



MARCH 13, 2019

## VOLUNTEERS NEEDED

St. Johns County is a special place for birds. The St. Johns County Audubon Society (SJCA) is run by committed volunteers who want to celebrate our birds and protect their habitat in the County. And we need your help!

Here are the volunteer positions available:

<b>BOARD POSITIONS</b>	
<b>Directors</b>	<p><b>Term:</b> May 2019 - May 2021</p> <p><b>Meeting Expectations:</b> Directors are expected to attend monthly Board meetings, plus help staff some of the SJCA events.</p> <p><b>Other Projects:</b> Board members take on one or more projects/roles of their choosing (see below for ideas).</p> <p><b>To apply:</b> Fill out the brief Board Application to tell us about your interest and skills. We would like candidates to have participated in some Audubon (National Audubon, Florida Audubon, SJCA) events before applying so they have a sense of what Audubon is all about.</p>
<b>Treasurer</b>	<p><b>Term:</b> May 2019 - May 2020</p> <p><b>Meeting Expectations:</b> Same as for a Director.</p> <p><b>Responsibilities:</b> The Treasurer will:</p> <ul style="list-style-type: none"> <li>• Maintain Quickbooks (records), usually 10-15 transactions per month and cut checks</li> <li>• Monitor the bank account and other on-line payment accounts.</li> <li>• Report on the status of finances at monthly board meetings and prepare an annual report for the Annual Members Meeting.</li> <li>• Work with the annual informal audit committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with the Membership Committee regarding membership payments to and from National Audubon.</li> <li>• Work with President on annual filings (IRS Form 990-N, etc.).</li> </ul> <p><b>Other Projects:</b> The Treasurer will also be a member of the Finance Committee, which set the finance and fundraising policy of the Chapter.</p> <p><b>To apply:</b> Fill out the Board Application.</p>
<p style="text-align: center;"><b>Secretary</b></p>	<p><b>Term:</b> May 2019 - May 2020</p> <p><b>Meeting Expectations:</b> Same as for a Director.</p> <p><b>Responsibilities:</b> The Secretary will:</p> <ul style="list-style-type: none"> <li>• Prepare and circulate the minutes and agendas of the Board and Annual meeting.</li> <li>• Assist the Vice President in the on-line management of the Chapter's documents.</li> </ul> <p><b>Other Projects:</b> The Secretary will also be a member of the Communications and Media Committee, which handles all of the correspondence of the SJCA.</p> <p><b>To apply:</b> Fill out the Board Application.</p>
<p><b>Other Volunteer Opportunities</b></p>	
<p style="text-align: center;"><b>Committee Work</b></p>	<p>Become a committee member to one or more of the following committees, which would require a commitment of approximately 10 -15 hours per month (however, we are flexible about the amount of time).</p> <p>If you are interested in volunteering, fill out the Volunteer Interest Form.</p> <p>We need, among other things, help in the following areas (a committee member could limit their work to one project):</p>

**Communications and Media:**

- Help us with our social media (Facebook, Meetup, Eventbrite) and newspaper campaigns.
- Draft correspondence.
- Work on our monthly newsletter.
- Put scheduled events into our social media outlets.

**Finance Committee:**

- Help us with fundraising events.
- Staff the sign-in table at our monthly meetings.

**Conservation Committee:**

- Help us organize shoreline clean ups and events.
- Monitor zoning applications filed in St. Johns County (including the Cities of St. Augustine and St. Augustine Beach).
- Help work on SJCA policies and advocacy projects.
- Help us develop a native plants program.

**Membership Committee:**

- Help us maintain our membership records and take care of mailings. Experience with computers and software (including Excel) would be very helpful because we have a new software package for membership and National Audubon uses a software package as well.
- We also have a need for someone to be responsible for membership mailings, which would not necessarily require a great deal of computer experience.

**Program and Education Committee:**

- Help us plan and run events and monthly meetings.
- We could especially use help in developing children's programs and running children event tables at public events.
- Be responsible for hospitality at our monthly meetings by providing drinks and snacks (reimbursed by the

	<p>Chapter); more than one person could do this so that people could take turns.</p> <ul style="list-style-type: none"> <li>• Help us develop our neighborhood program.</li> </ul>
<p><b>Seasonal Opportunities</b></p>	<ul style="list-style-type: none"> <li>• EagleWatch (October – May)</li> <li>• Shorebird Stewarding (May – September)</li> <li>• Climate Watch (Blue Bird Count) (1 day during Jan. 15-Feb. 15 and 1 day during May 15-June 15)</li> <li>• Christmas Bird Count (1 day in December and 1 day January)</li> </ul>
<p><b>One-time Opportunities</b></p>	<ul style="list-style-type: none"> <li>• Be a speaker at one of our monthly meetings or neighborhood event programs (which we want to start).</li> <li>• Be a bird walk or field trip leader (bird walks take place within St. Johns County; field trips take place outside the County).</li> <li>• Be an organizer for bird walk or field trips (responsible for the set-up, answers emails, and shows up to the event to handle administrative details).</li> <li>• Help run a SJCA table at a festival or similar event.</li> </ul>