

**CHAPTER LEADER
HANDBOOK
SOIL AND WATER
CONSERVATION
SOCIETY
Illinois Chapter
(Land of Lincoln)**



Updated 2/14/07

2007

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Chapter Mission

As a multidisciplinary membership organization, we advocate the protection, enhancement and sustainable use of soil, water, and natural resources. Through education and example, we promote an ethic that recognizes the interdependence of people and the environment.

Chapter Objectives

- ❖ Promote and advance all phases of the sciences of soil, water, and other related renewable natural resources.
- ❖ Provide a medium for exchange of facts, experiences, and thoughts.
- ❖ Promote the art and science of good land use.

Chapter Functions

Annual Meeting
Awards
Fall tour
Newsletter
Conservation Education
Professional Development
Membership

Chapter Goals

A strategic plan was completed in August 1995 and published in the Fall 1995 Newsletter. As a way of directing Chapter activities to accomplish the objectives of the strategic plan, we developed this list of goals.

Program and Professional Development

- ❖ Summer Meeting - collaborate with Illinois Department of Agriculture, Bureau of Land and Water Resources and the Association of Illinois Soil and Water Conservation Districts to assist and hold a joint conference relating to natural resource conservation.
- ❖ Annual Meeting - Plan and implement an Annual Meeting on timely natural resource topics.
- ❖ Provide certification (continuing education credits) opportunities
- ❖ Foster professional development opportunities through co-sponsoring and promoting professional meetings and conference.
- ❖ Promote the CPESC certification to natural resource professionals throughout the state.
- ❖ Promote communication with other natural resource-related organizations
 - *co-sponsor meetings
 - *develop cooperative projects
 - *ask our members to act as sponsors or main contacts within other organizations

Awards

Provide chapter awards:

1. Each section director asked to submit at least one award nomination this year
2. Grant chapter memberships to awardees
3. Provide and present savings bonds and soil/water conservation certificates to selected FFA members as part of the Illinois State FFA conference.

Board of Directors

(President, President-elect, Vice-president, Secretary, Treasurer, Past President, Section Directors (7) and Committee Chairs).

- ❖ Strengthen Chapter Sections by helping them:
 - develop their own goals which support the Chapter
 - provide leader development training or other activities
- ❖ Update the Chapter Leader Handbook
 - distribute updated handbook to all chapter leaders
- ❖ Improve communication with members
- ❖ Establish closer ties with National SWCS Headquarters in Ankeny
 - invite National SWCS officials to Annual Meeting
 - inform National of Chapter activities regularly
 - send Chapter representative to Chapter Development Workshops
- ❖ Strengthen Chapter Committees
 - help them develop goals, which support the Chapter
 - provide leader development training or other activities
- ❖ Assist the Local Arrangements Committee for any National Conference held in Illinois.

Conservation Education/Booklet Sales Committee

- ❖ Determine priorities for Chapter educational activities and provide leadership in carrying out those activities
- ❖ Continue strategy to increase the distribution of SWCS cartoon booklets

Finance Committee

- ❖ Develop alternate funding sources
 - *grants
 - *sales

- *services
- *sponsors
- *meetings/conferences

Membership Committee

- ❖ Develop a membership drive program
 - develop a welcome letter/packet for new members
- ❖ Explore the development of student chapters
 - research what it would take in terms of time and money
 - research effective structures and process for student chapters

Newsletter and Publicity Committee

- ❖ Publish a regular newsletter
- ❖ Improve communication with members
- ❖ Promote communication with other natural resource-related organizations
- ❖ Explore new communication techniques (i.e. e-mail, web site)

Program Committee

- ❖ Plan and conduct Annual Conference and encourage diverse participation
- ❖ Promote communication with other natural resource-related organizations
 - co-sponsor meetings
 - develop cooperative projects
 - ask our members to act as sponsors or main contacts within other organizations
- ❖ Serve as a link to the Local Arrangements Committee for any National Conference held in Illinois.

SCHEDULE OF ACTIVITIES 2007 - 2008

ACTIVITY	May	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Request submission of annual reports.										1		
Audit Treasurer's accounts										15		
Annual Report Due to President										15		
Newsletter articles due			15			15			15			15
Board/Section Directors Meeting	14			X			X			X		
Request reimbursement from Ankeny											15	
Newsletter Distribution	1			1			1			1		
Chapter FFA award certificates prepared & savings bonds purchased			15									
FFA State Awards presentation				1								
Update on SWCS 2007 Conference	X			X			X			X		
SWCS Annual Meeting, Florida						X						
Participate in Land & Water Resources Conference						1-3						
Plan 2008 Annual Meeting							X	X	X	X		
Election officer mails ballots										X		
Election ballots due											X	
Chapter Awards Info distributed							X					
Chapter Awards nominations due								X				
Pres.-elect develops schedule of activities											X	
Finalize Committee Assignments	14											
Hold 2008 Annual Meeting											X	X

Illinois Chapter Soil and Water Conservation Society

Officers

<u>President</u>	Rich Stewart 301 E North St Cambridge, IL 61238	Office: 309-937-5263 Fx: 309-937-2171 rich.stewart@il.usda.gov
<u>President Elect</u>	Kent Bohnhoff 402 Kays Drive Normal IL 61761	Office: 309-452-0830 x3 Fx: 309-452-6642 kent.bohnhoff@il.usda.gov
<u>Vice President</u>	Annette Holmes 4004 College Park Road, Decatur, IL 62521	Office: 217-877-2109 Fx: 217-877-2109 annette.holmes@il.usda.gov
<u>Secretary</u>	Shannon Allen 4004 College Park Rd Decatur, IL 62521	Office: 217-877-5670 Fx: 217-877-4667 shannon.allen@il.nacdnet.net
<u>Treasurer</u>	Mark Kaiser 13716 Shelly Dr. Morrison, IL 61270	Office: 815-772-2124 ex.3 Fx: 815-772-7973 mark.kaiser@il.usda.gov
<u>Past President</u>	Harry Hendrickson 218 Cumberland Drive Rochester, IL 62563	Office: 217-498-8411 Fx: 217-498-8408 hhendrickson@yahoo.com

Section Directors

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2007 Committee Chairs and Members

Annual Meeting Committee

Vice President: Annette Holmes
Kent Bohnhoff
Other designated persons

Awards Committee

Chair: Martha Sheppard
Rich Stewart
Section Directors

Chapter Delegate (2007 SWCS Annual Meeting)

President: Rich Stewart

Chapter Historian

Gene Evans

Conservation Education/Booklet Sales Committee

Chair: Joe Gates
Three other designated persons

CPESC Certification Program Liason

Shannon Allen

Educational materials and promotion committee

Bob Frazee

Election Committee

Chair: Alan Gulso
Duane Friend
One additional designated person

Fall Tour Committee

Betty Joubert

Finance Committee

Treasurer and Chair: Mark Kaiser
President: Rich Stewart
President-elect: Kent Bohnhoff

Membership Committee

Chair: Deborah Cavanaugh-Grant
Section Directors

Newsletter and Publicity

Chair: Jim Rospopo

Website manager: Jim Rospopo

Newsletter editor: Jim Rospopo

Nominating Committee

Chair: Harry Hendrickson

President: Rich Stewart

President-elect: Kent Bohnhoff

Professional Development/Program Committee/Renewable Resource Conf delegate
Kent Bohnhoff

Promotional items Committee

Kim St. John

Committee makeup, responsibilities and procedures

Annual Meeting Committee

Committee Makeup and Terms

The committee shall be comprised of the Chapter Vice-President and persons appointed by the Vice-President. Members serve for one year.

Responsibilities

The committee is responsible for planning, organizing and hosting the Chapters' Annual Meeting.

Operating Procedures

- The committee shall meet as often as necessary to fulfill responsibilities.
- The committee should meet and determine date and location of meeting by **July 31**.
- Status reports due at Board of Directors meetings.
- Meeting to be publicized in Chapter newsletters and in various publications of the sponsoring organizations.
- Meeting registration packet to be sent to membership four weeks prior to meeting.
- Refer to Chapter Leader guide #1, Assuring Successful Chapter Meetings."
- Registration fee should be set to assure "breakeven/profit."
- Provide newsletter editor with articles about meeting for **September** and **December** Chapter newsletters.
- Provide newsletter editor with an article about the meeting for the **March** newsletter.
- Prepare final summary/financial report of the meeting for presentation to Board of Directors.
- Complete Chapter Activity Summary for the Annual Report.
- cc all committee correspondence to President and President -elect.

Awards Committee

Committee Makeup and Terms

The committee shall be comprised of the Chair, President, and the Section Directors. The Chair shall serve for one year, but may be reappointed.

Responsibilities

- The recognition of individuals, groups, and organizations that have significantly added to "advancing the science and art of good land use" is an important function of the Chapter.
- It is the responsibility of the Chapter Awards Committee to recommend to the Board of Directors awards that are to be made annually.
- The committee Chair is responsible for working with the Annual Meeting Committee Chair to arrange for awards presentation at the Annual Meeting.
- The committee Chair is responsible for submitting Chapter nominations for Society Awards.
- The committee Chair is responsible for working with FFA and Chapter treasurer to arrange for presentations of FFA Natural Resources Proficiency Awards.

Operating Procedures

- Refer to Chapter Annual Awards Program and Guidelines.
- Recommendations need to be submitted to the Board of Directors by Fall meeting for approval.
- Recognition and Commendation Award Certificates are filled out by committee Chair.
- Send letter to all awardees informing them of the award and inviting them to attend Annual Meeting to receive the award (3-4 weeks before the meeting).
- Work with Annual Meeting Committee Chair to arrange for awards presentation at Annual Meeting.
- Prepare awards ceremony brochure and brief narrative for each award.
- Submit article for **September** Chapter newsletter describing awards program and encouraging members to submit a nomination(s).
- Submit article for **March** Chapter newsletter detailing award winners (include photographs).
- Submit nominations to Ankeny for Society Awards by November deadline. Refer to Awards Manual.
- FFA Awards. FFA Executive Secretary will make initial contact in March/April. Awardees are selected by FFA - we award one state winner. State winner receives a \$100 savings bond. Work with Chapter Treasurer to get savings bond (need SSN). Arrange for presentations at FFA Annual Meeting. Submit article to **July** newsletter.
- Committee reports due at Board of Director's meetings.
- Complete Chapter Activity Summary for the Annual Report by **December 1**.
- CC all correspondence to President and President-elect.

CPESC Certification Program Liaison

Committee Makeup and Terms

The Certified Professional Erosion and Sediment Control Certification Program Liaison shall be appointed by the President/Board of Directors. The liaison shall serve for two years, but may be reappointed.

Responsibilities

- Provide President with an annual update of CPESC activities.
- Complete Chapter Activity Summary for the Annual Report by **December 15**.
- Provide a yearly article for the Chapter newsletter.

Chapter Delegate

Committee Makeup and Terms

The President shall serve as the delegate if he/she is planning on attending the Society's Annual Meeting. If the President is not attending the meeting the President/Board of Directors shall appoint a delegate. The delegate shall be named at the **March** Board of Directors meeting.

Responsibilities

Represent the Chapter at the SWCS Annual Meeting "International Chapter Advisory Council" session.

Operating Procedures

- The Chapter will reimburse the delegate as determined in advance by the board
- The delegate shall report to the Board of Directors at the **August/September** Board of Directors meeting.

Chapter Historian

Committee Makeup and Terms

The Chapter Historian is appointed by the President/Board of Directors.

Responsibilities

- The Historian is responsible for maintaining selected files of inactive correspondence, minutes, and other pertinent materials relating to the historical record of Chapter activities, programs, awards, and personalities.

Operating Procedures

- Keep current, a list of past Chapter meetings.
- Keep current, a list of past Chapter Presidents.
- Keep current, a summary of Chapter financial activity and membership totals.
- Submit a "Remember When" article for publication in each newsletter.
- Complete Chapter Activity Summary for the Annual Report by **December 15**.

Conservation Education/Booklet Sales Committee

Committee Makeup and Terms

The committee shall be comprised of the Chair and three other members appointed by the President/Board of Directors. The voting members shall serve a 3-year term staggered so that one new member is appointed each year. The Chair will serve no more than three consecutive years. A voting member may become chair and serve the full three years. Other interested Chapter members may become advisory non-voting members at the Chair's discretion.

Responsibilities

The committee is responsible for determining priorities for Chapter educational activities and providing leadership in carrying out those activities. This includes devising programs and procedures and conducting organized efforts beyond the Society's cartoon booklet promotion and sales.

Operating Procedures

- The committee shall meet as often as necessary to fulfill their responsibilities.
- Manage the Chapter's booklet sales activities.
- Status reports due at Board of Director's meetings.
- Submit annual report on educational activities to President for presentation to Board of Directors and membership at the Annual Meeting.
- Submit article for one Chapter newsletter detailing activities of the committee.
- Complete Chapter Activity Summary for the Annual Report by **December 1**.
- CC all committee correspondence to President and President-elect.

Election Committee

Committee Makeup and Terms

The committee shall be comprised of the Chair and two other members appointed by the President/Board of Directors. Members serve for one year, but may be reappointed.

Responsibilities

Responsible for collecting and counting Chapter election ballots and reporting election results.

Operating Procedures

- The Chair shall collect ballots (to be mailed to membership by Secretary and returned to Chair of the Election Committee.
- Within 15 days after the election date the Chair shall convene the committee to count ballots, and to certify to the President and President-elect the elected officers (See Chapter By-Laws).
- The Chair shall deliver the ballots to the Secretary with certification of the count.
- Complete Chapter Activity Summary for the Annual Report by **December 1**.

Fall Tour Committee

Committee Makeup and Terms

The committee shall consist of a chair and other members as deemed necessary by the chair. Members will serve one year, but may be reappointed.

Responsibilities

- The committee is responsible for planning, organizing, and hosting the Chapter's Fall Tour and meeting.

Operating Procedures

- The committee shall meet as often as necessary to fulfill their responsibilities.
- Status reports due at Board of Directors meetings.
- Meeting to be publicized in summer and fall Chapter Newsletters.

- Meeting registration package to be sent to membership four weeks prior to meeting.
- Refer to Chapter Leader Guide #1, "Assuring Successful Chapter Meetings."
- Registration fee should be set to assure "breakeven/profit."
- Prepare final summary/financial report of the meeting for presentation to Board of Directors.
- Complete Chapter Activity Summary for the Annual Report by **December 15**.
- CC all correspondence to the President and President-Elect.

Finance Committee

Committee Makeup and Terms

The committee shall be comprised of five members. The Chair, Chapter Treasurer, President, President-Elect and two other members appointed by the President/Board of Directors.

The President, President-Elect and treasurer serve for the length of their term. The members serve two-year terms staggered so that one new member is appointed each year.

Responsibilities

The committee is responsible for overseeing and monitoring the financial status of the Chapter. Specific responsibilities include:

- Prepare and present an annual budget to the Board of Directors prior to the Annual Meeting.
- Conduct and annual audit of the fiscal accounts and records of the Chapter and report to the Board of Directors prior to the Annual Meeting.
- Make recommendations concerning the Chapter's financial status and operating procedure to the Board of Directors.

Operating Procedures

- The committee shall meet as often as necessary to fulfill their responsibilities.
- An annual budget report is to be presented to the Board of Directors prior to the Annual Meeting.
- The two at-large members are responsible for auditing the books prior to the annual meeting.
- Complete Chapter Activity Summary for the Annual Report by **December 1**.

Membership Committee

Committee Makeup and Terms

The committee shall consist of the chair, appointed by the President/Board of Directors and the seven Section Directors.

The Chair shall serve two years, but may be reappointed.

Responsibilities

- Responsible for devising and carrying out promotional activities and publicity for the purposes of enlisting new members and retaining current members.
- Maintain an up-to-date roster of current members, dropped members, and delinquent members.

Operating Procedures

- Chair is to provide a copy of the "Membership Master Report" to all officers and Section Directors.
- Chair is to provide a "Membership Update Report" to all officers and sections directors.
- Submit article for each Chapter newsletter. List names of new chapter members and their section. Provide a listing of all members once a year.
- Chair will work with officers to develop a strategy for recruiting new members.
- Complete Chapter Activity Summary for the Annual Report by **December 1**.

Newsletter/Publicity Committee

Committee Makeup and Terms

The committee shall consist of a chair/editor, the Chapter officers and three members appointed by the President/Board of Directors.

Responsibilities

- Prepare and publish the Chapter newsletter on a quarterly basis.
- Publicize Chapter programs, policies, and other pertinent matters by notices to press and broadcast media, letters to public leaders, etc.
- Committee members responsible for providing timely news items to editor.
- Arrange for Chapter display to be at appropriate meetings/conferences.
- Maintain Chapter display.

Operating Procedures

- The newsletter is to be published 4 times yearly (**December, March, June, September**).
- Be aggressive in obtaining news articles from Chapter leaders and committee.
- Complete Chapter Activity Summary for the Annual Report by **December 15**.

Nominating Committee

Committee Makeup and Terms

The committee shall consist of Past-President (chair), the President and the President-elect.

Responsibilities

- The committee is responsible for developing a slate of nominees for the Chapter's elective offices.
- Also responsible for soliciting nominees for Society offices as appropriate.

Operating Procedures

- Review the Chapter membership roster and develop a list of candidates for each Chapter office up for election: Candidates must consent to have their names appear on the ballot.
- Submit slate of nominees to Chapter Secretary by **September board meeting**.
- Complete Chapter Activity Summary for the Annual Report by **December 15**.

Program Committee

Committee Makeup and Terms

The committee shall consist of five members. The Chapter President-elect will chair the committee and the Chapter Vice-President will also serve. Three other members will serve three year terms, staggered so that one new member is appointed each year.

Responsibilities

- The committee is responsible for providing overall program guidance to the Board of Directors and for overseeing the development of Chapter policy/position statements.
- The committee shall identify concerns, issues, and problems that the Chapter should address in the next two years and recommend Chapter action.

Operating Procedures

- The committee shall meet as often as necessary, but at least once a year.
- Recommendations for Chapter activities for the next year should be made to the Board of Directors at the **September** Board meeting.
- Committee reports due at Board of Director's meetings.
- Submit annual report to President for presentation to Board of Directors and membership at Annual meeting.
- Complete Chapter Activity Summary for the Annual Report by **December 15**.
- CC all correspondence to the President.

IEC Representative

Committee Makeup and Terms

The Illinois Environmental Council (IEC) Representative shall be appointed by the President/Board of Directors.

Responsibilities

- The IEC Representative is responsible for keeping the Chapter members informed of state legislative issues affecting natural resources and natural resource management.
- Responsible for coordinating the Position Statement Development Process.

Operating Procedures

- Receive IEC Affiliate Notes
- Submit newsletter articles on pertinent legislative issues.
- Attend IEC Annual Meeting in October
- Report at Board of Directors meetings
- Complete Chapter Activity Summary for the Annual Report by **December 15**.