



General and Specific Duties of Surfrider Foundation Chapters, Executive Committee Members, and Titled Chapter Positions

Universal expectation - Surfrider Foundation chapters are led and run by a small group of incredibly dedicated volunteers. Running a chapter should be fun, but it's important to remember that your chapter is a direct extension of a non-profit organization and thus should seek in every way possible to conduct business in a professional manner. How your chapter conducts itself will determine how your chapter is perceived in your community.

General Functions of a Surfrider Foundation Chapter:

- Identify and work on mission-related issues in the chapter's geographic area. This means running campaigns to win a decision in favor of the environment
- Involve members through regular communications, meetings, and by giving them mission-related ways to volunteer
- Grow chapter membership, including retaining current members
- Cultivate, train, and mentor volunteers
- Raise funds to support chapter activities
- Identify new leaders and groom them for leadership positions

General Duties of Chapter Executive Committee Members:

Essential Functions

- Organize and implement Issue Campaigns and Programs
<http://chapternet.surfrider.org/education/operations>
- Organize and staff outreach events
- Organize and plan fundraising and awareness events
- Coordinate and develop volunteers
- Participate in and co-lead subcommittees, i.e. campaign, program or event committees. Develop a "staff" from volunteer base for assistance
- Communicate regularly with and be responsive to Regional or National Staff
- Communicate regularly with and be responsive to chapter membership
- Conduct annual chapter planning early each year, including rough sketches of campaigns and budgets. Implement the annual plan during the year
- Ensure that chapter funds are raised, spent, and accounted for properly
- Meet minimum requirements for chapter operation (see "How to Run an Effective Chapter") and comply with Chapter Bylaws
- Use Chapter emails as a way of capturing information relevant to running the Chapter



General and Specific Duties of Surfrider Foundation Chapters, Executive Committee Members, and Titled Chapter Positions (Cont)

Marginal Functions

- Respond to media requests as needed
- Public speaking

Additional Functions

- Sign up for Chapternet and use it. See overview and registration information at end of this document)
- Sign up for Surfrider's Forums and use it. As an executive committee member you have access to a private section of Surfrider Foundation's Forums. As such please contact Ed Mazzarella to register you to access this resource emazzarella@surfrider.org
- Attend National or Regional Chapter conferences if possible

Chair – Must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

- Acts as the main administrator & leader of the chapter
- Acts as main contact to SFHQ
- Transmits all communications from the national office to the chapter
- Runs monthly chapter meetings
- Makes meeting agendas
- Makes calls/contacts before the meetings to ensure those with updates either attend or provide their update
- Checks chapter email account and distribute emails appropriately. This could be delegated
- Checks Chapter PO Box if applicable and distribute US Mail appropriately. This can be delegated
- Is a signer on the Chapter Bank Account
- Is a spokesperson for the chapter. Field media calls or delegate them out
- Calls for votes among the chapter's Executive Committee
- Contributes to the chapter's website and social media pages
- Uses the [Chair@\[chaptername\].surfrider.org](mailto:Chair@[chaptername].surfrider.org) email address for chapter related emails



General and Specific Duties of Surfrider Foundation Chapters, Executive Committee Members, and Titled Chapter Positions (Cont) Chair Continued

- Collect Action Index Numbers once a month and input numbers through Chapternet at ai.surfrider.org

Vice Chair – Must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

- Runs meetings in the Chair's absence
- Performs other duties of the Chair as needed
- Ideally chairs a committee of the chapter, either event, program, member development, or campaign committee
- Contributes to the chapter's website and social media pages
- Uses the Vicechair@ email address for chapter related emails

Secretary – Must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

- Takes notes at chapter meetings, including key decisions and action items, and distributes to attendees and Regional or National Staff in a timely manner (i.e. within one week of the meeting)
- Sends meeting reminders via email. This could be delegated or shared
- Writes letters to outside parties as needed including elected officials, donors, and others deserving thanks from the chapter
- Contributes to the chapter's website and social media pages
- Maintains a supply of chapter stationary or has electronic letterhead
- Maintains EC member's info in the Chapter Database
- Possibly – communicates to the chapter membership via mass emails
- Uses the Secretary@ email address for chapter related emails

Treasurer – Must be a Surfrider Foundation Member, 2 to 20 hours per week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

- Maintains chapter financial records



General and Specific Duties of Surfrider Foundation Chapters, Executive Committee Members, and Titled Chapter Positions (Cont) Treasurer Continued

- Establishes and or maintain chapter bank account with proper signers
- Reports chapter financial transactions at monthly meetings
- Use the Treasurer@ email address for chapter related emails
- Expends chapter funds as decided by the chapter Executive Committee
- Submits quarterly financial reports to the national office
- Participates in “Dropbox” software to share financial data with SFHQ
- Pays chapter bills on time including PO Box and or storage space if applicable
- Gives donor information to Secretary for thank you letters
- Contributes to the chapter’s website and social media pages
- Adheres to the Chapter Financial Manual Policies, Procedures, and Guidelines (Detailed information found on the ChapterNET under the Governance Header and sub header “Chapter Financial Forms”).
<http://chapternet.surfrider.org/governance>

Volunteer Coordinator – Must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

One of the most important jobs in the chapter because there are typically hundreds of members in every chapter being led by a few

- Coordinates with committees (campaign or events) and/or campaign and program leaders to identify volunteer needs
- Leads volunteer recruitment by communicating those needs to the membership and posting volunteer opportunities elsewhere as appropriate
- Build and manage a database or list of volunteers and potential volunteers
- Gets to know volunteers, their interests and match them to opportunities
- Responds to inquiries from people seeking to volunteer
- Contributes to the chapter’s website and social media pages
- Possibly – communicates to the chapter membership via mass emails
- *Note: unless the Volunteer Coordinator *wants* to, the Volunteer Coordinator is not expected to lead a program (i.e. beach cleanups) or lead specialized volunteer training (i.e. for water quality monitoring. These duties fall to the respective Program Leaders.
- Uses the Volunteercoordinator@ email address for chapter related emails



General and Specific Duties of Surfrider Foundation Chapters, Executive Committee Members, and Titled Chapter Positions (Cont) At-Large Continued

- **At-Large Members** – The Chapter can elect two additional people to serve on the Executive Committee. (Two keeps an odd number), must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month.
- Chairs an issue campaign, program, or event committee
- Contributes to the chapter’s website and social media pages

Committee Chairs – Committees should be where much of the work in a chapter happens. Committees can be for a campaign like “Ban Plastic Bags in our little town USA”, or for a program like Blue Water Task Force or Ocean Friendly Gardens, or for an event like an annual fundraiser. Committees should serve as the training grounds for those who want to be on the Executive Committee and those terming off the Executive Committee should take an active roll in a Committee.

Must be a Surfrider Foundation Member, 2 to 20 hours a week, 2-year commitment, one chapter meeting per month and or Executive Committee meeting per month

- Holds committee meeting and makes agendas
- Reports to Executive Committee regularly
- Mentors and develop new chapter leaders

ChapterNET Resource Site

<http://chapternet.surfrider.org/>.

The ChapterNET provides a secured intranet site for activists to enhance collaboration efforts by easily sharing information, downloading documents, support tools and helps promotes a culture of collaboration. The site allows each member of your executive committee to choose his or her own individual username and password. The first time you login to the site you will be asked to agree to the terms of use in order to utilize the ChapterNET. All users are required to agree to the terms of use regardless of chapter affiliation, executive committee position (or non-position), international affiliate or advisory role.

Key Areas to Review on the ChapterNET

Additional volunteer job description support materials can be found under the “How to” Header.

Chapter Resource Book & related materials can be found under the “Training” Header sub header “Operations”.

“What Chapters Do flow Chart?” can be found under the “Operations” Header. This chart provides a visual for the operational side of a leader’s responsibilities.