

KINGSTON FIELD NATURALISTS

EXECUTIVE RESPONSIBILITIES

Revised 17 April 2014

General Responsibilities: All Executive members are expected to:

- support the objectives of the Kingston Field Naturalists;
- support any policies or decisions approved by the Executive Committee or the General Membership, and, if their personal views are in opposition to those policies or decisions, refrain from any oral or written public criticism of or objection to such policies or decisions;
- maintain status as paid-up members of the Kingston Field Naturalists;
- attend Executive meetings or convey explanation and regrets to Recording Secretary;
- confer with previous/next holder of position on takeover/departure;
- provide useful input to the executive on all issues under consideration; and
- write and submit to the President an annual report of issues and activities of the position .

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* - denotes Directors

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1. Officers:

1.1 Honorary President:

The Honorary President has no assigned responsibilities other than to act as an advisor to the KFN and the Executive Committee.

1.2 President:

- **Leadership:**
 - provide leadership to the Executive in fulfilling the objectives of the club and the expectations of the membership
 - preside at all General Meetings and Executive Meetings of the club
 - ensure that the club fulfils its role as a member of Ontario Nature
 - delegate responsibilities to the Vice-President when unavailable
 - distribute agenda to executive committee in advance of executive committee meetings

- **Communications:**
 - be aware of all activities of the club
 - be aware of outstanding issues which may span terms of office of Executive members
 - compose the President's Page for each issue of *Blue Bill*
 - hold a key to Post Office Box, collect mail weekly (excluding memberships). Keys to the PO Box are held by the President and the Membership Secretary.
 - receive correspondence and respond or delegate someone to respond
 - file correspondence with Recording Secretary
 - provide useful information to KFN web-site and publicity persons
 - provide notice of proposed changes to Constitution at March General Meeting and in March Newsletter (deadline February 1)
 - announce the Nominating Committee at March General Meeting and in March Newsletter
 - ensure that club records are maintained
 - request volunteers to provide refreshments at general meetings and remind volunteers a week before each meeting
 - notify Executive members of upcoming Executive meetings

- **Finances:**
 - obtain authority from bank to co-sign cheques on KFN account
 - co-sign cheques for approved expenses at request of Treasurer
 - hold the key to the bank Safety Deposit Box and a list of its contents
 - ensure the executive appoints auditors at end of financial year

- **Nominating Committee:**
 - set up a Nominating Committee by February each year (see also Past President Duties)

- **Annual Report:**
 - present an Annual Report at the Annual General Meeting in April and submit to *Blue Bill*
 - obtain reports for Annual Report from appropriate Committees and Executive members

- **Administration:**
 - book meeting rooms for year for the General Meetings (September through April).
 - ensure volunteers for refreshments at General Meetings

1.3 Vice President:

- - perform the duties of the President in his/her absence.

- - usually takes some other responsibility in addition such as chair of Speakers Committee. (see tasks of Members at Large)

1.4 Immediate Past President:

- **Advisory to President**
 - advise current President on matters of policy, procedure, or controversy
 - assist in completing business begun as President on request of current President
- **Nominating Committee**
 - act as Chairperson of the Nominating Committee
 - propose Nominating Committee members to the February Executive meeting
 - announce Nominating Committee members at the February General Meeting
 - confirm planned resignations of current Executive members
 - prepare a list of Executive nominees for the election at April Annual General Meeting

1.5 Recording Secretary:

- **Minutes:**
 - take minutes at General and Executive meetings
 - distribute minutes of Executive meetings electronically before the next Executive meeting
 - post the minutes of previous General meeting on the web site one week prior to the General meeting and provide 2 -3 paper copies for distribution at the meeting
 - keep a yearly file of minutes of Executive and General meetings
- **Communication:**
 - keep a current list of executive members
 - notify Executive members by e-mail of upcoming Executive meetings
 - keep a yearly file of letters received and sent on official KFN business by Executive Members
 - Keep the signed Conflict of Interest contract until it expires at which time place it in the archives.
 - have current files available for reference at all Executive meetings
- **Signing Authority:**
 - obtain authority from bank to co-sign cheques on KFN account
 - co-sign cheques for authorized expenses at request of Treasurer or President

1.6 Treasurer:

The KFN is an incorporated organization and a registered charity and both of these designations have an impact on the Treasurer position.

The fiscal year is established in our constitution (and in our articles of incorporation) as 1 April to 31 March.

The Treasurer serves as an Officer, Director and Executive member of the club, and is a senior member of the executive, according to the club constitution and corporate law. Some of the Treasurer's functions are defined in the club constitution.

In practice, the Treasurer acts as the corporate treasurer and also as the club bookkeeper. This will involve the following responsibilities and activities:

Management of Funds

The Treasurer receives, holds, and manages all funds of the KFN, in trust, and makes all authorized payments needed to operate the club.

Cheques require signatures from two of the three Executive members with signing authority. They are the President, Treasurer, and Recording Secretary.

For regular club members, membership income is processed by the Membership Secretary and passed to the Treasurer. The Coordinator of the Junior Naturalists performs this function for the Junior members.

The Membership Secretary receives all donations and generates tax receipts, then passes the donations and receipts to the Treasurer for processing. Donations may be in the form of cash, stock or property. All donations valued above \$10.00 are acknowledged with an official receipt for income tax purposes. Care must be taken in the evaluation of non-cash gifts, since they must be separately reported and justified to Revenue Canada.

The Treasurer must keep a copy of official tax receipts issued, and must also keep a separate receipt book for receipts which are not eligible for a tax deduction. This is a Revenue Canada requirement.

The club has a considerable amount of money invested to earn interest, and the Treasurer is responsible for managing it, with Executive approval required for major investment decisions. It is advisable to manage these investments through a brokerage firm, for financial advice and for record keeping.

Financial Records and Reporting

The Treasurer maintains financial records for all funds received, invested and expended.

The Treasurer attends Executive meetings and reports to the Executive regularly on current income and expenditures compared to budget, and on assets and liabilities.

At the Annual General Meeting, just after the end of the fiscal year, the Treasurer makes a report of the full fiscal year's performance to the general membership. The financial records are then presented to the Auditors, who will be appointed by the Executive (from the general membership). When the Balance Sheet and Income Statement are accepted by the Auditors, the audited statements are printed in the Blue Bill publication (September issue).

Separate records are required for the Marion Webb Fund, the Habitat Preservation Fund, the Faith Avis Speaker Fund, and the Nan Yeomans Juniors Fund, as well as for property and inventory.

Budget Cycle

In January or February the Treasurer asks board members for input to the budget, for the coming fiscal year. Using this input the Treasurer develops a budget for the new fiscal year, which is then reviewed and approved by the Executive in March or April and is presented for approval at the Annual General Meeting in April.

The executive may appoint a Finance Committee, to review the investments, membership fees, and other aspects of the club's financial operation.

Revenue Canada

The Treasurer must be familiar with Revenue Canada's rules for registered charities and tax receipts, and acts as advisor to the Executive.

Revenue Canada requires that charities submit an annual report each year, within six months of the end of the fiscal year. Failure to submit this document will result in the loss of the club's charitable designation. The President or Treasurer must sign the completed document. The forms are mailed to the club each year by Revenue Canada.

GST/PST Rebate

Charitable organizations can apply for a rebate of 50% of any GST and 85% of any PST paid. The rebate must be accumulated, and claimed for at least a three-month period coinciding with the club's fiscal year. We have been claiming at the end of each fiscal year, for that entire year. They accept our word, but require that records be kept. They will mail us a new claim form each time we make a claim.

Post Office

The KFN rents a Post Office box at the main Kingston Post Office (PO Box 831). We are invoiced annually.

Safety Deposit Box

The KFN rents a safety deposit box at the Princess/Wellington branch of TD Canada Trust. The Treasurer and President have keys and authorized access. There is little in it other than property deeds.

Property Taxes

The KFN owns property in two municipalities. We own four contiguous pieces of land in South Frontenac (the Helen Quilliam Sanctuary), and one property in Loyalist Township (on Amherst Island). Both benefit from tax reductions, since they are classified as managed forest or agricultural land. Care must be taken to monitor these properties and ensure that the requirements to maintain the tax reductions are met. The Treasurer should work with the executive member responsible for the Nature Reserves to do this.

South Frontenac sends a separate tax bill for each of the four parcels in the Sanctuary. The two municipalities send bills at different times, according to their taxation schedules.

Liability Insurance

The Treasurer is responsible for managing the KFN's liability insurance coverage. There are three components to the insurance - general liability, property liability, and directors and officers liability. Our Insurance is purchased from Ontario Nature, under an umbrella policy.

Grazing Fees – Amherst Island

The KFN has a long-term contract with a farmer to graze cattle on the Amherst Island property. This pays us \$2500 per year, which is paid in installments. The Nature Reserves member on the Executive should ensure that we get the postdated cheques from the farmer each year, and manage the contract. We sometimes need to send an invoice to the farmer in May and a receipt on payment of the account.

Subscriptions and Memberships

The KFN maintains memberships in Ontario Nature, and sometimes, other organizations. They will send invoices for annual membership renewals.

Sales and Inventory

The club maintains an inventory of the book “Birds of Kingston” valued at \$19.00 each. They are normally sold for \$30.00, and the inventory is adjusted accordingly.

All other sales, such as Christmas cards, are currently handled as an expense and as income in the current year without passing through inventory.

Archives

The Treasurer holds old financial records in case of review or audit by Revenue Canada, or for the GST/PST rebate.

Corporate Seal

The Treasurer keeps the corporate seal of the KFN.

ANNUAL SCHEDULE

- April** - Annual report/budget approval at AGM
- GST rebate claim for previous fiscal year
- May** - Financial records to Auditors
- New Executive takes over
- June** - get postdated cheques for grazing on Amherst Island
- July/Aug** - Audited financial statements to Blue Bill Editor
- September** - Revenue Canada report due
- February** - budget cycle begins
- March** - exec approves budget
- Heavy inflow of membership money

1.7 Membership Secretary:

- **Membership List:**
 - maintain a list of current KFN members names, addresses, phone numbers, e-mail address, date of expiry and class of membership through a computer list.
 - update the list before preparing mailing labels for Newsletter and *Blue Bill*

- **Memberships:**
 - send to **new members**, on receipt of membership dues, a welcoming letter, a membership card, a copy of the Constitution and by-laws, a brochure describing KFN objectives, projects and activities, a set of maps and a bird checklist.
 - new members will be sent the current Newsletter and *Blue Bills* from date of joining
 - send to **renewing members**, on receipt of renewal dues, a current membership card, attached to the May Newsletter or attach the card to the next Newsletter for that member.
 - check mail Box 831 at least once per week for renewals, new memberships, and Canada Post correspondence
 - maintain a table at all General Meetings for collecting memberships
 - arrange whenever possible to meet new members at the first meeting they attend with the object of making them feel welcome, and introducing them to some other members

- **Resources:**
 - hold and maintain a list of addresses of other nature clubs in eastern Ontario
 - print Membership Cards for new members as required
 - purchase and hold a sufficient inventory of envelopes for mailing of Newsletter (pre-stamped #10 envelopes from Post office; rubber stamped with KFN return address)
 - volunteer will purchase and hold an inventory of envelopes for mailing of *Blue Bill*

- **Communication:**
 - January – print a complete hard copy of the entire membership database
 - print personalized membership cards for all members, to be distributed upon renewal.
 - February – place a renewal notice in the March Newsletter and include a personalized Renewal Form on green paper for each member due for renewal
 - March – Place a membership renewal reminder in the April Newsletter
 - April – Place a membership renewal reminder in the May Newsletter and include a personalized Membership Expiry Form for those members that have not renewed or a Membership Card for those that have renewed
 - May – place a fourth renewal reminder in the June Newsletter and include a Final Mailing Notice printed on pink paper for those members that have not renewed and include Membership Cards as necessary
 - June– Delete members who have not renewed before the mailing of the Blue Bill in June (members may be reinstated at any time if they send in their membership fees, they do not receive a New Member Package or missed issues of the Blue Bill, they do receive the current Newsletter)
 - submit to the Newsletter Editor for each Newsletter a list of new members

- **Canada Post**
 - handle and respond to correspondence from Canada Post
 - renew contract with Canada Post when required

- **Mailing and Distribution of *Blue Bill*:**

1. determine publishing and mailing dates from the editor of *Blue Bill*
2. maintain a mailing list for members getting hard copies and a list for members getting an electronic copy emailed to them.
3. coordinate with the mailing volunteer
4. to save postage, *Blue Bills* may be distributed at the General Meeting

4. Prior to publication date:

- a) print mailing labels for all members (including Teen members but not Junior members) and free recipients of *Blue Bill* (including other clubs and libraries) sorted by Postal Code
- b) volunteer will apply labels to the 9 x 12 Kraft recycled envelopes
- c) volunteer will stamp the envelopes in the upper right corner with the *Blue Bill* rubber stamp with its Postage Permit number
- d) volunteer will stamp envelopes to go to out-of-Canada addresses with the “Postage Paid at Kingston, Ontario” stamp, under the permit stamp.

5. On publishing date:

- a) volunteer will collect the *Blue Bills* from the editor
- b) volunteer will insert in the addressed envelopes, add Newsletters if applicable, and seal
- c) volunteer will sort into Postal Code categories
- d) volunteer will tie in appropriate bundles and attach completed second class postage forms
- e) volunteer will place in mail containers which can be obtained from the Post Office
- f) volunteer will complete the “Publisher’s Statement of Mailing” and take the containers to the Post Office

2. Standing Committee Chairs:

2.1 Bird Records Committee Chair:

- **Committee**
 - select and chair a committee responsible for KFN bird records
 - submit minutes of this committee to KFN archives each year.
- **Bird Records and Reports**
 - convene the committee to receive, review and rule on acceptability of rare bird reports in KFN area
 - maintain a yearly record of bird sightings in KFN area
 - submit seasonal summaries of bird records and reports from Round-ups and Christmas Counts to *Blue Bill*
 - provide timely information on recent bird sightings to information line
- **Bird Checklist**
 - advise executive on preparation and revision of checklist of birds of KFN area
- **Research on local bird distribution**
 - coordinate research by club members and others involving KFN bird records

2.2 Conservation Committee Chair:

- **Committee:**

- select and chair a Conservation Committee
- submit minutes of committee meetings to KFN archives each year

- **Conservation Issues:**

- act as a KFN representative on local working groups, committees, or consortia that deal with conservation issues
- respond to incoming mail regarding conservation issues
- investigate local conservation issues at request of Executive
- ensure KFN attendance at meetings of City Council and Conservation Authority when issues of importance to KFN arise
- submit club position statements on conservation issues to local meetings and media at request of Executive
- liaise with ON chair on conservation issues and action alerts

- **Resources:**

- keep a conservation reading file for access by members

- **Communication:**

- keep Executive informed on conservation issues and activities
- provide copies of all in and out correspondence to Recording Secretary
- submit suitable information or articles on conservation to *Blue Bill*

2.3 Education Committee Chair:

- **Educational Events, displays, and festivals:**

- coordinate KFN educational activities at such events as directed by the Executive in cooperation with KFN Publicity person

- **Science Fair:**

- inform Science Fair Committee of KFN participation
- request funds for prizes from Executive, buy prizes, and submit bill to Treasurer
- judge, make book plates, award prizes and trophy

- **Natural History Courses:**

- organize natural history courses or workshops for the public when so directed by Executive

- **Liaison and Communication:**

- respond to requests for educational assistance
- liaise with KFN members who provide talks to school groups, youth groups, and workshops on behalf of the KFN
- liaise with educators and youth leaders to understand their natural resource needs

- **Committee membership:**

- appoint members to form an education committee when needed

2.4 Field Trip Committee Chair:

- **Field Trips:**

- organize field trips to suitable locations at various times throughout the year
- select leaders, locations, meeting place, meeting time, lunch, dress
- select coordinators for Round-ups, Christmas Counts, and "Rambles"
- **Communication:**
 - provide information on trips for newsletter at least 6 weeks in advance
 - encourage leaders or participants to write a trip report for *Blue Bill*
 - maintain a file of field trips held and submit to archives each year
 - maintain files of information on logistics by locations for extended trips

NOTES:

Field trips are usually held Sundays about once a month.

In May, public bird walks are usually organized.

Helen Quilliam Sanctuary clean-up is a spring tradition.

"Rambles" have been held on some Tuesday mornings (1st and 3rd Tuesdays of the month).

Trip focus should vary: birds, botany, entomology, amphibians, geology, astronomy, etc.

Weekend trips can be organized to places like Cape May, Algonquin Park, Quebec.

Field trips for Juniors and Teens are organized by Juniors/Teens Coordinator.

2.5 Nature Reserves Committee Chair:

- **Property Management:**
 - organize property maintenance as required
 - maintain watering system and fencing on Martin Edwards Reserve while cattle is on the property
 - apply for property tax refunds
 - manage Helen Quilliam Sanctuary in accordance with policy published in *Blue Bill* April 1964
 - manage the Martin Edwards Reserve to preserve suitable habitat for nesting and migration (Refer to the management plan)
 - establish and chair management committees
- **Liaison and Communication:**
 - liaise with Treasurer to ensure property taxes are paid on time
 - liaise as needed with Ducks Unlimited re Amherst Island wetland maintenance
 - liaise with Drover re cattle grazing on Amherst Island property
 - inform Executive re issues affecting property management
 - submit reports on property monitored for Nature Conservancy of Canada.
- **Property Monitoring**

ensure that the following monitoring duties are carried out:

 1. Maintain a list of properties that KFN has agreed to monitor.
(ex. Eagle Lake, Monte Hummel Property, Sutherland/Bayly?, Lost Bay?)
 2. Maintain a list of people willing to monitor properties
 3. Ensure that properties are monitored on schedule
 5. Receive and review monitoring reports from the monitoring teams
 6. Ensure that monitoring reports are submitted to all parties concerned
 7. Participate in property management planning

3. Other Executive Committee Members:

3.1 Chair of the Kingston Youth Naturalists:

- **Program Activities:**
 - run meetings for Juniors on 2nd and 4th Thursday of each month
 - provide field trips for Juniors on the 4th Saturday of each month
 - provide field trips for Teens on the 2nd Saturday of each month

- **Resources and Personnel:**
 - book meeting rooms for year (2 rooms at Queens University) and the remind the president to book lecture room for the General Meetings (September through April).
 - find leaders (Queens students)
 - maintain a cupboard of supplies at McArthur Hall, Queen's.

- **Membership:**
 - send out registration forms each year to previous youth members
 - receive applications from potential youth members
 - provide members names, addresses, phone numbers, and birth dates to Membership Secretary
 - divide members into 3 groups by age
 - collect membership fees and remit to KFN Treasurer

- **Communication:**
 - provide Newsletter Chair and Junior webmaster with information on activities for monthly newsletter
 - print and copy program information sheet for parents in September
 - write annual reports for Juniors and Teens
 - e-mail teens about meetings each month.
 - report each month to the executive on youth activities
 - advertise Stirrett Scholarship for the nature Camp

- **Supporting Activities:**
 - organize sale of T-shirts and sweatshirts

- **Planning and Evaluation:**
 - convene planning meeting of all leaders each September
 - plan program to meet objectives (see following page)
 - evaluate program during the year by feedback from participants
 - revise program plans based on evaluation and available resources and personnel
 - plan for individual meetings mobilizing ideas and resources

Objectives of Junior Naturalist Program (6 - 12 year olds)

1. To foster the interest of young people in natural history.
2. To enhance the awareness of participants in the natural world around them.
3. To provide enjoyment to young people through program activities.

Junior Program Activities:

1. Indoor program of twice-monthly meetings for discussion, games, crafts and other hands-on activities.
2. Outdoor program of monthly field trips.
3. Provision of the Roland-Beschel Prize to encourage summer projects and Nan Yeoman prize for a nature journal. –Summer photo completion prizes

Objectives of the Teen Naturalist Program:

1. To provide enjoyable activities for Teens which evoke an appreciation of nature.
2. To bridge the gap from Junior to Young Adult club membership.
3. To make members comfortable in the field in all seasons, all weathers, and all conditions.

Teen Program Activities:

1. Outdoor recreation including hiking, cross-country skiing, canoeing.
2. Opportunities may include bird-banding, butterfly-tagging, rock-hounding, improving habitat for endangered species, nature photography, and learning about GPS.
3. Members are encouraged to be involved in some service and some advocacy activities.
4. Members are encouraged to observe, record, write and maintain a field notebook. Writing may be submitted to *Blue Bill*.
5. Provision of role models for Teens to meet.
6. The Stirrett Scholarship assists one (Junior or Teen) each year to attend a summer camp.

3.2 Editor of the *Blue Bill*

• *Blue Bill* Publication Steps:

- publish four times per year (March, June, September, December)
- inform Executive members of deadline for each issue
- obtain materials for publication by deadline
- obtain additional content if needed
- obtain graphics
- obtain permission to reprint articles/images from other sources as needed
- proof read content
- format content
- take final version to printer in electronic format, accompanied by printing requisition form
- confirm with Membership Secretary number of copies to be printed for each issue
- inform mailing volunteer when *Blue Bill* is ready to pick up from the printer
- when required, send copies to contributors who are not KFN members and have requested a copy

Correspondence:

- fill in questionnaires from Statscan once yearly
- handle any correspondence to Editor

• Resources

- hold original illustration for front cover
- maintain an electronic archive of past editions

- **Blue Bill Content:**

- actively solicit articles of current interest from authors
- select primarily archival material on natural history with emphasis on local area
- Field Trip reports from field trip leaders or participants
- Round-up and Christmas Count reports from Bird Record Chairman
- President's Page each issue
- Annual Report from President each spring
- audited financial report from Treasurer published in September each year
- annual Bioblitz report
- reprints and abstracts from other club publications

3.3 Member at Large – Ontario Nature Representative:

- **ON Advocacy**

- promote coordination and cooperation between KFN and ON
- encourage KFN members to join ON
- organize sale of ON Christmas Cards to members
- liaise with conservation chair on conservation issues

- **Meetings**

- attend annual and regional ON meetings
- solicit advice from KFN executive and membership and take to ON meetings

- **Communication**

- receive and distribute ON mailings
- inform executive of ON issues of concern and decisions
- inform membership of ON conferences, issues of concern, and activities

3.4 Member at Large – Publicity and Newsletter

Newsletter

- receives content of newsletter from president and executive members
- proof reads and edits content as necessary
- types and lays out newsletter in final format
- submits newsletter to volunteer for reproduction and mailing

Publicity

Provision of Information to Public:

- publicize General Meetings in local newspapers, radio, and television
- publicize public bird walks and other events when specified by KFN Executive
- distribute current Membership Application Forms in suitable locations (libraries, Conservation Authority, Parks, Chamber of Commerce)
- exhibit KFN displays at events and environmental shows as specified by Executive
- provide KFN checklists for sale at appropriate outlets (Conservation Authority)
- put notices and ads in media as directed by Executive, including creation of layout and proof reading

- be proactive and open to publicity opportunities

Publicity Resources

- hold and maintain KFN display materials
- hold and maintain a current list of media information (T.V., radio, newspaper, contacts, deadlines, prices and requirements)
- print and hold a sufficient supply of current Membership Application Forms
- print and hold a supply of KFN business cards, brochures and art work
- revise Membership Application Forms and cards when required

Communication

- coordinate with Education person for displays, festivals, and special events
- review with Membership Secretary to ensure publications of other nature clubs in Ontario are being exchanged with KFN publications (Newsletters and *Blue Bill*) and they are informed of our activities in exchange for theirs
- coordinate with Website person to publicize on the Internet

NOTE: KFN Field Trips are for members and are not advertised to general public.
May bird walks are advertised and intended for the public.

4. Unassigned Duties:

Archivist:

- Maintain the club archives and historical documents and files. Work with Queen's University Archives on this.

Speakers:

- **Speakers at General Meetings:**
 - arrange Speakers on appropriate topics for general meetings at least 6 weeks in advance
 - provide name of speaker and title of presentation to KFN Publicity person and President for Newsletter at least 6 weeks in advance
 - re-confirm Speaker one month ahead of meeting; send map if needed and arrange time and place for meeting with Speaker
 - entertain Speaker and one other guest if appropriate for dinner (see notes)
 - introduce Speaker or delegate this to another club member
 - thank Speaker or delegate this to another club member
 - inform President at start of meeting who will introduce and thank Speaker
 - *ensure audio-visual equipment is available for General meetings*

Note: KFN Speakers are not normally paid. Travel expenses may be reimbursed if appropriate, but if any expenses are to be paid to the Speaker, this should be agreed upon by the Executive. Receipts for expenses should be requested if available and submitted to Treasurer. Receipt for dinner expenses should be submitted to Treasurer for reimbursement..

- **May Dinner Meeting:**

- present options for the location, menu and cost per person the Executive no later than the February Executive meeting.
- make a firm booking following the February Executive meeting
- arrange Speaker on appropriate topic by February

- obtain name(s) and phone number(s) of volunteer to sell tickets(at meetings and by phone)
 - set a deadline for end of ticket sales
 - provide details of the dinner and ticket sales to Publicity person and to President for the Newsletter in March, April, and May
 - arrange to print tickets in time for sale at April General Meeting
 - provide free ticket to the Speaker, and if appropriate to one guest of the Speaker
 - ensure that the audiovisual equipment required by the Speaker is arranged and brought to the meeting location
 - ensure that arrangements are in place to thank the Speaker
 - ensure that the staff of the establishment is thanked following the dinner
 - obtain the bill before the close of the meeting so that the Treasurer can issue a cheque to pay for the meal and facilities before leaving
 - organize fund raising auction if one is to be held
- **Projects Coordinator:**
 - keep a file on club projects designated to him/her by the executive
 - monitor progress of these projects
 - keep executive informed of status of these projects
 - coordinate volunteers of these projects
- **Website:**
 - ensure the website is functioning properly, up to date and accurately reflects the club's activities, policy news and publicity.
 - post information on speakers, field trips and other club activities in a timely fashion
 - Post the Blue Bill when provided by the editor and make a link to the URL for each new issue available to the Membership Secretary for distribution to the eBlue Bill distribution list.
 - Post the draft General Meeting minutes well in advance of the next General Meeting. Post the final minutes with corrections after acceptance by the Membership.
- **Bioblitz**
 - See other documents that list tasks for this event.