

Subcommittees and their responsibilities:

Subcommittee	Members	Responsibilities
Executive	Officers Newsletter Editor Web Master Board	Nominate slate of officers for Membership vote at December Meeting Ensure all ongoing responsibilities are clearly assigned annually Suggest creation of additional standing or ad hoc subcommittees as needed
Program	All interested members who show up for August Planning Meeting	Develop and maintain an annual program calendar and coordinate communication with presenters, Chair and others
Scholarship	Interested Members	Coordinate processes related to SOFA Scholarship Fund, OFA Camp scholarship solicitation, selection and award, and present recommendations to Membership for vote at April meeting annually

SOFA Ongoing Responsibilities - 2017 The purpose of this document is to insure that essential tasks don't get overlooked. The identified “responsible party” does not need to *do* each task, just ensure that it is taken care of.

Task	Date	Responsible Party
File Certificate of Continued Existence with Ohio Secretary of State (John P. [Flip] Schmidt is the Association Agent for the Secy of State - 2017)	By January 1st every five years: 2016; 2021; etc.	Treasurer
Renew domain names (OhioSOFA.org and OhioSOFA.com) and web hosting service (GoDaddy) every three years	By February 1st every three years: 2016;2019; etc.	Secretary
Scholarship Subcommittee begins process	By February 1st annually	Scholarship Subcommittee Chair
Scholarship Subcommittee gives recommendations to Chair, who brings up for Membership vote	April meeting	Scholarship Subcommittee Chair
File income tax with State and Feds	By April 15th annually	Treasurer
Have memorial tree planted by Arbor Day Foundation when a member passes on ***	As needed	Secretary & Treasurer
Write a member obituary for newsletter	As needed	Secretary
Update and distribute membership roster to Executive Committee	Quarterly	Treasurer
Submit new member contact information to OSU contact (Jennifer Dunn, 2017) for newsletter mailing	As needed	Treasurer
Room requests for the coming year to OSU contact	September for the next year Updates as needed	Secretary

Honorarium (maple syrup in 2017 – or up to \$50) identification, purchase, storage, and distribution assigned	November	Executive Committee
Develop slate of officers for presentation at Annual Meeting in December	November	Executive Committee
Tableware purchase, storage, transport – duration of responsibility Coffee brewing. Volunteer submits receipts to Treasurer for reimbursement.	November	Chair solicits volunteers from Membership
Review/update/amend and take to Membership for vote as indicated: Bylaws and Subcommittees' charges/policies/procedures	November	Executive Committee
Ensure meeting area tidy and lock door after meetings	November	Chair solicits volunteers from Membership
Select and secure site for December meeting	Prior to October 1st annually	Chair
Present slate of officers to Membership for vote	December	Chair
Purchase/renew subscriptions to Woodland Journal for two SOFA area schools	Annually	Treasurer
Review and update organizational documents annually Convert all files to PDF format and submit to Webmaster for posting	November	Secretary in consultation with Board and Officers

*** Send \$25 (\$1 per tree) to Arbor Day Foundation, 211 N 12th St, Lincoln,, Nebraska 68508-1497
Our membership #871-794-8207. Secretary initiates request: Sends memorial application and envelop to Treasurer who writes check and mails application.

