



Friends of Pheasant Branch Conservancy

Organization Policy on Roles and Responsibilities

1. Purpose: This policy represents the intention of the Board of Directors of the Friends of Pheasant Branch Conservancy (hereinafter “FOPBC” or “Friends”) for the internal organization and definition of roles within it. This document is intended to explain and clarify operations and is not intended to contradict any of the requirements of the Bylaws and adopted policies.

2. Administration: The President of the Board shall be the administrator (“Administrator”) of this policy. The Administrator’s responsibilities shall include ensuring the maintenance and relevance of this policy, presenting it to the Board for review and approval as needed. The Board of Directors shall review this policy at least annually as part of organizing plans and committees for the year. The policy may be amended by a vote of a majority of a quorum of the Board.

3. Organization:

3.1 Organization Chart: The organization chart shown in the diagram at the end of this document includes both the committees defined in the Bylaws (shown as shaded boxes), and additional committees (un-shaded) that have been approved by the Board.

3.2 Committee Responsibilities: Membership and responsibilities of all standing committees are shown below. There are three permanent standing committees, defined by the bylaws: Executive, Governance, and Finance. Other committees are created by majority vote of the Board of Directors. There are five permanent standing committees that have been created by the board: Education, Restoration and Management, Watershed, Development and Marketing, and Accessibility and Use. In addition, the Bylaws authorize the Board to establish ad hoc committees. Committee chairs shall maintain and provide the Board with a roster of committee members (and members of subcommittees and ad hoc committees, as applicable).

3.2.1 Minimum Permanent Committees as Defined in Bylaws:

3.2.1.1 Executive Committee: Comprised of all Board officers. Serves as the central planning committee and has full Board authority in the absence of or between Board meetings. Monitors and updates strategic plan as appropriate. Meets on a quarterly basis or as needed.

3.2.1.2 Governance Committee: Includes not less than three Board members. Responsible for Board governance for review and action by the Board, including Bylaws, policies and procedures, and nomination of new Board members and officers on an annual basis. Also responsible for Board assessments and training, including orientation for new Board members. Meets quarterly or as needed.



3.2.1.3 Finance Committee: Includes the treasurer and at least two additional Board members. Directs the fiscal and budgetary affairs of the organization, including preparing the annual budget and monitoring performance against budget. Meets quarterly or as needed.

3.2.2 Additional Permanent Committees Established by Board of Directors

3.2.2.1 Education Committee: The Education Committee Chair (or a Co-Chair) shall be a FOPBC Board Member. The committee includes at least two Board members, the Education Coordinator, and other members as identified by the committee chair. The committee manages educational programs and activities, including 4K, elementary and middle school activities and field trips; high school service-learning opportunities; Conservancy Days and other educational programs for the general public; and learning programs for target populations. Provides oversight and direction to volunteers and contracted staff. Meets quarterly or as needed.

3.2.2.2 Restoration and Management Committee: The Restoration & Management Committee Chair (or a Co-Chair) shall be a FOPBC Board member. The committee includes at least two Board members, as well as the Restoration and Management Land Manager and several Friends members. Anything that directly and physically impacts the Conservancy is in the purview of this committee, including restoration, construction projects, invasives removal, burns, plantings, flora and fauna inventory and management, signage, and recruitment of work-day volunteers. Provides oversight and direction to volunteers and contracted or shared staff. Meets quarterly or as needed.

3.2.2.3 Watershed Committee: The Committee Chair (or a Co-Chair) shall be a FOPBC Board member. Includes at least two Board members. This committee is responsible for promoting and advocating for watershed protection and conservation and related issues, by partnering with local government entities and advocacy groups to attain shared goals in order to improve environmental quality within the watershed. Meets quarterly or as needed.

3.2.2.4 Development and Marketing Committee: The Committee Chair (or a Co-Chair) shall be a FOPBC Board member. The committee includes at least two Board members, and two volunteer Friends members if possible. This committee is responsible for developing and coordinating the annual membership campaign and other awareness programs, as well as long-term fundraising strategies including business donation programs. Other committee responsibilities are managing the website, social networking sites such as "Facebook", member engagement & communications, public relations and events, newsletter, press relations and press releases, calendar development & sales, public relations and events such as the "Prairie Chase" run/walk. In this role, the Committee serves as clearinghouse working with other committees and the board on external communications, including written, printed, and electronic forms. Committee meets quarterly or as needed

3.2.2.5 Accessibility and Use Committee: The Accessibility and Use (A&U) Committee includes at least two FOPBC Board members, one of whom shall be the committee chair (or co-chair), as well as FOPBC members and related non-member advisors. The Committee is responsible for advising and representing the Board on accessibility and use issues related to the Pheasant Branch Conservancy.



“Accessibility” refers to efforts to address both physical features that make the Conservancy more accessible to various underserved populations (e.g., senior citizens; individuals with limited mobility, hearing or vision; individuals with memory challenges; community groups serving special populations; and youth) and programmatic efforts to provide meaningful experiences to diverse populations in the Conservancy.

“Use” refers to the various ways in which individuals and groups utilize and experience the

Conservancy. The Committee shall review and make recommendations to the Board regarding appropriate and inappropriate uses of the Conservancy, the impact of users on each other and the Conservancy, and mechanisms to prevent or address user conflicts.

To ensure that key concerns, interests, and needs of the Friends are being considered, Committee members shall act as liaisons to external groups and government entities such as the City of Middleton Public Lands, Recreation & Forestry Department and the Dane County Parks Division.

3.2.2.6 Ad Hoc Committees: The Board may establish ad hoc committees with membership from the Board and non-board members.

3.2.2.7 Non-Board Committee Members: Each standing committee, subcommittee and ad hoc committee may include non-Board FOPBC members, except that the Executive Committee shall be comprised exclusively of Board members.

3.3 Board Roles and Responsibilities: The roles and responsibilities are outlined in the job descriptions below. The job descriptions are based on the Bylaws, insofar as they address specific topics; in cases where the bylaws lack this detail, the job description will provide the needed content.

The job descriptions address the following roles:

- Board members
- President
- Co-President, if appointed by the Board
- Vice-President
- Secretary
- Treasurer
- Committee Chairs
- Administrative Assistant
- Education Coordinator
- Restoration and Management Land Manager

3.3.1 Responsibilities of the Board of Directors:

Purpose: The Board of Directors provides leadership, strategic governance and oversight for the Friends of Pheasant Branch Conservancy.

Major Board Responsibilities:



- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Organization of the Board of Directors, officers and committees
- Oversight of program planning and evaluation
- Promotion of the organization
- Fundraising, marketing and outreach

3.3.2 Board Terms: Two years, renewable upon approval of the Board and membership

3.3.3 Board and Committee Meetings:

- Board meetings are held monthly at an agreed-upon time and place. Meetings typically last two hours.
- The annual meeting is held in January and may be in conjunction with the Board meeting for that month.
- Committees of the Board meet 4-6 times per year depending on their respective work agenda.

3.3.4 Board Member Expectations:

- Act as a personal ambassador for the Friends by promoting our mission and programs to the community
- Become knowledgeable about the organization, by participating in such activities as field trips, workdays and educational programs
- Attend and participate in board meetings; attend at least two-thirds of Board meetings.
- Be an active member on at least one of the Board's committees and accept responsibility for various projects and activities
- Cultivate and recruit new board and committee members
- Participate in fundraising efforts and special events
- Financially support the Friends: lead by example, making a personal financial commitment commensurate with one's ability, before asking others to do so.
- Abide by the organization's Conflict of Interest and Ethics Policies, which incorporate a disclosure form that must be signed upon appointment to the board and renewed annually
- Contribute to the organization one's personal energy, time, and other resources to the extent possible

3.3.5 Board Member Qualifications:

- Demonstrated passion for the mission of the Friends of Pheasant Branch Conservancy
- Ability to work as part of a team to achieve FOPBC goals and objectives
- Proven expertise and leadership in a field relevant to the needs of the Friends
- Commitment to Board and committee responsibilities

3.3.6 Responsibilities of the President



Purpose: The president (and co-president, as determined by the Board) serves as the principal executive officer of the FOPBC.

Term of Office: One year. Board officers, including the president, are elected annually by the Board of Directors.

Responsibilities:

- Preside at all meetings of the Board of Directors.
- Prepare agendas and facilitate discussion among Board members, developing and addressing the Annual Work Cycle Calendar as depicted in the attachment to this policy
- Chair the Executive Committee
- Guide the organization of the board and the composition of committees, as well as the working objectives for each year
- Under the guidance of the Development and Marketing Committee, spearhead efforts to identify, cultivate and solicit major gifts
- Serve as the official spokesperson for the Friends in matters of public policy and media interest
- Appoint committee chairs
- Authorize committee chairs to appoint additional members needed to implement action plans
- Act as an ex-officio member of all committees, with the exception of the nominating committee
- Present an annual report to the members at the annual meeting
- Sign all contracts and other instruments authorized by the Board
- Signing or endorse checks in accordance with the directives of the Finance Committee
- Perform other duties incident to the office

Qualifications:

- Significant FOPBC Board experience, including active participation in multiple committees
- Proven leadership skills, preferably as committee chair or board officer
- Good organization and planning skills
- Ability to communicate effectively, both orally and in writing
- Desire and ability to work collaboratively with community partners

3.3.6.1 Appointment and Responsibilities of a Co-President

Purpose: Pursuant to Article V, section 9 of the Bylaws to appoint other officers and assign their responsibilities, the Board may appoint a Board member to serve as Co-President in conjunction with the election of officers, or at any time the Board determines that a Co-President should be appointed. If appointed, a Co- President acts as a co-equal to the President and may assume any of the President's responsibilities set forth in the bylaws and S. 3.3.6 and elsewhere in this document. In this organizational policy, wherever the term "President" is used, the provision also applies to a Co-President appointed under this section. A Co-President shall collaborate closely with the President and Vice-President to ensure that all necessary duties are performed.



3.3.7 Responsibilities of the Vice-President

Purpose: The Vice-President serves as the principal executive officer of the FOPBC in the event the President or an appointed Co-President is unable to do so.

Term of Office: One year. Board officers, including the vice president, are elected annually by the Board of Directors.

Responsibilities:

- Perform the duties of the office if the president is absent or unable to perform the required duties
- Assist the president or perform other duties at the request of the president or the Board
- Serve on the Executive Committee
- Sign or endorse checks in accordance with the directives of the Finance Committee

Qualifications:

- Significant Board experience, including active committee participation
- Proven leadership skills, preferably as committee chair
- Good organization and planning skills
- Ability to communicate effectively, both orally and in writing
- Desire and ability to work collaboratively with community partners

3.3.8 Responsibilities of the Secretary

Purpose: The Secretary serves as the official record keeper for the Friends of Pheasant Branch Conservancy.

Term of Office: One year. Board officers, including the secretary, are elected annually by the Board of Directors.

Responsibilities:

- Take minutes of meetings of the Board of Directors, and the annual membership
- Document all official actions of the Board of Directors and Executive Committee
- Maintain a file of the official documents and records of the FOPBC as directed by the Board
- Maintain the rosters of committee, subcommittee and ad hoc committee members
- Mail notices of all meetings of the membership and board of directors
- Serve as a member of the Executive Committee
- Sign or endorse checks in accordance with the directives of the Finance Committee
- Perform other duties incident to the office of secretary, including those duties set forth in adopted policies

Qualifications:

- FOPBC Board experience, including active committee participation
- Good listening and written communication skills



- Organizational skills
- Attention to detail

3.3.9 Responsibilities of the Treasurer

Purpose: The Treasurer serves as the chief financial officer of the Friends of Pheasant Branch Conservancy.

Term of Office: One year. Board officers, including the treasurer, are elected annually by the Board of Directors.

Responsibilities:

- Serve as a member of the Executive Committee
- Collect and receive all monies due
- Maintain a file of the membership
- Reconcile the monthly bank statement with QuickBooks records
- Act as custodian of FOPBC's monies, and deposit or invest them as directed by the Board
- Disburse FOPBC's monies in accordance with the budget and directives of the Board by signing checks
- Prepare monthly financial and budget statements for presentation to the board
- In conjunction with the Finance Committee, prepare an annual budget for approval by the Board of Directors
- Prepare a financial report for the annual membership meeting
- File tax reports, annual reports to the Secretary of State, and other reports as required by law (which may be performed by others under the direction of the Treasurer)
- Obtain bonds and maintain insurance or other indemnification as directed by the B board
- Perform other duties incident to the office of treasurer, including those duties set forth in adopted policies

Qualifications:

- Financial management skills, including budgeting, reporting and record keeping
- Familiarity and/or experience with bookkeeping/accounting programs used by FOPBC
- FOPB board experience, including active committee participation
- Good organization and planning skills
- Attention to detail

3.3.10 Responsibilities of the Committee Chairs

Purpose: Committee chairs organize and direct the work of FOPBC in accordance with the 5-Year Strategic Plan.

Term of Office: One year. Committee chairs are appointed or appointments renewed annually by president and confirmed by the board of directors at the annual meeting.

**Responsibilities:**

- Prepare an annual committee budget proposal and work plan to meet the goals and objectives of the organization within the framework of the Strategic Plan.
- Lead, direct and organize the committee's activities, and coordinate the activities of volunteers, per the annual work plan
- Form subcommittees and/or ad-hoc committees as needed to accomplish the work plan
- Preside at all committee meetings. Prepare agendas and facilitate discussion among committee members. Take or arrange for minutes of committee meetings
- As indicated in the Employee Handbook, provide supervision and oversight of any full-time or part-time employees
- Where relevant, supervise or coordinate the work on contracts and grants associated with this committee's responsibilities
- Coordinate with other committee chairs as needed (e.g., In-service education days involving the R&M and Education Committees)
- Prepare written monthly committee progress reports to the Board of Directors for their reading of routine details, and their review before the meetings; and reporting at the meetings to obtain any needed board decisions and/or to answer questions
- Present to the Board an annual review of the Committee work, and a current assessment of the activities and the unmet needs
- Prepare an annual summary report to the membership
- Perform other duties incident to the committee's function as directed by the Board of Directors, or as set forth in adopted policies

Qualifications:

- Effective team leadership skills
- Good organization and planning skills
- Good written and oral communication skills

3.4 Responsibilities of the Administrative Assistant

Purpose: The Administrative Assistant is responsible for essential administrative support for the membership of the Friends of Pheasant Branch Conservancy.

Term of Office: One year. Selected roles are identified annually. This position served under the terms of a contractual arrangement.

Responsibilities:

- Operate and manage administrative systems as directed by the President
- Provide support as needed for communications, events development and conduct, financial management, donor and member transactions, and volunteer activities



- Receive and process mail and other communications, to establish and maintain business records, files, and mailing lists related to communications, membership, financial transactions, donations, contributions, gifts, grants, programs, projects, and activities, as directed by the President
- Collaborate with the Treasurer and other officers, and with any bookkeeper, mail support person, volunteers, or FOPBC staff or contractors, in order to address administrative needs
- Support and maintain website and other social media tools

Qualifications:

- Administrative experience
- Familiarity/experience with computer software applications used by FOPBC, as set forth in job description
- Attention to detail
- Good written and oral communication skills

3.5 Responsibilities of the Education Coordinator

Purpose: The Education Coordinator supports all essential education duties for the Friends of Pheasant Branch Conservancy.

Term of Office: One year. This staff position serves as a consultant, at the pleasure of the Board of Directors, under the terms of a contractual arrangement.

Responsibilities:

- Support and facilitate the work of the Education Committee
- Operate, maintain and improve educational programs, including Kids for the Earth field trips, Conservancy Day programs, publicity on FOPBC services, recruiting/liaison with educators
- Recruit and coordinate training for naturalists and volunteers
- Identify, investigate, develop, manage and deliver education-related grant activities
- Maintain files and records on field trips, plans, hours worked, in-kind donations, expenses, budget, and expenditures
- Report as appropriate to Education Committee Chair, and FOPBC's treasurer, the Board, and the membership - including any concerns and needs identified to the Committee Chair as the
- Coordinator's liaison to the board
- Submit articles about educational programs, edits to the FOPBC web pages, or other materials as needed
- Network and collaborate with environmental education organizations and other organizations with shared interests
- Create, distribute and collect needs assessments and evaluations from the Board, teachers, education
- committee members, and conservancy day in timely support of contracts

Qualifications:



- Accomplished experience in environmental education, including field programs
- Training or research experience, including environmental science or natural resources
- Familiarity/experience with computer software applications used by FOPBC, as set forth in job description
- Organizational skills
- Attention to detail
- Strong written and oral communication skills and collaboration skills

3.6 Responsibilities of the Restoration and Management Land Manager

Purpose: The Land Manager supports field restoration and management activities of the Friends of Pheasant Branch Conservancy.

Term of Office: One year. This position serves under the terms of a contractual arrangement.

Responsibilities:

- Fulfill job duties as defined by the contract and Chair of the Restoration and Management Committee
- Support and facilitate the work of the Restoration and Management Committee
- Operate, maintain and improve restoration and management programs,
- Collaborate and coordinate with Committee members, naturalists, volunteers, the general public, and Dane County and City of Middleton public lands staff
- Identify, investigate, develop, manage and deliver related grant activities
- Develop and maintain Restoration and Management plans and programs for the County Lands within the Conservancy
- Maintain files and records on activities, plans, hours worked, in-kind donations, expenses, budget, and expenditures

Qualifications:

- Knowledge and experience in environmental field activities for prairie, wetland and woodland restoration and management programs.
- Training or research experience, including environmental science or natural resources
- Knowledge and awareness of good practice and safety in field activities such as chainsaw operations or pesticide application
- Familiarity/experience with computer software applications used by FOPBC, as set forth in job description Attention to detail
- Strong written and oral communication skills and collaboration skills

4. Attachments and/or related documents:

- Pro Forma Annual Work Cycle Calendar
- Organizational Chart



- Bylaws of the Friends of Pheasant Branch Conservancy (most current version as amended, and dated January 11, 2020)
- Position Descriptions for Administrative Assistant, Education Coordinator, and Restoration and Management Land Manager

Version History:

- Adopted and approved by Board of Directors on February 8, 2016
- Revised and approved by Board of Directors on December 17, 2018
- Revised and approved by Board of Directors on September 19, 2022
- Revised and approved by Board of Directors on June 15, 2026 – formatting, employee structure related, and other clarifications on committee makeup; org structure tree broke into separate, editable document