

**MICHIGAN CHAPTER  
SOIL AND WATER CONSERVATION SOCIETY**

**2012 Chapter Committees**

(Committee activation, membership needs and member term lengths vary depending on functions and needs. For example, the East North Central Leadership Development Workshop Committee only functions every fourth year.

**Standing and Temporary Committees Specified in Bylaws**

**Executive Council**

President	Kent Dankenbring
President-Elect	John Freeland
Vice President	Kristin Esch
Past President	Jean Gagliardo
Treasurer	Jay Blair
Secretary	Daniel F. Kesselring
Region 1 Director	Marilyn Shy
Region 2 Director	Scott Hughey
Region 3 Director	Mary Fales
Region 4 Director	Jon Bartholic

(The positions of President Elect, Vice President and Region Directors are elected positions. The President Elect serves 3 years and rotates into the positions of President and Immediate Past President. The Vice President serves a 1-year term and Region Directors serve a 2-year term. The positions of Treasurer and Secretary are appointed each year by the president.)

**Assignments:**

- The Executive Council is officially a non-profit organization Board of Directors.
- The Executive Council is generally responsible for the day-to-day operations of the chapter and for communicating with National.
- The Executive Council may assign tasks to the other standing and temporary committees, but ultimately is the final decision maker for the Chapter.
- The Executive Council meets via teleconference monthly and may meet face-to-face once or twice a year.

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### Policy Committee

Chairperson	Jean Gagliardo, 1 <sup>st</sup> Past President
Member	Aaron Lauster, 3 <sup>rd</sup> Past President
Member	Kelly Goward, 4 <sup>th</sup> Past President
Member	Sarah VanDelfzijl, 5 <sup>th</sup> Past President
Member	Daniel F. Kesselring, 6 <sup>th</sup> Past President
Member (Alternate)	Jay Blair, ? <sup>th</sup> Past President

(According to the Bylaws, the Policy Committee is made up of the previous 5 available Past Presidents. If 5 Past Presidents are not available, any past officer may be appointed by the President as a replacement.)

#### Assignments:

- The Policy Committee shall meet at the request of its chairperson, any Policy Committee member or the Executive Council.
- The Policy Committee shall review and discuss general policy, such as Bylaws, and administrative matters, such as non-profit and corporation status, of the Chapter and develop recommendations for consideration by the Executive Council.
- The Policy Committee may receive policy suggestions from other Committees, review and possibly modify those suggestions, and forward policy recommendations to the Executive Council..

### Legislative Committee (Appointed by President)

Chairperson	An Executive Council member
Member	
Member	
Member	

(At least 4 chapter members are specified in Bylaws. Usually appointed for a specific purpose.)

#### Assignments:

- Generally not appointed unless a specific need is determined.
- The purpose of the Legislative Committee is to foster, implement, organize and administer ways and means by which the Chapter can communicate with, and represent, its members with respect to legislation or proposed legislation of direct interest to the Chapter's objective of promoting the conservation of all natural resources.
- The function of the Legislative Committee recognizes that the Chapter may be an advocate, but cannot lobby.

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### Scholarship Committee

Chairperson	Kristin Esch
Member	Larry Foote
Member	Sarah VanDelfzijl
Member	Daniel F. Kesselring
Member	Kent Dankenbring

### Assignments:

- The purpose of the Scholarship Committee is to encourage qualified students to enter the field of natural resource conservation and to prepare them for such careers through an organized program of study in an institution of higher education offering training in appropriate areas.
- Awards will be based on interest in conservation as evidenced by scholastic ability and participation in conservation activities.
- In addition to issuing applications for the scholarship and judging the applicants, the Scholarship Committee should:
- Continue to expand the State University and College Contacts who distribute the scholarship information to the students.
- Work towards developing a scoring matrix for scholarship application review (e.g. each application element can be assigned a range of point values based on the Chapter's prioritization of the qualities we are looking for. The applicant that averages the highest score among those reviewing the application is awarded the scholarship.)

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### **Nominations Committee (Appointed by President at least 180 days before the Annual Mtg.)**

Chairperson	Daniel F. Kesselring
Region 1	Vacant
Region 2	Perry Smeltzer
Region 3	Heather Simeneta
Region 4	Stephen B. Lovejoy

(Shall have State-wide representation. Number not specified. Should be at least 4, one for each Region. Each Regional Director is responsible for finding a member to serve on the Nominations Committee.)

#### Assignments:

- The Nominations Committee shall encourage members to be on the ballot for the Michigan Chapter Executive Council.
- Nomination petitions must be presented to the Nominations Committee at least 90 days before the annual meeting and signed by 5 or more members for the office of Regional Director or by 10 or more members for other Chapter officers. Petitions for nomination of Regional Directors shall be signed only by members of the region represented. Nomination petitions must be accompanied by a statement that the nominee has consented to have his or her name placed on the ballot.
- The Nominations Committee shall nominate and submit to the President, no later than 60 days before the annual meeting, a list of candidates for the elective offices who have consented to have their names appear on the ballot.
- The Election Ballot is prepared and distributed by the Executive Council.

### **Elections Committee (Appointed by President at least 180 days before the Annual Meeting)**

Chairperson  
Member

(Number not specified. Should be at least 2. Members can be in close proximity to each other in order to facilitate meeting for the official count)

#### Assignments:

- The Secretary shall deliver the election ballots to the Election Committee chairperson.
- Upon receiving the ballots, the Elections Committee shall meet and count the ballots, and certify results of the election to the President.
- The Elections Committee shall deliver the counted ballots to the Secretary who shall make them available for inspection by any member for six months after which they may be destroyed.
- If possible, the Elections Committee should be made up of individuals who will be attending the Annual Meeting.

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### Standing and Ad Hoc Committees not specified in Bylaws

("...standing or temporary committees may be established by the Executive Council for any purpose within the scope of the objectives of the Chapter." *Chapter Bylaws*.) Each Committee shall have at least one Chapter Officer representing the Executive Council as a member.

### Annual Meeting Committee

Chairperson	John Freeland
Member	Kelly Goward
Member	Kent Dankenbring
Member	Marilyn Shy
Member	

#### Assignments:

- In cooperation with the Professional Development Committee, Executive Council, and Michigan Association of Conservation Districts (MACD) the Annual Meeting Committee shall organize and plan the Annual Meeting and the preceding Technical Session by October 1.
- The Committee shall be responsible for assuring adequate facilities arrangements through MACD.
- The Committee shall be responsible for speaker arrangements and accommodations.

### Ag & Natural Resources Week Seminar Planning and Arrangements Committee (2011)

Chairperson	Jean Gagliardo
Member	John Freeland
Member	Mary Fales
Member	Jon Bartholic
Member	Kristin Esch
Member	Daniel F. Kesselring

#### Assignments:

- In cooperation with the Professional Development Committee and the Executive Council, the ANR Week Committee shall plan, arrange and execute the ANR week seminar.
- The Committee shall prepare a program description for inclusion in the Michigan State University ANR Week Program Guide by the October.

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**Archives Committee**

Chairperson	Daniel F. Kesselring
Member	Roger Howell
Member	Jay Blair

**Assignments:**

- The Archives Committee is assigned the task of documenting the history of the Michigan Chapter and preserving records related to our organization that may be beneficial for future Chapter leaders and members.
- Archival materials shall be donated to the Michigan State University Archives and Historical Collection. Copies shall be retained by the Archives Committee.

**Audit Committee**

Chairperson	Gaylynn Kinter
Member	(To be appointed annually)

**Assignments:**

- Review Chapter financial records for the fiscal year prior to the Annual Meeting.
- Provide an audit report at the Annual Meeting and for the Chapter newsletter.

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### Awards Committee

Chairperson	Sarah VanDelfijl
Member	Kelly Goward
Member	Jean Gagliardo
Member	Daniel F. Kesselring

### Assignments:

- Solicit nominations for Chapter and Society awards by the deadline set by the Executive Council.
- Recommend and prepare nominations for Chapter and International Society awards.
- Submit nominations for Chapter and International Society awards to the Executive Council for approval by the deadline set by the Executive Council.
- Prepare award certificates, plaques, etc. for Chapter award recipients.
- Plan and conduct the annual awards ceremony at an appropriate meeting as determined by the Executive Council.
- Prepare and submit nominations, as directed by the Executive Council. for International Society awards to SWCS headquarters by the deadline.
- Ensure proper recognition of Chapter and International Society award winners.
- Chapter and Society Awards include the following:
  - For Society Members:
    - Fellow. (National Society award)
    - Outstanding Service. (National and Michigan Chapter awards)
    - Commendation. (National and Michigan Chapter awards)
  - For members and non members:
    - Hugh Hammond Bennett. (National Society award)
    - Honor. (National Society and Michigan Chapter awards)
    - Merit. (National Society and Michigan Chapter awards)
    - Conservationist of the Year Award. (Michigan Chapter award)
    - News/Media award. (Michigan Chapter award)
    - Education award. (Michigan Chapter award)

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**East North Central Leadership Development Workshop Committee (2012)**

Chairperson	Kelly Goward
Member	Daniel F. Kesselring
Member	Jean Gagliardo
Member	Marilyn Shy
Member	Sarah VanDelfzijl

**Assignments:**

- This committee will plan, organize and carry out the East North Central Leadership Team Regional Workshop once every 4 years when the workshop is hosted by the Michigan Chapter. The 2012 Workshop will be in Michigan.
- The Committee shall coordinate planning with the East North Central Region Director.

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### Membership Committee

Chairperson	Marilyn Shy
Member	Gaylynn Kinter
Member	Jean Gagliardo
Member	John Freeland
Member	Kent Dankenbring

### Assignments:

- Promote membership in the Chapter.
- Develop strategies to increase membership and member involvement, and then implement those approved strategies.
- Develop strategies to retain, strengthen, motivate, and involve members, then implement approved strategies.
- Develop strategies to increase Chapter visibility among relevant state and national agencies, organizations, societies, and groups, and then implement approved strategies.
- Research or survey the professional needs of members, and report findings to the Executive Council.
- Establish and maintain a new-member mentoring program and assign mentors to new members upon request.
- Recommend members who merit advancement and are well qualified to serve as Chapter or Society officers or committee members, then initiate nominations of those that are recommended.

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### Outreach Committee

Chairperson            Daniel F. Kesselring  
Member  
Member

#### Assignments:

- Includes newsletter, website, table top display and other general outreach and public communication activities.
- Prepare the periodical Chapter newsletter and make it available to all Chapter members by most appropriate means.
- Monitor and manage the Chapter website to communicate the Chapter's values, goals and objectives to SWCS members and the general public.
- Solicit articles from Executive Council members and Chapter members for inclusion in the newsletter.
- Prepare appropriate upcoming event articles for the newsletter as needed.
- Edit submitted articles, with appropriate consultation with original writers.
- Update, prepare and deliver the Chapter display to appropriate events, and look for event opportunities.
- Consider contacting University members who might be interested in contributing articles.

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### Professional Development Committee

Chairperson	
Member	Daniel F. Kesselring
Member	Sarah VanDelfzijl
Member	Kelly Goward as liaison to MACD
Member	Karen Blair

#### Assignments:

- Propose professional development activities for Executive Council and event planning committees consideration.
- Solicit professional development programming ideas from Chapter membership.
- Keep tuned to developing environmental issues, environmental events and conservation professional's needs.
- Consult with agencies and other organizations for professional development needs and opportunities.

### Student Chapter Development Committee

Chairperson	Kent Dankenbring
Member	Kelly Goward, GVSU Chapter Liaison
Member	Dan Kesselring
Member	Jean Gagliardo
Member	Abby Smith

#### Assignments:

- The intent of this Committee is to develop new Student Chapters in appropriate Institutions, and to support and encourage existing Student Chapters.
- Targeted Institutions shall be determined by the Committee in consultation with the Executive Council.
- The Committee should consider developing networking opportunities with University Faculty members and other relevant student organizations.

### Summer Tour Committee:

Chairperson	Jon Bartholic
Member	John Freeland
Member	Karen Blair
Member	

#### Assignments:

- Develop and carry out a Summer Tour or Field Day in August in the Region designated by the Executive Council.