

Officers of the Philadelphia Area Conservation Association

All officers and committee chairs serve a two-year term starting on July 1st. Elections will be held at a general meeting. Officers and committee chairs can serve no more than four consecutive years before taking a hiatus of at least one year. Minutes of board meetings will be taken by each officer in turn. *Nota bene*: This document is intended to be advisory and can be modified as needed by each board to fulfill their needs.

PACA Officers:

Co-Chairs (2 positions, each year one Co-Chair is elected)

- Oversees and coordinates the activities of PACA.
- Works closely with the Program Chair to organize the quarterly meetings.
- Responds to emails and public inquiries.
- Prepares all meeting agendas.
- Initiates and runs officer meetings.
- Advises on budgetary decisions and assists with budget preparation.
- Writes thank you notes on behalf of PACA to speakers within one week of their presentation.
- Insures that Nominating Committee is on time with their ballot.
- The past Co-Chair serves a one-year term as the Chair of the Nominating Committee immediately following his/her two-year Co-Chair term as stated in the Bylaws of the Philadelphia Area Conservation Association.
- Plans outreach events with the Program Chair that reflect the interests of the constituency.

Past Co-Chair (one year term immediately following second year as Co-Chair)

- Forms and chairs the Nominating Committee. See committee details below.

Program Chair

- Forms and chairs the Program Committee. See committee details below.
- Serves as liaison between Board and Program Committee

Secretary

- Website and listserv maintenance.
- Maintains membership list/directory to be posted on the website.
- Ensures Co-Chairs promptly schedule regular meetings and generate their agendas.
- Maintains PACA archives.
- Forms and chairs the Bylaws Review Committee once every three years. See committee details below.

Treasurer

- Accounts for all monetary transactions.
- Long-term financial planning.
- Prepares the budget (in consultation with the Co-Chairs).
- Solicits sponsors for receptions as needed.

Member Representative(s)

- Advise and lend support to the administration of PACA.

- Act on behalf of the membership.

PACA Committees

Program Committee

- The Program Chair chairs the Program Committee.
- Solicits speakers that reflect the interests of the constituency.
- Seeks out suitable venues for PACA events.
- Schedules facilities and audio visual equipment for all events.
- Orders food, drink, and associated supplies for receptions.
- Keeps track of leftover and extra supplies.
- Advises Co-Chairs and Treasurer of costs and needs.
- Works within the set budget for receptions.

Nominating Committee

The immediate past Co-Chair will chair the Nominating Committee, or if unavailable, a former Co-Chair. Participation in the Nominating Committee as well will be solicited at the General Meeting and the upcoming availabilities on the PACA board will be announced.

- The Nominating Committee is chaired by the immediate past Co-Chair or a former Co-Chair.
- Creates a list of candidates from the membership for each open position and confirms each candidate's willingness to serve if elected.* Members of the Nominating Committee are not allowed to be considered for candidacy for open positions.
- The preliminary slate should be sent to the membership with or prior to the announcement for the General Meeting.
- Informs all candidates and the general membership of election results; writes thank you notes to candidates who were not elected.

* PACA members who are considered to be successful candidates for office possess the following qualities:

- Willingness to fulfill the requirements of the position for which they're being nominated.
- Embraces the PACA mission: to promote knowledge and collegiality for its members and to promote knowledge, understanding, and appreciation of the greater conservation field to the public.
- Embodies high standards of professional conduct.

Bylaws Committee

- The Secretary chairs the Bylaws Committee.
- Convenes every three years to review the PACA Bylaws.
- Sends a public call to the membership to solicit suggestions and changes to the Bylaws.
- Sends suggested changes to the Bylaws to the membership for review with or prior to the announcement for the General Meeting.

New Committees

- The Board can establish new committees by a majority vote to help perform PACA business.
- The Board appoints the chair of any new committee until the next election cycle, when the chair will be elected if the committee continues.
- The committee chair of a non-standing committee can motion to dissolve the committee when s/he determines that the committee has achieved its goals. The Board must agree.