



## **General and Specific Duties of Surfrider Foundation Chapters, Executive Committee Members, and Titled Chapter Positions**

### **General Functions of a Surfrider Foundation Chapter:**

- Identify and work on mission-related issues in the chapter's area. This means running campaigns to win a decision in favor of the environment
- Give members mission-related ways to volunteer
- Grow their chapter membership
- Ensure current members renew
- Identify new leaders and groom them for leadership positions

### **General Duties of Chapter Executive Committee Members:**

#### **Essential Functions**

- Organize and implement Issue Campaigns and Programs
- Organize and Staff outreach events
- Organize and plan fundraising and awareness events
- Develop and mentor volunteers
- Participate in and co-lead subcommittees. Either campaign, program or event committees. Develop a "staff" from volunteer base for assistance
- Communicate regularly with and be responsive to Regional or National Staff

#### **Marginal Functions**

- Organize outreach events
- Coordinate volunteers
- Respond to media requests as needed
- Public speaking

#### **Additional Functions**

- Sign up for Chapternet and use it
- Sign up for Surfrider's Forums and use it
- Attend National or Regional Chapter conferences if possible



## **General and Specific Duties of Surfrider Foundation Chapters, Executive Committee Members, and Titled Chapter Positions (Cont)**

**Chair** – Must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

- Acts as the main administrator & leader of the chapter
- Acts as main contact to SFHQ
- Transmits all communications from the national office to the Chapter
- Run monthly Chapter meetings
- Make meeting agendas
- Make calls/contacts before the meetings to assure those with updates either attend or provide their update
- Check chapter email account and distribute emails appropriately. This could be delegated
- Check Chapter PO Box if applicable and distribute US Mail appropriately. This can be delegated
- Be a signer on the Chapter Bank Account
- Be a spokesperson for the chapter. Field media calls or delegate them out
- Call for votes among the chapter's Executive Committee
- Contribute to the Chapter's website and Social media pages
- Collect Action Index Numbers once a month and report to Regional/National Staff on the second Wednesday of the month.

**Vice Chair** – Must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

- Runs meetings in the chair's absence
- Performs other duties of the chair as needed
- Ideally chairs a committee of the chapter, either event or campaign committee
- Contribute to the Chapter's website and Social media pages

**Secretary** – Must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month



## **General and Specific Duties of Surfrider Foundation Chapters, Executive Committee Members, and Titled Chapter Positions (Cont)**

- Takes notes at chapter meetings and distributes to attendees and Regional or National Staff
- Sends meeting reminders via email
- Writes letters to outside parties as needed including elected officials, donors, and others deserving thanks from the chapter
- Contribute to the Chapter's website and Social media pages
- Maintain a supply of Chapter stationary
- Maintain EC member's info in the Chapter Database
- Possibly – communicate to the chapter membership via mass emails

**Treasurer** – Must be a Surfrider Foundation Member, 2 to 20 hours per week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

- Maintain chapter financial records
- Establish and or maintain chapter bank account with proper signers
- Report chapter financial transactions at monthly meetings
- Submit quarterly financial reports to the national office
- Participate in "Dropbox" software to share financial data with SFHQ
- Pay chapter bills on time including PO Box and or storage space if applicable
- Supply donor information to Secretary for thank you letters
- Contribute to the Chapter's website and Social media pages

**Volunteer Coordinator** – Must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

**One of the most important jobs in the chapter because there are typically hundreds of members in every chapter being led by a few**

- Coordinate with committees (campaign or events) on volunteer needs. Communicate those needs to the membership
- Keep and build a database or list of volunteers and potential volunteers
- Get to know volunteers, their interests and match them to opportunities
- Contribute to the Chapter's website and Social media pages
- Possibly – communicate to the chapter membership via mass emails



## **General and Specific Duties of Surfrider Foundation Chapters, Executive Committee Members, and Titled Chapter Positions (Cont)**

**At-Large Members** – The Chapter can elect two additional people to serve on the Executive Committee. (Two keeps an odd number), must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

- Chairs an issue, program, or event committee
- Contribute to the Chapter’s website and Social media pages

**Committee Chairs** – Committees should be where much of the work in a chapter happens. Committee can be for a campaign like “Ban Plastic Bags in our little town USA”, or for a program like Blue Water Task Force or Ocean Friendly Gardens, or for an event like an annual fundraiser. Committees should serve as the training grounds for those who want to be on the Executive Committee and those terming off the Executive Committee should take an active roll in a Committee.

Must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

- Holds committee meeting and makes agendas
- Reports to Executive Committee regularly
- Mentor and develop new chapter leaders