

# SC NATIVE PLANT SOCIETY

## CALL FOR NOMINATIONS - ELECTION OF STATE OFFICERS, 2022

The SC Native Plant Society 2022 Nominating Committee (Katie Ellis, Virginia Meador, Laura Lee Rose, and Mitzi Stewart) is seeking candidates for a full-slate of state officer positions:

- State President
- State Vice-President
- State Secretary
- State Treasurer

Election of state officers will be held in conjunction with the Annual Meeting scheduled for October 29, 2022. Newly elected officers will serve two-year terms beginning January 1, 2023, but can be re-elected for additional terms.

*Potential candidates must be SCNPS members in good standing and encouraged to have leadership and/or officer experience at the regional chapter level.* Should you be interested in serving as a SCNPS state officer or know someone you would like to nominate to serve, please contact Katie Ellie ([president@scnps.org](mailto:president@scnps.org)) no later than close of business, Friday, September 9, 2022.

### POSITION DESCRIPTIONS

The **State President** presides at all meetings of the organization and Board of Directors, and services as the official spokesperson of the South Carolina Native Plant Society. The President represents the organization, its missions, goals and objectives, and projects and programs to the general public. The President serves as an ex-officio member of all state committees and all regional chapters.

The **State Vice-President** assumes the duties of the President in the absence of the President or at the President's direction, and assists the President in those functions necessary for the leadership and development of the organization. In the event the President is no longer able to serve, the Vice-President shall become the President for the remainder of the term.

The **State Secretary** shall maintain all official records of the organization as well as minutes of the Board of Directors' meetings. Actions handled remotely via email, discussion and voting must also be recorded. The Secretary or his/her designee shall distribute official minutes of the meetings of the Board of Directors. The Secretary will assure that all minutes and other documents are placed into a permanent archive, the nature of which will be established by Board action.

The **State Treasurer** has the charge and custody of and responsibility for all funds of the organization, and for the administration of such funds. The Treasurer deposits all such monies in the name of the organization as designated by the Board of Directors and maintains accurate records of all receipts and disbursements. Upon approval of the annual budget, the Treasurer is authorized to incur obligations on accounts and expenses provided in the annual budget without further approval of the Board of Directors.

In addition, the **State Treasurer** prepares a report for each meeting of the Board of Directors and Annual Meeting of the Membership. The Treasurer executes and maintains all official correspondence with local, state, and federal entities related to the corporate and tax status of the organization. The Treasurer may be required to furnish a surety bond as determined by the Board of Directors. Candidates for the State Treasurer position should have knowledge of basic accounting procedures, a working knowledge of QuickBooks, and experience with Stripe.