

### Summary of duties for each liaison position

For all positions: the liaison is the communicator between the chair (if available) and the board for all summarized activities. If there is no chair, the liaison is responsible for filling the position of chair and performing the chair duties until one is assigned and approved by the board. It is your duty as a liaison to make sure you meet deadlines each year (if appropriate) or make sure the committee completes its obligation each year.

### Awards

Chair responsibilities	Liaison responsibilities
Write call for awards in November/December newsletter	Get call for awards to newsletter chair and liaison 3 weeks after November board meeting
Receive nominations and determine award winners	Make sure the chair is getting nominations and if not, report to board so we can assist with nomination ideas
Get certificates framed before annual meeting in February	Confirm that awards are ready before annual meeting in February
Announce winners at annual meeting banquet	Communicate to board the award winners and other information about awards

### Certification

Chair responsibilities	Liaison responsibilities
Write call for certification in March/April and July/August newsletter	If any applicants, add agenda item for board to approve payment
If any applicants, assist with requirements for certification by contacting the national chapter and working with applicant	Consult with applicant and treasurer that they receive payment for certification

### Conservation/Legislative review

Chair responsibilities	Liaison responsibilities
Gather information on national policy and state policy affecting wildlife	Subscribe to policy news updates from TWS and communicate to chair
Write items for each bimonthly newsletter	Make sure update is written for newsletter and the newsletter chair receives the information within 3 weeks of each board meeting

## Education

Chair responsibilities	Liaison responsibilities
Gather information on workshops, meetings, symposia, et al. of interest to members both in state and outside of state	Gather information on workshops, meetings, symposia, et al. of interest to members both in state and outside of state
Gather information on local wildlife programs and perhaps spotlight in newsletter	Make sure an update is written for each newsletter within 3 weeks of the board meeting
Submit a bimonthly update for each newsletter	

## Auction

Chair responsibilities	Liaison responsibilities
Obtain items for annual meeting auction throughout the year	Assist chair with recording auction items as needed
Send auction request letters to appropriate businesses and individuals by September of each year	Assist with and make sure database is being maintained with auction items.
Communicate items to liaison at least one week before each board meeting	
Spend appropriated money for auction items (after board approval) before the annual meeting in February and communicate to the board	
Record auction item, who donated it, the original price, the auction price, and the person that bought each item at the annual meeting.	
Maintain updated database of where donations came from and who can be contacted each year.	

## Historian

Chair responsibilities	Liaison responsibilities
Maintain electronic database of award winners, board officers, scholarship and grant winners, meeting dates, meeting places, and agendas	Help with the electronic database and making sure it's up to date
Maintain hard copies of newsletters	Communicate historical issues to board
Keep photo album and scrapbook updated	Make sure historical documents and COWCH interviews are sent and housed at the fort Collins

	CPW office
Take pictures at annual meetings and events	

## Land Use

Chair responsibilities	Liaison responsibilities
Responsible for nominating a land steward award each year before the annual meeting in February (in cooperation with Awards chair)	Maintain membership in CCAPA
Keep updated on public/private land issues and wildlife in Colorado	Be sure that land steward award is nominated and awarded at annual meeting
Provide updates to newsletter about public/private land issues	

## Membership

Chair responsibilities	Liaison responsibilities
Maintain membership list from state and national chapters	Report to board membership numbers during March and September board meetings
Maintain email list of memberships available to all board members if necessary	Make sure membership is up to date before registration begins for annual meeting in December
Communicate with treasurer regarding new and renewal memberships	

## Newsletter

Chair responsibilities	Liaison responsibilities
Organize and format newsletter bimonthly	Make sure newsletter items are submitted to chair within 3 weeks after each board meeting
Send out newsletter bimonthly to membership email list	Confirm that information from board meeting is included in the newsletter
Let liaison know if board members have not submitted articles on time.	In charge of tracking down people that need to write pieces and making sure they are submitted in time

## Nominations/elections

Chair responsibilities	Liaison responsibilities
Search for nominations within membership for all board positions by December of each year	Search for nominations within membership for all board positions by December of each year
Obtain pictures and biographies from all nominees for submission in the November/December newsletter	Make sure ballots are counted and notify board members of winners for each position
Set up online voting for positions by December of each year	

## Policy Resolutions

Chair responsibilities	Liaison responsibilities
NONE NECESSARY	If guidelines are out of date, start process of updating
	Address any membership or board questions regarding board policy or programs

## Scholarships

Chair responsibilities	Liaison responsibilities
Announce call for awards in newsletter	Make sure both awards are announced
Obtain nominations and applications and select winners	Make sure that board reimburses chair for award costs
Get award plaques and certificates and inform liaison of winners	Notify board of winners for both awards
Write a blurb for the newsletter describing the winner	

## Small Grants

Chair responsibilities	Liaison responsibilities
Announce call for awards in newsletter	Inform chair of the amount of funding available for small grants in that year
Obtain nominations and applications and select winners	Inform board of winners of small grants
Get award plaques and certificates and inform liaison of winners	Make sure winners are given the appropriate amount of money from the treasurer
Write a blurb for the newsletter describing the winner	

## Website

Chair responsibilities	Liaison responsibilities
Responsible for updating website after each board meeting	Get information from each board meeting to chair within 2 weeks of the meeting for updates

## Workshop

Chair responsibilities	Liaison responsibilities
Propose workshops for the annual meeting or other periods in the year to the board	Introduce proposed workshops to the board for approval and inform chair of decision
If workshop approved, organize instructor and logistics for the workshop	Assist with the registration process in cooperation with the treasurer
Announce the workshop in the appropriate newsletter	Inform the historian chair of the workshop title, location, dates, number attended, etc.

## Travel Grant

Chair responsibilities	Liaison responsibilities
Announce travel grant in the September/October newsletter for a December 1 application deadline	Confirm with the board the travel grant amount each year and relay back to chair
Receive applications and decide upon a winner	Put travel grant on the agenda in order for board

and inform the liaison	to approve winner of the travel grant
Write announcement of winner for the newsletter	Make sure recipient receives money from the treasurer

## Student Chapter Liaisons

Chair responsibilities	Liaison responsibilities
NA	Communicate with student chapter officers and advisor concerning board meetings, newsletter submissions, funding opportunities/requirements, winter meeting participation, etc.
NA	Attend at least one student chapter meeting per semester
NA	Provide info to student chapter about the benefits of TWS and how the different levels of TWS work together
NA	Provide information concerning upcoming CCTWS scholarship and award opportunities

## Summer and Winter Meetings

Chair responsibilities	Liaison responsibilities
NA	Determine city location for meeting and provide the board with at least 2 options for venues to hold the meeting based on the chapter conference guidelines (this includes hotel arrangements and prices)
NA	After board approval of location, reserve meeting location and provide board with final contract for approval
NA	Create a committee of interested board members to determine options for meeting themes and program ideas. Provide at least 2 ideas to the board for approval
	Be the main contact for the venue and board regarding meeting accommodation.
	Along with your committee, organize speakers and activities based on the approved theme.

