

**BASTROP COUNTY AUDUBON SOCIETY
OFFICER AND COMMITTEE CHAIR SUMMARY**

6/14/09

All officers and committee chairs are elected for two-year terms.

President

Chairs Board and monthly meetings. Reviews materials from National Audubon Society and Audubon Texas. Distributes information to Board and other members. Leads fund raising efforts.

Vice President

Presides at official meetings in the absence of the President.

Secretary

Records Minutes of meetings. Maintains official club records.

Treasurer

Maintains financial records; deposits funds and pays bills. Prepares monthly financial report and annual budget and files tax forms.

Membership

Maintains membership records provided locally and by National Audubon. Prepares address labels for *Bird Calls* and other mail. Provides name tags and membership information at monthly meetings. Recruits new members.

Publications

Writes, edits and publishes *Bird Calls* newsletter, postcard and other publications. The Editor has skills in using a computer and desktop publishing. Publishes at least six newsletters a year; postcard may be sent in lieu of newsletter.

Programs

Arranges for and introduces the speakers at the monthly meetings. Sends announcements about programs to local newspapers and Web Master.

Learners' Corner

Presents and coordinates other individual's presentations at the Learners' Corner at monthly meetings. Focus is on birds and other nature topics.

Field Trips

Arranges field trips with the necessary organizational efforts to make them safe and enjoyable. Provides information to Publications, Web Master and members. Arranges at least six field trips a year.

Conservation

Involves BCAS in conservation efforts, such as conducting annual Christmas bird count and maintaining birdhouses in the parks. Prepares letters and other documents pertaining to conservation.

Education

Coordinates educational efforts such as *Audubon Adventures* for children in classrooms and educational displays.

Hospitality

Coordinates efforts and enlists members to provide refreshments at monthly meetings and special events such as the Annual Solstice party.

Special Events

Coordinates and enlists volunteers for BCAS participation in festivals and other special events. Makes sure banners, handouts and booth equipment are available at the events.

Web Master

Maintains the BCAS web site. The Web Master has technical skills in using a computer, internet access and web sites. The web site is www.bastropcountyaudubon.org.

Delegate to Audubon Texas

Attends meetings or participates in conference calls of Audubon Texas and reports to Board and membership.

Alternate Delegate to Audubon Texas

Represents BCAS when Delegate is unable to participate.

Directors

Serve on the Board without a special title or assigned role. Help with advice, special projects and areas where they may focus their talents.