

SOUTH CENTRAL FEDERATION OF MINERAL SOCIETIES, INC.
Officer Roles and Responsibilities

Derived from Constitution, Bylaws, and Operating Procedures – Revised 11 February 2022

Federation Organization Overview

Elected Officers

President

Executive Vice President

Secretary

Treasurer

Board of Directors

Elected Officers

Eight District Vice Presidents

Current Presidents of each member society

PART I – ELECTED & APPOINTED OFFICERS

1. President (Elected – Two Terms)

Roles

- Chief executive and presiding officer of the Federation.
- Ex-officio member of all committees.
- Delegate to the American Federation of Mineralogical Societies (AFMS) convention.

Responsibilities

- Preside at all Federation and Board of Directors meetings.
- Prepare the agenda for annual and special meetings (distributed 60 days prior).
- Serve as ex-officio member of all committees.
- Serve as a delegate to the AFMS convention.
- Appoint all committee chairpersons and members.
- Maintain complete correspondence files to pass to successor.
- Appoint an Auditing Committee at the end of the fiscal year.
- Serve as Chairperson of the Long-Range Planning Committee after leaving office.
- Ensure orderly and timely meetings, guided by Robert's Rules of Order.
- Provide leadership and oversight for all Federation activities.

2. Executive Vice President (Elected – Two Terms)

Roles

- Deputy to the President and acting President when necessary.
- Regional Director of the AFMS Scholarship Foundation.
- Chairperson of the Budget Committee.

Responsibilities

- Perform all duties of President when absent.
- Coordinate activities of all District Vice Presidents.
- Purchase and present plaques for retiring President and Secretary.
- Prepare annual budget and dues/insurance rates with President and Treasurer.
- Communicate with District Vice Presidents throughout the year.
- Serve as delegate to AFMS convention.

3. Secretary (Elected – Two Terms)

Roles

- Official record keeper of the Federation.
- Credentials Chairperson.

Responsibilities

- Attend, record, and distribute minutes of all meetings within 30 days.
- Send minutes to the Editor for inclusion in the Federation Newsletter.
- Verify eligibility of all delegates before conventions.
- Prepare tags and ribbons for delegates.

- Maintain accurate and timely communication with Federation officers.
- Prepare the annual agenda at the direction of the President; prepare the Directors' packet with reports received from committee chairpersons and other officers for the annual meeting.

4. Executive Secretary (Appointed – No Term Limit)

Roles

- Central administrative and recordkeeping office of the Federation.
- Duties set by the Board of Directors.

Responsibilities

- Receive and receipt dues from member societies.
- Maintain permanent Federation mailing address, records, and property inventory.
- Assist Treasurer and President in coordination of finances.
- Handle ballots for votes by mail or email.
- File IRS and State of Texas reports.
- Maintain stationery, supplies, and Federation property inventory.
- Provide general administrative support to the President.

5. Treasurer (Elected – No Term Limit)

Roles

- Chief financial officer of the Federation.

Responsibilities

- Disburse funds authorized by the annual budget.
- Maintain accurate financial records, including invoices and cancelled checks.
- Provide quarterly reports and annual financial statements.
- Submit books for audit to the Auditing Committee.
- Maintain petty cash reimbursements and coordinate with Executive Secretary.
- Prepare a fiscal-year Treasurer's report for the annual meeting.
- Maintain accounting accuracy; prior Accounting/Bookkeeping background required. Background check required.
- Forward copies of invoices with payment date, check number, and amount to the Executive Secretary at time of payment.

6. District Vice Presidents (Elected – Indefinite Term)

One elected representative per district; eight total.

Roles

- Liaison between local societies and Federation leadership.

Responsibilities

- Forward new society membership requests to President and Executive Secretary.
- Organize Judges' and Exhibitors' Seminars with Uniform Rules Committee.
- Recommend qualified candidates for Federation offices.
- Assist new societies in joining the Federation.
- Keep a record of member deaths within their respective district; report regularly to Executive Vice President for the annual report.

- Coordinate membership applications with officers.
- Serve as communication link between societies and Federation.
- Help select dates and sites for training programs within a reasonable distance for each society.

PART II – COMMITTEE STRUCTURE (Appointed Offices)

Auditing Committee

- Examine Treasurer's books annually and submit written and verbal reports.

Long-Range Planning Committee

- Study and recommend policies of long-term importance to the Federation.
- Chaired by the immediate Past President.

Budget Committee

- Chaired by the Executive Vice President.
- Prepares the annual Federation budget, dues, and insurance rates.

Constitution and Bylaws Committee

- Reviews and recommends amendments to governing documents.
- Consists of a chair appointed by the President and two members.

Editor of the Newsletter

- Prepares, edits, and publishes the bimonthly Federation Newsletter.
- Distributes to all Federation officers, member clubs, and AFMS contacts.

Directory Committee

- Compiles and distributes the annual Federation directory.

Bulletin Editors Advisory Chair (BEAC)

- Organizes the annual Bulletin Editors' Contest.
- Coordinates with the AFMS BEAC.
- Provides resources for club editors and awards recognition.
- Maintains a file of bulletin editors' names and addresses; announces changes in the Federation Newsletter.

Show Coordinator

- Serves as liaison between the Host Society and Federation for annual meeting/show logistics, including ensuring hotel availability.

Nominating Committee

- Selects candidates for Federation offices.
- Ensures prior approval and qualifications of all nominees.

Education and Program Committee

- Maintains the Federation Library.
- Promotes educational programs and encourages AFMS Club Award participation.
- Receives entries and judges them for the AFMS Club Award Program.

Uniform Rules Committee

- Works with the AFMS Uniform Rules Committee to maintain rules adequate to the needs of exhibitors.
- Interprets and updates competition rules.
- Coordinates judging at Federation shows.
- Organizes Judges' and Exhibitors' training seminars.
- Chairperson represents the SCFMS at National Shows and serves as chairperson of judges at the SCFMS Show.

Historian

- Compiles and preserves historical records of Federation activities.

Scholarship Foundation Fund Chairperson

- Maintains donation records.
- Coordinates with AFMS Scholarship Foundation Treasurer.
- Mails all donations received from individuals and societies to the AFMS Scholarship Foundation Treasurer.

Endowment Fund Committee

- Manages Endowment Fund investments and silent auctions.
- Maintains financial records and coordinates audits.

AFMS Standing Committees

- SCFMS President appoints representatives to AFMS standing committees as required by AFMS.