

# **The Brownwood Birders Club of The Villages, Florida**

## **“Operating Procedures” (12/12/2024)**

The Brownwood Birders is an official club, recognized by the Villages Recreation Department.

### **Objectives**

1. To promote birding in The Villages and nearby areas.
2. To provide friendly, informative, convenient and frequent opportunities to go birding close to home.
3. To learn bird identity by sight and sound.
4. To provide frequent and informative birding programs for the membership.

### **Membership**

The Brownwood Birders is open to all Villagers and others for the club’s birding walks. When using The Villages Recreation Centers, all must have a Villages or guest identification card. The club dues are for a calendar year. Dues may be paid online at the club’s website: <https://www.brownwoodbirders.com> or in person at any of the club’s monthly meetings or by mail to the membership chair. The payment period for the following year begins in October. To remain a member in good standing, dues must be paid no later than January 31.

### **Executive Board Positions and Responsibilities**

The executive board members’ term is 2 years. When needed, the term of office may be extended with the consent of the officer and the membership. An affirmation or vote will be conducted at the membership meeting in April. The new officers’ term will commence in May. When required, each executive board member has one vote. A quorum of the executive board members must be present to vote on issues. Volunteers are non-voting members of the club. All board members and volunteers must be members in good standing.

Annually in May, the executive board will review the club’s “Operating Procedures”. More frequent reviews are at the discretion of the executive board. Updates and changes may be approved by a majority vote of the executive board.

The executive board officer positions and duties are:

### **President**

1. Conducts monthly meetings.
2. Coordinates club public affairs with media outlets and handles inquiries about the club.
3. Provide meeting agendas for monthly meetings and for executive board meetings.
4. Resolves issues.

5. If an executive board member resigns, the president with the consent of the board will appoint a replacement.

### **Vice-President – Program Chair**

1. When needed assume or assist in fulfilling the duties of president.
2. Arrange for speakers or educational programs at the club's monthly meeting. If deemed necessary may form a program committee.
3. When the presenter is a non-resident of The Villages, submit the required form to the meeting recreation facility manager for approval.

### **Vice-President – Walk and Field Trip Chair**

1. When needed assume or assist in fulfilling the duties of president.
2. Develop the bird walk monthly schedule. Provide schedule to the webmaster for posting.
3. Coordinate walk reminders and walk recap emails to the membership and posts on the club's private Facebook page (at your discretion).
4. Coordinate birding opportunities at special events venues.
5. When needed, assist the secretary with the minutes of the executive board meeting.

### **Treasurer**

1. Maintain financial records.
2. Maintain the club's checking account.
3. Receive and deposit funds.
4. Pay approved club bills.
5. Provide a monthly update to the executive board of the expenses and expenditures.
6. Develop the annual budget.

### **Secretary**

1. Take minutes of all executive board meetings.
2. Email minutes to all executive board members and any volunteers who attended the meeting.
3. Maintain a record of the executive board meeting for 4 years. When relieved, pass the records to the next secretary.

### **Membership Chair**

1. Maintain an electronic membership list. Keep a backup paper copy. Provide the electronic membership list to the executive board.

2. Forward dues received to the Treasurer.
3. Maintain the “Google Groups” mailing list.

### **Past President or Vice-President**

1. Help maintain club continuity.
2. Advise the executive board of past decisions as may relate to current considerations.

The following are volunteer positions and duties:

### **Walk Leaders** (max 2) for executive board position

1. Lead walks as assigned by the “Walk Chair”.
2. Attend walks and meetings on a regular basis.
3. During walks help identify birds for participants.
4. Assist or lead field trips outside of The Villages.
5. Assist in the development of future walk leaders.

### **Meeting Welcoming Coordinator**

1. At monthly meetings greet attendees upon arrival.
2. Provide attendees with any pertinent information.
3. Organize the ordering and distribution of club name badges.
4. Assist the membership chair as required.
5. When needed, recruit volunteers to assist with the above duties.

### **Facebook Coordinator**

1. Monitor activity on the club’s private Facebook page.
2. Update the page banner as needed.
3. Approve new Facebook members.
4. Provide the executive board with a brief monthly summary of activity.
5. Coordinate with the executive board when needed.

### **Volunteers**

#### **Christmas Bird Count Coordinator**

1. Seek volunteers and set up teams to cover the circle.
2. Create a master trip report and ensure each team has an eBird recorder and that they have joined the master trip report.

3. Advise teams of their area and team leaders.
4. Submit Rare Bird reports when needed.
5. Input count data (species, time & effort) into Audubon website (compiler).
6. Make sure teams have information provided to compilers from the Audubon reviewers when needed.

**Webmaster** – <https://www.brownwoodbirders.com>

1. Maintain and update the website as needed.
2. Update with walks and add pages and info when needed.
3. Upload presentations to Brownwood Birders YouTube and share on website.
4. Send membership chair and treasurer monthly reports for those paying dues via the website.
5. Make sure that the website, domain name and calendar are renewed as needed.

**Annual Outdoor Expo Coordinator**

1. Coordinate with The Villages Recreation Department for available space.
2. Recruit members to maintain the club's booth.
3. Ensure necessary equipment, brochures, etc. are available.