



Committees, Positions Within Committees, and Committee Objectives

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STANDING COMMITTEES

- Chapters Committee
- Education Committee
- Ethics and Bylaws Committee
- Finance Committee
- Marketing and Development Committee
- Membership Support Committee
- Nomination Committee
- Organizational Health Committee
- Publications Committee
- Research, Conservation and Grants Committee

POSITIONS WITHIN STANDING COMMITTEES

Committee Coordinator (Vice-President) – Jody Haynes

Chapters Committee (3+ positions)

- Chair – Director (position open)
- Associate – Al Taylor
- Chapter Representative – Member (position open)
- Associate – Director or Member (position open)

Education Committee (10+ positions)

- Chair – Keith Huber
- All directors are members of this committee
- Associate – Member (position open)

Ethics and Bylaws Committee (2+ positions)

- Chair (Vice President) – Jody Haynes
- Recording Secretary – Jody Haynes
- Associate (Director) – position open
- Associate – Director or Member (position open)

Publications Committee (4+ positions)

- Chair (Publications Director) – Bart Schutzman
- Webmaster– Jody Haynes
- Seedbank Director – Nick Argyros
- Back Issues Associate – Bart Schutzman
- Associate – Director or Member (position open)
- Associate – Director or Member (position open)

Marketing and Development Committee (4+ positions)

- Chair – Director (position open)
- Marketing Associate – Director (position open)
- Fundraising Associate – Director (position open)
- Webmaster – Jody Haynes
- Associate – Director or Member (position open)

Finance Committee (2+ positions)

- Chair (Treasurer) – John Campbell
- President – Craig Nazor
- Associate (Director) – Director (position open)

Membership Support Committee (4+ positions)

- Chair (Membership Director) – Larry Krauss
- Publications Director – Bart Schutzman
- Seedbank Director – Nick Argyros
- Back Issues Associate – Bart Schutzman
- Associate – Director or Member (position open)

Nomination Committee (2+ positions)

- Chair – John Campbell
- Election Supervisor – John Campbell
- Associate – Director (position open)
- Associate – Director or Member (position open)

Organizational Health Committee (5+ positions)

- Chair (President) – Craig Nazor
- Vice President – Jody Haynes
- Treasurer – John Campbell
- Recording Secretary – Jody Haynes
- Membership Director – Larry Krauss
- Associate – Director or Member (position open)

Research, Conservation and Grants Committee (2+ positions)

- Chair – Jody Haynes
- Associate – Bart Schutzman
- Associate – Al Taylor
- Associate – Director or Member (position open)
- Associate – Director or Member (position open)
- Associate – Director or Member (position open)

COMMITTEE OBJECTIVES

Chapters Committee

1. Encourage and provide support for the creation, development, and long-term success of TCS Chapter Affiliates
2. Ensure TCS directors and members remain informed on chapter development and chapter activities
3. Ensure new and existing chapters follow “TCS Chapter Guidelines”

Education Committee

Conduct and promote activities that encourage and stimulate learning about cycads

Ethics and Bylaws Committee

1. Archive minutes, legal documents, and publications and make them easily accessible
2. Respond to requests for copies of minutes and other documents from the archive
3. Critically evaluate any potential ethics violations and, when appropriate, act in accordance with the bylaws
4. Ensure bylaws are followed at all times
5. Update ethics policies and bylaws as required
6. Provide required documentation to governmental agencies

Finance Committee

1. Critically monitor income and expenses on a quarterly basis
2. Work with the Marketing and Development Committee to continually increase funding
3. Provide annual financial summary reports to directors and members
4. Produce annual budget and submit to directors for approval (and modify as necessary)
5. Complete and file all required paperwork with the IRS

Marketing and Development Committee

1. Seek opportunities for increasing and diversifying TCS’s funding base
2. Promote TCS whenever reasonable and possible in publications, activities, and events
3. Ensure marketing material is readily available
4. Coordinate exchange marketing ads with other societies
5. Coordinate the creation and development of marketing and fundraising publications and opportunities with the Publications Committee
6. Develop concepts and ideas to brand our organization and to ensure its future growth and success

Membership Support Committee

1. Respond to correspondence from members
2. Oversee and provide support to the seedbank and seedbank members
3. Ensure membership database is current and each member receives entitled benefits
4. Coordinate renewal notices to continually minimize loss of members
5. Coordinate contact with past members to increase membership

Nomination Committee

Schedule, coordinate, and supervise all activities associated with nominations and voting for directors and officers (as outlined in appropriate separate documents)

Organizational Health Committee

1. Continually evaluate the health and the path of development for the organization
2. Provide ideas and suggestions to directors on ways to increase overall health and ensure a successful future for the organization

Publications Committee

1. Continually improve the quality of TCS’s quarterly publication
2. Produce and print a biennial (every other year) membership listing
3. Provide support for other publications upon request from other committees
4. Support the continuing development of a style manual
5. Critically evaluate TCS’s publications and update based on member trends and changes in the marketplace
6. Maintain and, upon request, mail back issues of the newsletter
7. Submit a CD to the Montgomery Archive of each issue of the newsletter (including inserts)

Research, Conservation, and Grants Committee

1. Keep our members informed on recent issues concerning research and conservation involving cycads
2. Encourage, receive, and review requests for financial support that reflect our mission