
CACTUS and SUCCULENT SOCIETY of NEW MEXICO

P.O. Box 21357

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ORGANIZATION POLICY

DUTIES AND RESPONSIBILITIES OF OUTREACH COMMITTEE CHAIRPERSONS

The following Cactus and Succulent Society of New Mexico (CSSNM) Policy shall be followed until such time as it is abolished or amended by a general membership vote. This policy covers the duties, responsibilities, and authorities of the persons appointed to co-chair an Outreach Committee.

Co-Chairperson for Membership Outreach will have responsibility for overseeing the tasks primarily related to the interaction with new members to improve retention and participation.

1. The **Membership Outreach Co-Chair** may delegate whatever tasks he/she chooses to accomplish desired goals, and coordinate with the Educational Outreach Co-Chair as appropriate.
2. The **Membership Outreach Co-Chair** will review new member applications and act on applicants' suggestions along with their plant and volunteer information.
3. The **Membership Outreach Co-Chair** will contact new members to welcome them and ask an "established" member with similar or relevant interests to reach out to them as well.
4. The **Membership Outreach Co-Chair** will, in conjunction with their new member and "established" member contacts, solicit input on educational opportunities and build a data base of members willing to give presentations to both CSSNM and outside groups.
5. The **Membership Outreach Co-Chair** will maintain a record of their contacts and the information they receive.
6. The **Membership Outreach Co-Chair** will provide periodic reports to the CSSNM membership.

Co-Chairperson for Educational Outreach will have responsibility for overseeing the tasks primarily related to educational materials and the identification and coordination of educational opportunities.

1. The **Education Co-Chair** may delegate whatever tasks he/she chooses to accomplish desired goals, and coordinate with the Membership Recruitment Co-Chair as appropriate.
2. The **Education Co-Chair** will review posters and publicity materials annually and recommend, if necessary, changes or additions to them. He/she will ensure that a sufficient supply of publicity material is maintained, and request new supplies be ordered when necessary.
3. The **Education Co-Chair** will have oversight of the Kactus Kidz material and development of its expanded use.
4. The **Education Co-Chair** will reach out to libraries; other garden clubs and societies; and children's groups such as 4-H, scouts, and activity camps; that might be open to presentations by CSSNM members.

5. The **Education Co-Chair** will coordinate any and all requests for CSSNM presentations utilizing the data base maintained by the **Membership Recruitment Co-Chair**. He/she should get feedback from recipients of CSSNM educational presentations on how they were received and encourage the presenters to report back to CSSNM.
6. The **Education Co-Chair** will provide periodic reports to the CSSNM membership.

APPROVED BY MEMBERSHIP VOTE ON 16 NOVEMBER 2022.