

This **Chapter Support Map** is intended as a reference to help chapter and group leaders find the support they need quickly. Organized by departments, the tables below show you which departments and staff are responsible for supporting chapters and groups and the ways in which they do so. In some cases, teams of staff and volunteers work together to support chapters; however, because this map is intended to outline staff departmental responsibilities, the volunteer leaders who provide support to leaders via these teams are not listed here. Instead, support teams that include both volunteers and staff are noted (you can find their contact info in WILD, a.k.a. Web Interactive Leader Directory), because support provided peer-to-peer by volunteers is as highly valued and important as any in the Club. This document covers the following areas:

❖ **Conservation**

- **Office of Chapter & Leader Support (p. 2 & 3)**
- **Diversity and Inclusion Support Team (p. 3)**
- **Conservation Operations and Funding (p. 4)**
- **Mission Outdoors and Outings Training (p. 4 & 5)**
- **Environmental Law Program (p. 5)**
- **Political Program (p. 5 & 6)**
- **Organizing and Organizing Training (p. 6 & 7)**
- **Conservation Campaigns and Programs (p. 7)**

❖ **Digital Strategies Department (p. 8)**

❖ **Communications Department (p. 9)**

❖ **Finance Department (p. 9 & 10)**

❖ **Office of Advancement (p. 10)**

❖ **Human Resources (p. 11)**

*NOTE: There is an ongoing dialogue within the Club about support from the national Club for chapters and the relationship between chapters and the national Club, so this table will continue to evolve. Please report any broken web links or outdated information to the email address listed for QUESTIONS/ASSISTANCE in that area.*

### Conservation Department

#### Office of Chapter & Leader Support

Serve as general liaison and provide support to chapter staff and volunteer leaders by region, including:

- Identifying department staff Club-wide who can address specific chapter questions/problems
- Identifying available Club training and support resources to help chapters fill gaps and reach goals
- Keeping in touch with key chapter leaders
- Maintaining an overall view of chapter's strengths, leadership, goals, and work.

EASTERN/ CENTRAL CHAPTERS: Christina Novaton, Winston Salem, North Carolina, 786-202-3616 [christina.novaton@sierraclub.org](mailto:christina.novaton@sierraclub.org)  
*ME, NH, VT, MA, CT, RI, NY/Atlantic, WV, PA, NJ, DE, MD, DC, VA, KY/Cumberland, TN, NC, SC, GA, FL, PR, AL, AR, IA, IL, IN/Hoosier, LA/Delta, MS, MO, MI, OH, WI*

CENTRAL/ WESTERN CHAPTERS: Greg Casini, S.F. Office 415-977-5651  
[greg.casini@sierraclub.org](mailto:greg.casini@sierraclub.org)  
*ID, MN/North Star, WI/John Muir, NE, KS, OK, TX/Lone Star, ND/Dacotah, SD, CO/Rocky Mountain, HI, AK, WA, OR, MT, WY, UT, NV/Toiyabe, AZ/Grand Canyon, NM/Rio Grande, Sierra Club California, Redwood, Mother Lode, SF Bay, Loma Prieta, Ventana, Tehipite, Kern-Kawea, Santa Lucia, Los Padres, Angeles, San Geronio, San Diego*

Build skills, knowledge and experience through training and support of Chapters and Groups for development of conservation campaign and capacity building plans through dedicated programs and on as needed/availability basis.

QUESTIONS/ASSISTANCE: Whitney Pearson, [whitney.pearson@sierraclub.org](mailto:whitney.pearson@sierraclub.org)

Advance and support the effectiveness of the Club's lobbying and advocacy activities in each state legislature and maximize the synergy between state and national level campaigns. Provide structured training for chapter lobbyists (volunteer and staff) through the annual **State Colloquium** and other programs.

ONLINE INFO: <http://clubhouse.sierraclub.org/conservation/state>

QUESTIONS/ASSISTANCE: Jen Hensley, Director of State Lobbying and Advocacy [jennifer.hensley@sierraclub.org](mailto:jennifer.hensley@sierraclub.org)

Facilitate national campaign funding for selected chapter-led work via **Chapter/National Shared Projects**; assist chapters and national campaigns with advice and trouble-shooting re: these projects

ONLINE INFO: <http://clubhouse.sierraclub.org/conservation/campaigns-and-programs/working-with-chapters.aspx>

QUESTIONS/ASSISTANCE: Christina Novaton, [christina.novaton@sierraclub.org](mailto:christina.novaton@sierraclub.org)

Promote chapter and group victories via **Victory Tracker**, the Club's online tool that enables any leader to report on victories in his/her chapter/group. Manage, edit and facilitate chapter/group leader submissions. **Note:** Please continue to place victories here, however they will not appear on the map because of an issue related to the website. If folks, like to see the most recent victories please email me and I will download the newest version for you. Thank You!

ONLINE INFO: <http://clubhouse.sierraclub.org/chapters/tracker/>

QUESTIONS/ASSISTANCE: Christina Novaton, [christina.novaton@sierraclub.org](mailto:christina.novaton@sierraclub.org)

<p><b>Leadership and Capacity Building Team</b></p> <p>This team's purpose is to build chapter capacity and strengthen leader competencies.</p>	<p><b>Team Members/Liaison Assignments:</b></p> <ul style="list-style-type: none"> <li>• Ben Jones (ben@leftbrain.net) – RI, CT, NY, NJ</li> <li>• Matt Urban (matt@mobiunnm.com) –PA, DE, MD, DC</li> <li>• Allison Chin (4achin@gmail.com) – VA, NC, SC, TN</li> <li>• Karen Maki (karenmaki@comcast.net) – Redwood, Mother Lode, SF Bay, Loma Prieta</li> <li>• Debbie Matthews (treehuggerdeb@gmail.com) –FL, MS, AL, GA, PR</li> <li>• Luther Dale (lutherdale@hotmail.com) – ND, WI, MN, MI</li> <li>• Mary Fifield (mary@amazonpartnerships.org) – AK, WA, OR, ID, MT</li> <li>• Lawson Legate (lawson.legate@gmail.com) – NV, UT, WY, AZ</li> <li>• Susana Reyes (susanareyes1218@gmail.com) – Ventana, Tehipite, Santa Lucia, Kern-Kaweah, HI</li> <li>• Jonathan Bond (bondjt@gmail.com) – ME, VT, NH, MA</li> <li>• Lynn Baker (lynnriverpark@gmail.com) – San Diego, San Gorgonio, Angeles, Los Padres</li> <li>• Patrick Murphy (patrick.murphy@sierraclub.org) – KS, OK, TX, LA</li> <li>• Sarah Willey (sarah.nicole838@gmail.com) – IA, MO, AR, IL</li> <li>• Christina Novaton (christina.novaton@sierraclub.org) – Staff – WV, OH, KY, IN</li> <li>• Chris Applegate (cdapplegate@gmail.com) –Volunteer Co-lead – CO, NM, SD, NE</li> <li>• Greg Casini (greg.casini@sierraclub.org) – Staff Co-lead</li> </ul> <p>ONLINE INFO: <a href="http://clubhouse.sierraclub.org/training/programs/chapter-leader-training">http://clubhouse.sierraclub.org/training/programs/chapter-leader-training</a></p> <p>GENERAL QUESTIONS/ASSISTANCE: Greg Casini, <a href="mailto:greg.casini@sierraclub.org">greg.casini@sierraclub.org</a></p>
<p><b>Chapter Bylaws, Standing Rules and Elections Team</b> (volunteers and staff) interprets and answer questions about chapter bylaws and elections; assists chapters and groups in amending their bylaws; addresses complaints over the conduct of ExCom elections</p>	<p>ONLINE INFO: <a href="http://clubhouse.sierraclub.org/administration/policies/bylaws">http://clubhouse.sierraclub.org/administration/policies/bylaws</a></p> <p>QUESTIONS/ASSISTANCE: Greg Casini, <a href="mailto:greg.casini@sierraclub.org">greg.casini@sierraclub.org</a></p>
<p>Advise chapter leaders regarding ExCom procedures, volunteer leadership development and trouble-shooting, and <b>chapter governance best practices</b>; administer process of removing Club leaders/members who are harming chapters' work; administer process of suspending chapters and assist leaders to re-gain chapter status</p>	<p>QUESTIONS/ASSISTANCE: Greg Casini, <a href="mailto:greg.casini@sierraclub.org">greg.casini@sierraclub.org</a></p>
<p><b>Diversity and Inclusion Support Team</b> (volunteers and staff) builds skills, knowledge and experience through training and dialogue to create a more</p>	<p>ONLINE INFO: <a href="https://sites.google.com/a/sierraclub.org/diversityresourcepage/?pli=1">https://sites.google.com/a/sierraclub.org/diversityresourcepage/?pli=1</a></p>

welcoming and inclusive organization. The Diversity and Inclusion Support Team is open to any interested staff person or volunteer and offers a wide range of engagement points to advance this work at the organization, including but not limited to biweekly dialogue sessions on related topics/readings, mentorships, and training to become an Inclusion facilitator.	(contact Jessica Ronald if you have difficulty accessing)  QUESTIONS/ASSISTANCE: Jessica Ronald, <a href="mailto:Jessica.ronald@sierraclub.org">Jessica.ronald@sierraclub.org</a> , or Allison Chin, <a href="mailto:4achin@gmail.com">4achin@gmail.com</a>
<b>Chapter-National Relationship Task Force Implementation Team</b> (Volunteers and staff) – Implement recommendations of the Chapter-National Relationship Task Force, with the goal of fostering effective and collaborative relationship among Sierra Club Chapters and National staff.	QUESTIONS/ASSISTANCE: Debbie Heaton, <a href="mailto:humbird11@verizon.net">humbird11@verizon.net</a>
<b>Conservation Operations and Chapter Funding staff</b>	
Provide support for chapter staff and volunteers for how to <b>use c(3) and c(4) funds</b> effectively and in compliance; provide structured trainings, online information and periodic communication; assist with advice and trouble-shooting as needed	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/administration/chapter-funding">http://clubhouse.sierraclub.org/administration/chapter-funding</a>  QUESTIONS/ASSISTANCE: <a href="mailto:chapter.funding@sierraclub.org">chapter.funding@sierraclub.org</a>
Process all <b>chapter c(3) reimbursements</b> from Chapter Foundation Accounts	
Process all <b>chapter c(3) and c(4) reimbursements</b> from Chapter/National Shared Project funds	
Develop budgets for <b>chapter foundation grant requests</b> [See Office of Advancement for support for chapter foundation grant writing]	
Train and assist chapter staff to <b>use WorkDay time reporting</b>	ONLINE INFO: WorkDay Memos, Training & Updates: <a href="http://clubhouse.sierraclub.org/administration/hr/workday/">http://clubhouse.sierraclub.org/administration/hr/workday/</a>  QUESTIONS/ASSISTANCE: <a href="mailto:program.report@sierraclub.org">program.report@sierraclub.org</a>
<b>Compliance review</b> and approval for all chapter projects using c(3) funds <ul style="list-style-type: none"> <li>Assist chapter staff and volunteers to develop fund-able projects</li> <li>Compliance review and approval for chapter member communications and activities re: endorsed federal candidates</li> <li>Train and assist chapter staff and volunteers in effective, <b>compliant use of c(3), c(4) and electoral funds</b>.</li> </ul>	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/administration/compliance">http://clubhouse.sierraclub.org/administration/compliance</a>  QUESTIONS/ASSISTANCE: <a href="mailto:compliance.review@sierraclub.org">compliance.review@sierraclub.org</a>
<b>Sierra Club Outdoors and Outings Training staff</b>	
Primary staff contact for <b>chapter outings chairs</b> ; provide structured training, online information and periodic communication; assist with advice and trouble-shooting for individual leaders as needed	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/outings">http://clubhouse.sierraclub.org/outings</a>  QUESTIONS/ASSISTANCE: <a href="mailto:melanie.macinnis@sierraclub.org">melanie.macinnis@sierraclub.org</a>

<b>Local Outings Support Committee</b> ( <i>volunteers and staff</i> ) provides support for chapter and group outings leadership	
<b>ICO National Steering Committee</b> ( <i>volunteers and staff</i> ) provides support for ICO program leadership	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/outings/ico">http://clubhouse.sierraclub.org/outings/ico</a> QUESTIONS/ASSISTANCE: <a href="mailto:debra.asher@sierraclub.org">debra.asher@sierraclub.org</a>
Primary staff contact for <b>Inspiring Connections Outdoors</b> leadership; provide structured trainings, online information and periodic communication; assist with advice and trouble-shooting for individual programs and leaders as needed	
Provide <b>outings trainings</b> as well as online training and information (handbook); support for chapter, group and ICO use of outings leader databases <b>LEADERS</b> , <b>OARS</b> (Outings and Activities Registration System).	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/outings/training">http://clubhouse.sierraclub.org/outings/training</a> QUESTIONS/ASSISTANCE: <a href="mailto:sascha.paris@sierraclub.org">sascha.paris@sierraclub.org</a>
<b>Environmental Law Program staff</b>	
Provide support, advice and litigation evaluation for proposed chapter legal actions and bring new matter documents to Litigation Committee for approval	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/conservation/law">http://clubhouse.sierraclub.org/conservation/law</a> QUESTIONS/ASSISTANCE: <a href="mailto:environmental.law@sierraclub.org">environmental.law@sierraclub.org</a>
When requested, assist chapters in locating pro bono or low-cost counsel for chapter-initiated litigation; provide trouble-shooting and advice for chapter-initiated litigation if significant problems arise.	
<b>Political Program staff</b>	
Conduct structured political trainings every 2 years open to chapter leaders from all chapters; conduct additional regional trainings based on political program targeting	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/politics">http://clubhouse.sierraclub.org/politics</a> QUESTIONS/ASSISTANCE: <a href="mailto:political.desk@sierraclub.org">political.desk@sierraclub.org</a>
National Political Team (volunteers and staff) assigned to contact specific chapters and assist leaders to meet requirements and expectations for engaging in political work; every two years update and publish Sierra Club Political Team compliance guidelines	SIERRA CLUB POLITICAL TEAM VOLUNTEER LIAISONS: <ul style="list-style-type: none"> <li>• Spencer Black, <a href="mailto:sblackmsn@yahoo.com">sblackmsn@yahoo.com</a> : Board of Directors Liaison</li> <li>• Daren Garshelis, <a href="mailto:daren.garshelis@sierraclub.org">daren.garshelis@sierraclub.org</a> Senior Compliance Officer</li> <li>• Ken Brame, <a href="mailto:kenbrame@sbcglobal.net">kenbrame@sbcglobal.net</a>: Co-Team Leader: FL, NC, GA, SC, VA</li> <li>• Victoria Brandon, <a href="mailto:ybrandon@wildblue.net">ybrandon@wildblue.net</a>: Northern CA</li> <li>• Flavia De La Fuente, <a href="mailto:flavia.delafuente@gmail.com">flavia.delafuente@gmail.com</a>: TX, OK, LA, AR, MS, KS</li> </ul>

	<ul style="list-style-type: none"> <li>• Tony Fuller, <a href="mailto:ftone13@gmail.com">ftone13@gmail.com</a>: IL, MN, WI, OH, SD</li> <li>• Ken Gersten, <a href="mailto:kgersten.sc@gmail.com">kgersten.sc@gmail.com</a> : WA, OR, NV, HI, ID, AK</li> <li>• Matthew Gravatt, <a href="mailto:mbgravatt@gmail.com">mbgravatt@gmail.com</a> : DC, PA, MD, DE, ND, TN, AL</li> <li>• Rich Isaac, <a href="mailto:Risaacx@aol.com">Risaacx@aol.com</a>: NJ, CT, NY, RI, WV</li> <li>• Joseph Manning, <a href="mailto:josephmanning92@gmail.com">josephmanning92@gmail.com</a> :ME, NH, VT, ME</li> <li>• Susan Martin, <a href="mailto:Smartin31@comcast.net">Smartin31@comcast.net</a> : NM, CO, AZ, UT, WY, MT</li> <li>• Adrian Martinez, <a href="mailto:mr.adrianmartinez@gmail.com">mr.adrianmartinez@gmail.com</a>: Southern CA</li> <li>• Mark Meadows, <a href="mailto:m1831@aim.com">m1831@aim.com</a> : MI, IA, MO, KY, IN, NE</li> <li>• Debbie Sease, <a href="mailto:debbie.sease@sierraclub.org">debbie.sease@sierraclub.org</a> : Senior Lobbying and Advocacy Director</li> <li>• David Thack, <a href="mailto:dave.thack@sierraclub.org">dave.thack@sierraclub.org</a> : Director of Compliance and Operations</li> <li>• Khalid Pitts, <a href="mailto:khalid.pitts@sierraclub.org">khalid.pitts@sierraclub.org</a> : Political Director, Co-Team Leader</li> </ul>
<p>See <b>Digital Strategies Dept</b> re: production of member lists/labels for chapter-endorsed candidates.</p> <p>See <b>Conservation Operations</b> for compliance approval of chapter communications and activities re: endorsed federal candidates</p>	<p>ONLINE INFO:</p> <ul style="list-style-type: none"> <li>• Political Communications: <a href="http://clubhouse.sierraclub.org/politics/member-communications/">http://clubhouse.sierraclub.org/politics/member-communications/</a></li> <li>• Compliance: <a href="http://clubhouse.sierraclub.org/politics/compliance/default.aspx">http://clubhouse.sierraclub.org/politics/compliance/default.aspx</a></li> </ul>
<b>Organizing and Organizing Training staff</b>	
<p>Sierra Club organizing staff are charged with building grassroots power so that we can achieve our conservation campaign victories.</p> <p>Campaign-funded <b>organizers</b> recruit and engage new volunteers and provide training to build campaign and leadership skills, which potentially enhances chapter leadership and capacity long-term.</p> <p>Develops training materials and organizing resources/how-to's for use by both field staff and chapter leaders (volunteers and staff); sponsors an annual national Organizing Training (which is open to chapters); and maintains the <b>Field Organizer Desk</b>.</p>	<p>ONLINE INFO:</p> <p><a href="#">Field Organizer Desk</a></p> <p><i>Note: Chapter staff can access this site from Staffnet. Volunteers can request access through their liaison: (<a href="#">Christina Novaton</a>, <a href="#">Greg Casini</a>)</i></p> <p>QUESTIONS/ASSISTANCE:</p> <ul style="list-style-type: none"> <li>• Mark Bettinger, Regional Organizing Director, Eastern: <a href="mailto:mark.bettinger@sierraclub.org">mark.bettinger@sierraclub.org</a></li> <li>• Alison Horton, Regional Organizing Director, Central: <a href="mailto:alison.horton@sierraclub.org">alison.horton@sierraclub.org</a></li> <li>• Eva Hernandez-Simmons, Regional Organizing Director, Western: <a href="mailto:eva.hernandez@sierraclub.org">eva.hernandez@sierraclub.org</a></li> <li>• Suzanne Graham, National Organizing Manager, <a href="mailto:suzanne.graham@sierraclub.org">suzanne.graham@sierraclub.org</a></li> <li>• Bob Bingaman, National Organizing Director: <a href="mailto:bob.bingaman@sierraclub.org">bob.bingaman@sierraclub.org</a></li> </ul>



<p><b>Grassroots Network Support Team</b> (<i>volunteers and staff</i>)</p> <ul style="list-style-type: none"> <li>Supports the Club's Grassroots Network and its online collaboration site (<a href="http://content.sierraclub.org/grassrootsnetwork/">http://content.sierraclub.org/grassrootsnetwork/</a>), which provides a home for volunteer-driven teams building grassroots power by engaging new people, nurturing new leaders, diversifying the movement, and making meaningful progress on conservation goals.</li> <li>Administers competitive annual grant program to fund Grassroots Network teams.</li> <li>Collaborates with Club capacities (Chapter Support, Organizing, etc.) to build Grassroots Network team leadership and capacity.</li> </ul> <p>The Grassroots Network leadership comprises a volunteer-staff co-pair appointed by the Board of Directors and who also serve on the GNST: Clayton Daughenbaugh (volunteer), <a href="mailto:claytonhd@xmission.com">claytonhd@xmission.com</a> Bob Bingaman (staff), <a href="mailto:bob.bingaman@sierraclub.org">bob.bingaman@sierraclub.org</a></p>	<p><b>Grassroots Network Team Members:</b></p> <ul style="list-style-type: none"> <li>Norm Sharp, Volunteer Co-lead, <a href="mailto:norm.sharp@att.net">norm.sharp@att.net</a></li> <li>Gwyn Jones, Staff Co-lead, <a href="mailto:gwyn.jones@sierraclub.org">gwyn.jones@sierraclub.org</a></li> <li>Les Barry, <a href="mailto:lesbarry@gmail.com">lesbarry@gmail.com</a></li> <li>Fran Caffee, <a href="mailto:fran.caffee@gmail.com">fran.caffee@gmail.com</a></li> <li>Kathy Lacey, <a href="mailto:ktortoises@netzero.com">ktortoises@netzero.com</a></li> <li>Patrick Murphy, <a href="mailto:patrickmurphy2010@u.norhtwestern.edu">patrickmurphy2010@u.norhtwestern.edu</a></li> <li>Matt Trokan, Water Sentinels Coordination, <a href="mailto:matt.trokan@sierraclub.org">matt.trokan@sierraclub.org</a></li> </ul> <p>GENERAL QUESTIONS/ASSISTANCE: Gwyn Jones, Sr. Representative, Grassroots Network <a href="mailto:gwyn.jones@sierraclub.org">gwyn.jones@sierraclub.org</a></p> <p>ONLINE INFO: Grassroots Network Site: <a href="http://content.sierraclub.org/grassrootsnetwork/">http://content.sierraclub.org/grassrootsnetwork/</a> Grassroots Network Information on Clubhouse: <a href="http://clubhouse.sierraclub.org/conservation/activist-network/default.aspx">http://clubhouse.sierraclub.org/conservation/activist-network/default.aspx</a></p>
<p><b>Conservation Campaigns and Programs staff</b></p>	
<p><b>State Lobbying Advocacy</b> Review and approve <b>state lobby grants</b> and state lobbying dues allocation going to chapters. Provide ongoing support and guidance to Chapter-based lobby corps. Work with chapters to build state lobbying advocacy capacity State Colloquium</p>	<p>ONLINE INFO: <a href="http://clubhouse.sierraclub.org/conservation/state/">http://clubhouse.sierraclub.org/conservation/state/</a> <a href="http://clubhouse.sierraclub.org/conservation/state/grants/state-lobby-grant-description.doc">http://clubhouse.sierraclub.org/conservation/state/grants/state-lobby-grant-description.doc</a></p> <p>QUESTIONS/ASSISTANCE: Jen Hensley, Director, State Lobbying Advocacy, <a href="mailto:jennifer.hensley@sierraclub.org">jennifer.hensley@sierraclub.org</a> / 312.251.1680 x114</p>
<p>Work with selected chapter leaders to develop nationally-funded <b>"Chapter/National Shared Projects"</b></p> <p><i>Campaign and program staff who work with chapters on Shared Projects are not detailed here</i></p>	<p>ONLINE INFO: <a href="http://clubhouse.sierraclub.org/conservation/campaigns-and-programs/working-with-chapters.aspx">http://clubhouse.sierraclub.org/conservation/campaigns-and-programs/working-with-chapters.aspx</a></p> <p>QUESTIONS/ASSISTANCE: Christina Novaton, <a href="mailto:christina.novaton@sierraclub.org">christina.novaton@sierraclub.org</a></p>
<p>Campaign and program staff convene chapter leaders, organizers, and others to develop coordinated campaign plans in campaign-targeted states</p>	<p>Per established Chapter/National Shared Projects and campaign priorities – chapters should contact their local campaign representative or organizer.</p>
<p>Communicate with chapter leaders, primarily via email or scheduled conference calls; communication directly with chapter leaders varies by campaign and chapter</p>	<p>Contact campaign representatives for more info. See staff org chart: <a href="http://clubhouse.sierraclub.org/people/staff/hierarchy.aspx">http://clubhouse.sierraclub.org/people/staff/hierarchy.aspx</a></p>

Digital Strategies Department	
Provide structured trainings, online information, and communication with chapters using <b>CONVIO</b> ; implement sending of CONVIO alerts and emails for chapters	<p>ONLINE INFO: <a href="http://clubhouse.sierraclub.org/communications/convio">http://clubhouse.sierraclub.org/communications/convio</a></p> <p>QUESTIONS/ASSISTANCE: <a href="mailto:convio.help@sierraclub.org">convio.help@sierraclub.org</a></p>
Provide structured trainings, online information and communication with chapters and groups re: use of <b>HELEN</b>	<p>ONLINE INFO: <a href="http://clubhouse.sierraclub.org/people/members/helen">http://clubhouse.sierraclub.org/people/members/helen</a></p> <p>QUESTIONS/ASSISTANCE: <a href="mailto:helen.support@sierraclub.org">helen.support@sierraclub.org</a></p>
Produce membership <b>lists and/or labels</b> for chapters and groups, including political orders for use on behalf of authorized, endorsed candidates.	<p>ONLINE INFO: <a href="http://clubhouse.sierraclub.org/people/members/lists">http://clubhouse.sierraclub.org/people/members/lists</a></p> <p>QUESTIONS/ASSISTANCE: <a href="mailto:labels@sierraclub.org">labels@sierraclub.org</a></p>
Provide structured trainings, online information and communications to assist chapter and group webmasters; support for use of <b>DRUPAL</b> in updating and implementing chapter websites.	<p>ONLINE INFO: <a href="http://drupalsupport.sierraclub.org">http://drupalsupport.sierraclub.org</a></p> <p>QUESTIONS/ASSISTANCE: <a href="mailto:drupal.help@sierraclub.org">drupal.help@sierraclub.org</a></p>
Update the chapter and group leader database ( <b>WILD</b> ) including new and dissolved groups	<p>ONLINE INFO: <a href="http://clubhouse.sierraclub.org/people/members/lists/leader-change-worksheets.aspx">http://clubhouse.sierraclub.org/people/members/lists/leader-change-worksheets.aspx</a></p> <p>QUESTIONS/ASSISTANCE: <a href="mailto:leader.updates@sierraclub.org">leader.updates@sierraclub.org</a></p>
Support for chapter and groups to implement <b>OARS</b> (Outings and Activities Registration System) for their activities calendars, in both existing and updated websites.	<p>ONLINE INFO: <a href="http://clubhouse.sierraclub.org/communications/web/support/activities/default.aspx">http://clubhouse.sierraclub.org/communications/web/support/activities/default.aspx</a></p> <p>QUESTIONS/ASSISTANCE: Drupal/Website: OARS: <a href="mailto:online.activities@sierraclub.org">online.activities@sierraclub.org</a></p>
Assist chapters as needed with set up of listservs and conference call lines	<p>ONLINE INFO: <a href="http://clubhouse.sierraclub.org/communications/email/listserv/index">http://clubhouse.sierraclub.org/communications/email/listserv/index</a></p> <p>QUESTIONS/ASSISTANCE: <a href="mailto:postmaster@sierraclub.org">postmaster@sierraclub.org</a></p>



### Communications Department

Maintain **online communications resources** such as talking points for key campaigns, provide messaging guidance and polling & research updates, etc.

Communications Department contact for

- Grassroots, chapter and group stories in Club publications, etc.
- Inquiries about Meltwater (PR media contacts database, press release distribution, media clips and tracking)
- Template communications materials (press releases, advisories, etc.)

Facilitate structured **trainings on communications department & media skills** open to chapter/group staff and volunteers as well as campaign organizers and other national staff (Beyond Regional Press Secretaries will conduct trainings).

Communications Department contact for grassroots, chapter and group stories in Club publications

ONLINE INFO:

[Clubhouse: Communications](#)

[Clubhouse: Strategic Messaging](#)

[Clubhouse: Media](#)

[Clubhouse: Meltwater PR database](#)

Beyond Coal Campaign Regional Press Secretaries [Interactive Map](#)

QUESTIONS/ASSISTANCE: Dan Byrnes, [daniel.byrnes@sierraclub.org](mailto:daniel.byrnes@sierraclub.org)

QUESTIONS/ASSISTANCE: [tom.valtin@sierraclub.org](mailto:tom.valtin@sierraclub.org)

### Finance Department

Provide **support for chapter treasurers and staff** who handle chapter funds; provide structured training every 2 years, online information, and periodic communications; assist with advice and trouble-shooting as needed

Administer **chapter funding allocation**; provide information to chapters about funding allocation

Provide Club certificate of insurance as needed for chapters and groups to reserve meeting and events sites; provide liability insurance rider for “thons”

**Treasurers Support Team** (*volunteers and staff*) are assigned to contact specific treasurers periodically and assist them to meet requirements and expectations for handling Club funds and annual financial reporting; develop and provide templates and guidelines as needed

Review and approve **chapter office leases**

ONLINE INFO: <http://clubhouse.sierraclub.org/administration/finance>

QUESTIONS/ASSISTANCE: [adrienne.frazier@sierraclub.org](mailto:adrienne.frazier@sierraclub.org)

ONLINE INFO:

<http://clubhouse.sierraclub.org/administration/finance/treasurer-training-manual>

QUESTIONS/ASSISTANCE: [adrienne.frazier@sierraclub.org](mailto:adrienne.frazier@sierraclub.org)

ONLINE INFO:

<http://clubhouse.sierraclub.org/administration/finance/chapter/leases.PDF>

	QUESTIONS/ASSISTANCE: <a href="mailto:larry.foster@sierraclub.org">larry.foster@sierraclub.org</a>
Provide payroll services for all chapters with staff	QUESTIONS/ASSISTANCE: <a href="mailto:payroll@sierraclub.org">payroll@sierraclub.org</a>
Engage legal services if appropriate to address legal threats against chapters/chapter leaders	QUESTIONS/ASSISTANCE: Greg Casini, <a href="mailto:greg.casini@sierraclub.org">greg.casini@sierraclub.org</a>

### Office of Advancement

Write, review and approve foundation grant proposals for chapters  Budgets for chapter grant proposals developed and approved by Conservation Operations/Chapter Funding staff.	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/fundraising/grants">http://clubhouse.sierraclub.org/fundraising/grants</a>  QUESTIONS/ASSISTANCE: Grant Writing: Kiyana Allen, <a href="mailto:kiyana.allen@sierraclub.org">kiyana.allen@sierraclub.org</a> Budget Development: <a href="mailto:chapter.funding@sierraclub.org">chapter.funding@sierraclub.org</a>
Supports chapter fundraising by clarifying policies, answering chapter inquiries, and serving as a point of contact for chapter fundraisers. Works with chapter and national staff to facilitate cooperation and strategic fundraising planning across all entities.	QUESTIONS/ASSISTANCE: Ben Avery, <a href="mailto:ben.avery@sierraclub.org">ben.avery@sierraclub.org</a>
Linkshare Affiliate Program	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/fundraising/membership/linkshare">http://clubhouse.sierraclub.org/fundraising/membership/linkshare</a>  QUESTIONS/ASSISTANCE: Ben Avery, <a href="mailto:ben.avery@sierraclub.org">ben.avery@sierraclub.org</a>
Membership and fundraising resources and information	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/fundraising/membership">http://clubhouse.sierraclub.org/fundraising/membership</a>  QUESTIONS/ASSISTANCE: Ben Avery, <a href="mailto:ben.avery@sierraclub.org">ben.avery@sierraclub.org</a>
Information about giving-by-bequest to benefit a chapter or group	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/fundraising/gift-planning-for-chapters">http://clubhouse.sierraclub.org/fundraising/gift-planning-for-chapters</a>  QUESTIONS/ASSISTANCE: <a href="mailto:gift.planning@sierraclub.org">gift.planning@sierraclub.org</a>
Online chapter fundraising support	TBD – staff vacancy
Sierra Club merchandise for chapter fundraising	ONLINE INFO: <a href="http://clubhouse.sierraclub.org/fundraising/for-sale">http://clubhouse.sierraclub.org/fundraising/for-sale</a>  QUESTIONS/ASSISTANCE: Georgia Seibert, <a href="mailto:georgia.seibert@sierraclub.org">georgia.seibert@sierraclub.org</a>

**Human Resources Department**

- Conduct structured trainings and provide online information for chapter staff managers; provide trouble-shooting and advice as needed
- Develop, review and approve job descriptions for chapter positions; Handle independent contractor agreements for chapters
- Handle all criminal and DMV record background checks for chapter positions; Engage outside legal services if appropriate to assist chapters in employment matters

**ONLINE INFO:**

- Main HR Page on Clubhouse: <http://clubhouse.sierraclub.org/administration/hr>
- Employee/Manager Handbooks & Guides: <http://clubhouse.sierraclub.org/administration/hr/handbooks-guides/>

**QUESTIONS/ASSISTANCE:** [hrd@sierraclub.org](mailto:hrd@sierraclub.org)