

CHAIR-ELECT - The Chair-elect shall assume the duties of the Chair in the absence of the Chair or upon the inability of the Chair to serve, and shall perform any duties assigned by the Chair. In the event the Chair-elect cannot serve in the Chair's absence, the Executive Board shall appoint a Chair, *pro tempore*. Upon completion of a full term as Chair-elect, the Chair-elect succeeds to the position of Chair.

SECRETARY/TREASURER - The Secretary/ Treasurer shall be responsible for maintaining files and records (Article VI, Section 4) of the Working Group. Duties shall include recording minutes of all membership and Executive Board meetings and issuing copies of the minutes to the Executive Board, members, and Society. The Secretary/ Treasurer shall also be responsible for the funds of the Working Group. Duties shall include receipt and disbursement of funds; preparing and submitting an annual fiscal-year (Article VI, Section 2, Clause D) financial report to the Executive Board, members, and Society; If the Working Group obtains its Employer ID Number through The Wildlife Society, the Working Group shall also submit required IRS forms to the IRS and the IRS confirmation receipt to The Wildlife Society; the Working Group may contact The Wildlife Society to determine the appropriate form to submit for IRS reporting purposes and preparing an annual budget for approval by the Executive Board.

BOARD MEMBER AT LARGE - One additional Board Member shall perform any duties assigned by the Chair and serve on the Executive Committee.