

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE,
BIOTECHNOLOGY AND NATURAL RESOURCES

APPENDIX

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE,
BIOTECHNOLOGY AND NATURAL RESOURCES

APPENDIX
JOB DESCRIPTIONS

Committee Chairs, with the exception of the Chairs of the Finance Committee (the Treasurer), the Fund Development Committee (the Vice President) and the Nominating Committee (see Article IV, 4), are appointed by the President of Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources and ratified by the Board of Directors. Committee members are recommended to the President by the committee chairperson for approval. This Appendix details the job descriptions of the Chairs, Committee Members and other positions.

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FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE,
BIOTECHNOLOGY AND NATURAL RESOURCES
BY-LAWS COMMITTEE CHAIR
JOB DESCRIPTION

- TITLE: Chair, By-Laws, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources.
(FRIENDS AND ALUMNI OF CABNR)
- PURPOSE: The purpose of the chair of the By-Laws Committee is to oversee the writing, reviewing, and revising of the by-laws.
- TERM: The Chair is appointed by President, FRIENDS AND ALUMNI OF CABNR and serves the term of two years.
- MEETING ATTENDANCE: Monthly or as needed.
- RESPONSIBLE TO: President, FRIENDS AND ALUMNI OF CABNR
- RESIGNATION: In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Recommend at least five committee members to the President, FRIENDS AND ALUMNI OF CABNR for appointment.
2. Oversee the writing, reviewing, and revising of the by-laws.
3. Present the by-laws for ratification at the first annual meeting.
4. Present revisions to the by-laws for ratification at the annual meeting.
5. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE,
BIOTECHNOLOGY AND NATURAL RESOURCES
BY-LAWS COMMITTEE
JOB DESCRIPTION

- TITLE:** Member, By-Laws Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR)
- PURPOSE:** The By-Laws Committee's purpose is to write, review, and revise the by-laws.
- TERM:** Two years
- MEMBERSHIP:** The Committee shall consist of at least five members of the FRIENDS AND ALUMNI OF CABNR, appointed by the President, as recommended by the chair. The Parliamentarian shall be a member of the by-laws committee.
- MEETING ATTENDANCE:** Monthly or as needed.
- RESPONSIBLE TO:** President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION:** In writing, to President, FRIENDS AND ALUMNI OF CABNR

RESPONSIBILITIES

1. Consider revisions to the mission statement for the FRIENDS AND ALUMNI OF CABNR goals and objectives, people needed and positions, funding, decisions, and accountability.
2. Write, review, and revise the by-laws.
3. Collect sample by-laws.
4. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES

TREASURER
JOB DESCRIPTION

- TITLE:** Treasurer, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).
- PURPOSE:** To prepare and submit a budget at the annual meeting, collect the gifts and contributions and submit them to the UNIVERSITY OF NEVADA, RENO Foundation, and coordinate financial activities with the Foundation.
- TERM:** The Treasurer is elected every two years by the membership at the annual meeting.
- MEETING ATTENDANCE:** All meetings of the Board of Directors and General Membership.
- RESPONSIBLE TO:** President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION:** In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Chair the Finance Committee and work in concert with the CABNR Development Officer and the Associate Dean, or their designates.
2. Recommend at least five members to the President, FRIENDS AND ALUMNI OF CABNR for appointment to the Finance Committee.
3. Submit the budget at the annual meeting in March.
4. Collect all gifts and contributions to FRIENDS AND ALUMNI OF CABNR and convey them to the UNIVERSITY OF NEVADA, RENO Foundation. Checks are to be made payable to the UNIVERSITY OF NEVADA, RENO Foundation and notated for the FRIENDS AND ALUMNI OF CABNR in the lower left hand corner.
5. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
FINANCE COMMITTEE
JOB DESCRIPTION

- TITLE:** Member, Finance Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).
- PURPOSE:** To prepare and submit a budget at the annual meeting, collect the gifts and contributions and submit them to the UNIVERSITY OF NEVADA, RENO Foundation, and coordinate financial activities with the Foundation.
- TERM:** Two years.
- MEMBERSHIP:** The Committee shall consist of at least five members of the FRIENDS AND ALUMNI OF CABNR, appointed by the President, as recommended by the chair. The CABNR Development Officer and the Associate Dean, or their designates, shall be ad-hoc members of the Committee.
- MEETING ATTENDANCE:** All meetings of the Board of Directors and General Membership.
- RESPONSIBLE TO:** President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION:** In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Prepare the annual budget by February 1.
2. Recommend a gift structure to the Board of Directors, to be approved by the general membership at the annual meeting.
3. Assist in collecting all gifts and contributions to FRIENDS AND ALUMNI OF CABNR and convey them to the UNIVERSITY OF NEVADA, RENO Foundation. Checks are to be made payable to the UNIVERSITY OF NEVADA, RENO Foundation and notated for the FRIENDS AND ALUMNI OF CABNR in the lower left hand corner.
4. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
FUND-DEVELOPMENT COMMITTEE CHAIR
JOB DESCRIPTION

- TITLE:** Chair, Fund-Development Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR). The Vice President will serve as the chairperson.
- PURPOSE:** The purpose for the chair of the Fund-Development Committee is to oversee the long-range fund-development plans including implementation of annual goals.
- TERM:** Two years.
- MEETING ATTENDANCE:** Monthly or as needed.
- RESPONSIBLE TO:** President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION:** In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Recommend at least five committee members to the President for approval.
2. Establish a fund-development committee to plan, implement and evaluate. Establish a budget, and develop plans of work, job descriptions and time lines as needed. Recruit volunteers to assist with the planning and implementation of activities.
3. Coordinate with the public relations and program chair/committee on all fund-raising events.
4. Make a plan for the year.
5. Call and chair meetings of the committee. Assign members to various job tasks.
6. The Chair shall work in concert with the CABNR Development Officer and the Associate Dean, or their designates. Keep written reports and prepare final reports for fund-development, give these to the development officer. Send meeting notices and minutes to the committee members.
7. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
FUND-DEVELOPMENT COMMITTEE
JOB DESCRIPTION

- CHAIR: Vice President
- TITLE: Member, Fund-Development Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).
- PURPOSE: The Fund-Development Committee's purpose is to coordinate, create, implement, and evaluate fund raising projects for the FRIENDS AND ALUMNI OF CABNR.
- TERM: Two years.
- MEMBERSHIP: The Committee shall consist of at least five members of the FRIENDS AND ALUMNI OF CABNR, appointed by the President, as recommended by the chair. The CABNR Development Officer and the Associate Dean, or their designates, shall be ad-hoc members of the Committee.
- MEETING ATTENDANCE: Monthly or as needed.
- RESPONSIBLE TO: President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION: In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Coordinate, implement, and evaluate the fund raising project programs.
2. Coordinate with program and public relations committees, implement and evaluate fund raising special events.
3. Assist in the coordination of identifying, cultivating potential donors from board members, alumnae, corporations, foundations, and the general public.
4. Coordinate with public relations, and program committees regarding fund-raising events.
5. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
MEMBERSHIP COMMITTEE CHAIR
JOB DESCRIPTION

- TITLE: Chair, Membership Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).
- PURPOSE: The purpose for the chair of the Membership Committee is to oversee the long-range membership plans including implementation of annual goals.
- TERM: The Chair is appointed by President, FRIENDS AND ALUMNI OF CABNR and serves the term of two years.
- MEETING ATTENDANCE: Monthly or as needed.
- RESPONSIBLE TO: President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION: In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Recommend to the President for approval a membership committee of at least five members which will plan, implement and evaluate membership campaigns. Establish a budget. Develop plans of work, job descriptions and time lines as needed. Recruit volunteers to assist with the planning and implementation of activities.
2. Coordinate with the public relations chair/committee all membership material.
3. Make a plan to promote memberships all year long.
4. Call and chair meetings of the committee. Assign members to various job tasks.
5. The Chair shall work in concert with the CABNR Development Officer and the Associate Dean, or their designates.
6. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
MEMBERSHIP COMMITTEE
JOB DESCRIPTION

TITLE: Member, Membership Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).

PURPOSE: The Membership Committee's purpose is to encourage new people to join the organization and then find a place for them in which they will be happy and productive.

TERM: Two years.

MEMBERSHIP: The Committee shall consist of at least five members of the FRIENDS AND ALUMNI OF CABNR, appointed by the President, as recommended by the chair. The CABNR Development Officer and the Associate Dean, or their designates, shall be ad-hoc members of the Committee.

MEETING ATTENDANCE: Monthly or as needed.

RESPONSIBLE TO: President, FRIENDS AND ALUMNI OF CABNR.

RESIGNATION: In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Set a goal for the number of new members to be recruited in the first year.
2. Ask current members to seek new people to join the organization.
3. Make a plan to promote membership all year long
4. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
NOMINATING COMMITTEE CHAIR
JOB DESCRIPTION

- TITLE: Chair, Nominating Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).
- PURPOSE: The purpose of the chair of the Nominating Committee is to oversee the Nominating Committee and direct the process. This includes being able to present a final slate of officers to be elected as indicated in the by-laws.
- TERM: The Chair is selected by the Nominating Committee members (see Article IV, 4b) for a term as needed to accomplish goals.
- MEETING ATTENDANCE: As needed to accomplish goals.
- RESPONSIBLE TO: President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION: In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Recommend committee members to the President for approval, and oversee the development of a slate of nominees for each vacancy.
2. Determine who from the committee will recruit each potential nominee, keeping in mind that the initial conversation with each potential nominee is an exploration into their availability, suitability, and willingness to be nominated.
3. Formal notification of the final slate of nominees to be presented to the Board of Directors at the February meeting.
4. Presentation of the final slate at the annual meeting for election by the membership with opportunities for nominations from the floor.
5. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
NOMINATING COMMITTEE
JOB DESCRIPTION

- TITLE:** Member, Nominating Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources.
- PURPOSE:** To develop a slate of officers for each vacancy in the FRIENDS AND ALUMNI OF CABNR.
- TERM:** Two years.
- MEMBERSHIP:** The Committee shall consist of at least five members of the FRIENDS AND ALUMNI OF CABNR, appointed by the Board of Directors (see Article IV, 4a). The CABNR Development Officer and the Associate Dean, or their designates, shall be ad-hoc members of the Committee.
- MEETING ATTENDANCE:** As needed to accomplish goals.
- RESPONSIBLE TO:** President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION:** In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Select a Nominating Committee Chair from the membership (see Article IV 4b).
2. Identify potential nominees and gather information about each potential nominee the committee will need to make a final slate (see Article IV, 4a-f).
2. Develop a slate of nominees for each vacancy.
3. Based upon past performances and participation, the committee must also make recommendations regarding the possible re-election of board members who have come to the end of their first term and are eligible for a second.
4. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
PUBLIC RELATIONS COMMITTEE CHAIR
JOB DESCRIPTION

- TITLE:** Chair, Public Relations Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).
- PURPOSE:** The Public Relations Committee's purpose is to establish a positive identity for the College of Agriculture, Biotechnology and Natural Resources as a contributing member to the University system and to the Northern Nevada community.
- TERM:** The Chair is appointed by President, FRIENDS AND ALUMNI OF CABNR and serves the term of two years.
- MEETING ATTENDANCE:** Committee meetings monthly or as needed. Attend meetings of the Board of Directors.
- RESPONSIBLE TO:** President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION:** In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Recommend at least five committee members to the President for approval.
2. Convene Public Relations Committee meetings to accomplish its responsibilities as outlined in its job description.
3. The Chair shall work in concert with the Associate Dean, or their designate, and the CABNR Development Officer, or their designate.
4. Present the plans and actions of the Public Relations Committee to the FRIENDS AND ALUMNI OF CABNR Planning Committee at their meetings.
5. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
PUBLIC RELATIONS COMMITTEE
JOB DESCRIPTION

- TITLE:** Member, Public Relations Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).
- PURPOSE:** The Public Relations Committee's purpose is to establish a positive identify for the College of Agriculture, Biotechnology as a contributing member to the University System and the State of Nevada.
- TERM:** Two years.
- MEMBERSHIP:** The Committee shall consist of at least five members of the FRIENDS AND ALUMNI OF CABNR, appointed by the President, as recommended by the chair. The CABNR Development Officer and the Associate Dean, or their designates, shall be ad-hoc members of the Committee.
- MEETING ATTENDANCE:** Monthly or as needed.
- RESPONSIBLE TO:** President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION:** In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Develop public relations plans and actions, and coordinate all communications, including newsletters, reports, brochures and speaker's bureaus.
2. In charge of press, publicity, and promotion of all events for FRIENDS AND ALUMNI OF CABNR, and act as press agent for all the other FRIENDS AND ALUMNI OF CABNR Committees, including submitting news releases and announcements to relevant media agencies. The committee shall have one contact person for the media in order to establish optimal working relationship with reporters and editors.
3. Develop relations with outside personnel and organizations to showcase the colleges, its services and achievements. Work with existing faculty to coordinate tours and other activities.
4. Report progress and achievements annually.
5. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
PROGRAM DEVELOPMENT COMMITTEE CHAIR
JOB DESCRIPTION

TITLE: Chair, Program Development Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).

PURPOSE: The purpose of the chair of the Program Development Committee is to coordinate the programs of the FRIENDS AND ALUMNI OF CABNR.

TERM: Two years, concurrent with the term of the President-Elect.

MEETING ATTENDANCE: Monthly or as needed.

RESPONSIBLE TO: President, FRIENDS AND ALUMNI OF CABNR.

RESIGNATION: In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. Recommend at least five committee members to the President for approval.
2. Work with the committee to initiate and create programs that will enhance the attainment of the goals of the FRIENDS AND ALUMNI OF CABNR.
3. The Chair shall work in concert with the CABNR Development Officer, or their designate, and the Associate Dean, or their designate.
3. Communicate with the FRIENDS AND ALUMNI OF CABNR Board of Directors, concerning the initiation and implementation of all programs.
4. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
PROGRAM DEVELOPMENT COMMITTEE
JOB DESCRIPTION

- TITLE:** Member, Program Development Committee, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).
- PURPOSE:** The Program Development Committee’s purpose is to plan, implement, and evaluate FRIENDS AND ALUMNI OF CABNR programs and special events.
- TERM:** Two years, concurrent with the term of the President-Elect.
- MEMBERSHIP:** The Committee shall consist of at least five members of the FRIENDS AND ALUMNI OF CABNR, appointed by the President, as recommended by the chair. The CABNR Development Officer and the Associate Dean, or their designates, shall be ad-hoc members of the Committee.
- MEETING ATTENDANCE:** Monthly or as needed.
- RESPONSIBLE TO:** President, FRIENDS AND ALUMNI OF CABNR.
- RESIGNATION:** In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. To assist with the assessment of needs and interests of the FRIENDS AND ALUMNI OF CABNR membership in program and special events areas.
2. Research, design, and implement semi-annual programs for the FRIENDS AND ALUMNI OF CABNR membership.
3. Coordinate, create, implement, and evaluate fund-raising programs and events.
4. Become a member of the FRIENDS AND ALUMNI OF CABNR.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES

AUDITOR
JOB DESCRIPTION

TITLE:	Auditor, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).
PURPOSE:	To coordinate with the Treasurer and the Foundation to assure that financial records are accurate.
TERM:	The Auditor is appointed by President, FRIENDS AND ALUMNI OF CABNR and serves the term of two years.
RESPONSIBLE TO:	President, FRIENDS AND ALUMNI OF CABNR.
RESIGNATION:	In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. To examine financial records, to make certain there is agreement between the FRIENDS AND ALUMNI OF CABNR Treasurer and UNIVERSITY OF NEVADA, RENO Foundation records.
2. To coordinate record examination with the Treasurer.
3. To report any problems or discrepancies in the financial records to the President and Board of Directors.
4. Become a member of the FRIENDS AND ALUMNI OF CABNR.
5. To assure that the FRIENDS AND ALUMNI OF CABNR auditing procedures comply with established University of Nevada, Reno Foundation regulations and parameters.

FRIENDS AND ALUMNI OF THE COLLEGE OF AGRICULTURE
BIOTECHNOLOGY AND NATURAL RESOURCES
PARLIAMENTARIAN
JOB DESCRIPTION

TITLE:	Parliamentarian, Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources (FRIENDS AND ALUMNI OF CABNR).
PURPOSE:	Insure proper parliamentary procedure is followed.
TERM:	The Parliamentarian is appointed by President.
MEETING ATTENDANCE:	Should attend all meetings FRIENDS AND ALUMNI OF CABNR Board of Directors and the annual meeting of FRIENDS AND ALUMNI OF CABNR.
RESPONSIBLE TO:	President, FRIENDS AND ALUMNI OF CABNR.
RESIGNATION:	In writing, to President, FRIENDS AND ALUMNI OF CABNR.

RESPONSIBILITIES

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Friends and Alumni of the College of Agriculture, Biotechnology and Natural Resources in all cases to which they are not inconsistent with the bylaws and any special rules FRIENDS AND ALUMNI OF CABNR may adopt.
2. The Parliamentarian shall be a member of the by-laws committee
3. Become a member of the FRIENDS AND ALUMNI OF CABNR.