
**CACTUS and SUCCULENT
SOCIETY of NEW MEXICO**

P.O. Box 21357

Albuquerque, New Mexico 87154-1357

<http://www.new-mexico.cactus-society.org>

ORGANIZATION POLICY

DUTIES AND RESPONSIBILITIES OF MEMBERS HOLDING KEY CSSNM POSITIONS

The following Cactus and Succulent Society of New Mexico (CSSNM) Policy shall be followed until such time as it is abolished or amended by a general membership vote.

Affiliate CSSA Representative: is the contact person with the CSSA and other societies. He/she will complete and submit the CSSA membership form for CSSNM every January. When contacted by the CSSA and other societies asking for help with publicity for various shows, conventions, etc., the Representative will respond by making announcements at meetings, forwarding information to the Communications/Email Chair for dissemination to the members, and by providing appropriate information to the requesters, etc.

CAGC (Council of Albuquerque Garden Clubs) Representatives: along with the CSSNM President, will attend the three CAGC Board of Directors (BOD) meetings (February, June and October) each year and vote on behalf of CSSNM. At least one representative should attend each of the monthly meetings of the CAGC Executive Committee (currently the second Thursday of each month) as an observer in order to keep the CSSNM membership apprised of Council's activities. In the event that a CAGC representative is unavailable to attend a BOD meeting, he/she should arrange for a substitute in order that CSSNM is fully represented and has a full complement of votes.

Communications or "Email" Chair: will appoint one or two members as back-up to ensure there is no lapse in coverage. With the assistance of the Treasurer and/or the Membership Chair, he/she will maintain an accurate list of email addresses for all members in good standing, and promptly remove addresses when membership has been suspended. The Chair will respond to all incoming emails and forward queries, requests, and plant offerings as appropriate. He/she will send notifications of meetings and events to members, and forward announcements and information provided by members of the Board of Directors and Event Chairs to the general membership as requested. He/she will send a general reminder each January that dues should be paid by the 31st, and a second reminder in February that dues not paid by the end of that month will mean suspension of membership. The Treasurer will provide a current membership roster to the Communications Chair on March 1st so non-current members may be removed from the email list.

Garden Maintenance Chair: will prepare an estimated schedule of work needed by month, and a budget to be submitted annually for approval to cover the cost of the estimated paid labor requirements. He/she will conduct a periodic review of the garden to determine its condition and to set/change watering and labor schedules. He/she will schedule periodic work days for CSSNM volunteers when needed, prepare emails for distribution to announce those work days and times, and manage/oversee the work, as well as report on problems and needs at membership meetings.

Librarian: will maintain the CSSNM library to include purchasing new books when approved by the membership, check books out to members in good standing, maintain the checkout card file, notify members to return overdue books, and renew publication subscriptions. He/she will complete an annual inventory, and update the inventory listing as needed. The librarian will also maintain the

CSSNM record copies of important documents, Policies, Minutes and any other CSSNM historic material. (Note: The library will be housed in the CSSNM storage unit.)

Program Chair: is responsible for submitting an annual budget for approval by the membership to cover the cost of speakers for that year. He/she will arrange for speakers, ensure they are paid in accordance with the CSSNM Policy covering Speaker Fees, and publish the schedule of presentations. The Program Chair is responsible for the CSSNM video equipment maintenance and transport as needed for meetings and events. (Note: All CSSNM-owned equipment is to be stored in the CSSNM storage unit where it is accessible to the Program Chair as well as his/her designee when necessary.)

Show Public Relations Chair: will be responsible for the publicity for the Spring Show and Sale at the Albuquerque Garden Center. This includes, but is not limited to, sending notices to various newspapers and journals, posting information to online calendars and Craigslist, calling in to radio shows near the date of the Show and Sale, and contacting various "personalities" to try to get on TV and radio.

Webmaster: will maintain the CSSNM website to include posting information handouts as created or updated, posting meeting and events schedules, and adding appropriate pictures and events reports supplied by members.

Membership Chair (if staffed): may appoint committee members to assist with his/her duties. The Treasurer will send a copy of all paid new membership applications to the Membership Chair, and ensure he/she has up-to-date membership rosters. The Chair will contact all new members to ensure that the contact information on the application is accurate, and forward their email address to the Communications Chair. He/she will then send the new member a membership card and a copy of the Welcome New Members handout. He/she will inform new members that they can request additional membership cards for household members. The Membership chair will inform new members that they can purchase an official name badge from the current vendor (The Recognition Place; 4770 Montgomery Blvd NE; Suite C-120; Albuquerque, NM 87109; (505) 881-9003; info@trpnm.com), and he/she will provide the necessary template for the badge upon request. The Membership Chair will be the focal point for ideas for attracting new members and follow up as appropriate. NOTE: In the event this position is not staffed, the primary new member duties may be assumed by the Vice President and/or Treasurer as needed.

Newsletter Editor: will prepare and issue a periodic newsletter with the frequency that is agreed to by the volunteer accepting this position, and the President and/or Executive Board.

APPROVED BY CSSNM EXECUTIVE BOARD VOTE ON 15 JANUARY 2020.