



Lynn Stevens  
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Jan. 31

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Colorado Chapter of The Wildlife Society

COLORADO CHAPTER OF THE WILDLIFE SOCIETY  
Newsletter Schedule

Contributions to the Newsletter are due approximately 10 days after each board meeting.

**BOARD MEETINGS**

**NEWSLETTER DEADLINE**

March  
April  
June/July  
September  
November  
January Jan. 31

**Regularly Scheduled Articles (in every Newsletter):**

President's Column – PRESIDENT

Executive Board Meeting Highlights – SECRETARY

Welcome to any New Members – MEMBERSHIP CHAIR

\*Any official actions that must come before the membership (ex. Bylaw changes, Policy Statements, Resolutions)

\*Articles on projects funded by Chapter or donations made – ASSIGNED BOARD MEMBERS

**ANNUAL ARTICLES:**

Annual Report – PRESIDENT

Fiscal State of the Chapter (calendar year) – TREASURER

Description of Committee Activities – COMMITTEE CHAIRS

|                |                       |                         |
|----------------|-----------------------|-------------------------|
| Audit          | Student Chapter       | Awards                  |
| Certification  | Conservation Review   | Education & Information |
| Historian      | Finance/Auction       | Land Use                |
| Membership     | Nominations/Elections | Policy/Resolution       |
| Workshops      | Summer Meeting        | Wildlife Management     |
| Winter Meeting | CWS Website           |                         |

**MARCH NEWSLETTER: (additional to standard articles)**

Awards: Article announcing recipients, include names of award committee members.

Finance: Report to membership on auction, thanking those who donated items (including door prizes)

Secretary: Highlights of January board meetings (new & old board)  
Highlights of annual business meeting  
Schedule of this year's board meetings

President: Comments on Annual Meeting.

Nominations/President-elect: Announce successful candidates, thank everyone for running, including committee members.



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Workshop: Announce planned workshops if appropriate.

Treasurer: Approved annual budget.

Legislative Review: Report on upcoming activities, bills of interest in legislature, list of legislators and information on how to contact them.

Membership: Renewals, new memberships, membership drive.

**APRIL/MAY NEWSLETTER:**

Workshop: Announcement and registration for workshops if appropriate.

Legislative Review: Update on membership.

Membership: Update on membership.

Finance: Request for auction items.

Certification: Benefits of certification, status of effort to require re-certification, professional development program.

**JUNE/JULY NEWSLETTER:**

Workshop: Recap of workshop if appropriate.

Awards: Request for nominations for Colorado Chapter awards (to the awards committee by Sept. 30).

Audit: Summary of audit of previous year's finances.

Nominations/Elections: Request for volunteers for all offices.

Legislative Review: Final Report on legislature.

**SEPTEMBER/OCTOBER NEWSLETTER:**

Annual Meeting Program:

Announce theme, location, other details...

Hotel registration form

Request for technical papers

Request for posters, if conducting poster session.

Awards: Second request for nominations for Chapter Awards.

Finance: Request for auction items/door prizes.

Legislative Review: Any special election information, if applicable.

Central Mountains and Plains Section Representative: Comments on CMPS meeting.

Nominations /Elections: Final slate of candidates, describe election procedures (date of mailing of ballot, deadline for postmark on ballots).

**NOVEMBER/DECEMBER NEWSLETTER:**

Annual Meeting Program:

Final information on Winter Meeting.

Second call for Technical Papers

Second call for Posters

Treasurer: Pre-registration form for Annual Meeting.

Finance: Final request for auction/door prize items.

Membership: Remind members to check membership expiration date.