

# TMN/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 17

December, 2016

## Getting Ready for 2017

Can you believe 2017 is just around the corner? There are a few things that we need to do to get the chapter data ready for the new year.

- 1) Make sure your leadership is current. We have a new Grid ‘TMN Standard-Board & Committee Membership’ that can help you see your current leadership. See the list below to see what leadership positions we need to see.
- 2) Make sure your milestones and re-certifications are recorded and up-to-date.
- 3) Confirm your Admin User information >>
- 4) Encourage your volunteers to put in their December hours quickly so we can run the annual reports in late January.



Board members & advisors have standard titles & functions, so they are in the check box list. Other committee members that we need to know about are listed below. Not all chapters will have all of these positions, and some of these will be roles will be combined in other chapters.

Archivist/Historian	Immediate Past President
Newsletter	Membership Director
Outreach	New Class Director
Publicity	Communications Director
Website/Webmaster	Advanced Training Director
VMS Admin 1	Volunteer Service Projects Director
VMS Admin 2	New Class Representative (Spring)
VMS Admin 3	New Class Representative (Fall)
VMS Admin Additional (As Needed)	State Program Representative

Other information that we need (i.e. Facebook page, meeting dates, etc.) will be pulled from your chapter document and your chapter’s ‘Apply To’ document.

After we’ve pulled this information, we will send it to you in January to confirm the data.

### Special points of interest:

- ◆ GET READY FOR NEXT YEAR
- ◆ NEW VOLUNTEER GUIDE AVAILABLE
- ◆ TX WATERS DETAILS
- ◆ FIELD IN FOCUS: MY PLACEMENTS
- ◆ VMS DEVELOPMENT LIST

### Revised VMS Volunteer Guide Now Available

The Revised Volunteer Guide is now on the help desk. If you see something that needs to be clarified or fixed, please put in a help desk ticket.



### Management Team

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### Field in Focus: My Placements

Many volunteers find the number of opportunities in their drop-down box to be daunting.

Remind them that they can manage the number of opportunities that they are approved for by going to the 'My Placements' option on their dashboard and removing themselves from the opportunities they don't want.



My Placements

### VMS Development List

The management team has requested the following enhancements to the VMS system. We don't have a completion date but will keep you informed:

- Automations: put the number of affected profiles on the OK/Cancel box, before the request gets in the queue for execution.
- Dashboard: Fix the hours summary to show or delineate TMN Hours.
- eRecruiter Logbook: Offer a chronological listing.
- *Done...*eRecruiter Logbook: Make Ordinary Logbook entries the default.
- Survey: The ability to grab more information from the opportunity or volunteer profile.
- ECoordinator: the ability to move a LBE from one opportunity to another.

### Texas Waters Certification Specialization

Everyone should now have the AT: TX Waters Certification Training opportunity in your chapter folder. You will need to approve your volunteers that wish to pursue this certification. All of the lectures and webinars from the TX Waters program will go under this opportunity.

Volunteers must complete 10 service hours per year to maintain their Texas Waters Specialist certification. Qualifying Texas Waters service hours will be focused on water related educational activities (fairs, festivals, events, outreach), projects (water quality testing/monitoring, habitat restoration, riparian or wetland planting projects, spring/river/creek/wetland/riparian area cleanups, aquifer recharge/karst feature flagging and clearing, etc.), or demonstrations/demonstration areas (enviroscape, runoff models, runoff landscape features like dry creek beds, rain gardens, etc.).

This activity qualifies for the following specialization:

- Texas Waters Specialist

*The volunteer will mark their survey as qualifying when they put their hours in the system.*

We have added a column to the 'Not Yet Approved' grid so that when you are approving your volunteer's hours, you can see whether the volunteer has identified their activity as a qualifying service and approve it if appears that it pertains to water related activities which you should be able to tell by looking at the title and service notes.