

DUTIES OF MINISTERS

Prime Minister. It shall be the duty of the Prime Minister to preside over all business meetings; to direct all formal discussions; to appoint all necessary or desired committee chairs; to act as the representative of and spokesperson for the FFSC for public contact, and to see that every officer shall perform his defined duties.

Scribe. The Scribe shall keep a record in the form of minutes of the proceedings of each Ministers Meeting.

Minister of the Exchequer. The Minister of the Exchequer shall receive receipts of and keep a correct record of the finances of the organization. The MOE shall not, however, make payments except upon authorization given by the FFSC Ministers. The MOE shall prepare an annual account of the books and present it to the FFSC Ministers. The MOE shall also publish an annual report, available to the general membership upon request. The MOE shall maintain records and any necessary correspondence in order to preserve our non-profit tax-exempt status.

Minister of Programs. The Minister of Programs shall have primary responsibility for planning speakers for scheduled meetings, making appropriate arrangements and introducing speakers at general meetings.

Minister of Membership. The Minister of Membership shall keep an accurate membership database, receive membership dues, forward payments to the Minister of the Exchequer, and respond to membership inquiries.

Minister of Propaganda/Duff Editor. The Minister of Propaganda is responsible for the posting events and news posts on our website, ffsc.us, and updating the FFSC's Google Calendars. The Minister of Propaganda shall act as editor, utilizing input from FFSC Ministers, members and the mycological press.

Minister of Local Forays. The Minister of Local Forays shall organize all local forays and publicize locations and times on the website and at general meetings.

Minister of Long Distance Forays. The Minister of Long Distance Forays shall organize forays out of the local area. Duties include making arrangements for forays, publicizing details of forays on the website and at general meetings, signing up participants, collection and payment of any fees due and maintaining correct financial accounting.

Science Advisor. The Science Advisor must have substantial knowledge of fungal taxonomy. The SA is responsible for coordination of identification functions related to the Fungus Fair, maintains a species lists for the Fair and forays, and is a resource for the group.

Minister of Stores. The Minister of Stores shall be responsible for the ordering, display and sale of books and other related merchandise at periodic general meetings and at the Fungus Fair. The MOS shall forward sales receipts to the Minister of the Exchequer and obtain approval from the FFSC Ministers prior to making purchases.

Minister of Video Archives. The Minister of Video Archives shall record special speakers and events, and shall maintain a library of videotapes available for loan to members.

Minister of Culinary Events. The Minister of Culinary Events shall be responsible for the scheduling and execution of all potlucks, picnics and food events of the FFSC. Responsibilities include selecting locations, reporting financial projections to the FFSC Ministers and providing information to publicize events on the website. The Minister of Culinary Events receives assistance from the Culinary Committee.

Minister of Sustenance. The Minister of Sustenance is responsible for refreshments served at the monthly meetings. The Minister of Sustenance also assists the Minister of Culinary Events as needed.

Minister at Large. The Minister at Large position provides assistance to other officers for specific projects, general assistance and counsel.