



## **WHO'S WHO IN A PPF CHAPTER** **(Adapted from PPF Chapter Handbook)**

As a group of like-minded individuals comes together to form a friends group in support of a state park or forest, it's obviously beneficial for them to consider what kind of organization would work best and just how much time would be required to succeed. It's also helpful to consider the skills the group will need and what the expectations are both from the standpoint of the volunteers and the park manager/district forester. A viable and productive group should include a variety of user groups, such as hiking enthusiasts, bikers, boaters, camping enthusiasts, those who appreciate our spectacular scenery, have a passion for the resources, etc., and are willing to work closely with the park manager/district forester.

To that end, consider the following:

### **Board of Directors:**

Members serve three-year terms. Serve as decision-makers; help keep the group moving forward. Need at least three; may have as many as 15 (DEFINITELY NOT RECOMMENDED – think of the difficulties of assembling a quorum).

Terms are staggered, so that not everyone is “graduating” at the same time. Maximum two full three-year terms.

Most boards meet once a month, either in person or via Zoom. We recommend keeping meetings UNDER 90 minutes, as folks really want to be engaged in the field, not in meetings. Set forth below are estimates of the time commitment for each position, based on the average time reported by PPF's other chapter officers and board members. (See attached.)

**Goals of the Board:** The board of directors serves as the guiding arm of the organization. Working with PPF and the park manager/district forester, the board will establish short and long term goals that meet the needs of the park/forest and fall within the skill sets of volunteers (or skill sets that could be developed through training). The Friends serve to assist the Park or Forest.

### **PPFF Guiding Values** that also apply to all friends groups:

Integrity \* Conservation \* Excellence \* Diversity \* Innovation \* Inclusion\* Collaboration \* Sustainability

**Officers:** Serve a one-year term, with option for renewal at end of each term. Terms cannot exceed the six-year maximum.

### **Chair:**

Chief Executive Officer for the Friends – builds agenda, runs meetings, assumes primary responsibility for working with the park manager/district forester in accomplishing the goals of the group and the park/forest. As the chair sets the tone, a team player with strong leadership skills and the ability to run a meeting is beneficial.

**Anticipated Monthly Time Commitment:** 8 hours

**Vice Chair:**

Assumes the role of Chair in the absence of the Chair. As the vice-chair runs the meetings in place of the chair, the vice chair helps to build the team and relationships within and outside of the board.

**Anticipated Monthly Time Commitment:** 4 hours

**Secretary:**

Takes minutes of meetings and disperses to board, Park Manager/District Forester and PPF; may also be responsible for "outside communications" like member mailings and newsletters. Helpful to have computer and organizational skills.

**Anticipated Monthly Time Commitment:** 4 hours

**Treasurer:**

Handles bookkeeping duties for the group following the PPF financial protocols; transmits checks and payment requests to PPF office. Attention to detail and ability to follow protocols a must for this position.

**Anticipated Monthly Time Commitment:** 7 hours

**Park Manager or District Forester.**

Ex officio member of the board. Has no vote but has final say over chapter projects. Projects need to align to park or forest management plan.

**Key Additional People (Not Necessarily Board Members):**

**Social Media Coordinator:**

The prevalence of social media today means that this position is a crucial one for sharing the group’s message with the community. Nearly everyone in your neighborhood will have an Instagram, Twitter, Facebook, LinkedIn or The Next Big Thing account and will use it to find out how to be involved in a volunteer activity or find something fun to do. The advantage for the person filling this slot is the ability to perform the task from anywhere there’s an internet connection!

**Anticipated Monthly Time Commitment:** 3.5 hours

**Committee Chair:**

Committees are formed as necessary; chair keeps the committee on track and reports back to the full board

**Anticipated Monthly Time Commitment:** Dependent on nature of committee

**Membership:**

A crucial part of any chapter’s success! You need and want as many involved and active supporters as you can find. Whether you utilize a dues-paying structure or not, your “members” come to your events or lend a hand to your volunteer days. Be sure you are communicating with them REGULARLY via email or a quick printed hand-out.

Remember, though, that PPF and the chapters aren’t “membership-based” organizations. Even though their input and interest is vital to the chapter’s success, members don’t vote at meetings. The board is responsible for guiding the chapter in accordance with the park/forest management plan.

**Anticipated Monthly Time Commitment:** 2 hours

## ***Recruiting Board Members***

Look for members who:

- Are local to the park/forest or who can commit the time to travel to board meetings if they are not local.
- Can give or raise money.
- Have an ability to work well with others and have an ability to follow through on commitments.
- Have time to give and a willingness to give it.
- Have an interest in and enthusiasm for the park or forest, the goals of the chapter, and the mission of DCNR.
- Have a genuine desire to serve and are not self-serving.
- Have good judgment and an open mind.
- Bring skills or talents to the board not already represented on the board.
- Have good community credibility and visibility.
- Represent a diverse cross section of the population utilizing the park/forest.
- Have an ability to listen, analyze, and think clearly.
- Are willing to attend board and committee meetings.
- Are willing to develop skills, if needed, to improve the effectiveness of the board.
- Demonstrate honesty, tolerance, and a commitment to the cause.

## ***Keeping Board Members***

- Define roles for board members that utilize their talents.
- Keep members informed—send meeting minutes out in a timely fashion, send them copies of press releases, etc.
- Keep meetings moving—everyone has a limited amount of time to give; honor that by sticking to a preset agenda and moving the meeting in a timely fashion.
- Celebrate successes, achievements, contributions!
- Thank board members for their time, energy, and talents.
- Help board members achieve their goals and recognize achievement.

## ***The Job of the Board***

- Determine the mission and purpose of the chapter, in cooperation with the park or forest staff.
- Provide planning and guidance.
- Ensure adequate resources for the functioning of the chapter.
- Develop and approve the annual budget; ensure proper financial controls.
- Enhance chapter's public standing—articulate the mission, garner support for the chapter and its programs, improve public relations.
- Recruit and orient new board members.
- Adhere to legal and ethical standards of operation.
- Assure that the chapter has enough people to accomplish the goals of the chapter.
- Assure appropriate meeting content and process.
- Adhere to PPF guidelines—provide reports, etc., in a timely manner.

### ***Role of Individual Board Members***

- Attend all board and committee meetings to which you are elected.
- Be informed about the chapter's mission, services, policy, and program.
- Review agenda and supporting material prior to meetings.
- Serve on committees.
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board or committees.
- Keep up to date on policies and happenings.
- Assist in carrying out fiduciary responsibilities.
- Follow Robert's Rules of Order at meetings.

### ***Expectations***

The board of directors would work closely with the park manager/district forester and PPF to discuss and coordinate volunteer activities, park/forest support, special project goals (both near and long-term), and fundraising needs through:

- Holding board meetings with all members, including the park manager/district forester, following Robert's Rules of procedure and PPF guidelines and requirements.
- Working with park/forest staff to identify significant funding project needs (playground, pavilions, bridges, boat launch improvements are all examples). Short term goals and longer term (5 year) goals will be identified.
- Organize and hold other fundraisers as deemed necessary.
- Identify sources of donations or grants following the PPF grant policy and pursue as appropriate.
- Support various operational needs as they are brought to the attention of the board and discussed with the park manager/district forester.

### ***Gift Shop***

For those chapters managing a retail space:

- An inventory of merchandise will occur twice a year—mid-year (July) and December. The inventory will become part of the annual report and audit.
- An honor envelope and lock box allows good inventory management and payment processing. A sample envelope may be found below.
- An organized system of removing cash from the lockbox and depositing into the PPF account must be outlined.
- A conversation needs to occur regarding staffing the space via volunteers and/or a part-time staff person.



RECEIPT

| ITEM   | # | Price* | Total |
|--|---|--------|-------|
| Bandana  |   | \$5    |       |
| Book: <i>Babes in the Woods or Secret War at Home</i>      |   | \$25   |       |
| Book: <i>Clay and Brick Industries of Mtn Creek Valley</i> |   | \$10   |       |
| Book: <i>History of Pine Grove</i>                         |   | \$10   |       |
| Book: <i>Railroads of PGF or Camp Michaux Tour</i>         |   | \$10   |       |
| Book: <i>The Charcoal Iron Industry</i>                    |   | \$40   |       |
| Coaster with Postcard, <i>Coast-to-Coast</i>               |   | \$2    |       |
| Calendar - State Parks                                     |   | \$10   |       |
| Decal (oval PGF sticker)                                   |   | \$1    |       |
| Ear Warmer (Fleece)  |   | \$10   |       |
| Fleece: Small - 2X   |   | \$30   |       |
| Glassware - Pint Glass                                     |   | \$5    |       |
| Hats   |   | \$15   |       |
| Hiking Medallion: State or Park                            |   | \$5    |       |
| Key Chain  |   | \$5    |       |
| Magnet: Oval PGF or Animal                                 |   | \$5    |       |
| Map: Appalachian Trail Map                                 |   | \$10   |       |
| Map: <i>Purple Lizard</i> Michaux Forest                   |   | \$15   |       |
| Multi Purpose Tool (Knife)                                 |   | \$10   |       |
| Notecard (3 for \$10)                                      |   | \$4    |       |
| Passport (PA State Parks)                                  |   | \$10   |       |
| Patch: Annual Park Patches                                 |   | \$5    |       |
| Patch: Blue and Green Original                             |   | \$1    |       |
| Picture: Matted Prints                                     |   | \$25   |       |
| Postcard   |   | \$1    |       |
| Pin: Pine Grove  |   | \$5    |       |
| Slag Pendant   |   | \$30   |       |
| Sweatshirt: Small - 2X                                     |   | \$30   |       |
| T Shirt: adult (long or short sleeve)                      |   | \$15   |       |
| T Shirt: youth (long or short sleeved)                     |   | \$10   |       |
| Thermometer  |   | \$10   |       |
| Other:   |   |        |       |
| Other:   |   |        |       |
| Donation:  |   |        |       |
| Membership:  |   |        |       |
| <b>TOTAL ENCLOSED</b>                                      |   |        |       |

\*Price includes sales tax

2020

**Friends of Pine Grove Furnace State Park**

**Merchandise Purchase:** Fill out the attached receipt and insert cash/check (made out to PFFF) and deposit into the payment box. Park staff do not have change.

**Membership:** \$10 for individual, \$15 for family (Annual memberships are March to March)

NAME: \_\_\_\_\_ Individual \_\_\_\_\_ Family

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

*All proceeds benefit Pine Grove Furnace State Park!*

## AVERAGE MONTHLY TIME COMMITMENT FOR PPF CHAPTER BOARD MEMBERS

| CHAIR   |  |                                      |   |                          |             |             |
|---|--|--------------------------------------|---|--------------------------|-------------|-------------|
| Preparing the agenda for your next meeting          | Sending a meeting reminder               | Conducting/ attending board meetings | Meeting with your park manager/district forester/designated representative for project/event planning | Other tasks              |             |             |
| 1   | 1  | 2                                    | 1   | 3                        | 8           |             |
| VICE CHAIR  |  |                                      |   |                          |             |             |
| Preparing the agenda for your next meeting          | Sending a meeting reminder               | Conducting/ attending the meeting    | Meeting with your park manager/district forester/designated representative for project/event planning | Other tasks              |             |             |
| 1   | 0.5                                      | 1                                    | 0.5   | 4                        | 4           |             |
| SECRETARY   |  |                                      |   |                          |             |             |
| Helping to prepare the agenda for your next meeting | Sending a meeting reminder               | Attending board meetings             | Preparing and sending the minutes of the meeting  | Other tasks              |             |             |
| 0.25  | 0.25                                     | 1                                    | 1.5   | 1                        | 4           |             |
| TREASURER   |  |                                      |   |                          |             |             |
| Preparing and sending deposits to the PPF office    | Completing and submitting check requests | Reconciling statements               | Preparing your report for the board   | Attending board meetings | Other tasks |             |
| 2   | 1  | 1                                    | 1   | 1                        | 1           | 7           |
| SOCIAL MEDIA  |  | BOARD MEMBER                         |   | NEWS-LETTER              |             | MEMBER-SHIP |
| 3.5   |  | 5                                    |   | 5                        |             | 2           |