

Montana Weed Control Association Policies

Part I: Ethics and Accountability

Mission

The mission of the Montana Weed Control Association is: Working together to strengthen and support noxious weed management efforts in Montana.

Values

- Commitment to the public good
- Accountability to the public
- Respect for the worth and dignity of individuals
- Inclusiveness
- Respect for diversity
- Transparency, integrity, and honesty
- Responsible stewardship of resources
- Commitment to excellence and to maintaining the public trust

Code of Ethics

MWCA's mission can only be realized through a common code of ethics upheld by our officers, board of directors, and staff.

- We expect integrity, honesty, and trustworthiness in our work; courage in our decisions; and dedication to MWCA's values and beliefs.
- We expect responsible action on behalf of the organization and are accountable and transparent to our constituents and to one another. We share information when appropriate without sacrificing confidentiality.
- We expect to be treated and to treat others with respect. We respect the opinions of and the differences among individuals.
- We expect fairness to be evident in our actions internally and externally. We are equitable in our decisions and mindful of their impact on other groups and people.
- We expect our actions to demonstrate our care for others and the community as a whole. We care about the well-being of each other, the community, and the MWCA organization.

Conflict of Interest

Reason for Statement

MWCA, as a nonprofit, tax-exempt organization, depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the operations of MWCA first must fulfill all legal requirements. They also depend on the public trust and thus are subject to scrutiny by and accountability to both governmental authorities and members of the public.

Consequently, there exists between MWCA and its board, officers, and management employees a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of MWCA honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of MWCA. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with MWCA or knowledge gained there from for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

Persons Concerned

This statement is directed not only to board members and officers, but to all employees who can influence the actions of the MWCA. For example, this includes all who make purchasing decisions, all other persons who might be described as “management personnel,” and all who have proprietary information concerning MWCA.

Key Areas in Which Conflict May Arise

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

- Persons and firms supplying goods and services to MWCA
- Persons and firms from whom MWCA leases property and equipment
- Persons and firms with whom MWCA is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
- Competing or affinity organizations
- Donors and others supporting MWCA
- Recipients of grants from MWCA
- Agencies, organizations, and associations that affect the operations of MWCA
- Family members, friends, and other employees

Confidentiality

Confidentiality is a hallmark of professionalism. MWCA employees and trustees

1. Ensure that all information that is confidential or privileged or that is not publicly available is not disclosed inappropriately.
2. Ensure that all nonpublic information about other persons or firms acquired by MWCA personnel in dealing with outside firms on behalf of MWCA is treated as confidential and not disclosed.

Whistleblower Protection

In keeping with the policy of maintaining the highest standards of conduct and ethics, MWCA will investigate any suspected fraudulent or dishonest use or misuse of MWCA’s resources or property by staff, board members, consultants, or volunteers.

Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as “whistleblower”), pursuant to the procedures set forth below.

Reporting

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to his or her supervisor or, if suspected by a volunteer, to the staff member supporting the volunteer's work. If, for any reason, a person finds it difficult to report his or her concerns to a supervisor or staff member supporting the volunteer's work, the person may report the concerns directly to the chief executive. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

Definitions

Baseless Allegations

Allegations made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to disciplinary action by MWCA, and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct

A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of MWCA's Conflict-of-Interest Policy
- Misappropriation or misuse of MWCA resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

Whistleblower

An employee, consultant, or volunteer who informs a supervisor or the chief executive about an activity relating to MWCA which that person believes to be fraudulent or dishonest.

Rights and Responsibilities

Supervisors

Supervisors are required to report suspected fraudulent or dishonest conduct to the chief executive. Reasonable care should be taken in dealing with suspected misconduct to avoid

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about “getting to the bottom” of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct

- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with attorneys, the media, or anyone other than the chief executive
- Should not report the case to an authorized law enforcement officer without first discussing the case with the chief executive

Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

Whistleblower Protection

MWCA will protect whistleblowers as defined below:

- MWCA will use its best efforts to protect whistleblowers against retaliation. Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that MWCA can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)
- Employees, consultants, and volunteers of MWCA may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower’s employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the chief executive. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

Record Retention and Document Destruction

Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by MWCA in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate MWCA's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

MWCA follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
IRS Form 990 Tax Returns	Permanent
General Ledgers	[7 years/Permanent]
Business Expense Records	7 years
IRS Forms 1099	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	7 years
Petty Cash Vouchers	7 years
Cash Receipts	7 years
Credit Card Receipts	7 years

Bank Records

Check Registers	[7 years/Permanent]
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years

Employee Records

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion, or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	2 years

Donor and Grant Records

Donor Records and Acknowledgment Letters	7 years
Grant Applications and Contracts	7 years after completion

Legal, Insurance, and Safety Records

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be

printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

MWCA’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping MWCA operating in an emergency will be duplicated or backed up at least every month and maintained off-site.

Document Destruction

MWCA’s chief financial officer is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against MWCA and its employees and possible disciplinary action against responsible individuals. The chief financial officer and finance committee chair will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

Part II: Board and Board Members

Role of the Board

- Acts as the fiduciary and guardian of the organizational assets
- Reviews and approves MWCA's program budget
- Establishes short- and long-term goals
- Assesses progress toward goals
- Assumes stewardship responsibility for MWCA's finances
- Sets policies for the overall management and operation of the organization

Expectations of the Members of the Board

- Attend regularly scheduled board meetings. A board member must attend two of three meetings over the course of a year. If a board member misses more than two meetings, it constitutes grounds for removal and re-appointment of the position under the discretion of the Executive Committee.
- Participate in committee work.
- Become informed about the policies and programs of MWCA.
- Participate in fundraising activities and special events sponsored by MWCA.
- Contribute financially according to ability.
- Participate in board orientation activities.
- Act as an informed advocate of MWCA.

Board Member Agreement

MWCA agrees to provide each member of the board with the following:

- Access to the management of MWCA, as needed for proper operation of the board
- Ample notice of all meetings
- Minutes of all board meetings
- Relevant information to conduct his or her job as a board member
- To the extent allowed by law, indemnification from liability for a board member's reasonable and necessary actions
- Reimbursement for reasonable expenses in conducting and attending to MWCA board business
- D&O insurance liability coverage
- Respect for his or her time
- The use of his or her talent effectively

The board member agrees to do the following as an MWCA policy volunteer:

- Learn about MWCA, read financial reports and other MWCA documents, and keep up-to-date on MWCA programs, finances, and management.
- Attend as many board and committee meetings as practicable, and participate in all such meetings, using fair, independent judgment and due care in conducting the business of MWCA.

- Avoid all direct or indirect political campaign intervention (such as supporting or opposing candidates for public office) in the name of MWCA and when using MWCA assets.
- Contribute to the financial well-being of MWCA and seek financial support from others for MWCA as well.
- Avoid all conflicts of interest with MWCA.
- Be loyal to MWCA, always exercising board powers in the interest of MWCA, and not for the interest of yourself or others.
- Keep all MWCA matters confidential.

Board Officer Job Descriptions

President

The President shall be the chief volunteer executive officer of the Association and shall have general direction and control of the affairs of the corporation. They shall preside at the meetings of the Association, the Board of Directors, and the Executive Committee. They shall perform such other duties as are usual to the office.

Vice President

In the absence or disability of the President, the Vice President shall perform all the duties of the President; when so acting shall have all the powers of, and be subject to all the restrictions upon the President. The Vice President shall have such other powers and perform such other duties prescribed for them respectively by the Board of Directors or the President. The Vice President shall normally accede to the office of President upon the completion of the President's term of office. The Vice President will reside as chair of the annual conference work group.

Secretary-Treasurer

The Secretary-Treasurer shall ensure all the records of the Association are accurate and current. The Secretary-Treasurer shall be the principal accounting and financial officer of the Montana Weed Control Association. The Secretary Treasurer will reside as chair of the finance committee.

Past President (Immediate)

The past president will be encouraged to facilitate a smooth transition with the new president, board or directors, and partners outside of the MWCA; the past president will work with the new president on goals and objectives for the organization to facilitate continuity within the MWCA. The past president will serve on a committee(s) that they have a vested interest in, and will be encouraged to utilize the strengths and achievements made during their tenure as president.

Other Board Descriptions

Industry Representative

- Representative will be elected to positions biannually;

- Must be an MWCA member
- Encouraged to attend MWCA board of directors' meetings;
- Submit updates for the newsletter and provide electronic notices for the membership where applicable;
- Encourage communications and MWCA membership with industry and industrial groups as identified as potential partners;
- Assist research, education and networking where possible in developing needed support for programs, both financially and politically where appropriate; and
- Sit as an active member on a committee or work group that best fits their interests and/or qualifications.
- Will be requested to actively participate in the awards work group and solicit nominees for annual awards.

Legislative Representative

- Representative will be elected to positions biannually;
- Must be an MWCA member
- Encouraged to attend MWCA board of directors' meetings;
- Submit updates for the newsletter and provide electronic notices for the membership where applicable;
- Work with the legislative committee to devise proposed changes or suggestions and submit through correct channels for legislative action;
- Sit as an active member on the legislative committee;
- Report from Legislative Representative at the November board meeting;
- Assist MWCA Board of Directors in reviewing and taking a position on legislative issues; and
- Will be requested to actively participate in the awards work group and solicit nominees for annual awards.

Conservation Representative

- Representative will be elected to positions biannually;
- Must be an MWCA member
- Encouraged to attend MWCA board of directors' meetings;
- Will submit updates for the newsletter and provide electronic notices for the membership where applicable;
- Encourage communications and MWCA membership with conservation and environmental groups as identified as potential partners;
- Assist researchers where possible in developing needed support for their programs, both financially and politically where appropriate;
- Will solicit ideas from the Association membership for areas needing study and identify and review possible areas where research is needed;
- Must sit as an active member on a committee or work group that best fits their interests and/or qualifications; and
- Will be requested to actively participate in the awards work group and solicit nominees for annual awards.

Agricultural Representative

- Representative will be elected to positions biannually;
- Must be an MWCA member
- Encouraged to attend MWCA board of directors' meetings;
- Will submit updates for the newsletter and provide electronic notices for the membership where applicable;
- Encourage communications and MWCA membership with agricultural groups as identified as potential partners;
- Will assist research, education and networking where possible in developing needed support for programs, both financially and politically where appropriate;
- Will act as a liaison between ag-based organization(s) and the MWCA in creating partnerships to communicate weed management issues and priorities; and
- Will be requested to actively participate in the awards work group and solicit nominees for annual awards.

Area Members

- Area members will be elected biannually at the MWCA Annual Convention and must be a member upon election and remain a member.
- Area members should make all reasonable effort to attend MWCA board meetings and submit area news for MWCA publications as requested and as information is available from the area. The area member is a liaison between their area council and the MWCA.
- The responsibility of the area member is to facilitate education and networking in the area, to promote the MWCA through encouragement of membership and participation at trainings and to seek commonality among all weed managers. It is left up to the area member and the area council to determine how best to reach these responsibilities in their respective area.

Education Committee Representative

- Representative will be elected to position biannually;
- Must be an MWCA member
- Encouraged to attend MWCA board of directors' meetings;
- Will assist with education and networking where possible to develop needed educational materials and support for programs;
- Will be encouraged to submit articles for MWCA publications and will provide a bi-annual review of the Association website;
- Will encourage and help area committees in the production of educational programs and events;
- Coordinate with the Coordinator Support Committee to develop a workable fall area meeting/tour to encourage educational activities in each area;
- Provide networking for educational and/or professional development programs as requested;
- Encourage other MWCA committees to provide educational information for Association members and the general public through:
 - Newsletter input quarterly

- Committee will make recommendations to SNWAEC for publication materials
- Liaison with other organizations and groups;
- Develop and/or locate educational programs useful for weed management and distribute to weed management organizations;
- Collaborate with other educational organizations to work on areas of focus;
- Encourage the monitoring and strengthening of the awareness and educational components of the state weed plan; and
- Will be requested to actively participate in the awards work group and solicit nominees for annual awards.

Coordinator Support Committee Chair

- Representative will be elected to position biannually at the fall coordinator training;
- Must be an MWCA member
- Encouraged to attend MWCA board of directors' meetings;
- Provide written reports to the Board of Directors when actions are taken by the committee;
- Provide an operational plan and budget upon request from the executive officers;
- Maintain a current contact list of their members and provide to the Executive Director;
- Is encouraged to submit articles for MWCA publications;
- Organize with coordinator committee approval an annual spring training meeting for coordinators that will provide informal training through suitable topics by guest speakers;
- Organize with coordinator committee an annual fall meeting of coordinators to provide the opportunity for interactive group discussions of issues and problems that coordinators face;
- Provide support to coordinators with unique problems and attempt to help resolve those problems;
- Correspond with new supervisors in matters of the Association and weed management;
- Provide coordinator recognition through certificates of appreciation, achievement awards, and pins annually at the spring training;
- Responsible for the upkeep and updating of supervisor history as needed; and
- Update coordinator handbook as needed; and
- Will be requested to actively participate in the awards work group and solicit nominees for annual awards.

Integrated Pest Management Committee Chair

- Representative will be elected to position biannually;
- Must be a MWCA member
- Encouraged to attend MWCA board of directors' meetings;
- Provide written reports to the Board of Directors when actions are taken by the committee;

- Provide an operational plan and budget upon request from the executive officers;
- Maintain a current contact list of their members and provide to the Executive Director;
- Encourage communications and MWCA membership with all integrated pest management interests as identified as potential partners;
- Are encouraged to submit articles for MWCA publications;
- Monitor and strengthening of the components of the state weed plan regarding integrated weed management strategies; and
- Will be requested to actively participate in the awards work group and solicit nominees for annual awards.

MACo Committee Representatives

- Representatives must be MWCA members
 - Four representatives from MWCA serve on the following MACo Committees: Agriculture, Public Lands, Transportation, and Land Use & Planning
 - Representatives are to attend MACo committee meetings to represent noxious weed issues and the MWCA.
- Upon vacancy or poor attendance of representative to a committee, a call for nominations to fill the position will go out to the membership. The MWCA President will make the appointment from the list of nominations.
- Representatives are appointed by the sitting MWCA President upon request of MACo
 - Representatives are asked to report back to the membership on MACo committee activities.

Compensation of Board Members

Board members shall serve without compensation. Board members shall be allowed reasonable reimbursement of expenses incurred in the performance of their duties, including attendance at board-authorized meetings and conferences.

Board Member Expense Reimbursement

Whenever possible, board members are expected to bear all travel-related costs associated with attending board meetings, committee meetings, or discharging any other governance responsibilities assigned by the board chair. When a board member is unable to bear such costs, in whole or in part, appropriate receipts should be submitted to the chief executive of MWCA for reimbursement by the organization. The MWCA will reimburse board members state rate for hotel expenses, per diem for meals, and actual gas receipts as requested and based upon genuine need.

Board Self-Assessment

The board of MWCA will conduct a self-assessment every year at a time determined by the President after consultation with the Executive Committee. The board should review the most recent organizational strategic plan for the organization adopted by the board. After reviewing the goals achieved, the goals unmet, and the goals that need modification, the board will conduct a self-assessment. A review of these plans should

provide the framework for the assessment. The board should also review its previous self-assessment summaries and may find the use of a consultant especially helpful. The President shall submit a summary report to the Executive Committee and the board at the conclusion of the assessment. This report will provide a basis for improving the board member orientation and other programs of continuing education for board members.

Part III: Finance and Investments

Budgeting

The board of MWCA shall approve an annual operating budget for each calendar/fiscal year that will project income and expenses and will provide for programs and support services as outlined in the work plan for the year. The board will approve the annual budget prior to the start of the fiscal/calendar year.

Upon request of the Secretary-Treasurer, committee chairs and board members have two weeks to submit their budgets prior to the spring retreat.

Requests made after the budget has been approved must be submitted first to the finance committee, who then makes their recommendation to the board. The board then votes on the request at the following board meeting

The board authorizes the Executive Director to manage the organization in accordance with the approved annual operating budget. Programmatic or operational changes that may have a significant impact on the annual budget shall be reviewed by the board between budget cycles and may lead to a budget revision. Checks for over the amount of \$5,000 will require two signatures.

Capital Expenditures

Definition

A capital acquisition is an individual asset and/or class of assets that has a useful life of more than one year and a cost of \$2,500 or more.

Budget

Anticipated capital acquisitions shall be included in the normal budgetary process, and when necessary, as part of the separate capital acquisitions budget. The annual budget shall include purchase requests for all new and replacement acquisitions.

Purchasing

Any equipment with an estimated value of \$5,000 or more shall be purchased through competitive bidding or comparative pricing by at least three vendors whenever possible. Comparative pricing or competitive bidding should also be used periodically for regularly purchased materials, supplies, services, and insurance.

Executive Authority

The Executive Director shall have the authority to make purchases that are part of the approved annual budget without additional approval from the board. Such acquisitions shall be reported to the board and finance committee at their next regular meeting.

Discretionary Fund

The Executive Director shall have the authority to spend up to \$2,500 from the discretionary fund on any single acquisition without prior approval from the board. Such acquisitions shall be reported to the board and finance committee at their next regular meeting.

Property

The finance committee must approve the purchase or disposition of any capital asset with a value of \$2,500 or more. The purchase or sale of any capital asset of higher value shall be approved by the board.

Financial Controls

- The President, Secretary-Treasurer, Executive Director, and one senior staff member other than the director of finance, as designated by the board, are authorized to sign checks.
- Credit cards will be distributed to the President, Treasurer and Executive Director in the name of the Montana Weed Control Association.
- The Finance Committee has oversight of expenditures on credit cards and the Executive Director reports to the Secretary-Treasurer and the Finance Committee on a monthly basis.
- The Executive Director will maintain the checking and investment accounts and the Executive Director and Secretary-Treasurer will ensure that accurate and concise financials are submitted to the board at each regular board meeting.
- Registration fees for MWCA events shall be amended by the finance committee and presented to the board for vote and membership dues will be established at the spring board retreat for the following year.
- A bookkeeper will be hired to create financial oversight of the treasurer and Executive Director. All materials will be kept on file and submitted to a CPA to complete yearly taxes for the organization within IRS timelines.
- Any checks for an amount of \$5,000 or more shall require two qualified signatures.

Speaker Fees

Policy for annual conference speakers (and all speakers for MWCA trainings and events) will be left to the chair of the committee to decide within budgeted amounts.

Penalties and Refunds

- MWCA will invoice for payment if requested. Payment of all invoices is net 30 days. There will be a 10% finance charge per month on outstanding balances (including prior finance charges) and fees will not be assessed until 45 days from the date of the invoice.
- The MWCA will have a returned check fee in the amount of \$50.00
- Refunds will be given for unforeseen circumstances for an MWCA event with 25% retained for administration costs to the organization.
- If a bill remains unpaid after 4 months or 120 days, the business or individual will not be allowed to attend any future MWCA events until the bill (with penalties) is paid in full and the business or individual will not be allowed to use credit at any future MWCA events and will be required to pay their fees in full at the time of registration. Appeals can be made to the MWCA Executive Committee.

Investments

Purpose

The chief executive shall invest MWCA's short-term funds in such a way as to maximize return while protecting principal and will follow the guidelines listed below.

Policy

1. The finance committee will review investment status and future opportunities that need to be considered prior to the spring retreat.
2. When held in commercial bank, investment of MWCA funds should not exceed \$100,000 in any one institution for federal insurance purposes, unless approved by the board.
3. Accounts such as interest-bearing checking accounts, money market accounts, certificates of deposit, investment-grade commercial paper, and government securities are to be the primary investments. Investing in any other type of investment vehicle requires prior approval by the finance committee.
4. Investments should be limited in term. The committee must approve any investments with a term longer than 3 years.
5. A current list of financial institutions approved as depositories for investment will be kept on file and updated regularly by the committee. This list includes commercial banks, savings and loans, insurance companies, and brokerage houses insured by the Securities Protection Investment Corporation.
6. Within guidelines, maximum interest rates shall be sought, with the maturity of the investments governed by expected cash needs.
7. All securities are to be written in the name of MWCA.
8. The Executive Director will be responsible for the maintenance and reporting of all investments to the finance committee and the board.

Reserves and Endowments

Reserve Funds

The financial objective of MWCA is to establish a financial reserve to provide for 6 months of operating income. The board needs to authorize any disbursements from this fund. The funds for the reserve fund will come from the surplus from operations, or the net operating excess for each fiscal year.

Endowment Funds

- *Description*- Endowed funds usually require that the principal of the fund remains intact and the income is paid out.
- *Investment Objective*- Preservation of principal to allow distribution of income for designated uses
- *Authority*- These funds shall be invested in the same manner as board-designated reserves, and paid out according to the terms of the endowment.

Financial Audits

In order to ensure financial accountability, MWCA will have its financial statements audited by an independent auditing firm on an biannual basis. The selection of the firm to conduct the audit will be approved by the board. The auditor's report, management letter, and IRS Form 990 will be presented to the board for approval. A copy of the audited statement will be distributed to the full board and the chief executive. The audited financial statements will also be made available to anyone else who requests them.

IRS Form 990 and 990-PF

The chief executive shall ensure that tax payments and other government-ordered payments or filings are filed in a timely and accurate manner.

The Executive Director shall sign and certify that the IRS Form 990 is accurate and complete.

The financial committee shall review and approve the IRS Form 990 annual tax filing prior to submission, and the full board shall receive a copy of the IRS Form 990 within 30 days of its submission.

Consistent with the requirements of §6104(d) of the Internal Revenue Code and the regulations thereunder, copies of the organization's Form 990 shall be made available, upon request, in a timely manner, and [without charge OR subject to the charges permitted by law] to any individuals who request it.

Membership

Dues

- Membership dues will be established for the following calendar year at the spring board retreat.

- MWCA membership is to be renewed on a yearly basis. A membership is valid for one year from the time membership dues are received at the MWCA office.

- MWCA dues are set as follows:

INDIVIDUAL MEMBERSHIP - \$30

HOUSEHOLD MEMBERSHIP - \$50 includes two memberships and one mailing of the Weed Times to the household address.

GROUP MEMBERSHIP- \$225 includes up to ten members. Please submit names, addresses and emails for all members.

BASIC BUSINESS MEMBERSHIP- \$100 includes one membership, a listing in *MWCA Directory* and for consumer weed control business a listing on the website advertising page.

PREMIER BUSINESS MEMBERSHIP - \$250 includes three memberships, business card listing in the *MWCA Directory*, the *Weed Times*, and the website partnership page. Consumer weed control businesses also receive a business card listing on the website advertising page.

LEGACY MEMBERSHIP- \$500 includes four memberships, a ¼ page add or double sized business card listing in the *MWCA Directory*, the *Weed Times*, and the website partnership page. Consumer weed control businesses also receive a business card listing on the website advertising page. Additional benefits include articles reflecting education or information associated with your business advertising in the *Weed Times*, and recognition at all MWCA sponsored events and publications, and recognition at the annual convention.

FOUNDING MEMBERSHIP - \$1,000 includes 10 memberships, ½ page ad in the *MWCA Directory*, the *Weed Times*, and a double sized business card listing on the website partnership page. Consumer weed control businesses also receive a business card listing on the website advertising page. Other benefits include or articles reflecting education or information associated with your business, recognition on as a Founding Member on the MWCA home page and recognition at all MWCA sponsored events and publications, and recognition banners and an award at the annual convention.

Suspension of Membership

Membership will be cancelled if:

- An address change is made without notification to the MWCA office
- Dues are not renewed after one year of service
- A member is deemed to be in gross violation of MWCA policy or does not represent the best interests of the MWCA as determined by the board

Risk Management

Insurance

MWCA will purchase necessary policies to insure the organization against risk. Types of insurance to be purchased should include:

- Insurance against employee theft and dishonesty
- General liability (personal and property damage and punitive damage)
- Nonprofit Officers' and Directors' Liability (also known as association professional liability)
- Workers' Compensation

Member and non-member Rates for 2010

	Member	Non Member
Weeds of the Prairies	\$30	\$45
Why Should I Care Brochure	\$.50	\$1
TIPS booklets	\$1.50	\$3
Weed ID booklets	\$1.50	\$3
MWCA Directory	\$10	\$20
Spring Training	\$100	\$150
Fall Training	\$80	\$120
Annual Conference	\$150	\$225
Vendor Booth	\$350	\$425

Part IV: Fundraising

Board Member Fundraising

Fundraising is a major part of a board member's responsibility, and financial support of the annual appeal and special events is expected. Board members are expected to make an annual financial contribution according to their personal means.

Donor Relations

Donor Intent. Donors' wishes will be considered to the extent possible, as long as their intended use of funds is in keeping with the purpose of MWCA and with the policies and priorities of the organization as expressed in the corporate plan. MWCA will not accept a gift for which it is incapable of honoring donor intent.

Acknowledgment. All gifts, regardless of value, form, or stipulations, shall be acknowledged by MWCA in the form of a written substantiation, including a gift receipt.

Recognition. Formal recognition of donors includes methods that convey appreciation to the donor and provide opportunities for public acknowledgment.

Public Notice. MWCA will respect a donor's wish to remain anonymous.

Confidentiality. The fund development unit shall maintain confidentiality concerning all correspondence regarding contributions, gift records, prospect cards, and other data on donors, and will ensure that this donor information is used on a need-to-know-basis only for the support of fund development for MWCA.

Gift Acceptance

MWCA actively solicits gifts and grants to further the mission of the organization. There is a potential that the acceptance of certain gifts could compromise the ability of the organization to accomplish its goals or could jeopardize its tax-exempt status. Hence, the following gift acceptance policy applies:

3. The MWCA staff and board have the authority to solicit and/or accept gifts on behalf of MWCA.
4. MWCA's responsibility is to productively pursue gifts that will further the organization's mission, goals, and objectives. The primary consideration in the pursuit of gifts is how they can benefit the organization in the most ethical and unencumbered manner. To that end, the following caveats must be considered:
 - a. *Core Values.* Is the gift one that is consistent with the organization's standards, principles, and core values?
 - b. *Compatibility of Cause.* Will the gift unnecessarily challenge the organization's ability to further its mission, goals, or objectives?
 - c. *Public Relations.* Does the acceptance of the gift present the organization in an unfavorable light? Does it appear that there may exist a conflict of interest between the donor and the organization?
 - d. *Motivation.* Is there clear charitable intent and a commitment to the organization?
 - e. *Consistency.* Will the acceptance of the gift be compatible and in agreement with other fundraising activities or gifts of the organization?
 - f. *Credibility.* Are the circumstances surrounding the donor and the gift believable?
 - g. *Organizational Stability.* If controversy develops, will it be significant enough to weaken the structure of the organization?
 - h. *Form of Gift.* Will the nature of the in-kind contribution create problems, such as in advertising or sponsorship?
 - i. *Source of Gift.* Who is the donor? Is the gift from an individual or a corporation? Does the donor represent a perceived conflict of interest, or might the donor's objectives not fit with the mission of the organization?

Sponsorships and Endorsements

MWCA will not solicit or accept gifts from individuals or entities whose practices, policies, or operations are deemed unacceptable and contrary to the values implicit in its mission.

MWCA will not endorse the policies or views of its funders or donors.

MWCA will not promote corporate products without approval by the board.

Part V: Personnel

Responsibility for Human Resources

In relating to staff, the Executive Committee shall not fail to:

- Establish human resource policies and to acquaint staff with the organization's personnel procedures. In developing these policies, the chief executive shall not fail to consult with legal counsel.
- Seek gender, ethnic, and age diversity in the composition of staff consistent with the organization's staffing requirements.
- Ensure that the rights of the employees to equitable and humane treatment are not impaired and establish procedures through which employee complaints will be resolved.
- Develop a plan for periodic and systematic review of employee performance and of compensation and benefits package for MWCA employees.
- Establish management policies and procedures that protect the rights of the employees and of the organization.
- Initiate appropriate intervention or advocacy on behalf of any employee or agent of MWCA who in the course of duty is unlawfully detained, subjected to physical harm, or otherwise placed in jeopardy.

Equal Employment Opportunity

MWCA is an equal opportunity employer committed to principles of the broadest form of diversity. We therefore

- Value, champion, and embrace diversity in all aspects of MWCA activities and respect others without regard to race, color, creed, age, sex (including pregnancy, childbirth, or related medical condition), national origin, religion, marital status, veteran or military status, disability, sexual orientation, personal appearance, family responsibility, or political affiliation.
- Support affirmative action to the extent permitted by law and equal opportunity programs.
- Refuse to engage in or tolerate any form of discrimination or harassment by stakeholders or vendors.

Nepotism

Board members and their immediate family members (as defined below) will be excluded from consideration for employment by the organization.

Employees shall not hold a position with the organization while they or members of their immediate family (as defined below) serve on the board or any committee of the board.

Employees may not hold a job over which a member of their immediate family exercises supervisory authority. For purposes of this policy, "immediate family" includes the following: husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, and grandchild.

Sexual Harassment

MWCA is committed to providing a work environment that is free of unlawful discrimination. In keeping with this objective, MWCA maintains a strict policy prohibiting unlawful harassment, including harassment based on any of the following categories: race, color, religion, sex, pregnancy, disability, national origin, ethnicity or ancestry, age, or any other protected category.

In particular, sexual harassment is defined as any unwelcome conduct that would not have occurred but for the employee's gender, including but not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that 1) has been made either explicitly or implicitly as a term or condition of an individual's employment or 2) is used as a basis for employment decisions such as promotions and benefits affecting such individual and other offensive behavior directed toward an employee because of or on account of his or her gender, which substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

In addition to sexual harassment, MWCA also prohibits all forms of harassment on any basis prohibited by discrimination laws, such as race, religion, ethnicity, age, and disability. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal, written, or physical conduct.

Any employee who believes he or she has been or is being harassed by a coworker, supervisor, or agent of MWCA should immediately report the facts of the incident(s) and names of the individuals involved to his or her supervisor or, in the alternative, to the human resources office, the chief executive, the board president, or executive committee chair. Employees who report harassment, in good faith, should not fear any reprisal (also, refer to whistleblower policy). All employees should also immediately report any incidents of harassment they witness to a management representative.

After a report of harassment is received, an investigation by management will be undertaken promptly. Any supervisor, agent, or other employee who has been found by MWCA, after investigation, to have harassed another employee in violation of this policy will be subject to discipline that may range from a warning up to, and including, termination.

Complaints

If an employee has a problem or complaint regarding any aspect of employment with MWCA, the matter should first be discussed with the President.

If the issue is not resolved through discussion, the employee should submit a formal written submission to the Executive Committee. Every attempt will be made to resolve the issue by the employee at this level.

After thirty (30) days, if the matter is still unresolved, it may be subject to review by the board. The board's decision, or that of the board chair if the board elects not to review the matter, will be final, and will not be subject to further review or appeal within MWCA.

Performance Review

Although employees are continually evaluated by their immediate supervisor, an initial performance appraisal will generally be conducted prior to completion of the first 180 days of employment. Annual performance appraisals will be conducted by July of each year. Supervisors will solicit input from the employee and the board.

Part VI: Communications

Media Relations

To ensure the quality and consistency of information disseminated to media sources, the following policy shall be enforced:

- All media inquiries are to be handled by the Executive Committee and Executive Director regardless of who the media representative is, whom he or she represents, or how innocuous the request.
- All press releases or other promotional materials are to be approved by the Executive Committee or Executive Director prior to dissemination.

Failure to comply with the MWCA's media policy shall be grounds for disciplinary action.

Crisis Communication

MWCA is committed to taking a preemptive approach to public relations crises, using disclosure whenever possible as the preferred strategy for preventing or minimizing public relations crises.

No one is authorized to speak to the news media in a crisis without clearance from the Executive Committee.

The Executive Committee will be responsible for developing a crisis communication strategy if the need arises.

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Crisis Prevention

The Executive Committee will maintain regular contact with staff, advising the staff when internal issues or developments appear likely to lead to public relations problems.

Similarly, MWCA's staff will regularly notify the Executive Committee of internal developments that may escalate into public relations crises.

The Executive Committee will also monitor local, state, and national news coverage of field issues, advising the staff of issues and/or trends that might lead to negative stories or opportunities for MWCA to support public dialogue on issues central to its work.

Crisis Response

When crises erupt, the Executive Committee will gather and verify information about the crisis, assess the severity of the crisis, and develop strategies concerning how information is to be released, who should speak for MWCA, and who is to be notified.

The Executive Committee and MWCA staff will distribute verified information as quickly as possible to internal and external audiences.

Electronic Media

A web site will be established to provide access to member services and information to the general public. The web site will be updated on a regular basis. Information and updates will be posted by the staff.

Listserv/database: MWCA provides member-only listserv/database to provide up-to-date information and promote discussion among members. Member agencies will be added to, or subtracted from, the list upon their request within 7 business days. All members have access to post information on the listserv in accordance with list rules.

Lobbying and Political Activity

Lobbying Expenditures

- MWCA engages in limited lobbying to advance its mission. It is MWCA policy to adhere strictly to limitations on lobbying expenditures imposed by the Internal Revenue Service. Lobbying expenditures are reported annually to the IRS on Form 990.
- To ensure adherence to this policy, lobbying expenditures must be included in the approved MWCA budget or authorized in advance by the Executive Committee. The Executive Committee will alert the staff to any significant lobbying expenditures in advance, to facilitate compliance with the limits on direct and grass-roots lobbying expenditures.
- Both expenditures and staff time must be charged to a lobbying project code, which will indicate whether the lobbying is “direct” or “grass-roots.” Below is some general guidance about lobbying, as defined by the IRS. Please contact the general counsel’s office if you have any questions about lobbying.
- The following organization-wide policies apply to field offices just as they apply to the national office.

Definition of Lobbying

- Lobbying is generally defined as communicating, directly or indirectly, with policymakers for the purpose of trying to influence legislation, whether federal, state, local, or foreign (non-U.S.).
- U.S. law divides lobbying into two principal categories: “direct” lobbying and “grass-roots” lobbying.

- *Direct lobbying* involves communications that
 - Are directed towards government officials;
 - Refer to specific legislation; and
 - State or strongly imply a position on it.
- *Grass-roots lobbying* involves communications that
 - Are directed to segments of the general public;
 - Refer to specific legislation;
 - State or strongly imply a position on the legislation; and
 - Encourage the recipient of the communication to contact government officials with respect to the specific legislation. (This is sometimes called a “call to action.”)
- In order to be considered lobbying, an activity must generally meet all the parts of either one definition or the other. In addition, there are certain exceptions to the definitions of lobbying that may apply. Please consult the Secretary of State’s office.
- When recording lobbying expenditures, it is critical to specify whether the spending was for direct lobbying or for grass-roots lobbying.
- The Secretary of State’s office can provide further advice on applying the lobbying policies.

Lobbying with Foundation Funds

- In general, foundation grant funds may not be used for lobbying.
- If a project gets only part of its funding from a foundation, the project can include lobbying, so long as the lobbying expenditures are funded by sources that do not exclude lobbying.
- When designing a project that will include funding from a foundation, any lobbying must be paid for out of general funds or other non–foundation funds that can be used for lobbying.

Lobbying with Government Funds

- In general, we are prohibited from using any government funds for lobbying, including using government funds to hire consultants or make grants that involve lobbying. If you have any questions, please contact the Secretary of State’s office.

Responsibility — Lobbying Expenditures by Field Offices

- In each year’s budget request, the Secretary-Treasurer is responsible for identifying and labeling any proposed expenditures for lobbying.
- In carrying out the approved budget, the Executive Director is responsible for accurately recording the actual allocation of staff time and other expenditures for lobbying.
- The Executive Committee is responsible for obtaining authorization before incurring any unbudgeted expenditure for lobbying. Requests for authorization are to be submitted to the [designated senior staff].

In addition to reporting our lobbying expenses annually to the IRS, we are required to report to Congress twice yearly on our lobbying activities that involve trying to influence U.S. federal programs, policies, and practices through communications with

congressional employees and certain high-ranking agency employees. If you engage in any activity along these lines, or retain others to do so on our behalf, please contact the general counsel's office.

MWCA Public Policy

Policy recommendations are developed through democratic processes that, on approval of the Board of Directors, set policy to guide MWCA activities and programs.

The policy process is made up of two steps:

- (1) **Policy Development** occurs before the annual meeting during member association meetings and in council/area meetings held before or during the annual meeting. During the annual convention and other meetings, individual members can raise issues concerns or suggestions that should be addressed by the Association. Resolutions or directives adopted by councils, areas or committees of the association are forwarded to the MWCA Board of Directors, **Policy Council**, or Executive Committee for consideration in **Policy Forums** during the annual convention.

Policy Forums are meetings organized by topics during the annual convention, which involve voting members from every area council of the MWCA at each forum. The Policy Forums consider policy resolutions from the councils, areas and committees. Resolutions and directives that are acted upon and passed during Policy Forums are forwarded to the **Resolution Committee**.

Resolution Committee reviews resolutions and directives to prevent duplication between councils, areas, or committees and to resolve conflicts with existing policy or other proposed resolutions and directives. **Resolution Committee may not** develop new resolutions or directives, stop resolutions or directives from being considered by the Board of Directors or substantially change them, but may return them to the council, area, or committee for the purpose of resolving conflicts.

Board of Directors then considers resolutions and directives during the annual meeting. Policy resolutions and directives adopted by the Board becomes policy at the close of the annual meeting. Resolutions remain active with the Board of Directors; renewal or revision: they may also repeal. If no action of any kind is taken resolutions automatically sunset in the fifth year. Directives expire after one year. If an issue or situation arises following the annual meeting that is not covered by existing policy, the Executive Board has the authority to set interim policy. When doing so the Executive Board relies on the counsel of the appropriate council, area or committee. The Board of Directors must ratify the interim policy action adopted by the Executive Board at its next meeting.

(2) **Policy Implementation**

Policy resolutions and directives adopted by the Board of Directors are assigned to the appropriate council, area or committee for implementation. Policies requiring legislative action are referred to the **Legislative Action Committee**. It is responsibility of each council, area or committee to pursue implementation of actions addressed in their policy resolutions and directives. Councils, areas and committees periodically report to the Board of Directors and the Executive Board on the progress of policy implementation.

Part VII: Committees

Effective Committees

To ensure that committees help the board do its work better:

- Assess the effectiveness of your present committee structure. Eliminate any unnecessary committees.
- Turn some committees into task forces with specific time frames.
- Draft a clear job description for each committee. Do not allow the committees themselves to determine their charter.
- Choose committed members who can advance the objectives set for the committee and who are able to actively participate in the work.
- Set meeting schedules well in advance. Take advantage of electronic communication and virtual meetings.
- Regularly assess the productivity of the committees. Don't tolerate substandard results.

Executive Committee

- The executive committee shall consist of the officers of the board and the Executive Director. The executive committee shall meet upon request of the President for the purpose of performing business, and may meet as often as necessary. The executive committee may exercise all the powers and authority of the board in the management of the business and affairs of MWCA between board meetings. The executive committee shall not have power to amend MWCA's charter, bylaws, or to fill vacancies on MWCA's board. The executive committee shall perform such other duties as may from time to time be delegated to it by the board.
- All action by the executive committee shall be reported at the next board meeting, except as the board may waive compliance with the requirement. The board may reconsider any action by the executive committee, and take action thereon, provided that no such reconsideration shall adversely affect the rights of third parties who have acted in reliance on action of the executive committee taken in accordance with the authority of these bylaws.
- A simple majority of the voting members of the executive committee shall constitute a quorum of that committee.

- Members of the executive committee may submit their votes on issues being considered by the executive committee either in person, by facsimile, transmissions or by electronic mail (to the extent permitted by state law).

Finance Committee

Objective: To ensure sound financial management of the Association.

The Budget and Finance Committee will:

- be comprised of a minimum of 5 members. The treasurer will chair the committee and the President will appoint additional members from the board membership in January.
- have a chair and a vice-chair.
- provide written reports to the Board of Directors when actions are taken by the committee.
- provide an operational plan and budget upon request from the executive officers
- Develop a preliminary budget by the spring planning meeting based upon current and future objectives of the Association and plans for the following year. Committee chairs will submit their budget proposals upon the request of the treasurer.
- Require committee budgets from all standing committees before the spring planning meeting.
- Prepare a current P & L to the Executive Director for inclusion in the Annual Meeting proceedings.
- Plan for future financial needs of the Association and develop new sources of revenue for the Association.
- Develop long-term financial plans for the Association, including investment of excess funds when necessary. Establish a 25% reserve of the regular operating budget for future Association needs.

Education Committee

Objective: To encourage educational events, training, publications, and other activities to further the knowledge and expertise of MWCA members and the public.

The Education Committee will:

- be comprised of a minimum of 5 members.
- include committee members who shall be members of the Association.
- have a chair and a vice-chair.
- provide written reports to the Board of Directors when actions are taken by the committee.
- provide an operational plan and budget upon request from the executive officers.
- maintain a current contact list of their members and provide to the Executive Director.
- be strongly encouraged to submit articles for MWCA publications and will provide a bi-annual review of the Association web site.

- encourage area councils in the production of educational programs and events in their respective areas.
 - Coordinate with the Coordinator Support Committee to develop a workable fall area meeting/tour to encourage educational activities in each area.
- provide networking for educational and/or professional development programs as requested.
- encourage other MWCA committees to provide educational information for Association members and the general public through:
 - Newsletter input quarterly
 - Liaison with other organizations and groups;
 - Develop and/or locate educational programs useful for weed management and distribute to weed management organizations.
- Committee will collaborate with other educational organizations to work on areas of focus.
- to encourage the monitoring and strengthening of the awareness and educational components of the state weed plan.
- Will produce and manage a silent auction in conjunction with the annual conference as a fundraiser for the committee.

Coordinator Support Committee

Objective: To encourage professionalism, and provide operational and educational direction for Weed District Supervisors.

The Coordinator Support Committee will:

- be comprised of a minimum of 7 active weed coordinators, one from each area
- include committee members who shall be members of the Association.
- have a chair and a vice-chair, and in this committee, a secretary.
- provide written reports to the Board of Directors when actions are taken by the committee.
- provide an operational plan and budget upon request from the executive officers.
- maintain a current contact list of their members and provide to the Executive Director.
- be strongly encouraged to submit articles for MWCA publications.
- organize an annual spring training meeting for coordinators that will not interfere with the traditional weed control season and will provide informal training through suitable topics by guest speakers. Spring trainings should provide credits.
- organize an annual fall meeting of coordinators to provide the opportunity for interactive group discussions of issues and problems that coordinators face.
- provide support to coordinators with unique problems and attempt to help resolve those problems.
- correspond with new supervisors in matters of the Association and weed management.

- provide coordinator recognition through certificates of appreciation, achievement awards, and pins annually at the spring training. Chair will keep an updated awards list and will keep agendas on file during their term.
- update coordinator handbook as needed.

Integrated Weed Management Committee

Objective: To encourage the development, research, and demonstration of sustainable, integrated weed management strategies.

The IPM Needs Committee will:

- be comprised of a minimum of 5 members, including one representative from each of the key components as identified for managing weeds: risk analysis and prevention, management, inventory and monitoring, and research
- include committee members who shall be members of the Association.
- have a chair and a vice-chair.
- provide written reports to the Board of Directors when actions are taken by the committee.
- provide an operational plan and budget upon request from the executive officers.
- maintain a current contact list of their members and provide to the Executive Director.
- be strongly encouraged to submit articles for MWCA publications.
- to encourage the monitoring and strengthening of the components of the state weed plan.

Nominations and Board Development Committee

Objective: To actively solicit qualified, engaged and enthusiastic individuals to serve on the board as well as to provide quality professional training for board members as opportunities arise.

The Nominations and Board Development Committee will:

- be comprised of a minimum of 5 members, including one representative from each of the key components as identified for managing weeds: risk analysis and prevention, management, inventory and monitoring, and research
- include committee members who shall be members of the Association.
- have a chair and a vice-chair.
- provide written reports to the Board of Directors when actions are taken by the committee.
- provide an operational plan and budget upon request from the executive officers.
- maintain a current contact list of their members and provide to the Executive Director.
- Actively solicit qualified, engaged, and enthusiastic individuals to serve for board positions on a year-round basis
- Work with the education committee to provide professional educational trainings for the board and committee members

* The MWCA Board of Directors may also establish workgroups/sub-committees in order to assist in the facilitation of projects and/or support committee activities on an as-needed basis.

(Adopted January Winter Meeting, 2007, updated Early Fall Meeting, 2007, updated Spring Retreat 2008, updated 2009 Winter Board meeting, updated Winter Board meeting 2010.)