



STATUTORY MEMBERS
MEMBERS OF THE TNF WHO ARE GRANTED VOTING RIGHTS BY CALIFORNIA STATE LAW AND BY THE BYLAWS OF THE **TELLUS NOVA FOUNDATION** AS A STAKEHOLDER OF THE TNF. STATUTORY MEMBERS MAY BE CONSULTED UPON THE REACHING OF AN IMPASSE BY THE BOARD OF DIRECTORS OR UPON SOME OTHER CRITICAL DECISION NEEDED TO BE MADE. STATUTORY MEMBERS MAY HAVE THE RIGHT TO ELECT DIRECTORS, AND TO VOTE FOR THE ACCEPTANCE OF NEW STATUTORY MEMBERS. STATUTORY MEMBERS ARE GRANTED A MEMBERSHIP CERTIFICATE SIGNED BY THE CHAIRMAN, THE EXECUTIVE DIRECTOR, AND THE SECRETARY. MEMBERS MAY BE REQUIRED TO PAY DUES.

HONORARY MEMBERS
MEMBERS OF THE TNF WHO DO NOT POSSESS ANY VOTING RIGHTS GRANTED TO THEM BY CALIFORNIA STATE LAW. HONORARY MEMBERS MAY OR MAY NOT HAVE VOTING RIGHTS GRANTED TO THEM IN THE BYLAWS OF THE **TELLUS NOVA FOUNDATION** AS A STAKEHOLDER. HONORARY MEMBERS MAY BE CONSULTED UPON THE REACHING OF AN IMPASSE BY THE BOARD OF DIRECTORS OR UPON SOME OTHER CRITICAL DECISION NEEDED TO BE MADE. HONORARY MEMBERS ARE GRANTED A MEMBERSHIP CERTIFICATE SIGNED BY THE CHAIRMAN, THE EXECUTIVE DIRECTOR, AND THE SECRETARY. MEMBERS MAY BE REQUIRED TO PAY DUES. NEW HONORARY MEMBERS MUST BE APPROVED BY THE BOARD OF DIRECTORS.

FINANCE DIVISION
RESPONSIBLE FOR MAINTAINING TAX-EXEMPT STATUS AND 501(c)(3) NON-PROFIT STATUS IN COMPLIANCE WITH THE INTERNAL REVENUE SERVICE AND ANY PERTINENT STATE AND LOCAL GOVERNMENT AUTHORITIES.

CHIEF FINANCIAL OFFICER (CFO)
THE OFFICER THAT OVERSEES GRANT WRITING AND ANY OTHER INCOME GENERATING ACTIVITIES. FILES INCOME TAX RETURNS, WRITES RECEIPTS FOR TAX-DEDUCTIBLE DONATIONS, TRACKS INCOME AND EXPENDITURES, AND MANAGES BANK ACCOUNTS. THE CFO'S AUTHORITY SUPERSEDES THAT OF ANY REGIONAL VOLUNTEER COORDINATORS WITHIN THE FINANCE DIVISION. REPORTS TO THE ASSISTANT DIRECTOR AND TO THE EXECUTIVE DIRECTOR.

GRANT WRITER
WRITES GRANTS TO SOLICIT FUNDS FROM PRIVATE FOUNDATIONS AND PUBLIC AGENCIES. REPORTS TO THE CFO.

PUBLIC AFFAIRS DIVISION
HANDLES ALL ACTIVITIES RELATING TO PUBLIC OUTREACH AND PUBLIC ACCESSIBILITY TO RELEVANT LITERATURE. INCLUDES MAINTAINING WEBSITE, ANSWERING PUBLIC INQUIRIES, AND TRANSLATING READING MATERIALS.

CHIEF PUBLIC AFFAIRS OFFICER (CPAO)
THE OFFICER THAT OVERSEES TRANSLATION TEAMS, EDITING AND PUBLISHING OF READING MATERIALS AND LITERATURE, AND THE CONTENT OF THE **TELLUS NOVA FOUNDATION'S** WEBSITE AND WEB PAGES. THE CPAO'S AUTHORITY SUPERSEDES THAT OF ANY REGIONAL VOLUNTEER COORDINATORS WITHIN THE PUBLIC AFFAIRS DIVISION. REPORTS TO THE ASSISTANT DIRECTOR AND TO THE EXECUTIVE DIRECTOR.

SENIOR TRANSLATOR
RESPONSIBLE FOR OVERSEEING THE TRANSLATION OF ASSIGNED READING MATERIALS AND LITERATURE. MANAGES THE TRANSLATORS ASSIGNED TO THEIR LANGUAGE TEAM, AND DELEGATES WORK TO THEIR STAFF. REPORTS TO CPAO AND REGIONAL VOLUNTEER COORDINATOR (IF APPLICABLE).

TRANSLATOR
TRANSLATES READING MATERIALS AND LITERATURE IN ACCORDANCE WITH THE INSTRUCTIONS GIVEN TO THEM BY THEIR SENIOR TRANSLATOR (IF APPLICABLE) OR THE CHIEF PUBLIC AFFAIRS OFFICER. REPORTS TO THEIR SENIOR TRANSLATOR (IF APPLICABLE), THEIR REGIONAL VOLUNTEER COORDINATOR (IF APPLICABLE), OR THE CPAO.

GENERAL OPERATIONS DIVISION
DEALS WITH THE RECRUITMENT OF VOLUNTEERS FOR OTHER DIVISIONS, NON-DIVISIONAL STAFF NEEDS, AND FOR GENERAL VOLUNTEER WORK. HANDLES ANY DAILY ORGANIZATIONAL ACTIVITIES NOT COVERED BY THE OTHER DIVISIONS.

CHIEF ADMINISTRATIVE OFFICER (CAO)
THE OFFICER THAT OVERSEES ANY AND ALL ORGANIZATIONAL OFFICES OR GENERAL ACTIVITIES. THE CAO'S AUTHORITY SUPERSEDES THAT OF ANY REGIONAL VOLUNTEER COORDINATORS WITHIN THE GENERAL OPERATIONS DIVISION. REPORTS TO THE ASSISTANT DIRECTOR AND TO THE EXECUTIVE DIRECTOR.

REGIONAL VOLUNTEER COORDINATOR
HAS CROSS-DIVISIONAL AUTHORITY TO COORDINATE VOLUNTEERS WITHIN THEIR ASSIGNED REGION. OVERSEES VOLUNTEER RECRUITMENT AND DELEGATES ORGANIZATIONAL ACTIVITIES TO THE RESPECTIVE VOLUNTEERS IN THEIR REGION. REPORTS TO THE CAO.

VOLUNTEER COORDINATOR
MANAGES TEAMS OF GENERAL VOLUNTEERS AND VOLUNTEER TEAM ACTIVITIES. MAY BE RESPONSIBLE FOR RECRUITING VOLUNTEERS AS NEEDED. REPORTS TO REGIONAL VOLUNTEER COORDINATOR (IF APPLICABLE) OR TO THE CAO.

VOLUNTEER
GENERAL VOLUNTEERS MAY HELP OUT IN ANY NUMBER OF WAYS, AND MAY WORK TOGETHER IN TEAMS. REPORTS TO VOLUNTEER COORDINATOR (IF APPLICABLE) OR TO THE CAO.

WRITER
WRITES BROCHURES, FLYERS, OR OTHER WRITING MATERIALS ON BEHALF OF THE TNF, AND WHICH REPRESENT THE TNF'S STATED GOALS AND ETHOS. WRITERS MAY ALSO BE RESPONSIBLE FOR WRITING ARTICLES OR ONLINE CONTENT. WRITERS MAY ALSO OPERATE INDEPENDENTLY AND USE THE TNF AS A PUBLISHING PLATFORM FOR THEIR OWN WORK. TNF WRITERS WHO ARE NOT INDEPENDENT WRITERS REPORT TO THEIR VOLUNTEER COORDINATOR OR TO THE CAO.

CHAIRMAN OF THE BOARD OF DIRECTORS
A DIRECTOR WHO COORDINATES MEETINGS OF THE BOARD OF DIRECTORS IN ACCORDANCE WITH THE BYLAWS OF THE **TELLUS NOVA FOUNDATION**.

DIRECTORS
RESPONSIBLE FOR THE STRATEGIC GUIDANCE OF THE TNF, THE FORMATION OF TNF POLICIES, AMENDING THE BYLAWS, AND LONG-TERM DECISION MAKING. DIRECTORS MAY OR MAY NOT ALSO VOLUNTEER WITH THE TNF IN OTHER CAPACITIES. THE BOARD OF DIRECTORS MAY ALSO BE RESPONSIBLE FOR NOMINATING AND/OR APPROVING NEW HONORARY MEMBERS AND NOMINATING NEW STATUTORY MEMBERS.

EXECUTIVE DIRECTOR
THE DIRECTOR AND NON-DIVISIONAL OFFICER RESPONSIBLE FOR THE MANAGEMENT OF ALL OF THE DAILY ACTIVITIES OF THE TNF AND THE IMPLEMENTATION OF DECISIONS MADE BY THE BOARD OF DIRECTORS AND THE DELEGATION OF ALL RELATED TASKS. THE EXECUTIVE DIRECTOR IS A VOTING MEMBER OF THE BOARD OF DIRECTORS AND AN OFFICER. REPORTS TO THE REST OF THE BOARD OF DIRECTORS.

ASSISTANT DIRECTOR
THE NON-DIVISIONAL OFFICER RESPONSIBLE FOR THE MANAGEMENT OF ALL OF THE DAILY ACTIVITIES OF THE TNF IN LIEU OF OR IN ASSISTANCE TO THE EXECUTIVE DIRECTOR. REPORTS TO THE EXECUTIVE DIRECTOR.

SECRETARY
THE NON-DIVISIONAL OFFICER RESPONSIBLE FOR THE TNF'S REGULAR FILINGS WITH GOVERNMENT AGENCIES, STAFF ADHERENCE TO THE BYLAWS, AND THE RECORDING AND FORMATTING OF MINUTES FOR MEETINGS OF THE BOARD OF DIRECTORS OR ANY OTHER MEETINGS REQUIRING THE RECORDING OF MINUTES. REPORTS TO THE ASSISTANT DIRECTOR AND TO THE EXECUTIVE DIRECTOR.

ADMINISTRATIVE ASSISTANT
MAY BE ASSIGNED TO ASSIST OFFICERS AND OTHER SUPERVISING STAFF IN ANY NUMBER OF MISCELLANEOUS ACTIVITIES, PARTICULARLY OF AN ADMINISTRATIVE NATURE.