

Council of Chapters: Responsibilities and Purpose

Supporting the Society and Each Other



FNPS Council of Chapters



Purpose of the Council of Chapters

The purpose of The Council of Chapters is to transfer information between the members, the Chapters and the Society.

The council facilitates the exchanging ideas between chapters that allows for growth and success of each chapter, consistent with the bylaws and mission of the society.



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.

Goals and Powers of the Council of Chapters

- In support of the mission of the Society, The Council of Chapters shall share information consistent with the Society's goals.
- 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.
- By virtue of its three Director votes, the Council has more votes than any one standing committee of the Board.



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Structure of the Council of 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 that reflect the interests and needs of the chapters, and support the mission of the society.



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The Council Standard operating procedures

Standard Operating Procedures are found on The Council website:

council.fnpschapters.org

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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Chair of the Council of Chapters

- The Chair sets The Council meeting agenda based on the needs and requests of the Council.
- The Chair facilitates the Council meetings to accomplish the goals of the Council, while ensuring each chapter rep who wishes to has an opportunity to exchange information and comment.
- The Chair represents The Council on the Board and Board Executive Committee and enters any motions requested by the Council.



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Vice Chair of the Council of Chapters

- 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 helps facilitate the meetings by keeping topics on track and may set time limits to adhere to the agenda.
- The Vice Chair shall represent The Council on the Board.



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Secretary of the Council of Chapters

- The Secretary records and publishes the minutes of Council meetings and publishes them on the website.
- 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.
- The Secretary represents The Council on the Board.



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Representative of the Council of Chapters

The most important function of Chapter Representative (Representative) is as a **COMMUNICATOR** between Chapter members and FNPS —and between FNPS and Chapter members.

- ✓ Ask
- ✓ Answer
- ✓ Share
- ✓ Feedback
- ✓ Exchange
- ✓ Acknowledge
- ✓ Inform



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Representative of the Council of Chapters

The Chapter Representative is expected to up to **attend** up to Eight Council of Chapters meetings each year:

- 4 online (go-to-meetings)
- 4 in-person regional meetings, along with the FNPS board.



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Representative of the Council of Chapters

Administrative Stuff

Post your reports to the forum and review the agenda and any other materials posted on the Forum in advance of the meeting.



FNPS Council of Chapters

- **Before 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.

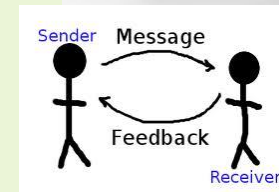
- ✓ Successes
- ✓ Challenges
- ✓ Concerns
- ✓ Needs
- ✓ Questions
- ✓ Policy



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Representative of the Council of Chapters

After each meeting, 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.



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Council Go-to-Meeting: Suggested Format; 1 hour

- I. Business (15 to 30 minutes)
 1. Approve previous minutes
 2. Report(s)from the Council Chair/Vice-Chair: This is when the Council chairs share any Society board issues that affect the Council or should be shared with the chapters/members.
 3. New business/motions & discussion: This is when Council members voice what they want the Council chairs to convey to the Society board in form of information or motions.
- II. Chapter Discussion/Information Exchange (30-45 minutes)
 1. Each Chapter Rep has the opportunity to talk about their successes and challenges since the last. Successes and challenges should address how the chapter implemented ideas from the previous meeting, but new topics may be introduced.
 2. Each Chapter Rep should be prepared to suggest what topics they would like to see addressed at the next in-person meeting. The Council Chairs will choose from those topics to set the agenda for the next in-person meeting.



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Council In-Person Meeting (Retreat): Suggested Format: 2 hours

- I. Business (15 to 30 minutes)
 - Approve previous minutes
 - Report(s) from the Council Chair/Vice-Chair: This is when the Council chairs share any Society board issues that affect the Council or should be shared with the chapters/members.
 - New business/motions & discussion: This is when Council members voice what they want the Council chairs to convey to the Society board in form of information or motions.
- II. Roundtables/Presentations/Workshops (1 – 1.5 hrs.): The Council Chairs will choose which agenda topics suggested at the previous go-to-meetings to address at the go-to-meeting. Depending on the scope of the topic and meeting format this could be 1-3 different items.
 - Roundtables/Breakout sessions: 2-3 topics discussed simultaneously leaving at least 15 minutes at end for each group to share their ideas with the entire group
 - Speaker/Presentation: If a Chapter is identified as being very successful in a certain area that is challenging to other chapters, (ie: plant sales, biodiversity day, membership recruitment) the Council Chairs may ask that person/chapter to give a presentation on that topic leaving time for question answer and discussion at end of the presentation.
 - Workshops: Some topics may require a hands on workshop (website/calendar usage). Council Chairs will identify those in the society who can instruct such workshop and may set-up individual instruction for some individuals following the workshop.



NOTE: Part of this 2 hour session could be held concurrently while the Society Board meets provided separate rooms are available for each group.

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What else should you know about being a FNPS Chapter Representative?

Play Nice &



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