



## **Dear Chapter Member,**

The Sacramento Valley Chapter has elected positions on the Board of Directors opening up this Fall, and we think YOU should run! These positions are elected through a majority vote of the Chapter membership, with the election held during the November Chapter meeting. The term of these positions is two years or until a successor is elected. A majority of this work can be conducted at home, but some attendance to Sacramento Valley Chapter events (e.g., monthly Chapter Meetings, Board meetings, bi-annual plant sales) is expected. See below for a general description of each elected position. If you are interested in these, please contact current Chapter Present Ellen Pimentel at [President@SacValleyCNPS.org](mailto:President@SacValleyCNPS.org). Sign up for the November 9, 2022 virtual and online Chapter Meeting <https://www.sacvalleycnps.org/chapter-news-and-events/> to participate in the vote.

## **President, Open Position**

The President has duties identified in the Sacramento Valley Chapter bylaws, but undertakes other duties as needed. The President can delegate duties. Below is a summary of key duties of the President:

- Coordinates and presides over the nine monthly Sacramento Valley Chapter board meetings. Requests agenda items, then prepares and circulates agendas and supporting materials. Facilitates meetings. Conducts meeting follow up items.
- Attends nine monthly Sacramento Valley Chapter programs (i.e., Chapter meetings) and starts each meeting.
- Fields emails received on behalf of the Sacramento Valley Chapter and board.
- Acts as a signatory authority of Sacramento Valley Chapter fiscal items.
- Acts as 1 of the 4 elected officer voting quorum.
- Represents the Sacramento Valley Chapter of CNPS at chapter events.
- Prepares and sends a report to State CNPS showing annual Sacramento Valley Chapter activities and volunteer hours.
- Acts as the Chapter Delegate at quarterly CNPS Chapter Council meetings.
- Appoints Chairs of committees as deemed necessary for the business of the Sacramento Valley Chapter.
- Appoints temporary committees as deemed necessary for the business of the Sacramento Valley Chapter.
- Acts as an ex officio member of all committees except the nominating committee.
- Assists with recruiting for open Sacramento Valley Chapter board positions.
- Supports Sacramento Valley Chapter Chairs and committees as needed.
- Coordinates any special Sacramento Valley meetings as needed.
- Prepares and sends correspondence on behalf of the Sacramento Valley Chapter board.
- Assists with the development and distribution of printed and electronic materials such as enews, newsletters, website, and social media.
- Maintains Sacramento Valley Chapter board meeting agendas and archives using the Sacramento Valley Chapter's Dropbox account as a repository.

## **Vice President, Open Position**

The Vice President has duties identified in the Sacramento Valley Chapter bylaws, but undertakes other duties as needed. Below is a summary of key duties of the Vice President:

- Perform the duties of the President in the absence of the President.
  - Assist the President in carrying out their duties.
  - Attend nine monthly Sacramento Valley Chapter programs (i.e., Chapter meetings).-Field emails received on behalf of the Sacramento Valley Chapter and board.
  - Acts as 1 of the 4 elected officer voting quorum.
  - Assist with recruiting for open Sacramento Valley Chapter board positions.
  - Supports Sacramento Valley Chapter Chairs and committees as needed.
  - Prepares and sends correspondence on behalf of the Sacramento Valley Chapter board.
  - Assists with the development and distribution of printed and electronic materials such as enews, newsletters, website, and social media.
  - Maintains Sacramento Valley Chapter board meeting agendas and archives using the Sacramento Valley Chapter's Dropbox account as a repository.
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For the other two elected Board positions, we have two nominees:

### **Secretary, Lesley Hamamoto**

Lesley Hamamoto is a botanist and environmental regulatory specialist with the California Department of Water Resources. Lesley is the current Secretary (2021-22) and has been a chapter member for close to ten years. Lesley was a garden host for the 2019 Gardens Gone Native tour and recently gave a presentation about her native garden at the September Chapter meeting. Lesley is a Sacramento native and enjoys visiting local natural areas as well as traveling in California and beyond.

### **Treasurer, Carol Witham**

Carol Witham is well known to many CNPS members as she is a lifetime member of CNPS and has served in many different capacities both within the Sacramento Valley Chapter, and also at the state level where she has served on many different committees, as well as board president (2004-05) and treasurer (2011-12). Carol is the current Treasurer (2021-22) and a self-employed environmental consultant and recognized expert in vernal pool ecology.

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We also have a number of other committee chair positions open now, which are also described briefly below. These positions are more flexible and can be adapted by the chair towards the aspects they are most passionate about.

### **Committee Chair Positions**

**Conservation:** The Conservation Chair supports the mission of CNPS by engaging in conservation issues at a local, regional, and State level. Works with chapter members and the public to address conservations issues that affect native plant habitat while using a science based rationale to support conservation decisions and policies.

**Education:** The Education Chair supports the mission of CNPS through engagement with current CNPS members and the public on the benefits that native plants provide to the environment. Plans and organizes local educational events and activities for all ages to introduce them to the beauty and importance of California native plants.

**Hospitality:** The Hospitality Chair supports the mission of CNPS through continued engagement with current CNPS members and the recruitment of new CNPS members. Welcomes visitors and members to all CNPS meetings, provides welcome materials, organizes refreshments for in-person events, and acts as our liaison with the host venue.

**Outreach:** The Outreach Chair supports the mission of CNPS through continued engagement with current CNPS members and the recruitment of new CNPS members. Sends new members of the Sacramento Valley Chapter welcome letters, recruits new members at our events, coordinates with members via email.

**Plant Sale Co-Chair:** The Plant Sale Chairs support the mission of CNPS by coordinating the plant sale team. The plant sales financially supports chapter activities. The large plant sales are typically spring and fall. The Plant Sale Chairs hosts Zoom meetings for planning and debrief and takes notes. Duties may fluctuate depending on the format of future sales.

**Programs:** The Programs Chair supports the mission of CNPS by coordinating the monthly Sacramento Valley Chapter membership meetings, called "Programs". Meetings occur the second Wednesday of each month except for the months of July, August, and December. Seeks out subjects, speakers, and sources of leads for interesting topics for upcoming programs. Keeps records of programs presented. Introduces speaker and facilitates questions at Chapter meetings.

**Publicity:** The Publicity Chair supports the mission of CNPS through the creation of publicity materials that increase the awareness of who we are, what we do, and how people can get involved. Develops and distributes news content of printed and electronic materials; designs and creates marketing and publicity materials for promoting Sacramento Valley Chapter events; develops and maintains mutually beneficial relationships with local groups, authors, media personnel, the local community, and other key contacts.

**Rare Plants:** The Rare Plant Chair supports the mission of CNPS through engagement with current CNPS members and the public on issues surrounding rare plants (e.g., new discoveries, population trends, conservation efforts). Maintains and shares current knowledge of rare plants local to the Sacramento Valley. Responds to queries regarding rare plants, their habitat, etc., and directs those with questions to available Chapter and/or external resources. Attends monthly Rare Plant Program coordination meetings with the State CNPS office (currently via Zoom).

### **Sign Up For The Monthly eNewsletter!**

The Sacramento Valley Chapter has a monthly eNewsletter containing chapter announcements and upcoming events, and each issue is posted on the chapter's Newsletter webpage. It is also emailed to all eNewsletter subscribers. Sign up to receive the eNewsletter at <https://www.SacValleyCNPS.org/newsletter/>.