

President

The **President** will preside at chapter meetings and represent the interests of chapter members. The President will provide direction to other chapter officers.

Chapter responsibilities: The President is responsible for overall communication with chapter members; contacts new members; oversees coordination of at least three chapter events with the Events Coordinator Officer and other chapter officers and members; represents the Society at regional events; appoints or elects State Stewards or sub-chapter representatives (optional); submits quarterly chapter updates for the Society newsletter; and organizes quarterly conference calls with chapter officers and periodically invites the national President, Vice President and Executive Director.

Society responsibilities: The President is responsible at the National Society level to serve on the National RMS Board; attend national Society events; serve on the scholarship committee; participate in conference calls with the Board; attend the annual Board meeting (or find a replacement) and provide an annual chapter summary report to the Board at its annual meeting.

Vice President

Chapter responsibilities: The **Vice President** is responsible for contacting chapter members with expired memberships and encouraging them to renew. The Vice President, with assistance from fellow officers, will write chapter news and events updates for chapter members twice during a calendar year. The Vice President will promote chapter/regional issues for inclusion in the biennial symposium and for other purposes; actively pursue articles of interest and coordinate with the Executive Director when the Northwest Chapter is the focus of the RMS newsletter. The Vice President will organize chapter elections or a process for selection of officers. The Vice President will assist the Events Coordinator with planning and coordinating chapter events.

Society responsibilities: The Vice President will serve as a member on the national succession committee or recruit a chapter member to do so. The Vice President will fill in for the President, as needed, on national duties such as Board calls and meetings.

Secretary

Chapter responsibilities: The Secretary will record and keep chapter meeting minutes and conduct timely mailing of minutes to chapter membership, when necessary. As requested by chapter officers, the secretary will also conduct mailings of chapter news, activity updates, etc. The Secretary will assist the Vice President in actively pursuing articles of interest and coordinating with the Executive Director when the chapter is the focus of the RMS newsletter. The Secretary will track any chapter displays and events for the Society's national display and keep records of events the chapter is involved in. The Secretary will manage seasonal training opportunities or job shares within the chapter and notify chapter members of these opportunities. The Secretary will assist the Events Coordinator in planning and coordinating chapter events.

Society responsibilities: The Secretary will serve on the national RMS Membership Committee or ~~will~~ recruit a chapter member to do so. The Secretary will forward articles and documents of special interest to the National Secretary for incorporation into the Society's historical records. The Secretary will work with the RMS National Treasurer to keep track of Northwest Chapter funds.

Events Coordinator

Chapter responsibilities: Events Coordinator will plan, coordinate, organize and participate (when possible) in all Northwest Chapter events. Events Coordinator will coordinate at least three events per calendar year to include the River Ranger Rendezvous every other year. Events Coordinator will accomplish this by doing the work themselves, recruiting chapter members to coordinate events in their location, and using assistance from other chapter officers. Chapter events include, but are not limited to, workshops, trainings, river trips, gatherings and a River Ranger Rendezvous every other year. Coordinator will update routinely the RMS Facebook page and website in cooperation with the Executive Director. Events Coordinator will assist other chapter officers with membership and other chapter duties as requested.

Society responsibilities: Events Coordinator will serve on the National RMS fund raising committee or recruit a chapter member to do so. The Events Coordinator will assist the Executive Director with national RMS events.

Charter for Chapters

Every year, each Society Chapter will:

1. Organize two activities (such as a float trip, workshop, or training session).
2. Reach out to new members for the purpose of recruiting and welcoming (including telephone calls, personal contacts, and Chapter President welcome letter to new members).
3. Provide written Chapter updates to the Society newsletter.
4. Provide Society representation at regional meetings of other groups.
5. Send two mailings to Chapter membership (e.g., event invitation, newsletter, activities update, election ballot).
6. Participate in scheduled conference calls with the Board.
7. Encourage regional participation through appointment of State Stewards or sub-regional Vice Presidents.
8. Promote Chapter/regional issues at the biennial Society symposium.
9. Pursue financially self-sufficiency.
10. Develop Chapter bylaws and review and amend as needed.
11. Serve on Society standing committees.
12. Enjoy and celebrate rivers!