

## **Standard Operating Procedures for FLEPPC Officers, and Committee and Invasive Species Task Force Chairs**

### Officers and directors

#### Chair

- Presides over Board meetings and annual business meeting following Roberts Rules of Order to organize the making of motions, appropriate debate, and voting.
- When Board approval is required between meetings, the Chair organizes and disseminates the moving and seconding of motions by email, allows 5 days for email discussion prior to any voting, then collects votes until a quorum of the board has responded and a majority to accept or deny a motion has been received.
- Appoints committee Chairs and officers with a 2/3 majority approval of the Board.
- Presides over preparation of annual budget.
- Cooperates with the Secretary to organize the agenda, time and place for Board meetings.
- Serves as an ex-officio member of all committees.
- Directs correspondence on behalf of FLEPPC and serves as primary referral for website inquiries.
- Prepares annual activities report for annual business meeting.
- Provides newsletter assistance to Secretary.
- Serves as liaison to SE-EPPC for two-year term, or appoints a representative from the Board.
- Selects annual Member of the Year, if warranted, and presents award at annual symposium.
- Selects annual Environmental Advocate of the Year, if warranted, and presents award at annual symposium.
- Ensures that plaques, commemorative materials are procured in a timely manner prior to annual symposium.

#### Chair-elect

- Performs Chair's duties or assignments as needed or requested by Chair or Board.
- Ensures that the plaque for out-going Chair is procured in a timely manner prior to annual symposium.

#### Past-Chair

- Performs Chair's duties or assignments as needed or requested by Chair or Board.
- May be appointed by the Chair to serve as Nominations Committee Chair.
- May be appointed by the Chair to serve for 2-year term as liaison to NA-EPPC.

#### Treasurer

- Maintains checking and savings accounts and other financial records.
- Pays invoices.
- Prepares annual budget for approval at fourth-quarter Board meeting.

- Presents annual budget report at business meeting.
- Deposits registration payments for annual symposium.
- Deposits payments (memberships, Wildland Weeds income, donations and other income)
- Forwards information from online membership payments to the Secretary.
- Arranges for annual financial review by SE-EPPC.
- Prepares and sends an annual invoice to SE-EPPC Treasurer for member contributions to Wildland Weeds (\$5 per member) in 1<sup>st</sup> quarter of FY, based on average number of members from four issues (Winter through Fall).

#### Secretary

- Records minutes of all meetings (including any email votes since the last meeting), issues minutes and notices.
- Organizes Board meetings (location, distribution of agenda, committee reports and other materials prior to Board Meetings) in cooperation with Chair.
- Keeps current file of Corporate Records, including Articles of Incorporation, Bylaws, Standard Operating Procedures, and minutes of Board Meetings.
- Prepares and mails quarterly newsletter, containing draft minutes of the previous Board meeting that will be submitted to the Board for approval at the next meeting.
- Distributes quarterly newsletter at least one month prior to annual meeting that includes slate of officers for coming year.
- Receives corporate mail and forwards to appropriate FLEPPC officer, Board member, committee Chair or task force Chair.
- Receives and records payments (memberships, Wildland Weeds income, symposium registrations, donations and other income) and forwards to Treasurer.
- Enters membership information into database, maintains and ensures accuracy of membership database and mailing lists, and generates reports as requested by the Board or Chair.
- Provides mailing list to Editor and SE-EPPC as needed.
- Assists with registration for annual symposium.
- Prepares symposium registration packets, name tags, program (including abstracts and field trip details) including printing of same.
- Provides SOPs and sign-up lists for committees at annual symposium and forwards sign-up lists to Committee Chairs.
- Sends dues reminders to individual members prior to expiration of membership.

#### Editor

- Edits and publishes Wildland Weeds magazine.
- Coordinates advertising for Wildland Weeds (including pricing and invoicing).
- Solicits new ad support and articles for magazine.
- Coordinates printing and reprinting of miscellaneous FLEPPC publications (membership brochure; Wildland Weeds article reprints; plant lists; annual calendar, etc.)
- Chairs Editorial Committee.
- Prepares annual committee budget with appropriate line-item requests.
- *Ex facto* member of all committees to review FLEPPC publications and other materials.

## Directors

- Attend and participate in Board meetings (may be removed from the Board for failing to attend two consecutive meetings).
- Designate a proxy when necessary and inform the Chair.
- Conduct the business of the Council as needed and requested by the officers between business meetings.

## Committees

### Bylaws

*The Bylaws Committee proposes appropriate bylaws amendments and incorporates approved amendments into the bylaws. The bylaws may be amended by a two-thirds vote of members present at any legally constituted meeting of the FLEPPC.*

- Drafts bylaws amendments, as requested by the Board, for Board approval by the meeting prior to the annual symposium.
- Provides bylaw amendments approved by the Board to the Secretary for inclusion in the newsletter prior to the annual symposium.
- At the annual business meeting, moves that the membership approve bylaw amendments previously approved by the Board.
- Presents for consideration by the Board and FLEPPC members any change in bylaws initiated by any Board Member.
- Incorporates Board and membership approved amendments into the bylaws.
- Coordinates with the Chair and Officers of the Board to ensure that the Corporate Records include the most current bylaws.
- Reviews SOPs annually and submits proposed changes to the Board for approval.
- Provides current SOPs annually to Secretary and Website Committee.
- Prepares annual committee budget with appropriate line-item requests.

### Control and Evaluation

*The Control and Evaluation Committee develops field demonstration sites to educate FLEPPC members and the public about the most effective methods for controlling invasive plants.*

- Coordinates development of field demonstration sites
  - Identifies priority species for evaluation
  - Plans demonstration design and completes initial treatments early enough to evaluate results during annual symposia
  - Locates demonstration plots near planned symposia
  - Works with Field Trip Chair to incorporate demonstration sites into symposium field trips
- Summarizes and disseminates latest control information to membership
- Forwards summaries and photographs of demonstration sites to Webmaster
- Prepares annual committee budget with appropriate line-item requests

### Editorial Committee

*The Editorial Committee assists the Editor with FLEPPC publications.*

- Assists editor in reviewing manuscripts submitted for Wildland Weeds magazine, and text and graphics for other publications (membership brochure; plant list; etc.)
- Assists editor in soliciting support for Wildland Weeds magazine

#### Education Grant

*The Education Grant Committee is responsible for providing funding and support for education programs through the FLEPPC Kathy Craddock Burks Education and Outreach Grant aimed at increasing awareness and knowledge of exotic, invasive plants in Florida.*

- Prepares and issues annual education grant advertisements (RFPs).
- Evaluates and selects education grant proposals to receive funding.
- Reports selections to BOD.
- Follows up with grant recipients to ensure projects are completed as described in proposals and that either a paper or a poster is presented at the annual FLEPPC symposium, or an article is submitted to Wildland Weeds magazine.
- Coordinates sharing products of the grant through the FLEPPC website
- Prepares annual committee budget with appropriate line-item requests.
- In the event that a grant winner does not use all funds as intended, coordinates with the grant recipient as follows:
  - If the amount remaining is <10% of the entire award, the recipient may use the funds in a way that promotes the grant's goals.
  - If 10%-40% of funds remain, the recipient must either return the unused funds to FLEPPC or submit a proposal for the next grant cycle that incorporates the funds into a new program. If that proposal is unfunded, then the recipient may use the funds in a way that promotes the grant's goals.
  - If >40% of funds remain, the recipient must return them to FLEPPC.
- In the event that funds are returned in full, coordinates with the Treasurer as follows:
  - If funds are returned within 90 days of award notification, they may be distributed to other Education Grant projects that were high-ranking but were only partially funded.
  - If no such projects remain, or if funds are returned more than 90 days after award notification, then those funds may go toward the next year's Education Grant budget or be returned to general coffers at the discretion of the BOD.

#### Finance

*The Finance Committee oversees the financial matters of the FLEPPC and develops recommendations regarding finance-related issues for the FLEPPC Board of Directors that represent the best interest and financial well-being of the organization.*

- The Finance Committee consists of five volunteer members from the FLEPPC membership approved by the Board of Directors.
  - Cross-representation from governmental agencies, universities, private enterprises, non-profit organizations or by individuals is desired.

- Individuals having education or experience in the areas of business, finance, or accounting will be encouraged to participate.
- No more than two individuals from the same organization (employer) may serve on the Committee simultaneously.
- One Committee member shall be the FLEPPC Treasurer and one member shall chair the Committee (the Treasurer may not serve as Chair).
- Committee membership terms shall last a minimum of three years and shall typically not exceed five years, at the discretion of the individual, except for the Treasurer, who is appointed by the FLEPPC Chair and approved by the Board of Directors for the length of their term.
- Oversees the financial well-being of the FLEPPC organization and 5013C compliance in conjunction with SE-EPPC.
- Addresses financial matters, including but not limited to, budgeting, funding of committees, task forces, and positions, FLEPPC expenditures, annual symposium finances, fundraising, scholarships, grants, donations, memorials, honorariums, tax matters, and other items related to the responsible financial management of the organization.
- Reviews and addresses pertinent financial issues identified by the organization and brought forth by the Board of Directors for action.
- Works closely with but independently of the Treasurer in ongoing reviews of the annual budget and develops recommendations for changes, management of financial resources, and resolution of issues.
- Makes recommendations and takes actions consistent with the overall vision and goals of the Board of Directors and the FLEPPC organization.

#### Legislative

*The Legislative Committee keeps the FLEPPC Board and members informed about existing, pending, or needed legislative or regulatory actions and makes recommendations to the Board of Directors concerning the course of action to be taken.*

- Tracks and reports to the Board on legislative issues at all levels of government that are of concern or interest to the FLEPPC.
- Collaborates with other organizations as necessary in providing legislators or members of congress with information and assistance regarding legislation directly or materially affecting the goals of the FLEPPC.
- Performs special assignments as directed by the Chair or Board of Directors.
- Prepares communications related to proposed legislation as necessary.
- Maintains a current version of the "model ordinance" and provides copies to local governments upon request.
- Provides "action alerts" about current or pending legislation that may need action from the Board or membership via web or email or other appropriate means.
- Maintains a file of previously published legislative documents of interest to the FLEPPC.
- Prepares annual committee budget with appropriate line-item requests.

#### Local Arrangements

*The Local Arrangements Committee makes arrangements for the annual symposium site and associated physical requirements of the FLEPPC's annual symposium*

- Seeks locations for annual symposium.

- Provides the Board of Directors a list of potential meeting sites and symposium dates for consideration by the Board by the first-quarter Board meeting.
- Negotiates contracts for locations, with Board approval.
- Provides the Editor and Secretary with literature about the meeting site: e.g. maps, hotel registration instructions, costs, local restaurants etc. by the second quarter Board meeting.
- Arranges for catering, entertainment, A/V equipment, space for poster displays and vendor displays, and other symposium needs, within the budget constraints determined by the Board.
- Assists the Symposium Program Committee, Vendor Committee and Symposium Field Trip Committee with the annual preparations.
- Ensures that arrangements are made for hotel rooms and other expenses for any expenses-paid personnel (keynote speakers, entertainers) for annual symposium.
- Prepares annual committee budget with appropriate line-item requests.

#### Merchandise

*The Merchandise Committee makes recommendations to the Board on FLEPPC merchandise to be sold at annual symposium for fund-raising.*

- Selects merchandise vendors and procures merchandise for sale at the annual symposium as requested by Board.
- Sets prices and sells goods at annual symposium in coordination with Treasurer.
- Maintains inventory records of remaining merchandise and reorders additional merchandise as necessary.
- Prepares annual committee budget with appropriate line-item requests.

#### Nominations

*The Nominations Committee makes recommendations to the Board of Directors on future Board members. The Past Chair may serve as Nominations Committee Chair.*

- Solicits and vets nominees as needed.
- Submits slate to Board for approval at least two months prior to annual business meeting for publication in quarterly newsletter.
- Obtains biographical sketch and contact information for the Secretary and Editor for publication purposes.
- Prepares annual committee budget with appropriate line-item requests.

#### Outreach

*The Outreach Committee provides outreach concerning the activities of the FLEPPC.*

- Tracks, updates and maintains FLEPPC display materials.
- Attends and sets up display materials, or finds some responsible party to staff the display, at meetings, festivals and other venues for education of the public and those involved in land management, to increase awareness of FLEPPC and exotic pest plants, and to increase membership.
- Ships display and materials to others as needed.
- Gives presentations, or organizes other members to give presentations, about FLEPPC and exotic pest plants at relevant meetings (e.g. native plant society meetings, garden clubs, extension service, etc.)
- Designates a photographer or photographs activities at the annual symposium and other events sponsored by the FLEPPC.

- Prepares annual committee budget with appropriate line-item requests.

#### Plant Industry Liaison

*The Plant Industry Liaison Committee maintains a dialogue with the nursery industry to identify areas of agreement and cooperation between FLEPPC and the industry, explore resolution of disagreements, and to clarify misperceptions held by either group.*

- Coordinates meetings with horticultural entities and represents FLEPPC as appropriate.
- Works with industry representatives to reduce propagation and sale of plant species listed on FLEPPC's List of Invasive Species.
- Works with industry representatives to identify non-invasive species (native and non-native) that may substitute for those identified as invasive in Florida's natural areas.
- Coordinates with the Research Committee to encourage plant science researchers to address topics that require clarification and would reduce conflicts between FLEPPC and the nursery industry and develop species or varieties (native and non-native) that are biologically precluded from being invasive in Florida's natural areas.
- Reports proceedings of developments to Board.
- Prepares annual committee budget with appropriate line-item requests.

#### Plant List

*The Plant List Committee develops and maintains a list of Florida's most invasive plant species. The list is updated every two years.*

- Establishes a team of experts to assist in the development and maintenance of a list of Florida's most invasive plants using the best information available, including the FLEPPC survey of species distribution across Florida.
- Determines clear definitions for the different categories of invasiveness.
- Evaluates non-native plant species for inclusion in the List of Invasive Species.
- Updates List of Invasive Species every two years.
- Arranges and holds committee meetings at least bi-annually.
- Suggested changes to the List of Invasive Species should be submitted to the committee at least 30 days prior to meetings to allow members adequate time to conduct their own research.
- Absent members can only vote if participating by conference call and the Chair only votes to break a tied vote.
- Maintains records of plant list selection process.
- Responds, as necessary, to inquiries regarding the FLEPPC plant list.
- Provides the Board with botanical expertise and advice as needed.
- Verifies species accounts submitted to the FLEPPC database.
- Oversees guidelines for sharing the FLEPPC Plant Database.
- Coordinates printing and distribution of List of Invasive Species with Editor.
- Prepares annual committee budget with appropriate line-item requests.

#### Research

*The Research Committee determines research priorities as requested by the Board of Directors. Reviews research proposals submitted to the FLEPPC Julia Morton Invasive Plant Research Grants Program and makes recommendations to the Board of Directors.*

- Maintains a prioritized list of research needs.

- May identify and solicit potential funding sources for research.
- Prepares and issues annual research grant advertisement (RFP), coordinating with the Editor, Secretary and Webmaster for public announcements.
- Coordinates evaluation and selection of the research grant proposals to receive funding from the FLEPPC Julia Morton Small Grants Program.
- Reports selections to Board for inclusion in annual activities report at business meeting and to Editor for reporting in Wildland Weeds.
- Follows up with grant recipients to insure that research is completed as described in proposals and that a paper is presented either at the annual FLEPPC symposium or in Wildland Weeds magazine.
- Prepares annual committee budget with appropriate line-item requests.

#### Symposium Program

*The Symposium Program Committee develops the objectives and theme for the annual symposium and implements the annual symposium program.*

- Prepares call for papers and presentations for annual symposium.
- Recruits speakers, moderators and A/V assistants.
- Prepares annual symposium program as requested by Board including speakers, moderators and A/V assistants.
- Coordinates with Secretary, Editor, and Webmaster for announcements of the symposium in the quarterly newsletter, in Wildland Weeds and on the website.
- Reviews and assembles abstract submissions for program publication and distribution at symposium.
- Arranges for poster exhibit space with Local Arrangements Chair.
- Assembles symposium program, abstracts, and speakers' biographies as needed for submission to FDACS for CEUs for symposium. Provides these to Training Committee Chair for submission to FDACS.
- Completes program at least one month prior to annual symposium.
- Notifies Local Arrangements Chair at least one month prior to annual symposium of any speakers requiring FLEPPC-paid travel, hotel rooms or other expenses, and details of their travel itineraries.
- Prepares annual committee budget with appropriate line-item requests.

#### Symposium Field Trips

*The Symposium Field Trips Committee makes arrangements, disseminates information, and handles registration for field trips at the annual symposium.*

- Coordinates with Program Chair to develop field trips for annual symposium.
- Provides details to Training Chair for submission to FDACS for CEUs for symposium field trips at least one month prior to symposium.
- Coordinates with Secretary to develop Field Trip Information and Registration form to be mailed to members at least two months prior to symposium.
- Makes arrangements for dissemination of information to field trip participants at the symposium.

#### Training

*The Training Committee makes arrangements for Continuing Education Units and training sessions at the annual symposium related to the goals and objectives of the FLEPPC.*

- Secures FDACS CEUs for annual symposium (including field trips).

- Arranges training sessions for annual symposium and other events as appropriate and as requested by Board.
- Prepares annual committee budget with appropriate line-item requests.

#### Vendor

*The Vendor Committee serves as liaison with vendors and manufacturers of herbicides, adjuvants, equipment, and invasive control services to gain financial support for activities that further the goals and mission of the FLEPPC.*

- Makes contact with vendors who are potential contributors to FLEPPC programs and events.
- Solicits vendor support for FLEPPC initiatives, as appropriate and requested by Board, facilitates contributions, and determines appropriate communications of appreciation.
- Coordinates with Program Chair and Local Arrangements Chair as necessary to make provisions for accommodations and activities of vendors at the annual symposium.
- Prepares annual committee budget with appropriate line-item requests.

#### Website

*The Website Committee maintains and updates the official FLEPPC website in accordance with the guidelines determined by the Board.*

- Forwards online membership information to Treasurer and Secretary.
- Updates website as appropriate and requested by Board including:
  - Posting Wildland Weeds magazine and Newsletter
  - Updating Field Reports database
  - Maintaining List server
  - Posting RFPs
  - Posting annual meeting announcements
  - Updating information about Board members and committee and task force Chairs
  - Posting of current Bylaws and SOPs
- Prepares annual committee budget with appropriate line-item requests.

## FLEPPC Species Task Force Chairs

FLEPPC Species Task Force Chairs should:

1. Provide an ongoing forum to share information about the biology, distribution and control of the involved species. Task Forces may organize workshops and/or regional field trips to share the most current information regarding involved species. Task Forces may elect to offer CEUs at these workshops. Task Forces may meet regularly or choose to conduct business electronically.
2. Each Task Force shall develop a statewide management plan for the involved species. These documents are dynamic and should be revised and updated as new information arises. Each management plan should:
  - Include a problem statement, goals, objectives and recommendations.
  - Compile all known information on the species into one document. The management plan should include information about identification and biology of the plant, distribution, ecology, economic impacts, proposed and enacted laws, current control technologies and address possible restoration options after removal of the species.
3. Task Force Chairs should serve as the primary point of contact to the general public, policy makers and the media on matters related to the involved species.
4. Task Forces should spearhead efforts to generate fact sheets, brochures, displays and control guides for the general public and resource managers. Task Force members should make this information available at workshops, public meetings and in “high traffic” areas such as visitors’ centers.
5. The Task Force Chairs, or designees, should maintain a clearinghouse file of information on the involved species. Task Forces are encouraged to make this information available on the FLEPPC website
6. Each Task Force shall provide quarterly reports to the FLEPPC Board and prepare a written annual report for the general membership.

## Representatives to organizations affiliated with FLEPPC

### NA-EPPC Representative

- Represents FLEPPC to NA-EPPC as requested by Board.
- Prepares annual committee budget with appropriate line-item requests.

### SE-EPPC Representative

- Represents FLEPPC to SE-EPPC as requested by Board.
- Prepares annual committee budget with appropriate line-item requests.

**Revised July 24, 2007 by Alison Fox; Revised Education Grant Committee May 9<sup>th</sup>, 2011 by Jennifer Possley; Revised Control and Evaluation Committee August 16<sup>th</sup>, 2011 by LeRoy Rodgers.**