

GUIDELINES  
FOR  
SECTION OFFICERS  
AND COMMITTEE CHAIRPERSONS

# SOCIETY FOR RANGE MANAGEMENT

ARIZONA SECTION  
JANUARY 1992

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## **GUIDELINES - SECTION OFFICERS AND COMMITTEE CHAIRPERSONS**

### Introduction

For several years there has been a need for greater continuity in the transfer of responsibilities from a Section Officer or Committee Chairperson to the person succeeding them. There have been occasions when the new officer or Chairperson was not sure what his/her responsibilities entailed.

The purpose of this handbook is to help alleviate some of these problems. All section officers should have a complete copy of all guidelines. Committee Chairpersons should have a copy of the guidelines for their position.

The outgoing **officer** or **Chairperson** is responsible for providing a copy of the guidelines to the person **succeeding** them. If they have not received a copy of the Guidelines, the Chairperson should contact the chair of the Bylaws, Articles of Incorporation and Guidelines Committee. They are also responsible for making recommendations for updating their position guidelines annually. Major changes in purpose, structure, or function of the position or Committee should be presented to the Board of Directors for concurrence.

The Committee Chairperson should provide copies of the guidelines for the Committee to all Committee members.

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## BOARD OF DIRECTORS

### **PURPOSE:**

The Board of Directors' responsibility is to manage the business of the Corporation (Society for Range Management - Arizona Section). This business includes, but is not limited to, Section organization, administration, financing, and programs that will lead toward the objectives of the Section as stated in the Bylaws Article I, Section 2.

**STRUCTURE:** (As described in the Bylaws Article III, Section I)

The business of the Corporation will be managed by a board of ten (10) directors. The Board of Directors shall include the President, President-Elect, Vice President, Secretary-Treasurer, the current Student Chapter Presidents at the University of Arizona and Arizona State University, and four (4) Directors-at-Large.

### **FUNCTIONS AND RESPONSIBILITIES:**

The Committee Chairpersons are appointed and are responsible to the Section President; however, each member of the Board of Directors shall be assigned to be liaison between a Committee(s) and the entire Board of Directors. This liaison will include working with the Committee to:

1. Establish short-term goals and assign priorities. Goals may originate within the Committee or be recommended by the Board of Directors, other Committees, or individuals. Examples of goals: monitoring and improving annual meetings and increasing membership.
2. Establish long-range goals and assign priorities. Goals may originate as in No. 1. Examples: organizational structure, financial needs, relations with other organizations, and public relations programs.
3. Develop guidelines to accomplish short-term and long-term goals.
4. Review past and present Committee activities, establish priorities and methods of accomplishing future projects.
5. Report the Committee's activities and proposals to the Board of Directors at their regularly scheduled meetings.

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## SUGGESTED COMMITTEE LIAISON RESPONSIBILITIES

President	County and Membership, Public Affairs, Bylaws and Articles of Incorporation, Information and Education, and Newsletter
President-Elect	Activities, County & Membership, and Information and Education
Vice President	Historian, Future Planning, and Research Affairs
Past President	Nominations and Elections
Secretary-Treasurer	Scholarship and Youth Activities
Directors-at-Large	
Position 1	Director South, elected to be installed in odd years, Honors and Awards, Range Reference Areas, in both years and Nominations and Elections only in even years.
Position 2	Director South, elected to be installed in even years, Youth Activities, Fund Raising in both years, and Nominations and Elections only in odd years.
Position 3	Director North, elected to be installed in odd years, Rancher Affairs, Youth Activities in both years, and Nominations and Elections only in even years.
Position 4	Director North, elected to be installed in even years, Honors and Awards, Natural Resources Conservation Workshop for Arizona Youth in both years, and Nominations and Elections only in odd years.
Presidents of Student Chapters	Chapter activities and assist in annual meetings.

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## **PRESIDENT**

1. The President shall have general supervision of the affairs of the Corporation and shall (a) preside over all meetings of the Corporation and/or its Board of Directors, (b) call meetings at his/her discretion or when required by a majority of the Board of Directors, (c) perform all acts and duties usually performed by the executive office or any other duties authorized by the Board of Directors.
2. Will serve as a member of the Advisory Council - SRM at the summer and annual SRM meetings to represent the Arizona Section (see Guidelines on Advisory Council - SRM) for specific responsibilities).
3. Will have all positions and standing Committee Chairpersons appointed by the time the newly elected officers are installed, except the County and Membership Committee which will be appointed before July 1.
4. Will serve as a direct liaison between the Chairpersons of the Newsletter, County and Membership, Public Affairs, Bylaws and Articles of Incorporation, Information and Education (I&E) Committees, and the Executive Vice President.
5. Mail correspondence received from SRM headquarters to Committee Chairpersons (especially membership reports).

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## **PRESIDENT-ELECT**

1. The President-Elect shall, in the absence of the President, preside at meetings and discharge his/her duties.
2. Will serve as a member of the International Advisory Council - SRM at the summer and annual SRM meetings to represent the Arizona Section (see Guidelines on Advisory Council - SRM for specific responsibilities).
3. Will serve as the Section Activities Chairperson which includes program preparation for the summer and winter meetings (see Guidelines for specific responsibilities) and will serve with the President as liaison between the County and Membership Committee and the Information and Education Committee and the Board of Directors.

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## **VICE PRESIDENT**

1. Serve as an understudy to the President and President-Elect and be available for special assignments as needed.
2. Will serve as a member of the International Advisory Council - SRM at the summer and annual SRM meetings to represent the Arizona Section (see Guidelines on Advisory Council - SRM for specific responsibilities).
3. Will serve as a direct liaison between the Historian, Research Affairs, and Future Planning Committees and the Board of Directors.

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## **PAST PRESIDENT**

1. Serve as Chairperson of the Nominations and Elections Committee and liaison between this Committee and the Board of Directors.
2. Serves as an *ex-officio* member of the Board of Directors and advisor to the President.

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## **DIRECTORS-AT-LARGE**

The Directors-at-Large are described as Positions 1, 2, 3, and 4. Positions 1 and 3 are directors installed in odd years. Positions 2 and 4 are Directors installed in even years. Position numbers for newly elected directors will be determined by the current Board of Directors.

### POSITION 1:

Will serve as a direct liaison between the Honors and Awards, and Range Reference Areas Committees and the Board of Directors. Will serve as a member of the Nominations and Elections Committee in even years.

### POSITION 2:

Will serve as a direct liaison between the Youth Activities and Fund Raising Committees and the Board of Directors. Will serve as a member of the Nominations and Elections Committee in odd years.

### POSITION 3:

Will serve as a direct liaison between the Rancher Affairs and Youth Activities Committees and the Board of Directors. Will serve as a member of the Nominations and Elections Committee in even years.

### POSITION 4:

Will serve as a direct liaison between the Honors and Awards, and NRCWAY Committees and the Board of Directors. Will serve as a member of the Nominations and Elections Committee in odd years.

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## **PRESIDENTS OF THE STUDENT CHAPTERS**

Will serve as a direct liaison between the Chapters and Board of Directors and assist at the annual winter and summer meetings.

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## SECRETARY-TREASURER

### A. MINUTES OF MEETINGS

1. Keeps a record of the minutes of all meetings of the Section and Board of Directors and sends a copy of the minutes to officers, directors, and Committee Chairpersons.

### B. FUNDS

1. Keeps an accurate account of all funds.
  - a. Maintains a financial ledger of all income and disbursements for the Section.
  - b. Pays bills and other obligations authorized by the President or Board of Directors of the Arizona Section.
  - c. Prepares financial reports at least semiannually and distributes reports to all Section officers.
  - d. Manages excess money accounts to the highest degree of benefit to the Arizona Section.
  - e. Assists in fund raising projects for the Section.
  - f. Assists the Natural Resources Conservation Workshop for Arizona Youth and Scholarship Committees in investing Scholarship funds to the highest degree of benefit.

### C. RECORDS FILE

- 1 The Secretary-Treasurer keeps a permanent record of all activities of the Arizona Section.
- 2 Keeps the file for five (5) years.
  - a. Keeps current year file.

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- b. Keeps file for four (4) years back of current year.
- 3 Each year removes the last year (5-year old file) and sends to the Section Historian.

## **D. ANNUAL REPORT OF SECRETARY-TREASURER**

- 1 Makes a report of the financial statement at the annual business meeting.
- 2 Financial records audited. Requests the President to appoint audit Committee of three (3) members to audit the financial records.

## **E. MISCELLANEOUS**

- 1 Develops and maintains an up-to-date mini-directory of Section officers, Committee Chairpersons and Committee members. Provides mini-directory to all officers and Committee Chairpersons.
- 2 After annual meeting (no later than January 31), sends names and addresses of Section officers, directors, newsletter editor, and Committee Chairpersons for coming year to SRM Executive Vice President at SRM Headquarters.
- 3 Distributes Section stationary, postage stamps and other supplies to Section officers and Directors.
- 4 Assists in the registration and arrangements of all Section meetings.
- 5 Will serve as a direct liaison between the Scholarship Committee and the Board of Directors.
- 6 Shall act as the Section's Corporate Secretary.
  - a. File a report with the Arizona State Corporation Commission after the annual business meeting.
  - b. Be responsible for any returns or reports required by the Internal Revenue Service, and other reports required by the State Corporation Commission and the Department of Revenue.

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- 7 Shall mail to the membership of the Arizona Section by October 10, the slate of officers received from the Nominations and Elections Committee.

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## **EXECUTIVE VICE PRESIDENT**

1. The Executive Vice President shall be appointed by the Board of Directors and will serve for three (3) years.
2. Will assist the President in the preparation for and conduct of annual and special meetings of the Section.
3. Will assist the Secretary-Treasurer in maintaining records of the corporation.
4. Will assist the Directors-at-Large in their liaison responsibilities with standing and appointed Committees.
5. Will assist the Historian in maintaining a record of the Section.
6. Shall assume other duties as delegated by the Board of Directors.

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## INFORMATION AND EDUCATION (I&E) COMMITTEE

### PURPOSE OF THE COMMITTEE:

The primary purpose of the Committee is to promote policies and disseminate information about the activities, goals, and aspirations of the Section. The Committee is under the general, broad direction of the President and the Board of Directors.

President	L	I&E Chairperson	L	Other Information:
				1. Range Reports
				2. Works with International I&E Committee
				3. Agency Activities
				4. Personnel Changes
				5. Livestock Organizations
				6. Sponsors of Newsletter

### FUNCTION OF THE COMMITTEE:

The above flow chart outlines general responsibilities.

The I&E Chairperson is the organizer, prime mover and motivator. He/she must work closely with the President and Board of Directors - with the President to coordinate the primary thrust of the Section's activities and with the other members of the Board of Directors because they authorize the payment of bills for publication and serve as direct liaison with other Committees of the Section. The Board members, especially the Secretary-Treasurer, can advise the I&E Chairperson of the cost of publicity and other costs attendant to Committee activities.

### REPORTS:

The I&E Chairperson is responsible for consolidating all reports of the sub-committees and presenting a written report to the Section President prior to the summer annual meetings.

### MEETINGS:

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The Committee should meet at least twice during the year concurrent with the Section meetings.

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## NEWSLETTER COMMITTEE

### PURPOSE OF THE COMMITTEE:

The purpose of the Newsletter Committee is to collect and report Section activities and disseminate information, policies, goals and aspirations of the Arizona Section through the Section Newsletter. The Committee is under the general direction of the Section President and the Board of Directors.

### STRUCTURE OF THE COMMITTEE:

The Committee will be composed of one (1) or two (2) members that will serve as Newsletter editor or co-editors. All Committee Chairpersons and Section officers are *ex-officio* members of the Committee and have the responsibility for sending information and reports to the Editor for use in the Newsletter.

### FUNCTIONS OF THE COMMITTEE:

1. The Editor/Co-Editors will serve as a central collection point for Section information. He/she is responsible for assembling the information received. The publication timing of the Newsletter is critical to inform the membership and to assure the success of each activity. Newsletters should be scheduled for publication and distribution four (4) times each year, with the first issue going to print in March. In order for the Newsletter Editor/Co-Editors to assemble the information for each Newsletter, the following cutoff dates will be set:

February 20 for the March Newsletter  
June 20 for the July Newsletter  
August 20 for the September Newsletter  
November 20 for the December Newsletter

2. Develops and maintains a schedule of advertising to assist in recruiting sponsors.
3. The Editor/Co-Editors is/are responsible for contacting sponsors and encouraging other members to contact sponsors.
4. Obtain a list of special interest groups from the Secretary-Treasurer.

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5. Suggested list of activities that each issue should cover is attached.

## **REPORTS:**

A report of the Editor/Co-Editors activities will be submitted to the I&E Committee Chairperson prior to the summer and winter meetings of the Section.

## **MEETINGS:**

The Committee should meet at least once during the year prior to or during the annual winter meeting.

## **NEWSLETTER**

### **SUGGESTED SCHEDULE OF ACTIVITIES THAT EACH ISSUE SHOULD COVER**

#### **MARCH**

1. Winter Meeting Highlights
2. Write-up on Recipients of the "Range Manager of the Year" and "Professional and Technical Guidance" Awards
3. Write-ups on "Outstanding Service" Awards
4. Write-ups on recipients of the "Range Management Scholarship" Awards
5. New Officers
6. Committee Chairpersons
7. Youth Activities
8. Membership
9. New, Renewing and Transferring members

#### **JULY**

1. List of County Representatives
2. Information on Summer Meeting
3. Calendar of Events
4. New, Renewing and Transferring members
5. Write-up on NRCWAY
6. Fund Raising

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7. Request nominations for "Range Manager of the Year", "Professional and Technical Guidance", and "Outstanding Service" Awards.

## SEPTEMBER

1. Summer Meeting Highlights
2. Financial Report
3. New, Renewing and Transferring members
4. Scholarship Fund
5. Notice and Tentative Schedule on Winter Meeting
6. List of candidates for Officers and Directors

## DECEMBER

1. Winter Meeting Schedule
2. Student Chapter Activities
3. Membership
4. New, Renewing and Transferring members

## HONORS AND AWARDS COMMITTEE

### PURPOSE OF THE COMMITTEE:

The Honors and Awards Committee is constituted to carry out activities relevant to the Honors and Awards program of the Arizona Section, SRM in a manner that will provide public recognition of Section members, ranchers, youth and others who have made contributions to range-related resource management.

These awards, Range Manager of the Year Award, Professional and Technical Guidance Award, and Special Awards that correspond with the Arizona Section, SRM Bylaws, shall be administered by the Honors and Awards Committee under the direction of the Board of Directors.

Committee functions and activities describe (1) the selection criteria and nominating procedures for each award made by the Arizona Section, SRM, (2) the function and

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procedures of the Awards Committee, (3) keep an updated list of recipients of awards and provide this list annually to the Section Historian.

## **STRUCTURE OF THE COMMITTEE:**

The Committee will consist of a minimum of three (3) members (see Article VII, Section 1 of the Bylaws). The Chairperson will be appointed by the President and they will jointly select the sub-Chairpersons for each award. The sub-Chairpersons will select members as needed by the specific award as described and specified in the Bylaws Article VII.

## **GUIDE FOR SELECTION OF RANGE MANAGER OF THE YEAR ARIZONA SECTION, SRM**

### Criteria for Selection

1. A candidate for Range Manager of the Year must meet the following criteria:
2. Candidate must meet guidelines of Bylaws of Article VII, Section 2.
3. The candidate must be actively engaged in ranching or farming.
4. The candidate should be a recognized leader.
5. The candidate must be interested in the promotion and advancement of the art and science of range management and preferably, though not required, a member of the Arizona Section, Society for Range Management.
6. The final criterion must be given high priority in the selection of a candidate and winner. The candidate must have made a contribution to the art and science of range management that is worthy of special recognition. It may have been made during the past year, or a previous year, but the contribution must still be recognized for its merit. Such a contribution may consist of a new and better method of doing something in the range management or treatment field, or unusual leadership in ranching or range conservation and management. These are examples, but not all, of the outstanding contributions that may be considered for an award.

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## **GUIDE FOR SELECTION OF PROFESSIONAL AND TECHNICAL GUIDANCE ON SPECIFIC RANCHES AWARD**

A candidate for Professional and Technical Guidance Award must meet the following criteria:

1. Candidate must meet guidelines of Bylaws Article VII, Section 3.
2. The candidate must be actively engaged in a professional field dealing with range management. These may be teaching, research, advice and counseling, technical assistance, or information such as print or electronic media.
3. The candidate must be interested in the promotion and advancement of the art and science of range management and preferably, though not required, a member of the Arizona Section, Society for Range Management.
4. The candidate must have made a contribution to the advancement of the art and science of range management that is worthy of recognition. It may have been made during the past year or during a previous period of time, but the contribution must be recognized for its merit. Such a contribution may consist of an outstanding research project that has significant results for range management, an outstanding article, publication or information activity that has been informative and widely acclaimed, or unusual leadership in the professional field of range conservation and management.

## **GUIDE FOR SELECTION OF MISCELLANEOUS AWARDS**

A person may be honored or presented an award for Outstanding Service from time to time as deemed appropriate by the Honors and Awards Committee and approved by the Board of Directors.

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## FUND RAISING COMMITTEE GUIDELINES

### **PURPOSE OF THE COMMITTEE:**

The purpose of this Committee is to generate income for the Arizona Section, Society for Range Management.

### **STRUCTURE OF THE COMMITTEE:**

The Chairperson will be appointed by the Section President. The Chairperson, with the concurrence of the President, will select members of the Committee.

### **FUNCTIONS OF THE COMMITTEE:**

Initiate money-raising projects to generate moneys, especially for the Scholarship Fund, or others as directed by the Board of Directors.

Responsibility for soliciting contributions to the Scholarship Fund from individuals, businesses, corporations, foundations, etc.

Responsible for soliciting contributions or initiating money-raising projects at Section-sponsored tours, activities, and scheduled meetings.

Coordinate with the Chairperson of the local Arrangements and Program Committee to include (1) a set amount of the registration fee to go to the Scholarship Fund, and (2) arrange for time to conduct money-raising projects during the annual meeting.

Arrange to present awards for special contributions, subject to approval of the Board of Directors.

Work closely with the Secretary-Treasurer since all funds must be passed through this position.

Chairperson and Secretary-Treasurer are responsible for investing Scholarship Funds at the highest rate of interest.

Publicize fund raising activities in the March and July Section Newsletters.

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In cooperation with the Information and Education Committee, prepare a news release for major contributions and winners of money-raising projects during the year and after the annual meeting send material to the Newsletter Chairperson five (5) days after the annual meeting.

## **REPORTS:**

The Committee Chairperson is responsible for preparing a written report of activities and proposals for the summer and annual meetings. Reports will be submitted to the President at least five (5) days prior to said meeting.

## **MEETINGS:**

The Committee should meet at least twice each year. One meeting at the annual meeting to organize and set goals for the coming year's summer activities, the other meeting at the summer tour and meeting to finalize activities for the upcoming annual meeting.

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## COUNTY AND MEMBERSHIP COMMITTEE

### **PURPOSE OF THE COMMITTEE:**

The County and Membership Committee shall seek to increase and to perpetuate active membership in SRM, especially in the Arizona Section.

### **STRUCTURE OF THE COMMITTEE:**

The Committee shall be composed of at least one (1) Section member from each Arizona county.

The Committee Chairperson will be appointed by the Section President before July 1 and will serve until June 30 of the following year. The Committee Chairperson, with the concurrence of the Section President, will select the county members.

### **FUNCTION OF THE COMMITTEE:**

1. The County and Membership Committee is expected to be active in recruiting new members to the Society for Range Management and the Arizona Section.
2. The Committee is expected to make contact with and encourage delinquent members to submit dues to the International Society.
3. The Committee is responsible for contacting non-participating members and encouraging active participation in Section activities.
4. The Chairperson is expected to maintain close communication with Section officers, especially the President. All correspondence pertaining to membership from the International office comes to the membership Chairperson via the Section President.
5. The Chairperson of the Committee is also a member of the International Committee on membership. As such, he/she must correspond with the Chairperson of the International Committee and the Executive Vice President of the Society for Range Management.
6. Send a letter to all new members and to the member who recruited them, along with the Arizona Section Bylaws (new members only).

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7. Publish names of new, renewing and transferring members in the Section Newsletter welcoming them to the Arizona Section, SRM.
8. Keep an up-to-date record of the Arizona Section membership.
  - A. Utilize computer printout of membership list (sent from SRM office in Denver in January and July each year).
  - B. Utilize monthly membership reports from Denver to update membership list.
3. Provide updated list to Section officers semi-annually.
9. Work with the Honors and Awards Committee to recommend and make nominations for various Section Honors and Awards.

## **REPORTS:**

The Chairperson of the Committee shall consolidate the county and membership reports. This report is to be submitted to the Section President prior to the annual meeting.

## **MEETINGS:**

The Committee should meet at least two (2) times per year. One of these should be an organization meeting at the summer meeting to get acquainted and set goals.

## **MEMBERSHIP COMMITTEE ACTIVITIES**

1. Publicize membership list among active members of the Arizona Section, and introduce new members at all membership meetings.
2. Make direct contact with delinquent members by a nearby member.
3. Send application blank in all correspondence and in Newsletters.
4. Develop a brochure for the Arizona Section. Coordinate with Producer and Public Affairs Chairperson, and keep an active "telephone tree".

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5. Have some key member at every meeting tell why SRM is important to them. Someone at the meeting probably is not a member and may become interested. Coordinate with Activity Chairperson.
6. Try to recruit people who will make positive contributions and will be continuing members.
7. Identify potential members in various agencies who would benefit from membership in SRM.
8. Faculty members in the Range and related Departments should interest students in SRM activities in order to keep them active. Students should know that they are very important to SRM.
9. Bring producers to tours, meetings, demonstrations, etc.. Needs to be "one on one".
10. Develop a program of work with achievable objectives.
11. After delinquent member list is received, obtain Newsletters from the Newsletter Editor and mail to all delinquent members.
12. Make recommendations and nominations to Honors and Awards Committee for various Honors and Awards of the Section.

## **NOMINATIONS AND ELECTIONS COMMITTEE**

### **PURPOSE OF THE COMMITTEE:**

The primary responsibility of this Committee is to select the slate of officers for election by the membership for the coming year.

### **STRUCTURE OF THE COMMITTEE:**

This is an annual Committee and shall consist of three (3) members. The Past-President of the Arizona Section will serve as Chairperson, and the other two (2) members will be the carry-over Directors of the Northern and Southern Districts.

### **FUNCTION OF THE COMMITTEE:**

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1. Select a slate of officers and determine that they desire to serve if elected. This is a very important Committee since it selects the leadership for the coming year. Every effort should be made to select the best leadership possible.
2. Prepare ballots and send to the Secretary-Treasurer for mailing to the membership by October 10.
3. Tally ballots and report the results to the President of the Arizona Section.
4. The Committee will prepare a slate of officers and present the slate to the Secretary-Treasurer by August 20.

## **REPORTS:**

The Chairperson is responsible for a report of the Committee's activities to the Board of Directors at its regularly scheduled meetings.

## **MEETINGS:**

The Committee shall meet at the discretion of the Chairperson, preferably at least twice each year before, during or after the summer and winter membership meetings of the Section.

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## ACTIVITIES COMMITTEE

### **PURPOSE OF THE COMMITTEE:**

The Activities Committee is to plan and schedule tours, field days and the summer and winter meetings. The activities should be organized to provide members of the Arizona Section, SRM with a medium for exchange of ideas and to be informed of the Section activities, business, and range management.

### **STRUCTURE OF THE COMMITTEE:**

The President-Elect will serve as Chairperson of the Committee. Other members of the Committee will be the Secretary-Treasurer, Chairperson of the I&E Committee, Chairperson of the Section's Student Chapters and two (2) members-at-large. A sub-committee may be appointed for local arrangements of the summer and winter annual meetings; and, if needed, a program Chairperson for the winter annual meeting may be appointed.

### **FUNCTION OF THE COMMITTEE:**

The primary duties of the Activities Committee are as follows:

Plan and organize the Section's winter annual meeting at a time scheduled by the Board of Directors in such a manner as will assist all who are interested in range resources to keep abreast of new findings and techniques in both the science and art of range management.

Provide space for the Section's officers and Committees at the winter annual meeting to conduct Section business.

Plan and organize the Section's summer business meetings and tours as scheduled by the Board of Directors.

Publicize all events to assure that all members are well informed about meetings and tours (coordinate with the I&E Committee).

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Arrange for pictures of activities and a write-up of all events to be published in the Arizona Section Newsletter and local newspapers (coordinate with the I&E Committee).

## **REPORTS:**

The Committee Chairperson is responsible for preparing reports of the Committee's activities and submitting to the President prior to the summer and winter meetings.

## **MEETINGS:**

The Committee should meet at least twice annually, (1) prior to the summer tour, and (2) prior to the annual winter meeting.

## **SCHEDULE OF EVENTS SUMMER MEETING**

1. Appoint Local Arrangements Chairperson before February 1.
2. Local Arrangements Chairperson should have a short article in the March Newsletter (coordinate with the I&E Committee).
3. In April, make arrangements for meeting room for Board of Directors and develop a tentative tour agenda.
4. In May, make final arrangements for meeting and tour.
5. Publicize summer meeting in the July Newsletter - give date, time, and location. Give details of lodging arrangements.
6. Take photos and write article for Newsletter (coordinate with I&E Committee).

## **WINTER MEETING**

1. Appoint Local Arrangements Chairperson and Program Chairperson by March.

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2. In May, Local Arrangements Chairperson should make tentative arrangements for meeting location, banquet, etc., and give a report to the President-Elect before the summer meeting.
3. Program Chairperson should call for papers in July Newsletter if needed.
4. Publicize winter meeting in July Newsletter - give date, time, and location.
5. In August, Local Arrangements Chairperson should finalize meeting location and arrangements. Publicize in the September Newsletter.

Set cost of registration for meeting and banquet.

Work with Program Chairperson on program needs.

Program Chairperson should publicize the theme of the program in the September Newsletter.

6. In October, the President, President-Elect, Committee Chairpersons, and Program Chairperson should develop a final agenda for the meeting and program.

Program Chairperson should publicize the meeting in the December Newsletter.

7. In November and December, the Local Arrangements Committee should arrange for equipment and audio-visual needs.

Designate people who will take care of registration and equipment during the meeting and collect tickets for the banquet.

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## **PUBLIC AFFAIRS COMMITTEE**

### **PURPOSE OF THE COMMITTEE:**

The Arizona Section needs to exert greater influence on decisions and actions related to *rangeland* and *range resources*. In the political, economic, and natural resource fields, actions are being taken which have a bearing on the welfare of the range ecosystems. The Arizona Section has the expertise among its members to make constructive contributions in the decision-making process.

The Committee will serve as the nucleus and focal point to provide guidance to the Section officers in matters involving public affairs of *range resources* and *uses*.

### **STRUCTURE OF THE COMMITTEE:**

The Committee will consist of at least three (3) persons. The Committee Chairperson will be appointed by the Section President. The Committee Chairperson, with the concurrence of the President, will select Committee members. The Committee may organize into sub-committees to deal with specific subjects or issues.

### **FUNCTION OF THE COMMITTEE:**

1. Project the image of the Society for Range Management to the public through all aspects of the news media (coordinate with I&E Committee).
2. Develop and maintain a directory of names and addresses of groups and/or individuals outside SRM and the Arizona Section that are concerned with the management and utilization of rangeland resources; such as, State and Federal agencies, producer groups, and special interest groups.
3. Provide interested groups with the address of the Arizona Section.
4. Provide Newsletter Chairperson(s) with names and addresses of producer groups and special interest groups.
5. Obtain schedules of meetings of all different groups and forward to Newsletter Editor(s) and President.

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6. Maintain contact and attend meetings of organizations and groups which have an interest in or exert an impact on the State's rangelands, such groups as: the "Arizona Cattle Growers", "Wool Growers", "The Nature Conservancy", etc..
7. Provide leadership in developing displays for use in appropriate places throughout the state (coordinate with the I&E Committee).
8. Review Environmental Impact Statements and, where appropriate, prepare responses or position statements for the signature of the President of the Section.
9. Keep abreast of activities or actions by Federal, State, or local governments, corporations or individuals that impact the rangelands of the State, and report such actions to the President and Board of Directors, suggesting appropriate action.

## **REPORTS:**

Semi-annually, prior to the Section meetings, the Chairperson will prepare a report covering Committee activities of the prior six (6) months and sent it to the Section President.

## **MEETINGS:**

The Committee should meet twice annually, (1) at the summer meeting, and (2) at the winter meeting. Special meetings may be called by any Committee member.

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## YOUTH ACTIVITIES COMMITTEE

### **PURPOSE OF THE COMMITTEE:**

The purpose of this Committee is to initiate and sustain viable rangeland management information and educational programs for youth, especially below college age.

### **STRUCTURE OF THE COMMITTEE:**

The Chairperson will be appointed by the President. The President and the Chairperson will jointly select the sub-Chairpersons for each activity. The sub-Chairpersons will select members as needed by the specific activity described.

### **NATURAL RESOURCES CONSERVATION WORKSHOP FOR ARIZONA YOUTH**

This sub-committee should have at least five (5) members including the sub-Chairperson. The sub-Chairperson will be appointed by the Section President and the Chairperson. The sub-Chairperson, with the concurrence of the President, shall appoint sub-committee members. It is desirable for this sub-committee to have less turnover than most Committees because the activities of the sub-committee can best be carried out by people who have served on the sub-committee the previous year.

### **FUNCTION OF THE COMMITTEE:**

The primary functions are described in each of the guidelines for the different sub-committees:

1. The Chairperson of the Committee is responsible for coordinating all activities of the Youth Activities Committee. The Chairperson is the organizer and motivator for the entire Committee.
2. Initiate new programs for youth as the need and opportunities arise.
  - A. Stimulate rangeland educational activities.

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- B. Promote utilization of available resources (and persons) of the Section in increasing the knowledge and understanding of rangeland ecosystems.

## **REPORTS:**

The Youth Activities Committee Chairperson is responsible for consolidating all reports of the sub-committees and presenting a written report to the Section President.

## **MEETINGS:**

The Committee Chairperson and sub-committee Chairperson should meet at least once each year at the Section's annual winter meeting to evaluate activities and organize sub-committees.

## **YOUTH ACTIVITIES COMMITTEE - RELATIONSHIPS**

1. The Youth Activities Committee is one of the standing functional Committees of the Arizona Section, Society for Range Management, directly responsible to the Arizona Section, Society for Range Management Board of Directors, to whom it reports regularly.
2. The Youth Activities Committee should promote youth interest in rangeland management. Arizona Section, Society for Range Management members should be involved in youth rangeland educational activities.
3. The Youth Activities Committee should maintain close liaison with the University of Arizona Cooperative Extension System, public and private schools, the United States Forest Service, the Natural Resources Conservation Service, the Bureau of Land Management, Arizona Game and Fish Department, Arizona State Parks Department, Arizona Association of Conservation Districts, other organizations who sponsor youth education, and with local groups who sponsor youth at Conservation Workshops and similar programs.

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4. The Youth Activities Committee should maintain communications with the Secretary-Treasurer and the Newsletter Chairperson(s).

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## NATURAL RESOURCES CONSERVATION WORKSHOP FOR ARIZONA YOUTH

### **PURPOSE OF THE SUBCOMMITTEE:**

The purpose of this sub-committee is to plan and conduct an annual natural resources, educational workshop for Arizona youth.

### **STRUCTURE OF THE SUBCOMMITTEE:**

The sub-Chairperson will be appointed jointly by the Section President and the Chairperson of the Youth Activities Committee. The sub-Chairperson, with the concurrence of the Section President, will appoint at least four (4) other sub-committee members. It is desirable for this Committee to have less turnover than most sub-committees because the activities of the Committee can best be carried out by people who have served on this sub-committee the previous year.

### **FUNCTION OF THE SUBCOMMITTEE:**

1. Plan and conduct the Natural Resources Conservation Workshop for Arizona Youth (NRCWAY).
2. Select annually at least one (1) of the attendees at the NRCWAY as the outstanding youth attending the workshop. The recipient of the honor shall attend the annual meeting of the Society for Range Management. The Arizona Section will cover all costs of this trip including travel, lodging, meals, registration, and other expenses necessary to make this trip. Also, the recipient of this honor will be invited to attend the annual membership meeting of the Arizona Section, Society for Range Management.
3. Arrange for one (1) of the outstanding attendees at the Workshop to give a report at the Arizona Section's annual meeting.

### **REPORTS:**

The sub-Chairperson of the NRCWAY Committee shall report the sub-committee's activities to the Chairperson of the Youth Activities Committee and, if requested, to the Board of Directors at their regularly scheduled meetings.

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## RANCHER AFFAIRS COMMITTEE

### PURPOSE OF THE COMMITTEE:

The Rancher Affairs Committee is established to serve as an advisory body between the Board of Directors and the ranching segment of the Section. The Committee provides a means for discussion and evaluation of Section programs to insure a viable rancher oriented program and membership. It also provides a forum for reporting activities, exchanging ideas and evaluating programs as they relate to ranchers.

### STRUCTURE OF THE COMMITTEE:

The Committee shall be composed of five (5) Section members, three (3) of which should be active rancher members. The remaining two (2) will be selected from non-ranchers of the Section's general membership.

The Committee Chairperson will be appointed by the Section President. The Chairperson will select Committee members with the concurrence of the President-Elect. Committee members should be selected to give wide coverage of the State.

### FUNCTION OF THE COMMITTEE:

1. The duties and authority of the Rancher Affairs Committee are to advise, consult, and recommend actions. Such actions shall serve as an effective liaison between the Board of Directors and ranchers using the range.
2. The Committee will become an *ad hoc* advisory Committee to (1) the summer meeting Local Arrangements Committee, and (2) the annual Program Committee. The purpose is to advise on the kind of program and discussion pertinent to the present day needs of range users.
3. The Committee will be an active force in relating Section values to rancher organizations and other rancher-oriented groups.

Serve on the Awards sub-committee.

### REPORTS:

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A report of Committee activities will be submitted to the President prior to the annual and summer meetings of the Section.

## **MEETINGS:**

The Committee should meet twice annually, (1) before, during or after the summer meeting, and (2) before, during or after the annual meeting. Special meetings may be requested by any Committee member.

## **SCHOLARSHIP COMMITTEE**

### **PURPOSE OF THE COMMITTEE:**

The Scholarship Committee is to select annually, the Outstanding Range Management students of the year, one (1) each from the University of Arizona and Arizona State University.

### **STRUCTURE OF THE COMMITTEE:**

The Committee shall have five (5) members, and consist of: 1) two (2) university staff or faculty members, one (1) each from the University of Arizona and Arizona State University, who are members of the Arizona Section, Society for Range Management, 2) a member of the Board of Directors, and 3) two (2) members-at-large from the general membership of the Arizona Section. The Chairperson will be appointed by the Section President. The Chairperson, with the concurrence of the President, will select members of the Committee.

### **FUNCTION OF THE COMMITTEE:**

To select from eligible applicants the annual recipients of the Scholarships.

### **CHAIRPERSON IS:**

1. Responsible for collecting application forms and any additional essential information deemed necessary by the Committee for selecting the recipients.

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2. Responsible for notifying recipients that they have been awarded the scholarships. If the recipients do not accept the scholarship, the Chairperson must reconvene the Committee to select other recipients, or if this was done in the original meeting, then he/she must notify the second choice. If the second person does not accept the scholarship, the procedure will continue as stated above as long as there are applicants acceptable to the Committee.
3. Responsible for keeping the Secretary-Treasurer informed as to who the recipients of the scholarships are and where and when to send the scholarship money.
4. To identify the procedure for establishing scholarships. Determine yearly, the amount needed for scholarships. This information will be sent upon request to members of the Arizona Section, Society for Range Management.

## **COMMITTEE MEMBERS ARE:**

1. Responsible for notifying students that the scholarships are available and encourage them to apply.
2. Responsible for suggesting changes in the selection process and the Chairperson is responsible for obtaining permission for any change from the Board of Directors.
3. To work closely with and give support to the Fund Raising Committee.

## **REPORTS:**

The Committee Chairperson is responsible for preparing a written report of activities and proposals of the Committee for the summer and annual meetings. Written reports will be submitted to the President at least five (5) days prior to said meetings.

## **MEETINGS:**

The Committee will select the recipients of the scholarships for the current school year before December 10, and announce the names of the recipients at each school at the annual meeting in January. Other meetings of the Committee may be called as necessary at the discretion of the Chairperson or the Section President.

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## HISTORIAN

### **PURPOSE:**

The primary purpose of the Section Historian is to collect and sort material, reports, or actions about the Arizona Section, Society for Range Management, and record these events in a manner so as to provide a historical record.

### **STRUCTURE:**

The person occupying the position of the Arizona Section Historian is appointed by the President with the concurrence of the Board of Directors.

### **FUNCTION:**

1. Collect material from past and present Section officers and Committees.
2. Find, sort, and evaluate articles, reports, and other items which have importance as historical documents to the Arizona Section.
3. Record this material in chronological order to provide a record of the Arizona Section.
- 3 Provide articles of historical interest to the Section Newsletter Editor(s) at least twice annually.
4. Collect annual files as follows:
  - A.. Annual Meeting
  - B. General Correspondence
  - C. Board of Directors Meetings
  - D. Field Tours
  - E. Committee Reports
  - F. Newsletters and Sponsors
  - G. Outstanding Contributions
  - H. Awards
  - I. Natural Resources Conservation Workshop for Arizona Youth
  - J. Executive Vice President Report

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## **REPORTS:**

A written report of progress and actions will be made and submitted to the President prior to the summer and annual meetings of the Arizona Section.

Every five (5) years, a written report will be presented to the membership on the history of the Arizona Section.

## **MEETINGS:**

The Historian should attend the summer and annual meetings of the Arizona Section.

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## **FUTURE PLANNING COMMITTEE**

### **PURPOSE OF THE COMMITTEE:**

The Future Planning Committee shall determine the future thrusts of the Section or renew old thrusts that have fallen into the dustbin of inactivity.

### **STRUCTURE OF THE COMMITTEE:**

The Future Planning Committee shall be composed of at least three (3) Section members.

The Future Planning Committee Chairperson will be appointed by the Section President. The Committee Chairperson, with the concurrence of the Section President, will select the other members of the Committee.

### **FUNCTION OF THE COMMITTEE:**

1. The Committee will inquire, interview, and correspond with other Section Committee Chairpersons, members, and officers twice per year to get information as to what future directions or efforts of the Section should be heading towards. This would include both short- and long-term efforts.
2. The Committee will assemble data from all the inquiries, interviews, and correspondence and put it in report form for the Board of Directors meeting each year.
3. The Committee will also recommend the appropriate Committee to handle future assignments.
4. The Committee will follow up on the assignments that were assigned to the Section Committees. The Committee will do this for a two-fold purpose: (1) to encourage movement of the thrust, or (2) reevaluate whether the direction has lasting power or any value.
5. As a part of item B, the Committee will also report on the progress of assignments and make recommendations whether the goal of the future thrust was accomplished or whether the goal is worth pursuing or discontinuing.

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## **REPORTS:**

A report of Committee activities will be submitted to the President prior to the annual and summer meetings of the Section.

## **MEETINGS:**

The Committee should meet twice annually, (1) before, during or after the summer meeting, and (2) during or after the annual meeting. Special meetings may be called by any Committee member.

## **RESEARCH AFFAIRS COMMITTEE**

### **PURPOSE OF THE COMMITTEE:**

The Research Affairs Committee serves as a forum for research scientists, producers, and those in related fields to discuss research needs in rangeland management. The Committee will serve the Section by alerting its officers and membership to new research findings, to areas where increased emphasis in research is needed, and to changes which affect rangeland research in Arizona.

### **STRUCTURE OF THE COMMITTEE:**

The Committee shall be composed of at least three (3) members. The Committee Chairperson will be appointed by the Section President. The Committee Chairperson, with the concurrence of the Section President, will select the other Committee members.

### **FUNCTION OF THE COMMITTEE:**

1. The Committee should be familiar with rangeland management related research being conducted in Arizona.
2. The Committee should assess research needs as may be indicated by any segment of rangeland management activities.
3. The Committee should report research activities and assessed needs to the Section membership as may be required by the Section President.

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4. The Committee should maintain liaison with other Section Committees for membership and meeting programs.
5. The Committee should represent the Arizona Section, Society for Range Management, where the Section has legitimate input into rangeland research discussions.
6. The Committee should maintain liaison with the Society for Range Management Research Affairs Committee and assist their actions as may be appropriate to the Arizona Section.

## **REPORTS:**

The Research Affairs Committee Chairperson will report Committee activities to the Board of Directors at their regularly scheduled meetings.

## **MEETINGS:**

The Committee shall meet at the discretion of the Chairperson.

## **RANGE REFERENCE AREAS COMMITTEE**

### **PURPOSE OF THE COMMITTEE:**

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## **BYLAWS, ARTICLES OF INCORPORATION, AND GUIDELINES**

### **PURPOSE OF THE COMMITTEE:**

The Bylaws, Articles of Incorporation, and Guidelines Committee will revise the Bylaws, Articles of Incorporation, and Guidelines as directed by the President and the Board of Directors of the Arizona Section.

### **STRUCTURE OF THE COMMITTEE:**

The Committee shall be composed of at least three (3) Section members. The Committee Chairperson will be appointed by the Section President. The Committee Chairperson, with the concurrence of the Section President, will select the other members of the Committee.

### **FUNCTION OF THE COMMITTEE:**

1. At the direction of the President of the Arizona Section and the Board of Directors, the Committee will make necessary changes in the Articles of Incorporation, Bylaws, and Guidelines.
2. The Committee will try to ensure that the Bylaws and Guidelines conform to the Articles of Incorporation.

### **REPORTS:**

A report of Committee activities will be submitted to the President prior to the annual and summer meetings of the Arizona Section.

### **MEETINGS:**

The Committee should meet as needed to carry out its purpose.