

DENVER FIELD ORNITHOLOGISTS POLICY MANUAL

The Policy Manual contains all governance policies passed by the DFO Board of Directors and currently in effect. Current policies as stated in this manual should be consulted before new policies are adopted. Most board actions can be accomplished through modification of existing policies with revisions to the manual. This manual includes responsibilities of all board members and committees.

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Policy Manual

*Rev. November 8,
2016*

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1. Board of Directors
 - 1.1. The Board of Directors (board) shall include the officers and directors as specified in the Bylaws of the organization.
 - 1.2. Responsibilities of officers and directors shall be those enumerated in Appendix A.
 - 1.3. The President shall set an organizational meeting of the Board to be held within 45 days of the annual meeting.
 - 1.3.1. A preliminary schedule of regular Board meetings shall be established at the organizational meeting.
 - 1.3.2. A Chair for each standing committee shall be appointed at this meeting.
 - 1.4. The Secretary shall record minutes of each meeting of the Board. Minutes shall include at minimum:
 - 1.4.1. Names of officers, director and guests attending.
 - 1.4.2. Names of officers and directors absent.
 - 1.4.3. Verbatim record of motions made, the officer or director making the motion, the person seconding the motion, and the outcome of the vote on the motion (Yay, nay, abstain).
 - 1.5. Committees
 - 1.5.1. Research, Education, and Conservation Fund Committee
 - 1.5.1.1. The committee shall be composed of at least three (recommend an odd number of committee members) members; a minimum of one DFO Board member and others.
 - 1.5.1.2. The Research, Education, and Conservation Fund committee, including a chair, shall be appointed each year by the DFO president.
 - 1.5.2. Awards Committee
 - 1.5.2.1. The awards committee shall administer the Ptarmigan Award and such other awards as may from time to time be established by the Board of Directors.
 - 1.5.2.2. The committee may recommend establishment of new awards to the Board of Directors.
 - 1.5.2.3.
 - 1.5.3. Field Trip Committee
 - 1.5.4. Nominating Committee
 - 1.5.4.1. No later than February 1, the President with the consent of the Board shall designate a Nominating Committee to nominate officers and new directors for the coming year.
 - 1.5.4.2. The committee shall include a Chair and at least two additional members.
 - 1.5.4.3. The committee shall present a slate of Officers and Directors at the March membership meeting.
 - 1.5.4.4. Elections of officers and new directors will be conducted at the April membership meeting.
2. Financial Management
 - 2.1. Budget
 - 2.1.1. With input from other officers and committees, the Treasurer will prepare a budget for the upcoming year no later than the board meeting in November.

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- 2.2. Financial Report
 - 2.2.1. The Treasurer will prepare an Income and Expense Report and a comparison of Budget/Actual Expenses for presentation to the Board on a quarterly basis as well as other financial reports deemed appropriate.
 - 2.2.2. An annual Statement of Income and Expense will be presented by the Treasurer at the annual membership meeting.
- 2.3. Investment Policy
- 2.4. Insurance
 - 2.4.1. The Treasurer will ensure that Directors' and Officers' insurance will be maintained in place so that the organization can recruit and maintain a competent Board to oversee the operations of DFO.
 - 2.4.2. The Treasurer will ensure that suitable liability insurance is maintained in place.
- 3. Meetings
 - 3.1. Membership meetings will be held on the fourth Monday of the months of January-April, and August-November.
 - 3.2. Meetings will be held at the Denver Museum of Nature and Science unless otherwise determined by the Board.
 - 3.3. Meetings will begin with a short business and informational meeting followed by a program.
 - 3.4. Programs
 - 3.4.1. Programs will feature speakers on topics related to avifauna including research reports, birding travel, and conservation.
 - 3.4.2. Speakers will be offered an honorarium of \$100 or \$150 depending on travel distance. Higher honorariums may be authorized by the President or Board in special situations.
- 4. Research, Education, and Conservation Fund
 - 4.1. Purpose: The DFO Research, Education, and Conservation Fund shall provide grants for projects that encourage the study, appreciation and/or the preservation of birds and their habitats. Preference shall be given to grants for projects in the Denver metropolitan area, the Colorado Front Range, the State of Colorado, and the United States — in that order.
 - 4.2. Administering the Research, Education, and Conservation Fund
 - 4.2.1. Annually grants shall be awarded for worthy projects from donations received by DFO for that purpose.
 - 4.2.2. Grants approved may not exceed the funds available for grants.
 - 4.2.3. Donations for grants shall be specifically accounted for in the DFO annual budget.
 - 4.2.4. The fiscal year for the Research, Education, and Conservation Fund and committee shall be the calendar year (this follows the DFO By-Laws, Article VII).
 - 4.2.5. If grant monies are not expended in any given fiscal year they will roll over and be available for disbursement in the following fiscal year at the discretion of the Board.
 - 4.2.6. The Research, Education, and Conservation Fund committee may request the DFO Board to use general fund monies to match funds donated by members. This could be done on a periodic basis or for a specific grant project with the Board stating limits on the amount of matching for any given fiscal year.

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- 4.2.7. In January the Board will specify the amount of money available for grants in that year. Grants will then be available beginning in March of that year.
- 4.3. Grant Review Process and Timeline
 - 4.3.1. Applications for grants may be accepted at any time during the year and shall be considered in a timely manner. The committee may require the applicant to provide additional information about the grant proposal. Applicants will be notified in a timely manner of the award of or rejection of their grant application.
 - 4.3.2. Applications will be evaluated and accepted or denied based on the Research, Education, and Conservation Fund committee's mission statement.
 - 4.3.3. The Research, Education, and Conservation Fund committee shall recommend grant application awards to the Board who will make the final decisions.
 - 4.3.4. The Research, Education, and Conservation Fund committee shall report to the DFO Board at each board meeting. The report will include applications received, decisions made, the status of grants made, and the funds available for grants.
 - 4.3.5. Grant awards shall be announced in the Lark Bunting and on the DFO website as they are approved.
 - 4.3.6. When a grant is approved, the DFO treasurer will be directed to send a check to the grant recipient.
 - 4.3.7. All grants shall carry a requirement that the recipient make a report to DFO on the project. Grant recipients may be asked to make a presentation at a DFO monthly meeting.
 - 4.3.8. A file (of grant applications and reports) shall be maintained by the committee chair and the DFO secretary. These records shall be passed to succeeding chairs and secretaries.
5. Field Trips
 - 5.1. Liability waivers
 - 5.2. Scheduling
 - 5.3. Trip leader recruitment and development
 - 5.4. Safety
 - 5.5. Data collection and analysis
 - 5.6. Costs
6. The Ptarmigan Award
 - 6.1. The Denver Field Ornithologists shall have a highest award known as the Ptarmigan, one or two to be given annually providing recipients are agreed upon by the committee.
 - 6.2. The President shall select a committee of not more than three persons to consider qualified recipients.
 - 6.3. Criteria
 - 6.3.1. Recipients should be members in good standing and have been a member for several years.
 - 6.3.2. Considerations of merit are: having served the Denver Field Ornithologists in one or more capacities (officer, board member, editor, field trip coordinator, bird reports, etc.) and taking a leading part in club meetings, field trips, Christmas and other bird count.

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6.3.3. Advancement of bird study in Colorado. This may include teaching classes, or giving lectures, or writing field guides, or compiling and writing reports published in the *Lark Bunting* or other publications.

7. Records retention and archives
8. Rare Bird Alert
9. Policy Manual
 - 9.1. The Denver Field Ornithologists Policy Manual contains the current policies of the organization.
 - 9.2. Changes to policies or adoption of new policies may only be enacted by amendment to the Policy Manual.
 - 9.3. The manual will be posted on the DFO website.
 - 9.4. Officers and directors of the organization will have a current edition of the manual.
 - 9.5. The Secretary will record policy revisions and new policies in the manual and circulate the revised manual to all officers and directors in digital form.
 - 9.6. Revised editions of the manual will include the date of revision.

Appendix A

Duties of Officers and Directors

DFO President's Responsibilities

Purpose of Position: To provide overall leadership to achieve the purpose of the organization as stated in its bylaws and guide the administration of programs designed to achieve that purpose; ensure actions of the organization and Directors align with the purpose of the organization and meet expectations of members and other stakeholders.

Key Responsibilities

- Upon election, in coordination with the Treasurer, review the finances of the organization for compliance with policies and financial stability.
- Prepare for and preside over general and Board of Directors meetings.
- Schedule regular Board of Directors meetings.
- Ensure Board of Directors positions are filled.
- Attend and represent Denver Field Ornithologists at community events or appoint volunteers to represent the organization.
- Contribute periodically to *The Lark Bunting* and DFO website.
- Serve as an ex officio member of all DFO committees.

Relationships: The President can task "At-Large" Directors to address specific issues. The President works with Directors and Committee Chairs to assure accomplishment of specific tasks. The President can participate on any committee within Denver Field Ornithologists.

Qualifications: Organizational skills are desirable as are some ability to speak in public and write for a non-technical audience. Ability to provide positive interaction with the community is desirable. Familiarity with the basics of *Roberts Rules of Order* is desirable.

Time Commitment: The President serves a one-year term and may be re-elected within limits set in the bylaws, usually serving two terms. The President is expected to regularly attend board meetings and to routinely attend membership meetings. Annual time commitment is approximately 160 hours, including attendance at board and general meetings.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. The President works with the Treasurer to develop and track the annual budget for the organization.

Training: Upon leaving office, the outgoing President will provide a transitional briefing to the incoming president and to the extent practical be available to provide continuity and historic context to the incoming President.

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DFO Vice President's Responsibilities

Purpose of Position: To stand in for as necessary and to assist the president in providing leadership to the organization as stated in its bylaws. S/he is one of the five officers on the Board and as such a member of the Board.

Key Responsibility: The vice president's special role and responsibility is to support the president in carrying out his/her duties, assist the president in providing leadership to the organization, and develop an understanding of the organization that will allow him/her to assume the duties of president.

Qualifications: The vice president must be able to envision, plan, and direct the organization. S/he must be able to speak in public well enough to lead the monthly meetings of the organization. S/he should be able to type and handle e-mail and telephone correspondence. S/he must be able to handle the monthly deadlines. S/he should be able to lead periodic meetings of the DFO board to elicit the insights of diverse board members and facilitate group decision making.

Time Commitment: The vice president should be present at all Board meetings in a year and needs time to process Board related correspondence. It is estimated that s/he needs a commitment of 80–100 hours a year.

Training: Prior to or upon assuming office, the incoming vice president should be provided with a copy of this job description.

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DFO Treasurer's Responsibilities

Purpose of Position: Ensure responsible management of all DFO fiscal matters through adherence to the established policies and procedures, transparency, and regular communication.

Key Responsibilities

- Maintain all Quick Books financial accounts of DFO per the DFO Investment Policy and Procedures, and Appendix I thereto, as adopted by the DFO Board of Directors on January 17, 2013.
- Serve as the Chair of the Investment Committee (which was formed under the aforementioned Policy).
- Prepare an annual budget for presentation and approval by the Board at the November board meeting. Keep records of expenses against the budgeted amounts in each budget category.
- Provide quarterly updates to the Board of the budget status.
- Provide quarterly Treasurer's reports to the Board of Directors detailing account balances, disbursements, and receipts from the operating funds and the grant funds respectively.
- Publish the Year End Treasurer's report annually in *The Lark Bunting* (March or April).
- Be one of two authorized signers on the DFO checking account.
- Deposit all membership and donation checks in DFO bank account and update all membership and donation data in database.
- Collaborate with Membership Director as needed on membership issues.
- Review and promptly pay all invoices for goods or services used in the operation of DFO activities. Prior approval by the president is needed for any expenditure over \$150. These invoices are paid from the operating funds.
- Regularly reconcile the checkbook.
- Make monthly entries of PayPal receipts into Quick Books income category.
- Make disbursements, as directed by the Board of Directors, for project donations. These disbursements are paid from the project funds.
- Maintain Liability and Director and Officer insurance policies. Assure no lapse in policies by payment two months in advance of due date.
- Provide honorarium checks for the speakers at the monthly meetings.
- Maintain nonprofit status of DFO by necessary filings.
- Annually file IRS Form 990N for nonprofits. This is called a postcard filing and can be done online.
- Annually file with the Colorado Secretary of State as a Colorado Nonprofit Corporation. This is also an online filing.
- Request W-9s from our vendors and keep on file.
- Prepare and provide IRS Form 1099 to all vendors that have been paid more than \$600 in a calendar year. Then file IRS Form 1096 Annual Summary and Transmittal of U.S. Information Returns.
- Keep all financial records (bills, bank statements, correspondence on financial matters) for at least six years.
- Upload a Financial Statement at the end of the fiscal year to the DFO website Members section.
- Provide information as requested to the annual Financial Review team.

Relationships: The Treasurer can solicit help from Directors if Treasurer is indisposed.

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Qualifications: Organizational, computer, Quick Books, and financial skills are desirable.

Time Commitment: The Treasurer serves a one-year term and may be re-elected within limits set in the bylaws. The Treasurer is expected to regularly attend board meetings and to routinely attend membership meetings. Annual time commitment is approximately 120 hours, including attendance at Board of Directors and general meetings.

Support Provided: Positions on the Board of Directors are not financially compensated for their time. DFO will provide treasurer with functional Quick Books software.

Training: Upon leaving office, the Treasurer will provide a transitional briefing and all financial files including Quick Books to the incoming Treasurer and to the extent practical be available to provide continuity and historic context to the incoming Treasurer.

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DFO Secretary's Responsibilities

Purpose of Position: To record decisions made by the Board of Directors and provide an account of the Board of Directors (and annual) meetings.

Key Responsibilities

- Record and distribute minutes of Board of Directors meetings by email to directors.
- Record and distribute minutes of annual meeting by email to directors for email approval.
- Format board minutes to provide a consistent record over time including (a) members present and absent; (b) discussion summary of and exact language of the motion being voted upon; (c) persons introducing and seconding the motion; and (d) the vote, listing yeas, nays, or unanimity.
- Email minutes to board members (with deadline for response) within a week following board meeting for corrections or approval. After making any board corrections to the minutes, the Secretary shall upload the minutes to the DFO website Member section and provide minutes and separate Executive Session (if any) minutes to the DFO Historian and Denver Museum of Nature and Science DFO archives.
- Send DFO website link to Minutes to board members a week before the next board meeting when they will be formally approved by the board. If there are any corrections at that time, Secretary sends corrected minutes to the Historian and DMNS archives and replaces them on the DFO website.
- Ensure all minutes are archived annually at the Denver Museum of Nature and Science.

Relationships: The Secretary can solicit help from Directors if Secretary is indisposed.

Qualifications: Organizational and computer skills are desirable.

Time Commitment: The Secretary serves a one-year term and may be re-elected within limits set in the bylaws. The Secretary is expected to regularly attend board meetings and to routinely attend membership meetings. Annual time commitment is approximately 70 hours, including attendance at Board of Directors and general meetings.

Support Provided: Positions on the Board of Directors are not financially compensated for their time.

Training: Upon leaving office, the Secretary will provide a transitional briefing to the incoming Secretary and to the extent practical be available to provide continuity and historic context to the incoming Secretary.

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Membership Director's Responsibilities

Purpose of Position: Denver Field Ornithologist Membership person is a member of the DFO Board of Directors and promotes and maintains the membership database on the DFO website according to the DFO Website User Guide for Membership Management.

Key Responsibilities:

- Assist DFO Treasurer in maintaining the membership database as needed.
- Monitor online membership permissions for members and adjust as needed.
- Update database complimentary copy list for *The Lark Bunting* as indicated.
- Check on Unpaid Members listed in database and help troubleshoot problems.
- Publicize and promote DFO by attending various bird-related functions.

Qualifications: Organizational and computer skills are needed.

Time Commitment: The Membership person serves a one-year term and may be re-elected within limits set in the bylaws. The Membership person is expected to regularly attend board meetings and to routinely attend membership meetings. Annual time commitment is approximately 150 hours, including attendance at board and general meetings.

Support Provided: Positions on the Board of Directors are not financially compensated for their time.

Training: Upon leaving office, the Membership person will provide appropriate computer files and a transitional briefing to the incoming Membership person and to the extent practical be available to provide continuity and historic context to the incoming Membership person.

Key Dates and Events: DFO memberships expire each year on December 31. If members have not renewed by February 28 they are automatically deleted from Current Member list in the DFO database and transferred to Past Member database file.

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DFO Field Trip Director's Responsibilities

Purpose of Position: To provide leadership for DFO's Field Trip Program. Ensure that the DFO website elements of the field trip program—including scheduling, leader development, trip reporting, and analysis of trip data—are conducted in accordance with DFO policies and goals. Ensure that these elements are integrated.

Key Responsibilities

- Utilize the DFO Website User Guides for Field Trip Leaders, Field Trip Scheduling, and Field Trip Management as appropriate.
- Recruit trip schedulers.
- Schedule regular meetings of the Field Trip Committee comprising the Lead Scheduler, Leader Development Coordinator, and Data Analysis Coordinator.
- Recruit volunteers to fill vacant Committee slots.
- Ensure that trip reports and liability waivers are submitted in a timely way.

Relationships: The Field Trip Director reports to the President and Board. The Field Trip Director oversees the activities of the members of the Field Trip Committee.

Qualifications: Organizational and computer skills are desirable as is broad familiarity with the DFO Field Trip Program. Experience as a trip leader is also desirable.

Time Commitment: The Field Trip Director serves a three-year term and may be re-elected within limits set in the bylaws, usually serving two terms. The Field Trip Director is expected to regularly attend board meetings and to routinely attend membership meetings. Annual time commitment is approximately 120 hours, including attendance at Board of Directors and general meetings.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. The Field Trip Director works with the Treasurer to develop and track the annual budget for field trips.

Training: Upon leaving office, the outgoing Field Trip Director will provide a transitional briefing to the incoming Field Trip Director and to the extent practical be available to provide continuity and historic context to the incoming Field Trip Director.

Key Dates and Events:

No later than the end of November, recruit schedulers for the upcoming year for publication in the December *Lark Bunting*.

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Program Chair's Responsibilities

Purpose of Position: To procure speakers for the eight monthly meetings of the DFO January through April and August through November.

Key Responsibility: The program chair's special role and responsibility is the procurement of speakers for the eight monthly meetings of the DFO January through April and August through November. The meetings are usually held on the fourth Monday night of the month in Ricketson Auditorium of the Denver Museum of Nature and Science. As such s/he is responsible to:

- Recruit speakers (presenters) well ahead (at least half a year ahead) and provide the schedule as it develops to Board meetings. Keep the president informed of plans and proposals for speakers. Solicit from the Board or members' ideas for presentations and speakers. Maintain a balance between "travelogue" (often birds of foreign countries), specific species reports (often status and conservation), and "citizen science" topics. Occasional presentations on aspects of nature other than birds are acceptable but should be minimal.
- Remind speaker two months before the presentation to submit an article and two photos to *The Lark Bunting* editor by the 23rd of the month prior to the presentation.
- Procure from the speaker a promotional write-up for the topic, together with at least one attractive photograph, to *The Lark Bunting* editor by the 23rd of the month one month before the meeting. For example, the March meeting topic must be submitted by February 23rd.
- Procure from the speaker his/her technical requirements for the presentation, which must be conveyed to Event Services at DMNS two weeks before the presentation.
- Procure a biographical sketch and introduce the speaker at the meeting.
- Ensure that the Treasurer conveys the honorarium for the speaker after the meeting. If necessary, negotiate, in consultation with the president, honoraria for speakers who come from out of town.
- Post the meeting on the DFO website at <http://dfobirds.org/DFO/Admin/AddEvents.aspx>. Announce the topic of the next meeting at each meeting.
- Keep a permanent record of the speakers and topics in a file that is passed on to the next program chair. Take attendance at each meeting.

Qualifications: The program chair must be able to envision, plan, and recruit potential speakers; speak in public well enough to do the introductions; type and handle e-mail and telephone correspondence; handle the monthly deadlines; and be open to suggestions from others on topics.

Time Commitment: The program chair should be present at all the Board meetings in a year and needs time to process program related correspondence as well as plan the meeting and process the meeting presentations. It is estimated that s/he needs 25 hours for the former and 40 hours for the latter for an estimated total of 70 hours a year. Annual time commitment is approximately 70 hours, including attendance at Board of Directors and general meetings.

Training: Upon leaving office, the incoming program chair should be provided with a copy of this job description, the file of records of previous meeting topics, and be briefed on current policies on honoraria.

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DFO Communication Director's Responsibilities

Purpose of Position: Provide leadership for DFO's internal and external communication including use of the DFO Website User Guide for Communications Management when appropriate.

Key Responsibilities

- Direct DFO communications to promote the study of birds and their habitat.
- Coordinate the use of communication channels to achieve DFO communication goals.
 - Maintain accurate database Contact List for MailChimp usage.
 - Announce monthly via MailChimp to Current Member database list *The Lark Bunting* uploaded by editor onto DFO website.
 - Announce DFO meetings to members using MailChimp.
 - Send annual membership solicitations using MailChimp to appropriate DFO database lists per preset schedule on Dec 1 and 27, Jan 15, and Feb 15.
 - Share helpful/useful information about birding locations and habitats.
 - Promote meetings and trips.
 - Market DFO.

Relationships: The Communication Director reports to the President and Board. The Communication Director collaborates with *The Lark Bunting* editor and other directors as needed.

Qualifications: Writing, editing, computer, and communication skills are desirable.

Time Commitment: The Communication Director serves a three-year term and may be re-elected within limits set in the bylaws, usually serving two terms. The Communication Director is expected to regularly attend board meetings and to routinely attend membership meetings. Annual time commitment is approximately 120 hours, including attendance at Board of Directors and general meetings.

Support Provided: Positions on the Board of Directors are not financially compensated for their time. The Communication Director works with the Treasurer to develop and track the annual budget for publications, website maintenance, and other communication expenses.

Training: Upon leaving office, the outgoing Communication Director will provide a transitional briefing to the incoming Communication Director and to the extent practical be available to provide continuity and historic context to the incoming Communication Director.

Key Dates and Events:

Deadline for *The Lark Bunting* content is the 1st of every month and uploading PDF is usually first week of month.

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DFO Grant Director's Responsibilities

Purpose of Position: Management of the annual DFO Research, Education, and Conservation Grant application and award process and provide information to the Board of Directors.

Key Responsibilities

- Coordinate the Grant Committee, which includes soliciting applications, reviewing grants, making recommendations to the board for funding, and communicating with membership about the grants.
- Advertise in *The Lark Bunting* and on the DFO website the availability of grant funding for the coming year and maintain a list of contacts for that purpose.
- Advertise in November, December, and January issues of *The Lark Bunting* for donations to the Grant Fund.
- Determine from DFO Treasurer current balance available in Grant Fund from previous year's donations for February grant awards.
- Meet with Grant Committee following February 1 grant application deadline to review applications and decide on grants to be awarded.
- Present Grant Committee award decisions for board approval at February board meeting.
- Communicate award decisions of committee and board to awardees.
- Request the treasurer to disburse funds to awardees.
- Follow up with grant awardees to be certain that they present either a field trip for members, *Lark Bunting* article, website article, or monthly program with their findings.
- Work with *The Lark Bunting* editor to solicit articles from grant recipients about their work.
- Enter awards and awardee information on Grant Fund web page on DFO website.
- Update Grant Fund DFO website pages as needed.

Relationships: The Grant Director works with the Grant Committee and the treasurer and reports to the board.

Qualifications: Organizational and computer skills are desirable. Familiarity with DFO's policies and procedures, grant committee guidelines, and the history of grants awarded by the DFO is needed. A general knowledge of research design and the educational needs of the community is necessary. Grant director needs the ability to write articles for *the Lark Bunting* about grants and to update the website grant section yearly to reflect awards.

Time Commitment: The Grant Director serves a three-year term and may be re-elected within limits set in the bylaws and is appointed by the president. The Grant Director is expected to regularly attend Board of Directors' meetings and to routinely attend membership meetings. Annual time commitment is approximately 60 hours, including attendance at board and general meetings.

Support Provided: Positions on the Board of Directors are not financially compensated for their time.

Training: Upon leaving office, the Grant Director will provide appropriate computer files and a transitional briefing to the incoming Grant Director and to the extent practical be available to provide continuity and historic context to the incoming Grant Director.

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DFO Ptarmigan Award Chair's Responsibilities

Purpose of Position: To oversee the Ptarmigan Award Committee's yearly decisions on presenting an award to an appropriate individual.

Key Responsibilities

- Meet with the Ptarmigan Award Committee after receiving nominations for the Ptarmigan Award from board members.
- Evaluate nominations per requirements of members who have voluntarily provided time and extra service for the benefit of DFO, its members, and the birding community against Ptarmigan Award Criteria.
- Present nominee name(s) and recommendation confidentially to the DFO President for approval.
- Determine with board the appropriate monthly meeting for presentation.
- Arrange for the DFO traditional plaque to be created for the awardee.
- Arrange for the awardee to be present at the DFO meeting where the plaque will be presented.
- Make the presentation with a brief history of the awardee's exemplary service to DFO.
- Arrange for a photograph of the presentation to be recorded and provide to *The Lark Bunting* editor for publication in the newsletter.
- Update the DFO website Ptarmigan page with the new information following the presentation.
- Ensure all Ptarmigan award information is archived annually at the Denver Museum of Nature and Science.

Relationships: The Ptarmigan Award Chair works with the Award Committee.

Qualifications: Knowledge of DFO history and its membership is vital.

Time Commitment: The Ptarmigan Award Chair is appointed by the President annually. The Ptarmigan Award Chair may attend board meetings and should attend membership meetings regularly enough to be familiar with the membership. Annual time commitment is approximately 60 hours, including attendance at board and general meetings.

Support Provided: Positions as Chair are not financially compensated for their time.

Training: Upon leaving office, the Ptarmigan Award Chair will provide a transitional briefing to the incoming Ptarmigan Award Chair and to the extent practical be available to provide continuity and historic context to the incoming Ptarmigan Award Chair.

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DFO Website Birding Question Chair's Responsibilities

Purpose of Position: Answer questions from DFO website members and the public regarding bird identification.

Key Responsibilities

- Be available to receive automatic email requests from DFO website members and the public to identify birds or provide other information regarding birds in Colorado.
- Attend general membership and may attend Board of Directors meetings.
- Assist in other DFO tasks as requested by the President.

Relationships: Chair collaborates with other experts to carry out assigned responsibilities.

Qualifications: Colorado birding expertise and computer skills are desirable to communicate with website members.

Time Commitment: Chair is appointed by the President annually. The Chair may attend board meetings and should attend membership meetings regularly enough to be familiar with the membership. Annual time commitment is approximately 30 hours, including attendance at board and general meetings.

Support Provided: Positions as Chair are not financially compensated for their time.

Training: Upon leaving office, this outgoing Chair will provide a transitional briefing to the incoming Chair to the extent practical be available to provide continuity and historic context to the incoming Chair.

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DFO Historian's Responsibilities

Purpose of Position: The Historian is appointed by the Board to ensure the appropriate documentation of DFO's history.

Key Responsibility: The Historian's main responsibility is to ensure that the records of the DFO are preserved and transferred to the Denver Museum of Nature and Science Archives on a regular basis. As such s/he is responsible to:

- Work with the Denver Museum of Nature and Science (DMNS) Archivist to develop and update a records retention schedule for DFO records and advise DFO officers on its implementation and use.
- Advise DFO officers on the appropriate methods of preservation of DFO records of long-term value and help ensure the appropriate destruction of temporary-retention records.
- Work with DFO officers and members to transfer records to the DMNS Archives on the schedule proscribed by the records retention schedule.
- Provide to DFO officers on a regular basis an inventory of DFO records in the DMNS Archives collections.
- Assist the DMNS archivist with DFO reference requests.
- Attend DFO Board meetings as requested by the Board.
- Give presentations to the Board and membership as appropriate and requested.
- Conduct oral history interviews as possible with individuals whose knowledge of DFO history would be valuable to the organization.
- Upload historical documents to the DFO website as needed.

Qualifications: The Historian should be organized, able to speak in public, interested in the history of the DFO, and have a solid knowledge of the organization's purpose and operation. S/he should be able to work well with a variety of personalities and successfully communicate the importance of preserving the organization's records.

Time Commitment: The Historian's time commitment will vary depending on the work to be done. When the records retention schedule is being developed and edited and oral histories are being conducted, the time commitment could be rather heavy for a period, especially if transcriptions of oral histories are done. The annual commitment could range from 60 hours to several hundred hours.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time.

Training: Upon leaving office, the incoming Historian should be provided with a copy of this job description, training on the records retention schedule and other duties, and be briefed on current policies on honoraria.

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DFO Board Director's Responsibilities

Purpose of Position: Assist the DFO president to achieve the purpose of the organization as stated in its bylaws.

Key Responsibilities

- Utilize the DFO Website User Guide Board Web Management guide as appropriate.
- Attend general membership and Board of Directors meetings.
- Assist in other DFO tasks as requested by the President.

Relationships: A Director collaborates with other appropriate officers and directors to carry out assigned responsibilities.

Qualifications: Organizational and computer skills are desirable as is some ability to write for a nontechnical audience.

Time Commitment: Directors serve a three-year term and may be re-elected within limits set in the bylaws. The Directors are expected to regularly attend board meetings and to routinely attend membership meetings. Annual time commitment is approximately 62 hours, including attendance at Board of Directors and general meetings: 12 hours attending board meetings; 16 hours attending membership meetings; additional hours for ad hoc assignments as needed.

Support Provided: Positions on the Board of Directors are not financially compensated for their time.

Training: Upon leaving office, this outgoing Director will provide a transitional briefing to the incoming Director and to the extent practical be available to provide continuity and historic context to the incoming Director.

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DFO Web Managers' Responsibilities

Purpose of Position: To provide security for the DFO website using the DFO Website User Guide for DFO Web Manager Tasks.

Key Responsibilities

- Set permissions for various people.
- Help users reset passwords and user names.
- Add, edit, or delete external links on website.
- Add or edit the Contact Form Subject information.
- Provide support to other Board members in maintaining site content (News Items, PDF uploads, trip lists, etc.)
- Propose new tools for development.
- Provide updates at Board meetings.

Relationships: The Managers can solicit help from each other or from Ann Johnson, AJEndeavors, LLC.

Qualifications: Organizational, diplomatic, and computer skills are required.

Time Commitment: The Website Managers serve at the will of the DFO Board. The Managers are expected to regularly attend Board of Directors' meetings. Annual time commitment is approximately 120 hours, including attendance at board meetings.

Support Provided: Positions are not financially compensated for their time.

Training: Upon leaving office, the Managers will provide a transitional briefing to the incoming Managers and to the extent practical be available to provide continuity and historic context to the incoming Managers.

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The Lark Bunting Editor's Responsibilities

Purpose of Position: To provide all editorial functions for the DFO monthly newsletter.

Key Responsibilities

- Serve as editor-in-chief of *The Lark Bunting*.
 - Solicit articles and graphics for each LB issue including all required monthly articles (first of month deadline).
 - Download Upcoming Trip List PDF from DFO website to extract field trip list and reformat in Word to send to graphic designer for *The Lark Bunting* layout.
 - Download from DFO website previous month's new member and donor list for inclusion in each issue.
 - Download Upcoming Speakers from DFO website to include on back page.
 - Receive and edit article for *The Lark Bunting* from speaker by first of month of the program, e.g., by March 1 for March 23 program.
 - Receive and edit past speaker article from correspondent by first of month *Lark Bunting* deadline following the presentation.
 - Receive and edit all other articles by first of month.
 - Publish treasurer's annual DFO Financial Statement in the April issue.
 - Suggest Featured Articles for back page list to designer.
 - Enhance and resize all photo jpegs to 300 dpi.
 - Provide appropriate legends and photographer credit for all photos.
 - Maintain current inside back cover information.
 - During first week of month, send all Word articles, photo jpegs, and photo legends to DFO graphic designer.
 - Proof *The Lark Bunting* PDF galley received from the graphic designer and authorize designer to send by FTP the grayscale PDF to print vendor.
 - Download member address .csv file from website to proper monthly folder and send to printer with order specifying print and page numbers.
 - Receive monthly printed copy to ensure print quality and timeliness.
 - Upload *The Lark Bunting* PDF to DFO website and notify Communications Director to send YMLP email announcement to Current Member list on website.
 - Oversee and update DFO website content as needed.

Relationships: *The Lark Bunting* Editor reports to the President and Board.

Qualifications: Writing, editing, publishing, and communication skills are desirable.

Time Commitment: *The Lark Bunting* editor serves at the will of the DFO Board. The editor is expected to regularly attend board meetings and to routinely attend membership meetings. Annual time commitment is approximately 340 hours, including attendance at board and general meetings.

Support Provided: The editor is not financially compensated for his/her time. The editor works with the treasurer to develop and track the annual budget for publications, website maintenance, and other communication expenses.

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Training: Upon leaving office, the outgoing editor will provide a transitional briefing and computer files to the incoming editor and to the extent practical be available to provide continuity and historic context to the incoming editor.

Key Dates and Events: Deadline for *The Lark Bunting* content is the 1st of every month and publications approximately the end of the first full week of the month.