

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.

Vice Prime Minister. Vice Minister is to be available to perform the Prime Minister's duties upon request or if the Prime Minister is not able to fulfill those 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.

Ministers of Fair. Co-Executive Producers of the annual Fungus Fair. Coordinate Fair committee and outside organizations to insure all the parts are in place for the Fair. Manage expenses and collect revenues.

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 Education. The Minister of Education shall arrange for classes to be offered to the membership in coordination with the Science Advisors, Ministers or other members; make arrangements for speakers or instructors for classes; and make arrangements for physical sites and equipment for the classes and announce the schedules of the classes at ffsc.us. The Education Minister will maintain lists of library books or other educational property owned or held by the FFSC and will propose new purchases of books or other educational property. 4 FFSC Bylaws March 2016 The Minister of Education may appoint a committee to search out and locate qualified applicants and make recommendations to the Ministers for scholarship awards as sufficient funds become available. All disbursements and awards from the Scholarship Fund must be given prior approval by the Scholarship Committee and accurate financial records kept, for accounting purposes. The Scholarship Fund reserves will be kept separate from the FFSC General Fund and all contributions or earnings will accrue to the fund separately.

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.