foresters Fund) and other opportunities, as they are available.

### **Membership Committee:**

The Membership Committee shall operate in accordance with its charter, and is charged with monitoring and evaluating the membership numbers and dynamics of the chapters and divisions that comprise NESAF, encouraging active membership recruitment and retention programs, informing the members of the status of NESAF membership, and interacting with the Society's Office of the Coordinator, Member Services and Marketing, or its equivalent.

### **Forest Policy Committee:**

The Forest Policy Committee shall operate in accordance with its charter, and is charged with advising the NESAF Executive Committee on state society forest policy matters in adherence to and guided by the Society by-laws and forest policy process. The Policy Committee shall also inform and engage the state society's membership in policy matters. The **Forest Policy Committee Chair** is appointed by the NESAF Chair

for a two- year term. The Forest Policy Chair serves as a voting member of the NESAF Executive Committee, and is charged with acting on behalf of the NESAF Chair, Executive Committee, and the membership on forest policy issues; representing and articulates the positions of NESAF to the public and policy makers of New England; coordinating communication on forest policy issues between the membership, the Policy Committee, the Executive Committee and the NESAF Chair; and other duties further described in the NESAF Operations Manual.

**Forest Science Coordinator:**

The Forest Science Coordinator is appointed for a two-year term beginning January 1, and may be reappointed to a total of two consecutive terms. The mission of the Forest Science Coordinator (FSC) shall be to provide the State Society, New England Society of American Foresters (NESAF), with an effective means for the development, dissemination, and use of forest sciences. The goals of the FSC, with the involvement of working groups, are to provide leadership in NESAF's science programs by helping working groups achieve their objectives in the dissemination and use of forest science; providing the NESAF Executive Committee with information and opinion on current and emerging science and technology issues, the adequacy of the science base of draft policies and position statements, the development and review of science communications, and other science matters; and other duties more fully described in the NESAF Operations Manual.