What does it mean to be an FNPS Chapter Representative?

Background, Responsibilities, and Resources
The purpose of The Council of Chapters is to facilitate communication between the Society and Chapters, to share information to improve Chapter effectiveness, and to support initiatives that advance the mission of the Society.

The Council of Chapters was created in April 2014 by a vote of the general membership of the Florida Native Plant Society that reorganized the Society and adopted new Bylaws.

- Reducing the size of the Board was a significant goal of reorganization, so The Council of Chapters was created and made to be represented by three Directors.
- By virtue of its three Director votes, The Council was given more power than any one standing committee of the Board.
Powers of the Council of Chapters

• In support of the mission of the Society, The Council of Chapters shall share information and initiate programs and actions consistent with its goals. The Council's "initiated programs and actions" are generally referred to as Council Initiatives.

• The goals and powers of The Council of Chapters shall be specified by the Board of Directors. Where powers are not specified, The Council has all powers that are reasonably necessary it achieve its goals, not otherwise restricted by the bylaws.
The FNPS Board requires a Director from The Council for a Board Quorum and on the Executive Committee. The Council of Chapters is like a Board Committee in its basic relationship to the Board. That is, The Council works with and for the whole organization, under the same Bylaws, and aligned with policies and initiatives established for the whole organization. Its focus may be different from the Board’s reflecting the interests of the Chapters.

The Chapter of Council leadership consists of a Chair, Vice-chair, and Secretary, who also serve on the FNPS Board of Directors. The Council Chair serves on the Executive Committee of the Board.

The Society’s Council of Chapters consists of a representative from each Chapter of the Society. Chapters select Chapter Representatives consistent with their own bylaws. Chapter Presidents may also serve as Chapter Representative.

The Council of Chapters may establish its own committees subject to the Bylaws, Board, and Council. Council Committees may be established to develop and implement Council Initiatives under the direction of The Council.

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Standard operating procedures
Council of Chapters

Standard Operating Procedures (SOP) must, above all, facilitate or make easy the work of The Council. This requires a few simple and straightforward rules. **Too many rules and requirements, in the end, hinder progress.**

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**Vice Chair of the Council of Chapters**

- The Vice Chair shall represent The Council on the Board.
- The Vice Chair fills the leadership gaps, supports the Chair, and tries to understand and express the group will of the Chapter Representatives.
- The Vice Chair takes half the leadership workload, and serves as the Chair in her or his absence.
- The Vice Chair is timekeeper during meetings, but mindful of its agenda.
Secretary of the Council of Chapters

- The Secretary represents The Council on the Board.
- The Secretary records and publishes the minutes of Council meetings on the website.
- The Secretary keeps fiscal records for The Council.
- The Secretary provides instructions to facilitate Chapter communication through various mediums.
- The Secretary monitors, records, and publishes votes and polls.
- The Secretary maintains the Councils calendar on the FNPS website.
- The Secretary makes recommendations to the SOP subcommittee to improve Council operations.

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**Representative of the Council of Chapters**

The Chapter Representative (Representative) is the “information highway” between Chapter members and FNPS—and between FNPS and Chapter members.

- ✓ Ask
- ✓ Answer
- ✓ Share
- ✓ Feedback
- ✓ Exchange
- ✓ Acknowledge
- ✓ Circle back
Duties and Expectations

Ensure that the FNPS mission statement is either spoken or displayed at each public chapter meeting and that Chapter members and attendees understand FNPS policy in support of the mission.

Each Representative should expect to volunteer between 8-16 hours per month, depending on the current activities of the council.

- Meetings
- Committees
- Subcommittees
- Written reports
- Verbal reports
Representative of the Council of Chapters

The Chapter Representative will attend Council of Chapters meetings, both online and in person and report back to Chapter members, keeping their local chapter abreast of FNPS and Council meeting discussions, initiatives, programming, and major events.

Duties and Expectations

Place a high priority on attending all meetings of The Council of Chapters, including 4 in person meetings and 4 online meetings via GoToMeeting.
Representative of the Council of Chapters

- Prior to each meeting the Chapter rep should provide a brief written report highlighting successful Chapter programs or initiatives in addition to any challenges, needs, or problems that need to be addressed by The Council or State Board of Directors.

  ✓ Successes
  ✓ Challenges
  ✓ Concerns
  ✓ Needs
  ✓ Questions
  ✓ Policy
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**Representative of the Council of Chapters**

The Chapter Representative will report back to Chapter members, keeping their local chapter abreast of FNPS and Council meeting discussions, initiatives, programming, and major events.

**Chapter Rep**

**Duties and Expectations**

Report back to chapter about initiatives, successes, announcements (Conference), new programs, resources, policies, and reminders (volunteer hours).
Chapter Rep

Duties and Expectations


Representative of the Council of Chapters

Chapter Representatives are requested to join one or more Standing Committees and provide input at committee meetings scheduled between Board meetings and at the Annual Conference.

Chapter reps and officers already on a committee or the BOD are asked to share important and timely information from meetings with The Council.

FNPS Council of Chapters

The purpose of the Florida native plant society (FNPS) is to promote the preservation, conservation, and restoration of the native plants and native plant communities of Florida.
Chapter Representatives should familiarize themselves with important resources available on the FNPS website to assist them and their chapters, including:

- Council of Chapters Website
- Chapter Member Tools
- Forum
- Support Documents
- Handbook Wiki
- FNPS Policies Statements
- Society and Chapter Calendars
Chapter Rep Access

Two Logins are required for Full Access

1. **Chapter ID & Password:**
   Each Chapter has a Login ID & Password. Your Chapter Membership person or President should be able to provide you with the Chapter login, which gives you access to contact information for:
   - Society Elected Officers
   - Society Committee Leadership
   - Chapter Presidents
   - Chapter Representatives
   - Chapter Members Lists (unique to chapter)

2. **Forum Login:**
   The Forum Login allows Representatives to participate in Board and Council discussions and vote on the Forum. The forum login is unique for each individual, so new chapter representatives should request a forum login via the website.
You can login using the button in the lower right of the FNPS website to access most of the tools and documents mentioned in this presentation.

You can login to the Forum via the button in the upper left of the Forum page.
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The Council Website

Home Page:
- The Council Officers
- Summary and links to the latest Initiatives and Discussions
- How To Link

Initiatives:
- Initiatives are scheduled to be reviewed annually (continued, changed, or replaced) by The Council. Our next face-to-face will be to review and decide on initiatives.
- Here is where you will find the pdfs of all 6 of the landscape brochures and copyright policies.
The purpose of the Florida native plant society (FNPS) is to promote the preservation, conservation, and restoration of the native plants and native plant communities of Florida.

The Council Website

Menu
- Home
- Initiatives
- Meetings
- Calendar
- How To
- Resources

Meetings
- Here you will find agenda, minutes and highlights from the last Council meeting (go-to-meeting and face-to-face).

Calendar
- Here you will find a schedule of upcoming go-to-meetings and In Person Meetings.
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Menu
- Home
- Initiatives
- Meetings
- Calendar
- How To
- Resources

The Council Website

How To
- Information about obtaining the logins discussed earlier
- Instructions on using various methods of communications, including in-person, go-to-meetings, Forum discussions and voting, email and phone guidelines.
- Link to Standard Operating Procedures

Chapter Resources
- Links to shared chapter created resources, such as publications and power point presentations.
- Links to downloadable publications that chapters find useful.
- Speaker List and programming tips.
- Link to FNPS Handbook

FNPS Council of Chapters
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Chapter Member Tools

How to Access:
• Must have a Chapter Login & Password
• After Login, link to “Chapter Membership Tools” is available in the Footer of the FNPS website under Chapter Resources

What’s There:
• Membership Lists: View, Print, Email, Spreadsheets*
• Member Management: Newest members, Upcoming renewals, Dropped Members
• Society Contacts: BOD, Committee Leaders, Chapter Presidents, Chapter Reps
• Reports: Chapter and Society Membership Reports

NOTE: When emailing to a list, always copy the list under “BCC” (blind copy) and use your email as the sender. Emails will be replied to you and not the whole group.
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Support Documents/Logos

How To Access
- No login needed
- Found in the Footer of the FNPS Website

What’s There:
- Business Card & Letterhead Templates
- Press Release Template
- PowerPoint Template
- Copyright Permissions Forms
- Fieldtrip Waiver Forms
- Photo & Video Release Forms
- Banner Template
- Plant Survey Standards
- Up-to-date Logos for all applications (separate link in footer)

Please review the FNPS Logo Usage and Design Standards
- And more…
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**Handbook/Wiki**

**How To Access**
- Chapter User Id & Password or Guest
- Found in the Footer of the FNPS Website

**What’s There:**
- **Chapters**
  - Starting a Chapter
  - Structure
  - Organization
  - Finances
  - Key Activities:
    - Meetings/Fieldtrips/Events/Member
    - Management/Communications
- **Resources**
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Policy Statements

How To Access

- **FNPS Home Page/Resources/Downloadable Documents/FNPS Policies.** A link to FNPS Policy statements addressing environmental and fundraising issues that have and may arise, and provide guidance when formulating policy statements.
- **FNPS Home Page/Policies.** Active and Non-Active Alerts and current policy related actions.

What’s Is It?

- CPR – Conserve, Preserve and Restore: More detailed than our mission statement, these policy statements address actual issues or provided guidance for formulating policy on issues that may arise.
- Policy Regarding Donations, Bequests, Grants, Sponsorships, and Fund-raising
- Water Policy
- Imperiled Plant Species
- More
How To Access

• Each Chapter has its own link to edit their own calendar. Shirley has provided the link to each Chapter president who can share it as needed.

• Bookmark the link for easy access.

• After editing your calendar it can be viewed on the FNPS website under the Events Tab.
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Our Website

Menu
- Who we Are
- Participate
- What We Do
- Chapters
- Events
- Resources
- Native Plants
- Policy

FNPS.org

How To Access
- www.FNPS.org

What’s Is It?
Our website is a great resource for you, our members, potential members, and public inquiries about Florida native plants, native plant landscaping, and native plant conservation, restoration and protection. It also answers who we are, what we do, how they can join, donate to, and participate in FNPS. **Members should visit our website frequently, and refer others to our website to address inquiries about Florida native plants.**
What does it mean to be FNPS Chapter Representative?

It means...

YOUR VOICE Matters