

CT-TACF Presidential task list - as identified November 2009

Chapter Leadership responsibilities:

1. Maintain Strategic direction and TACF relations:

- a) Organizational Goals: Understand and implement the goals of the TACF organization in Connecticut
- b) Organizational Progress: Ensure the CT Chapter is advancing on strategic goals and communicate to membership and the Board.
- c) Maintain Strategic Direction: Review and update the Chapter's Strategic Plan, and long-term tactical goals with the Board of Directors at regular intervals
- d) Organizational Knowledge: Work with TACF to provide support and learning in areas where Chapter President, or other Chapter Representatives, have valuable skills.
- e) Transition: Ensure the infrastructure exists for providing the continuity of leadership to allow the organization to continue and flourish in the event of a leadership change
- f) TACF Staff Cooperation: work with TACF Staff to develop a mutually beneficial and trusting relationship which facilitates the Chapter's goals.

2. Governance/administration:

- a) Bylaws adherence. Read the Bylaws and identify what is required to meet their Directives
- b) Form Committees: work to identify volunteers that can assist with the forming of committees and serve as committee chair, with specific goals and responsibilities.
- c) Facilitate Communications: Coordinate Committee activities and relate to Board members as needed to maintain morale and momentum
- d) Communicate Expectations: convey expectations about assumption of duties and ownership of delivery.
- e) Required Meetings: schedule, locate and plan agendas for a minimum two Board meetings per year – following annual meeting (required) and at least one other additional Board Meeting.
- f) Annual Meeting: Identify a Chair for the Annual Meeting. Work with the Chair to plan a meeting, identify, recruit and orient speakers for the Annual Meeting if appropriate. Review logistics to ensure successful meeting.
- g) Internships: Plan and oversee intern programs
- h) Vision: Promote ideals and ethics and vision for the organization's future.

3. Fund-raising and Finance :

- a) Treasurer: identify an individual with the prerequisite skills to serve as Treasurer
- b) Treasurer Reports: Ensure Treasurer has submitted the State of CT Incorporation Fee, and Fed IRS e-Card. Ensure the financial reports are

available for the CT-TACF Annual Meeting with Balance Sheet updates and budgets for CT-TACF Board Meetings.

- c) Publishing Reports: work with the web-master to ensure the financial reports are consolidated as required and uploaded to the web-site
- d) Budgeting: Use Committees and Board Members to plan activity expenses and submit budgets.
- e) Expense Approval and Remittance: Create the compliance and governance to ensure reimbursement expenses are based on budget requests and remittance is performed promptly
- f) Financial Report Review: Appoint an independent reviewer of the books (annually)
- g) Fund Raising: identify Chapter funding needs and identify sources of Grants/Funds. Work all angles and opportunities.

4. Documentation and Secretarial:

- a) Chapter Secretary: identify an individual with the prerequisite skills to serve as Chapter Secretary
- b) Minutes: Ensure someone with the skills to capture minutes (preferably Chapter Secretary) is available to take minutes at the meetings of the organization.
- c) Draft Minutes: review and publish the minutes of the previous meetings. Ensure the Board Members have the ability to review and identify errors or omissions in the draft minutes of the meetings.
- d) Minutes: Publish the draft minutes to the web-site and when approved publish as approved minutes.
- e) Documentation: Ensure all relevant legal information is stored in a secure fashion where it can be retrieved as required. Create and enforce a process where the public information is published to the Chapter's web-site.

5. Orchard Management & Breeding:

- a) Committees: identify the individual(s) with the prerequisite skills to serve as Orchard Management Chair and also an individual to serve as the Tree Breeding Chair and authorize them to form said committees. Gain Board approval for formation of committees.
- b) Breeding Plan: Ensure that an actionable plan is created and presented to the Board for review and approval.
- c) Orchard Management Plan: Ensure that a plan for the years planting is prepared and presented to the Board for approval. Plan should include the estimated planting dates, the distribution of nuts, a report on the analysis that went into the distribution decisions. It should also include an estimate for the needs for the next several years with such considerations as orchard space, expected lines, and seed orchard requirements.
- d) Orchard Management Budget: work with the orchard managers to produce a consolidated budget request for the year's budget needs to be presented at the spring meeting.

- e) Progress Reports: work with the Committee Chairs and Regional Science Coordinators to produce reports showing the progress against the goals of the organization.

6. PR/Recruitment:

- a) Board of Directors: Cultivate qualified persons to serve on Board and on behalf of the organization
- b) Advisors: Cultivate wide network of individuals to serve as advisors - ensure they are active constituents and receive Chapter News.
- c) Promotion: Work to promote organization through attendance at events and talks such as the Hartford Flower Show
- d) TACF Channel: Communicate National TACF initiatives to Board, solicit feedback and return to TACF.
- e) Relationships: Build relationships by recognizing those that can assist the organization in achieving its goals.
 1. Create mechanisms for regular communication with constituents.
 2. Operationally ensure that there is compelling and relevant communications that can be shared with constituents.
 1. Identify when relevant materials are available
 2. Work pro-actively to create relevant materials
 3. Develop broad constituent base, where the interests are likely to overlap with the TACF mission and/or vision
 4. Develop and maintain the constituent tracking capability to understand success in engaging constituents – and to meet the expectations of constituents and referrers.

7. Newsletter and Print Communications:

- a) Communications Committee: Create a Communications Committee and assign a Chairperson
- b) Communications Budget: Work with the Communications Committee to ensure they can submit a proposal with the budget requests adequate to support the efforts.
- c) Communications Planning: Review the Communications Committee plans to ensure the drop deadlines support the organizations deadlines and meet the terms of the Bylaws
- d) Operational Performance: Contribute collateral for the various communications and ensure the committee is actively seeking communications collateral from the various members and constituents.
- e) Branding: ensure protection of the brand, review the drafts, edit and proof
- f) Deadlines: Ensure drop deadlines are achieved
- g) TACF Publications: Work to get Chapter Exposure in TACF publications. Assign an individual as the point person with ownership to ensure the Chapter News is represented in National communications.

8. Webmaster tasks:

- a) Website Committee: identify an individual willing to take on ownership of creating and maintaining a web-site and all related activities, both tactical and operational.
- b) Branding: ensure the design and content is consistent with the brand image the organization wishes to communicate
- c) TACF Alignment: ensure the chapter efforts for web are in alignment with the National efforts.
- d) Operational
 - 1. Communications: ensure the web-site communications meet the organizations deadlines for publication and are consistent with other media communications.
 - 2. Communicate: Annual Meeting and slate of Directors, Officers and other Chapter initiatives
 - 3. Communications Freq.: work to publish compelling stories on a regular basis. Stories may be recycled for use in the print version of Newsletters.
 - 4. Chestnut Story: maintain information on the chestnut story, or determine how to integrate the National information.
 - 5. Constituent Management: address gaps between the goals for constituent management and National's ability to deliver CRM capability.

9. Membership:

- a) Membership Reports: Reconcile and send notes to those expired memberships to whom National is no longer sending notes. (greater than 3 months)
- b) Maintain Constituent Data: Maintain tools to provide consistent and accurate constituent (and member) data.
- c) New Members: identify new channels of membership recruitment
- d) Gifts and services: acknowledge gifts. Provide proper responses to gift magnitude.

10. TACF Subject Matter Expertise:

- a) Provide Advice: provide subject matter expertise where possible, both individually and by identifying that expertise within the organization.