**FCSal Position Descriptions**

President- Organization Oversight- two year term, even years (Lauren A)

* Approximately 50 hours a month
* Oversees board responsibilities
* Manages bank and paypal accounts
* Organize and lead board meetings
* Attends professional conferences on behalf of FCSal
* Manages online sales and shipping
* Maintains records and ensures 501(c)3 status is maintained
* Serve on the grant review committee

Vice-President- Grant Committee Head- two year term, odd years (Megan B)

* Approximately 30 hours a month
* Develop new products for fundraising
* Assist President with grant writing and submission
* Serve as head of grant committee
	+ Generate updated grant applications annually to reflect current dates, amounts and grant types
	+ Communicate with grant recipients
	+ Organize committee voting using Google Forms and tally all votes
	+ Maintain grant recipient updates spreadsheet using Google Sheets and ensure all relevant deadlines are met
	+ Provide webmaster with all grant updates
* Participate or facilitate 3 education outreach programs a year
* Oversee Social Media Board Member

Secretary- Organization and record keeping-- two year term, odd years (vacant)

* Approximately 30 hours a month
* Record notes for board meetings
* Distribute notes to other board members
* Assist with social media posts
* Serve on the grant review committee
* Participate or facilitate 3 education outreach programs a year
* Oversee Editorial Board member
* Maintain all shared documents on google drive

Treasurer- Manages FCSal’s Finances with the assistance of the President-- two year term, even years (Kat M)

* Approximately 30 hours a month
* Track FCSal spending
* Create the Financial report – Due 1 Feb.
* File taxes annually
* Created an maintain a Fed-ex account
* Serve on the grant review committee
* Participate or facilitate 3 education outreach programs a year

Board member- Educational outreach (Vacant)

* Approximately 20 hours a month
* Compile and maintain a list of education outreach opportunities
* Create a calendar for educational outreach
* Find FCSal members or supports to host education outreach tables
* Assist with Salamander 5k, Salamander Saturday and the Salamander happy hour
* Develop a way to quantify FCSal’s impact
* Serve on grant committee

Board member- Special events (Vacant)

* Approximately 20 hours a month
* Coordinate annual Salamander Happy hour in the Washington DC Metro Area
* Take lead on Salamander Saturday advertising, event coordination and implementation
* Organize the Salamander 5k in the Washington DC Metro Area
* Maintain a contact list of local supporters in the Washington DC Metro Area
	+ Nature centers
	+ Individuals
	+ Businesses
	+ University contacts
* Potentially manage one to two support staff

Board Member- Social media and editorial (Kirsten H)

* Approximately 15 hours a month
* Run FCSal’s website, keeping it current and engaging
* Post on Social media
	+ Facebook- minimum 3x a week
	+ Instagram- minimum 3x a week
	+ Twitter-minimum 3x a week
* Maintain the Amphibian Report Card website by working with experts to create new species accounts and updating completed species accounts as needed
* Develop educational materials (i.e. Regional Specific trifolds)
* Edit and proof read all FCSal publications, advertisements and promotional materials as needed
* Maintain a database of photos for use on social media

Board member- educational outreach and support (Adam S)

* Approximately 15 hours a month
* Compile and maintain a list of education outreach opportunities
* Organize educational outreach events with schools, camps, etc.
* Host and assist with events (e.g. Salamander Happy Hour, Salamander Saturday, etc.)
* Find FCSal members or supporters to host education outreach tables
* Develop a way to quantify FCSal’s impact and think through ideas for programmatic work
* Serves on grant committee
* Explore feasibility of launching and internship program
* Serve as the interim secretary- take notes at meetings and distribute to the board

**All Board Members**

* Help promote and facility Salamander Saturday- Plan/recruit a minimum of 5 new events
* Maintain good communication with other board members- respond to inquiries within 72 hours
* Attend board meetings