

## **What SWCS Requires of Michigan Chapter Leaders**

The International Society (SWCS) provides many services to members and Chapters. In return, there are a few things that are required of every Chapter. If you have any questions about this list, please contact a Michigan Chapter [officer](#).

- a. Control and manage the affairs and funds of the Michigan Chapter.
- b. Ensure the board is trained in “not for profit” management, especially their fiduciary responsibilities.
- c. Fill, until the next election, any officer vacancy occurring.
- d. Recommend the adoption of amendments to or revisions of the bylaws and provide an updated copy to SWCS Headquarters.
- e. Identify important natural resource issues to be addressed by the Michigan Chapter.
- f. Prepare the Michigan Chapter Annual Activity Report and submit to SWCS Headquarters.
- g. Provide updated list of Michigan Chapter board members, officers, and committee chairs.
- h. Articulate the mission and benefits of the Society.
- i. Appoint a delegate to attend the Society’s annual business meeting.
- j. Support student Chapters.
- k. Ensure high quality professional development opportunities for members.
- l. Promote SWCS membership.
- m. Perform any duties as prescribed in the Michigan Chapter bylaws.
- n. Complete and file required annual Federal and State business reports:
  - i. Annual state incorporation report
  - ii. IRS 990 Form (Required to retain 501C3 status)