

ECTU OFFICER JOB DESCRIPTIONS

TERM OF OFFICE The Chapter officers shall be elected for two-year terms. No officer shall serve more than two (2) consecutive two-year terms in the same office, but an officer may again hold the same office after a one-year period out of office.

PRESIDENT

Member in good standing of Trout Unlimited

Voting member of the Chapter's Board of Directors (the Board)

Elected at annual membership meeting

Serves as general executive officer

With the Treasurer, may sign and execute, in the name of the Chapter, all contracts, agreements and other obligations of the Chapter.

Signs all checks of the Chapter above \$200 which are then counter-signed by the Treasurer

Appoints the chairs of all Chapter committees

Oversees all activities of the chapter

Appoints ad hoc committees as required

Appoints standing committee chairpersons

Presides at all membership and board meetings

The president will serve on the NM Council of TU, and be the liaison to the national organization.

The president will be the Chapter's main point of contact with the various governmental and NGO's that serve as partners to carry out the mission of the organization.

Oversees the Conservation Committee

With the Treasurer, oversees the Banquet and Tournament Committees.

With the Treasurer, oversees finding and responding to grant opportunities.

VICE PRESIDENT

Voting member of the Chapter's Board

Member in good standing of Trout Unlimited

Elected at annual membership meeting

Assumes the duties of the President if President is absent or unable to perform them

Performs all duties assigned by the Board and the President.

Oversees the Membership and Education Committees

SECRETARY

Voting member of the Chapter's Board

Member in good standing of Trout Unlimited

Elected at annual membership meeting

Keeps the minutes of all meetings of the Board of Directors and the general membership

Assists the Treasurer in preparing the AFR form.

Sends all required notices to members of the Chapter, in writing or by electronic communication, including fax, electronic mail or by posting on the Chapter's website

Maintains the correspondence of the Chapter.

Responsible for communications with chapter members, including emails and phone calls to members regarding meetings, events, and work projects.

Oversees chapter external communications including but not limited to maintenance of the Website, Social Media, and publicity of events and projects

With the approval of the Board and within any parameters they may set, may hire assistance with communication duties.

TREASURER

Voting member of the Chapter's Board of Directors

Member in good standing of Trout Unlimited

Elected at annual membership meeting

Has custody of all funds and property of the Chapter.

With the President, may sign and execute, in the name of the Chapter, all contracts, agreements and other obligations of the Chapter.

When necessary or proper, endorses for collection on behalf of the Chapter, all checks, notes, drafts and electronic credits and transfers and shall deposit same and all other revenues to the credit of the Chapter in such bank or banks as the Board of Directors designates.

Counter-signs all checks of the Chapter above \$200 which have been signed by the President

The Board may impose alternate authority or limitations of authority to execute contracts, sign checks or use other forms of payment as the Board deems appropriate

The Board may require that the Treasurer be bonded.

The Treasurer shall also:

- A. Keep full and accurate accounts of monies received and paid on account of the Chapter, give a financial report at each meeting of the Board of Directors, and whenever required by the Board of Directors, render a statement of the Chapter's accounts and report to the membership.
- B. Submit a complete Annual Financial Report (AFR) for the chapter to Trout Unlimited prior to the deadline set by Trout Unlimited. The AFR will be in compliance with the policies and requirements of Trout Unlimited and will contain a complete and accurate accounting of all revenues, expenses, volunteer hours by members of the Chapter

and any additional items prescribed within the AFR form.

- C. The Treasurer will also make all necessary filings with the Internal Revenue Service and state and local authorities.
- D. Upon request, permit access to the Chapter's books, records and accounts by any Chapter Officer, Director or designated representative of the State Council and/or Trout Unlimited.

With the President, oversees the Banquet and Tournament Committees.

With the President, oversees finding and responding to grant opportunities.

PAST PRESIDENT

Serves as advisor to the current president and assists him/her as needed with particular emphasis on governmental and NGO relationships.