



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.