

Arkansas Chapter of the Wildlife Society Officer and Committee Duties March 2010

President

- Preside at meetings of the Chapter and of the Executive Board
- Organize spring and fall meetings in odd years
- Appoint committee chairmen
- Represent the chapter or appoint a representative to Section or Society committees or meetings

President-elect

- Serve as Chairman of the Program Committee and organize spring and fall meetings in even years

Secretary-Treasurer

- Upon appointment, open checking account for the Chapter (use Chapter Federal Tax ID Number)
- Provide a report at Chapter meetings outlining receipts and expenditures and account balances and on current membership
- Keep minutes of all Chapter and Executive Board meetings
- Submit annual report to IRS and annual nonprofit organization report with AR Secretary of State
- Receive dues from members directly
- Receive chapter dues that were paid to the parent Society
- Produce a newsletter at least twice a year, preferably around June and December (This duty may be assigned to a Newsletter Editor should someone volunteer for the position).
- Maintain Chapter membership database
- Serve as the primary conduit for email announcements to Chapter members
- Obtain plaque for outgoing Chapter President and any necessary Award plaques
- Obtain list of current members of student chapters at start of each semester and add them to the database
- Report election results to national within 30 days.

Board Member

- Serve as Chairman of the Student Fund Committee
- Attend Chapter and Executive Board meetings.

Past President

- Serve as member of the Executive Committee

Nominating and Elections Committee

- In odd years find suitable candidates for the offices of President Elect and Secretary- Treasurer
- In even years find suitable candidates for the office of Board Member
- Print ballots and count the votes for Chapter elections

Audit Committee

- Audit Chapter accounts annually (usually takes an hour or so). Review all expenditures to make sure they were appropriate and make sure all accounts balance

Membership Committee

- Recruit new members and encourage former members to rejoin

Student Fund Committee

- Raise funds for the Student Fund with the goal of raising at least \$2,000 annually

Conservation and Review Resolutions Committee

- Track any conservation issues that the Chapter may wish to comment on Arkansas Legislature, State and Federal agency management plans
- Develop resolutions on conservation issues and review resolutions proposed by others

Awards Committee

- Seek nominations and make selections for the ATWS Award of Achievement

Education and Information Committee

- Seek and employ methods of informing the public of basic wildlife management concepts and of Chapter and Society activities and interests

Celebrating our Wildlife Conservation Heritage Committee

- Conduct oral history interviews with prominent wildlife biologists
- Maintain chapter records and deposit them with the University of Central Arkansas on a regular basis