Committee and Officer Procedures 2019-2020
North Carolina Chapter of The Wildlife Society

This document outlines procedures for each special committee (ad hoc committees that assist with Chapter functions but are not specifically addressed in the bylaws), standing committees (committees that are specifically addressed in the bylaws), and elected or appointed officers, as specifically addressed in the bylaws, of the North Carolina Chapter of The Wildlife Society to facilitate smooth committee chair and officer transitions and effective actions. This is a living document such that special committees (those not specifically addressed in the bylaws) can be added or removed and standing committee and officer procedures can be updated as needed.

Procedures for each committee should be reviewed annually by respective committee chairs and revised as needed. This will be coordinated by the President-elect.

All committee chairs and student chapters will provide updates prior to each board meeting for review at each board meeting, and through the newsletter to inform chapter membership. All committee chairs and student chapters shall submit a written summary of committee activities to the President and the Secretary before the close of each annual chapter business meeting.

SPECIAL (AD-HOC) COMMITTEES (Committees that assist with Chapter functions, not specifically addressed in the bylaws):

STANDING COMMITTEES (Committees explicitly defined in Chapter bylaws):

AUDIT COMMITTEE – Chair: Todd Menke
(from Bylaws): “This committee shall consist of a chair and at least 2 additional members. It shall review the financial records and support documents of the Treasurer twice annually – one audit following the annual meeting and the second audit after the fiscal year closes. The committee also shall review these records and documents prior to any change in the office of the Treasurer.”

- Review financial records and support documents (including bank account, Quicken statements, Pay Pal receipts, cash/check receipt books, tax forms, and signed reports following Board/annual meetings) of the Treasurer and Finance Committee twice annually – one audit following the annual meeting and the second audit after the fiscal year closes.

AWARDS COMMITTEE – Chair: Chris DePerno
(from Bylaws): “This committee shall coordinate the necessary communication for obtaining award nominations, procurement of award materials, review and selection of nominated candidates, and presentation of awards.”

- The Awards Committee oversees the nominations for, selection of, and presenting of the following awards each year: Chapter Award, Wildlife Conservation Award, three Ken Wilson Student Awards, and the Best Poster Award. Procedures to carry this out are as follows:
- Meet; decide who will do which jobs; firm up specific dates (summer)
- Write/submit article for newsletter to recruit for nominations for all awards (early to mid Sept)
- Update web site information (mid Sept)
- Write message for e-mail distribution; have webmaster send out (mid Oct)
- Make calls to recruit nominations (Oct and Nov)
- Attend Chapter Board meeting to emphasize importance of nominations (fall)
- Nominations due (Dec)
- Review nominations for eligibility and proper category/ gather additional information as needed (Dec)
- Send note when nomination received (Dec)
- Spread sheet of nominations/Communications (Dec)
- Send out nominations to committee for review and selection recommendations (mid Dec)
- Make selections (mid Jan)
- Order plaques/review drafts (Jan/Feb)
- Order books (Jan/Feb)
- Make labels for books (Jan/Feb)
- Write up award presentations (Jan/Feb)
- Schedule award presentations (Jan/Feb)
- Select award for poster winner (Jan/Feb)
- Have treasurer write check for student awards (Feb)
- Select poster award winner (at annual meeting)
- Present awards to winners (at annual meeting)
- Take photos of recipients (at annual meeting)
- Write to those who made nominations that were not selected that they will be kept for two more years (Mar)
- Provide receipts (books, plaques, labels) to Treasurer for reimbursement (Mar)
- Write article for newsletter to highlight award winners (spring, for the newsletter issue immediately following the annual meeting)
- Develop budget request for next year (when requested)
- Meet to evaluate process, make improvements, set time line (summer)

- The Fur, Fish 'n Game Rendezvous (FFG) Camp Scholarship Subcommittee – Terry Sharpe, Jeff Marcus, Jon Shaw
  (from Minutes): “The Chapter Board voted to create the Susan Sharpe Memorial Fund on Nov. 8th, 2005. The goal is to raise an endowment of $10,000 to generate perpetual interest to support one scholarship.”
  - Send out announcement of scholarship application to the 4H club for promotion to 4H members. Application deadline is May 1.
  - Review applications and notify recipient(s) by June 1.
  - Provide name(s) of scholarship recipient(s) and payment instructions to Treasurer by June 15.
  - Request that recipient(s) submit an article for the Chapter newsletter.
- Provide subcommittee report to Awards Committee Chair to include in Awards Committee reports to President for Chapter Board meetings

CONSERVATION AFFAIRS COMMITTEE – Chair: Rachael Urbanek
(from Bylaws): “This committee shall review legislative proposals, administrative regulations, environmental assessments and impact statements, and other subjects or issues affecting wildlife or wildlife habitat within the organizational area of the Chapter and make recommendations to the Executive Board for any action that should be taken by the North Carolina Chapter. The Chairman may ask any Chapter member to assist with reviews. The Chair will also serve as a member of the Southeast Conservation Affairs Committee.”

- Review legislative proposals, administrative regulations, environmental assessments and impact statements, and other subjects or issues affecting wildlife or wildlife habitat within the organizational area of the Chapter. This may include issues submitted by the Chapter membership.
- Make recommendations to the Executive Board for any action that should be taken by the NC Chapter.
- The Chairman may ask any Chapter members to assist with reviews.
- Assess the need for NCTWS comments by applying the “Creating a Conservation Affairs Network: a new vision for increasing The Wildlife Society’s effectiveness in the realm of government affairs and partnerships” document, dated November 2014 (currently residing with the CAC chair), and the Policy Toolkit, dated October 2014 (currently available at: http://certification.wildlife.org/policy-2/policy-toolkit/).
- Chair maintains institutional knowledge for the CAC by maintaining files of comment drafts and the binder of printed materials and information about past CAC activity (including position statements, letters of support/opposition, technical reviews, etc.).
- Chair also maintains Terms of Reference document
- Communicate Chapter activities to the Southeast Section CAC and vice versa.
- Collaborate, when appropriate under the scope of the Terms of Reference document, with the North Carolina Wildlife Federation.

COMMUNICATIONS COMMITTEE – Chair: Kelly Douglass
(from Bylaws): “This committee shall be composed of at least a webmaster, a newsletter editor, and the Professional Development Committee Chair. This committee shall maintain the internet hosting and domains associated with maintaining the Chapter website address, keep the website updated at least quarterly, periodically provide content for social media sites for which the Chapter maintains accounts, publish Chapter news, and generally inform the membership and public.”

- Work with committee and membership to develop a list of outreach targets
- Work with membership and mentoring committee chairs to ensure that they have outreach materials needed
- Provide base material to the SE Section Rep for inclusion in the SE Section newsletter (submission deadlines April 21, August 25, and December 21 roughly)
- Present strategies to the Board for action
- Implement Board approved strategies
• Work with Webmaster to ensure that information on the Chapter website is relevant and current
• Keep NCTWS brochure current
• Keep NCTWS poster current
• Maintain/administrate Chapter social media sites (Facebook and Twitter) to share information with the public and wildlife professionals
• Create/publish Chapter newsletters quarterly
• Coordinate with the Professional Development Committee to advertise Chapter sponsored events, wildlife jobs, and professional opportunities

Newsletter Editor – Associate Editor: Kelly Douglass, Assistant Editor: Meagan Thomas, Assistant Editor: Rada Petric, Copy Editor: Steven Ball

• Editing team should work together to arrange/design each newsletter in an acceptable format (e.g., Microsoft Publisher file), solicit materials (articles, photos, meeting announcements, etc.), review/finalize and publish each newsletter issue; committee members should assist with writing/soliciting articles and/or copy editing each newsletter issue
• Publish four newsletters annually, following the schedule below:
  o Spring issue
    ▪ March 1 Submission Deadline
    ▪ March 15 Final Draft Complete
    ▪ March 22 Review by President Complete
    ▪ March 30 Publish
  o Summer issue
    ▪ May 15 Submission Deadline
    ▪ June 1 Final Draft Complete
    ▪ June 7 Review by President Complete
    ▪ June 15 Publish
  o Fall issue
    ▪ August 15 Submission Deadline
    ▪ September 1 Final Draft Complete
    ▪ September 7 Review by President Complete
    ▪ September 15 Publish
  o Winter issue
    ▪ November 15 Submission Deadline
    ▪ December 1 Final Draft Complete
    ▪ December 7 Review by President Complete
    ▪ December 15 Publish
• Each newsletter will have a different focus and will follow the general format below:
  o Spring: summarizing the NCTWS annual meeting, summarizing student chapter participation in SE Conclave, and announcing Chapter award winners
  o Summer: providing research/popular articles and other Chapter news
  o Fall: providing research/popular articles, announcing the FFG camp scholarship winners, and other Chapter news
  o Winter: providing NCTWS annual meeting information (registration, agenda, raffles, etc.) and election materials (ballot, bios and pictures, etc.)
• Newsletter content can be moved between issues depending on availability of articles (i.e., FFG camper articles), when events occur (i.e., the NCTWS annual meeting), and Board recommendations
• Limitations/guidelines for newsletter articles are as follows:
  o Feature article word limit: 850-900 words
  o Supplemental article word limit: 300-400 words
• Each newsletter should provide an announcement for upcoming events (relevant conferences/workshops), at least one Chapter member profile, and an invitation to attend upcoming Board meetings (date, time, location, and/or conference call instructions), in addition to general newsletter formatting requirements (cover page, table of contents, contact the editor, etc.)
• Final approval must be received from the President prior to publishing the newsletter issue
• Once approved, the Associate Editor will send the final product to the Webmaster who will disseminate the published issue (in digital format) to the membership, and post it to Chapter website as appropriate (e.g., members section)
• Associate Editor is responsible for printing and mailing a hard copy of each newsletter issue to Chapter members without email addresses (e.g., Clifford Bampton), and seeking reimbursement for mailing from the Treasurer

Webmaster – Susan Miller
• Work with Board and committee chairs to ensure that information on the Chapter website is relevant and current
• Maintain current domain name (nctws.org) and web hosting
• Maintain NCTWS distribution e-mail list that includes current (paid) membership roster and former members for up to 1 year after membership expiration.
• Act as point of contact for e-mail distribution list messages.
• Set up and maintain on-line membership forms
• Set up and maintain on-line registration for annual meetings
• Set up and maintain PayPal account
• Coordinate with Treasurer to collect all credit card transactions that occur during NCTWS Annual Meeting, including individual meals, raffle ticket purchases, and silent/live auction payments.

COWCH COMMITTEE – Co-chairs: Clint Brooks and Worth McAlister
(from Bylaws): “This committee shall be responsible for arranging and conducting interviews with retired professionals or those who have been in the profession a long time following The Wildlife Society guidelines for [Celebrating Our Wildlife Conservation Heritage] COWCH interviews.” COWCH procedures should follow the national TWS guidelines, available at http://www.wildlife.org/who-we-are/cowch
• Identify potential interviewees- retired professionals and those who have been in the profession for a long time. A working list already exists.
• Arrange for interview, usually at interviewee’s house or another place he/she feels comfortable
At minimum need interviewer and cameraman. Interviewer ideally is someone who knows the interviewee.

Equipment needed:
- Digital video camera
- Tripod
- Lights
- Clamps and tape to mount lights
- Extension cord
- 2 wireless microphones

Set up for filming in place with adequate lighting, with little extraneous noise, not directly in front of a bright window or other source of backlight, in a place where interviewee and interviewer can both sit comfortably ~2 feet apart. Ask all present to turn off phones, close doors to adjacent rooms, turn off loud ticking clocks, eliminate other distracting noise.

Interview lasts about 60 minutes. Questions should draw out stories about what things were like when interviewee was going through school, starting out, what they accomplished during career, challenges they faced, etc. Ideas for questions and interview approach can be found in the document “Celebrating Our Wildlife Conservation Heritage Project” which currently resides with the committee chair.

After interview, make 6 DVDs and an electronic video file of full interview - 1 for national TWS, 1 for Haywood Community College, 1 for Western Carolina University, 1 for NC State University, 1 for NCTWS secretary, and 1 for interviewee.

When capacity and skills exist, edit interview. Pull out shorter clips (30 sec to ~5min) for web site, and a ~30min version of highlights.

Provide all interview material (including electronic video file) to Secretary for archiving.

FUNDRAISING COMMITTEE – Chair: Katie Jones
(from Bylaws): “This committee shall work to raise money to support the Chapter programs and activities and coordinate with the Treasurer with a focus on ensuring the long-term sustainability of the Chapter scholarship funds.”

- Identify potential donors and sponsors, and solicit donations.
- Explore ideas for Chapter events to raise and manage funds.
- Coordinate with the Treasurer and endowment entities to manage fundraising accounts and provide updates on those accounts at the annual meeting.
- Coordinate and implement fundraising events including the annual meeting live auction, silent auction, and raffles.
  - Raffle Expedition Trips:
    - Provide expedition trip raffle tickets and advertisement to Webmaster for distribution on e-mail distribution list and Newsletter Editor for publication in the fall and winter newsletter;
      - Provide expedition trip raffle tickets and descriptions to student chapter presidents and advisors;
      - Deadline for securing raffle trips is September 15
    - Have 1-2 volunteer(s) selling raffle exhibition tickets, writing receipts, and collecting payments, coordinating with the Treasurer and Webmaster, during NCTWS Annual Meeting.
Live Auction Trips:
- Provide (create, set up, and operate) a power point presentation of the live auction trips during the annual meeting
- Bring a laptop, power cord, and projector to use during the live auction
- Find an emcee for the live auction
- Collect payments, coordinating with the Treasurer and Webmaster, from trip winners immediately following the auction

Silent Auction:
- Collect (from/at the registration table at the annual meeting) and layout donated items (with bid sheets and pens) for the silent auction
- Immediately after the silent auction ends, collect bid sheets and payments, coordinating with the Treasurer and Webmaster, from silent auction winners

- Send thank you letters to all donors who contributed to the annual meeting (door prize donors, raffle expedition leaders, live auction trip hosts, silent auction item donors, general donations, etc. within 3 months of annual meeting. Obtain letter template from President, if needed.
- Fundraising Committee to sign/date a receipt to show proceeds (raffle and silent/live auction) separately and document the transactions via excel spreadsheet
- Generates receipts for all cash transactions/donations originating from this committee, and provides those annually to the Treasurer for audit purposes
- Maintain a record of all live auction and raffle expedition winners (including trip description, year, host/donor, and winner(s)), and silent auction donors (including item donated, donor, price sold, and purchaser) for archival purposes
  - Send the final list of live auction and raffle expedition winners (including trip description, year, host/donor, and winner(s)) to Newsletter Editor for publishing in the first newsletter issue following the annual meeting; contact information for host/donor and/or winner(s) may need to be provided as well, so the Editor can request pictures of the trip for the newsletter.

Raffle Procedures
- At least 3-4 expedition trips will be raffled off annually; winning tickets will be selected during the NCTWS Annual Meeting
- Contact previous expedition leaders to confirm participation & line up leaders for any new expeditions (Sept-Nov)
- Update or write brief descriptions of expeditions, and update info on raffle ticket template (Nov)
- Send blank tickets & expedition descriptions out to membership (with assistance from Webmaster) & encourage sales, set deadline to receive tickets & money just before (or at) the annual meeting (late Nov to early Dec)
- Send blank tickets & expedition descriptions to Newsletter Editor for inclusion in the fall and winter newsletter issue (by August 15)
- Send reminder about ticket sales (~2 weeks before annual meeting)
- Sold raffle expedition tickets will be collected from membership prior to and during the NCTWS Annual Meeting
- Sell tickets (at annual meeting)
- Compile and sort tickets (at annual meeting)
- Count and submit money to the Treasurer (at the annual meeting)
- Hold drawing (at annual meeting)
- Contact winners & expedition leaders, exchange contact information, encourage them to take photos (asap after drawing)
- Send reminders about trips and/or encourage participants to write summary of expedition for newsletter issues the following year

**Silent Auction Procedures**

- Receive permission from the Board to budget for and purchase silent auction items if significant discounts are available through vendors
- Send request to membership for silent auction items prior to annual meeting via the winter newsletter, annual meeting registration form, and NCTWS email distribution list (about 1 month prior to annual meeting)
- Update the small silent auction slips document (4 slips/page), if needed, and provide a supply to the Treasurer for members donating silent auction items during registration at the annual meeting; assist the Treasurer, if needed or at minimum coordinate with the Treasurer, in having members complete the slips at registration and collect/orGANize silent auction items behind the registration area on the first and second days of the annual meeting
- Prepare silent auction item bid sheets (revise if needed); bring printed supply; bring large supply of writing pens (1 pen per bid sheet)
- Move items to the silent auction room and lay them out (with bid sheets and pens) for the silent auction; the silent auction is typically held in conjunction with the social on the second night of the annual meeting
- Immediately after the silent auction ends, collect bid sheets and payments from silent auction winners, in coordination with the Treasurer and Webmaster
- For each silent auction item, record the following information, using the bid sheets or a spreadsheet:
  - A brief description of the item
  - The person donating the item
  - The person buying the item
  - The purchase price of the item
- Count and submit money and records of purchases to the Treasurer at the annual meeting
- Store items that did not receive any bids for the next annual meeting

**Live Auction Procedures**

- At least 3-4 Live Auction Trips will be auctioned off during the NCTWS Annual Meeting
- Previous donors of live auction trips can be contacted to see if they will offer the trip again
- Identify/secure an emcee for the auctions; the silent auction is typically held in conjunction with the social on the second night of the annual meeting
- Create, set up, and operate a power point presentation of the live auction trips during the social at the annual meeting; use photos from previous winners to help advertise each trip
Live auction trips should be finalized for the winter newsletter issue (by Dec 1), so they can be advertised to membership (see schedule above for raffle expeditions);

For each live auction item, record the following information:
- A brief description of the trip
- The person donating the trip
- The person buying the trip
- The purchase price of the trip

Count and submit money and records of live auction item purchases to the Treasurer at the annual meeting.

GRANTS AND FINANCE COMMITTEE – Chair: Pete Campbell
(from Bylaws): “This committee shall ensure the long-term sustainability of Chapter funds by examining future revenue opportunities, identifying revenue streams and linking those with existing chapter expenses and future financial needs, and analyzing investment options. This committee shall also develop and maintain a grants program for members, and review and select grant recipients.”

- Examine future revenue opportunities and, with Board approval, designate those opportunities to identified Chapter expense.
- Coordinate with the Treasurer to link and track revenue sources with appropriate money market, or if a specific money market (MM) does not exist, link it with identified expense/account. Below are identified money markets/expenses:
  1. **SS Money Market** (currently exists):
     - Funding Source: Fundraising and donations specifically for this fund would go directly into this MM (completely separate from Chapter budget).
     - Purpose: Fund ≥1 FFG camp scholarship(s); SSMF Subcommittee can determine how to use the SMMF annually (e.g., number of scholarships, and amounts, to be awarded) without seeking Board approval.
  2. **Operating Money Market** (currently exists):
     - Funding Source: Allocate net profits from the NCTWS Annual Meeting and annual membership dues to the Operating MM and maintain at a minimum $10,000, with any surplus going to the Chapter MM. $50 of lifetime membership fee will also be allocated to the Operating MM.
     - Purpose: Have ~2-3 years of funding available to cover operating costs of the Chapter, if needed.
  3. **Awards Money Market** (does not currently exist):
     - Funding Source: Fundraising from the live auction, silent auction, and expedition raffles at the NCTWS Annual Meeting.
     - Purpose: Fund various Chapter Awards (e.g., student endowments and/or scholarships, Ken Wilson Awards, SETWS Field Course Grant, and all Chapter award costs).
  4. **Chapter Money Market** (does not currently exist):
• Funding Source: $200 of the lifetime membership dues. Additional surplus revenue generated from the Operating MM. Funds over $10,000 in the Operating MM as of January 1, 2018 will be allocated to the Chapter MM.
• Purpose: Provide a future and stable source of revenue for the NCTWS operating budget.

5. Grants MM (does not currently exist):
• Funding Source: Initial funding is from the $13,000 provided by TWS for hosting 2016 TWS Annual Conference, the $5,900 from Cardinal Foundation, additional contributions from TWS for securing partners, and money in the Operating MM above $10,000 as of December 1, 2017. Allocate any additional fundraising opportunities (e.g., sponsorships, donations, workshop fees not used as annual membership dues) to the Grants Program.
• Purpose: Provide multiple grant opportunities as NCTWS member benefits. Currently, this includes the:
  ▪ TWS Annual Conference Grant (1 grant)
    • This grant will be awarded in the amount equal to the early bird, TWS member professional registration rate. This amount may change annually.
    • This grant should be advertised >45 days before the early bird registration deadline for the TWS Conference. This allows the recipient sufficient time to register under the early bird registration rate.
  ▪ Professional Development Grant (2 grants; up to $250 each)
    • One grant should be advertised in the first half of the year and one grant should be advertised in the second half of the year.
  ▪ NCTWS Annual Meeting Grant (3 grants; $100 each)
    • All three grants will be advertised at the same time. These grants should be advertised 30 days prior to the early registration deadline for the NCTWS Annual Meeting.
• Explore ways to maximize Chapter revenue by examining potential investment opportunities (e.g., money markets, CDs, etc.).
• Request annual reports from student chapters or their faculty advisor on how much they contributed to their respective endowments and current endowment fund balance.
• Coordinate with Treasurer to annually track how much funding has been provided to student chapters (includes Ken Wilson Award, endowment contributions, donations, etc…) from the Chapter.
• Implement the Chapter grant program, which includes the TWS Conference Grant, the Professional Development Grant (2x year), SETWS Field Course Grant (TBD), the Annual Meeting Grant (3 grants), and other grants that are approved by the Board.
  o Develop preferences and/or requirements for grant awards and applications (e.g., NCTWS member or not, student or not, etc.)
o Coordinate with Webmaster to update, if needed, and create/post grant applications on the Chapter’s website prior to advertising the grants.

o Advertise all Chapter grants via e-mail and the newsletter. Grants should be advertised a minimum of two times via e-mail (initial announcement and reminder announcement).

o Review all Chapter grant applications and select recipient(s). Recipient(s) should be notified within 7 days after grant deadline.

MEMBERSHIP COMMITTEE – Chair: Colleen Olfenbuttel
(from Bylaws): “This committee shall encourage the maximum number of qualified persons residing or working with the Chapter’s organizational area to become members of The Wildlife Society, the Southeastern Section, and the North Carolina Chapter. As provided in Article IV, Section 2, the committee will receive nominations and make recommendations to the Executive Board regarding approval of individuals seeking Other Member status in the Chapter.”

• Generate ideas for increasing membership

• Work with other committees on initiatives that increase awareness of NCTWS and provide opportunities to increase membership

• Maintain the membership roster on a quarterly basis (monthly preferred) using information from:
  o The monthly electronic roster provided by The Wildlife Society;
  o The webmaster who can provide information on memberships made through PayPal;
  o The Treasurer who can provide information on memberships made directly to the treasurer via mail or annual meeting registration.
  o When roster is updated, send updated roster to the Board, Webmaster, and Committee chairs.

• Lifetime memberships:
  o Maintain list of lifetime memberships, including the number assigned to that lifetime membership. Coordinate with Treasurer on the lifetime membership funds.
  o Send lifetime membership certificate and letter of appreciation to the member who has purchased this membership type. The certificate and letter will include signature from the NCTWS President.
  o Send list of new lifetime members to Newsletter Editor quarterly for publication in the NCTWS Newsletter.
  o Maintain signed copies for electronic archiving, and mail originals to the new lifetime member in a document mailer (to prevent the documents from being bent/damaged in transit). Seek reimbursement for materials/mailing costs from Treasurer.

• Maintain and send informational emails for:
  o Notifying members when it is time to renew (renewal reminders) on a quarterly basis or more frequently, time allowing;
  o Welcoming new members
  o Notifying members whose membership has expired
Notifying former members when they will be removed from e-mail distribution list.

- Notify the webmaster of any changes in email addresses of members.
- If a new member indicates interest in a NCTWS Committee, send the new member’s contact information to the relevant Committee chair.

MENTORING COMMITTEE – Chair: Lara Pacifici
(from Bylaws): “This committee shall recruit and coordinate volunteers to be mentors and mentees according to The Wildlife Society mentoring guidelines.”

- Establish personal contact with students at participating North Carolina colleges and universities, and early career professionals entering the field of natural resources.
- Solicit and recruit college students and early career professionals for the mentoring program.
- Send quarterly emails to the NCTWS members soliciting experiences in which students can work alongside professionals.
- Advertise, and when appropriate, help organize, experiences with professional to NCTWS students. These may include but are not limited to hunter check station volunteering, ride-alongs, monitoring surveys (frog calls, mist netting, etc.), and Lunch and Learns.
- Mentors and mentees must be NCTWS members.
- Feature articles of mentor and mentee experiences in the NCTWS newsletter.
- Coordinate with Professional Development Committee when activities of either committee overlaps with the objectives of the other.

PROFESSIONAL DEVELOPMENT COMMITTEE – Chair: Casey Dukes
(from Bylaws): “This committee shall provide at least one Chapter sponsored professional development opportunity per year for the membership and notify membership of training opportunities related to the wildlife profession.”

- Provide training and development opportunities for members and other natural resource professionals by:
  - Recruiting leaders for professional development workshops (hosted by NCTWS) and notifying members when scheduled.
  - Notifying members, through the list serve, of professional development opportunities hosted by other organizations and agencies.
  - Potentially charge a fee for all non-TWS members that attend NCTWS-hosted workshops; fee may be used towards gaining membership to NCTWS. If a fee is established, collect all registration monies, generate receipts for all transactions (cash, check, or PayPal) if not automatically generated (i.e., PayPal). Transfer all monies and receipts to Treasurer immediately following the workshop conclusion for audit purposes.
  - Maintain a list of all professional development opportunities forwarded to the membership, and record attendance at NCTWS-hosted workshops to determine interest for similar workshops in the future.
  - Conduct surveys, as needed, of the membership seeking comments and suggestions for future professional development opportunities.
Obtain certification credits for professional development opportunities hosted by NCTWS (e.g., NC Environmental Education credits, Continuing Forestry Education credits, etc.)

Coordinate with Mentoring Committee when activities of either committee overlaps with the objectives of the other.

The Chair (or Co-chairs) shall serve as a member of the Communications Committee and the Mentoring Committee.

**NOMINATIONS AND ELECTIONS COMMITTEE – Chair: Will Ricks**

(from Bylaws): “The 3-member Nomination and Elections Committee, selected by the Executive Board (Article VIII, Section 1) of the North Carolina Chapter, shall prepare a slate of 2 candidates for the following elective positions, namely: President-Elect, either Secretary or Treasurer (whichever is due for election), and 2 additional Executive Board members from the Chapter voting membership. Candidates for Secretary shall be elected on even years and candidates for Treasurer elected on odd years. The Chapter Representative to the Southeastern Section is an official representative on the Executive Board and either is the President or the President’s appointee (to be decided by the President).”

- Identify the positions that need candidates (January-March, following the annual meeting)
- Work throughout the year to find and recruit 2-4 qualified candidates for each position (July-September)
- Ask as many members as possible for recommendations on good candidates (July-September)
- Contact candidates to encourage them to allow nomination, send willing candidates the Candidate Information Form (September-November). Collect all Candidate Information Forms and pictures from nominees by 15 November, and submit to the Board and Newsletter Editor for publication in the winter newsletter.
- Inform nominees that National TWS membership is required for their position
- Prepare an on-line absentee ballot, using SurveyMonkey, and email the active survey link to the membership with instructions for completion, by 1 January. Provide a link to the winter newsletter in the survey description (for biographies), and instructions for completing the ballot (absentee only, only 1 ballot per person, signature required, etc. – use ballot from previous year as guide). Close the on-line absentee ballot the first evening of the Chapter’s annual meeting. Verify each ballot response (respondent is a current NCTWS member, they only voted for the number of candidates allowed, etc.) and remove non-authorized responses from summary. Summarize all authorized absentee ballot results.
- Provide a paper absentee ballot for the winter newsletter, with instructions for mailing in the absentee ballot to the Treasurer or Nominating and Elections Committee chair (if they don’t complete an online absentee ballot). Collect any absentee ballots mailed to the Chapter prior to the annual meeting.
- Prepare a paper ballot form for the annual meeting with all candidates, indicating the number of candidates for which members can apply (e.g., President-elect 1, Treasurer 1, Secretary 1, At-large Board 2). Coordinate with the Treasurer and/or Program Committee to hand out paper ballots at the registration desk to all annual meeting...
registrants who are current NCTWS members, and provide instructions to them. Set out ballot box to collect completed ballots.

- Coordinate with Treasurer to get the most current roster from Parent TWS immediately prior to the annual meeting, to verify current membership dates for those who renewed through TWS (and not directly through the Chapter)

- Tally ballot votes (paper absentee ballots, on-line absentee ballots, and paper ballots distributed at the annual meeting registration desk) before the annual business meeting, and inform President of the winner for each open position.
  - from Bylaws: “The candidate receiving the largest number of votes on the written ballot shall be declared elected. No one may hold more than 1 elective position simultaneously. Resolution of a tie will be decided upon by the Executive Board.”

PROCEDURES COMMITTEE – Chair: Will Ricks
(from Bylaws): “This committee shall maintain detailed annual procedures for each special and standing committee and officer.”

- Obtain all materials concerning past Procedures Committee activities and draft/ review committee procedures (Annual Meeting – 30 April)
- Contact committee chairs and officers for input/revisions (1 May – 30 June)
- Compile input/revisions from committee chairs and officers, and prepare final draft (1 July – 30 September)
- Finalize procedures for consideration by and edits from the board (1 October – 31 December)
- Compile input/revisions from the Board, prepare the final draft, and transfer the final copy to the incoming Committee chair (President-elect) for revisions the following year (1 January – Annual Meeting)

PROGRAM COMMITTEE – Chair: Lauren Smith and Holly Ferreira
(from Bylaws): “This committee shall arrange programs of all regular and annual meetings and provide the President with a proposed agenda for the Annual Meeting at least 2 months prior to the meeting date.”

Meeting Setup

- Work with the president and Board to develop theme of interest across the state (1st qtr)
- Identify potential keynote speaker (1st qtr)
- Work with the Treasurer to secure a meeting place, sign contract and arrange for meals (1st qtr)
- Obtain Board approval for theme, keynote speaker, meeting location, and meeting dates (1st qtr)
  - Attempt to avoid other conservation related meetings (e.g., Southeast Deer Study Group, Southeastern Association of Fish and Wildlife Agencies, etc.); maintain a list of the meeting dates for these other meetings each year to facilitate finding “free” dates for the Chapter’s annual meeting
- Solicit names of potential contributed oral presentations and posters, if needed, via email to membership
- Find individual to organize and collect poster abstracts
- Obtain/collect door prizes from donating vendors/companies (bring them to the annual meeting and present them in between presentations); work with Treasurer to make sure door prize tickets are brought to the annual meeting
- Find individual(s) to organize and conduct field trips before the meeting starts, if offered (2nd qtr)
- Schedule time for business meeting in the meeting program - coordinate with the outgoing and incoming Presidents
- Prepare agenda for the annual meeting (should be in the December newsletter)
  - Coordinate with Treasurer to schedule times when the registration table will be open during the annual meeting
  - Send agenda, field trip information, lodging costs and meal information to the Treasurer prior to December newsletter submission deadline; Treasurer will use information to create a meeting registration form to be included in the December newsletter
  - Must set aside time for annual business meeting (which includes presentation of all awards)
- Coordinate with Finance Committee to plan event social and live and silent auctions
- Work with Grants and Finance Committee and Board to set registration costs and send out notices to the membership and post an announcement on the Chapter webpage as early as possible (3+ months before the meeting). Coordinate with webmaster to send out reminders to membership to register 2-3X times right up until 3-4 weeks before the meeting.
- Find individual to run all audio-visual equipment for entire meeting. This individual is responsible for loading speaker presentations and running the projector, etc. during the meeting
- Work with NC Green Power to obtain a quote that estimates the amount needed to raise to offset the meeting’s carbon footprint, based on the estimated figures (number of expected attendees, meals eaten, lodging rooms used, square footage lit and for how long, and estimate travel distances for a random sample of the membership based on the expected number of attendees); update the sustainability flier accordingly

**Meeting Venue Considerations**
- Are rooms double or single occupancy?
- Are meals included as a package with room charges or are they charged separate?
- What are the facility use costs (e.g., costs for meeting room space)?
- Are break snacks and drinks provided and what is the cost per person?
- Is alcohol allowed? Can NCTWS provide the alcohol or must it be provided by the site host?
- Is there a server fee for alcohol?
- What is the deadline date to report final numbers of registrants? Are names of registrants required? If so, are names of both commuters and those staying overnight required?
- Is wireless internet available at the site?
• Does the host site provide multimedia equipment and setup and cost?
• What are the recommended arrival and departure times for overnight registrants?
• What times are meals served?
• Is there space for educational displays or posters?

Logistical Considerations at the Meeting:
• Need at least 2 people to work at the meeting registration table (Treasurer plus one).
• Announce house-keeping information at the beginning of the annual meeting: lodging (check-in time, where to pick up room keys, etc.), where to store posters or when they should be hung, internet access/password, quiet hours, maps of the facility, room locations for various parts of the annual meeting, etc.
  - Make sure the individuals staffing the registration table also have this information
  - Have people drop off auction items at registration table.
• Need a list of confirmed registrants, a list of current NCTWS members, and room assignments (unless those are being handled directly by the facility) at the registration table. This is coordinated with the Treasurer, who will have the most current records.
• Treasurer and registration table will keep track of new NCTWS membership fees paid with registrations.
• Work with Nominations and Elections Committee to have empty ballots and ballot box available at the registration desk
• Have name tags for registrants to fill out, and work with Treasurer to print nametags. Treasurer will maintain the box of name tags, lanyards, and name tag ribbons (e.g., for speakers, committee chairs, Board members, etc.). Coordinate with Treasurer to order new name badge holders, name tags, lanyards, and name tag ribbons for speakers, committee chairs, and Board members, if necessary and with prior Board approval.
• Coordinate with registration table to hand out raffle tickets at registration table for door prizes (Treasurer stores the raffle tickets throughout the year, with name tags, name tag holders, ribbons for name tags, lanyards, etc.)
• Compile meeting packet/booklet (including agenda and presentation abstracts); print enough copies to have available for all Chapter members attending the annual meeting at the registration table
• Coordinate with Treasurer on purchasing low-cost items to give out as raffle items to attendees that donated to the sustainability fundraising drive.
• Have someone at registration table encouraging and collecting sustainability donations from attendees and giving out door prize tickets to donors; post and/or hand out sustainability fliers to attendees
• Have tape, scissors, markers, pens, paper on hand for the meeting

Meeting Follow-up
• Send thank you letters to the keynote speaker, field trip coordinators/presenters, and other speakers who presented at the annual meeting; obtain letter template from President, if needed (1st quarter after annual meeting)
• Ask all presenters if they would allow/approve of an electronic copy (pdf) of their presentation to be uploaded to the Chapter website; for those who approve, obtain copies of their presentation (if not already obtained at the annual meeting), convert to pdf, and
email them to the Webmaster for posting to the Chapter website under the Members Section (i.e., only made available to NCTWS members and not the general public) (1st quarter after annual meeting)

- Follow up with NC Green Power, using the actual registration numbers (exact number of meals eaten, lodging rooms used, square footage lit and for how long, and how far attendees traveled to attend the meeting) to get an updated, more accurate quote for offsetting the carbon footprint of the annual meeting; inform the Board of the final price; coordinate with the Treasurer to make sure the donation is sent to NC Green Power

OFFICERS (positions explicitly defined in Chapter bylaws):

PRESIDENT – Rachael Urbanek
(from Bylaws) “The President shall have general supervision of the Chapter officers, shall appoint, with advice of the Executive Board, Chairmen of all regular and special committees, shall preside as Chairman at meetings of the Executive Board, and shall be an ex officio member of all committees, except the Nominating and Elections Committee. The President may represent the Chapter or appoint alternate representation to other Chapter, Section, or Society boards, committees, or meetings, including the Executive Board of the Southeastern Section.”

General
- Send change form to TWS with new officers and contact information (http://www.wildlife.org/subunits/for-officers).
- Send out a message to the Executive Board and all Committee Chairs with updated contact information for all involved
- Circulate correspondence from TWS to Board and/or membership as needed
- Forward relevant material to Webmaster and Listserve manager as appropriate
- Consult with Treasurer and Board (if a vote is required) before making any financial decisions
- In January, purchase a Past President pin from TWS for new president to present after the Annual Meeting (usually at the first Board meeting of the next year)
- If possible, attend the national TWS meeting the year of your presidency as the representative of the state Chapter

Board Meetings
(from Bylaws): “MEETING NOTICE- Members must be notified at least one month prior to annual and regular meetings and at least 10 days prior special meetings. MEETING RULES – Order of business and parliamentary procedures at Chapter meetings shall follow Robert’s Rules of Order, latest version.”
- Solicit topics and committee reports from those who cannot attend at least a week ahead of time. This may require phone calls to those who do not respond rapidly to email.
- Create the agenda, approval of prior meeting’s minutes, Old Business, Committee Reports, New Business as well as other special topics or issues
- Email the agenda to all who will be attending at least two days prior to the meeting; have extra copies available at the meeting site
- Purchase some snacks, drinks, cups, plates, napkins and ice to have at the meeting
- Conduct the meetings in accordance with Robert’s Rules of Order, keeping the time in mind; be diligent about ending on time for the sake of those travelling a long distance to attend
- Plan location for following meeting before concluding
- Review minutes carefully when circulated by the Secretary

**Annual Meeting**
- Propose a location as soon as possible (spring) after the election year meeting. Usual rotation of regions across the state must be followed (e.g., piedmont, coast, piedmont, mountains, piedmont, coast, etc.).
- Identify a Program Committee Chairman in the relevant region to coordinate the planning.
- Work with the Chairman to fill the Program Committee, decide on a theme and identify potential keynote speakers.
- Assist with soliciting speakers and student poster papers, if necessary.
- Maintain regular communication so that the Board, Chairman and Committee are aware of the progress in the planning process.
- Compile annual business meeting agenda and annual committee updates (or delegate to President-elect or other Board member); print enough copies to have available for all Chapter members attending the annual business meeting (or have Webmaster post to Chapter website)
- Prepare welcoming remarks for the beginning of the annual meeting.
- Preside over the Business portion of the meeting.
  - Allow Awards Committee chair to present all Chapter awards
- And, finally, “Pass the Goat” and President’s pin to the new President-elect (incoming President).

**Newsletters**
- Spring Newsletter
  - Work with editor to advertise for material; solicit information from Student Chapters as well as committees
  - Prepare President’s column
  - Advertise all Executive Board meeting dates and invite participation from all members
  - Make sure there is a good summary of Annual Meeting including, but not limited to, auction and raffle results, award winners and keynote program
  - Write other material as appropriate
- Summer/Fall Newsletter
  - Work with editor to advertise for material; solicit information from Student Chapters as well as committees
  - Prepare President’s column
  - Include as many specifics for next Annual Meeting as possible (theme, location, dates); solicit speakers and posters from students
  - Write other material as appropriate
• Winter Newsletter
  o Be sure deadline sufficient that it can be distributed with plenty of time before the Annual Meeting
  o Work with editor to advertise for material; solicit information from Student Chapters as well as committees
  o Prepare President’s column
  o Advertise all Board meeting dates and invite participation from all members
  o Write other material as appropriate

**PRESIDENT-ELECT – Will Ricks**
(from Bylaws) “The President-Elect shall assume the duties of the President in the absence or upon the inability of the President to serve, and shall perform any duties assigned by the President. In the event the President-Elect cannot serve in the President’s absence, the Executive Board shall appoint a President, pro tempore”

• Serve as Chair of the Procedures Committee
  o Update procedures annually (as outlined above)
  o Send the most recent version of the Procedures to any new committee chairs upon their appointment

• When feasible, if the President cannot, attend the national TWS meeting the year in lieu of the President as a representative of the state Chapter

• President-Elect should obtain access to the Quicken Books, P.O. Box, bank account, and Paypal accounts from the Treasurer, and maintain that access throughout their 3-year term (as President-elect, President, and Past President)

**Annual Meeting**
• Support meeting preparations and on-site logistics as needed
• Prepare short remarks to give after “Passing of the Goat”
  o Lead meeting thereafter; include concluding remarks for the meeting
• As incoming President:
  o Receive Chapter files, TWS Procedures binder etc. from President
  o Schedule short board meeting prior to departure (usually over lunch) for new Executive Board to plan tentative dates for bi-monthly meetings for the year and to address time sensitive issues
  o Confirm that meeting thank you letters (speakers, keynote) will be taken care of

**PAST PRESIDENT – Colleen Olfenbuttel**
(from Bylaws) “The Executive Board shall act as the governing body for the Chapter and shall be made up of the above-named officers, the Past President, the duly elected Board members and the Chapter Representative to the Southeastern Section.”

• Provide guidance and direction to the incoming President, President-elect, and Executive Board; no duties, responsibilities, or tasks are listed in the Bylaws for this position.

**SECRETARY – Aimee Rockhill**
(from Bylaws) “The Secretary is responsible for all files and records and shall be responsible for recording of the minutes of all meetings, correspondence, and the issuance of minutes.”
Attend and take minutes at all regular, special, and annual business meetings
  o Save all files (agenda, treasurer report, approved/signed meeting minutes, handouts, etc.) electronically in the Chapter archives as pdf files
Send minutes, via email, to board members for review before the next regular meeting (preferably >2 weeks prior to the next meeting)
Provide final draft of previous meeting minutes for board approval at each meeting (hard copies for all attendees)
Provide approved/signed minutes to webmaster for posting on website in the Members Section prior to the next meeting
Maintain Chapter archives electronically (newsletters, board meetings, position statements, etc.) including at least one backup
  o Provide another electronic backup to the webmaster annually
Update summary documents that are in the Secretary’s archives annually (e.g., annual meeting summary, executive board members, committee chairs, etc.)
Secretary will send Treasurer report signed by the President and Treasurer to the Audit Committee after each board meeting for review.

Guidelines for Recording Minutes
• Record the specific meeting location and date
• Record the time the meeting convened and adjourned
• When referencing individuals, provide the full name (first and last) of the person upon first use and as needed to distinguish between individuals with the same first name thereafter
• Identify all attendees at each meeting; provide their position within the Chapter (e.g., Webmaster, Chair of the Finance Committee, At-large Board, etc.); list the Board members first; then list any guests or Chapter members (including position, if applicable); specify if anyone attending the meeting (and who) attended via conference call, Skype, etc.
• For any motion, record the individual who made the motion, what exactly the motion was, who seconded the motion, and if it was passed by the Board
  o This also applies to any motions made/voted upon outside of an organized meeting (i.e., if a quick vote from the Board is needed and is conducted via email)
  o Remind the President, if needed, of Robert’s Rules of Order (e.g., if a motion is approved without a second)
• For each committee report, record the Chair(s) of the committee, whether an update was provided (be sure to specify if no report was given/provided), who reported on the committee activities (sometimes the President if the Chair(s) did not provide a written report), and what the specific committee activities were since the last Board meeting
• For each student chapter report, record the President of the student chapter, whether an update was provided (be sure to specify if no report was given/provided), who reported on the chapter activities (sometimes the President if the President did not provide a written report), and what the specific chapter activities were since the last Board meeting
• Use third person (e.g., no “we” or “I”)
• Use complete sentences; bulleted items should only be used when providing a specific list of items in the minutes
• Provide as complete of a summary of Board actions at each meeting as possible (i.e., who volunteered for what, exact tasks delegated and deadlines, etc.)

TREASURER – James Tomberlin
(from Bylaws) “The Treasurer shall be responsible for the funds of this Chapter and shall submit complete financial reports to the last meeting of the person’s term of office. Duties also include the receipt and disbursements of funds. The Treasurer shall be ex officio member of the FINANCE COMMITTEE (Article VIII, Section 2, Clause H) and MEMBERSHIP COMMITTEE (Article VIII, Section 2, Clause B).”

• Provide treasurer reports at regular board meetings that give the current balance of each bank account, income and expenditures made since the previous board meeting, and a year to date update of the budget.
• Provide an annual treasurer report at the annual meeting.
• Reports are based on the Fiscal Year calendar (July 1 through June 30th)
• Track income and expenses as they occur in Quicken by budget category (annual meeting, administration, dues, etc.) for each bank account. Reconcile accounts in Quicken with bank statements monthly.
• The Treasurer periodically transfers funds from PayPal. PayPal will take their fees out immediately at the time of purchase, and are not categorized as Chapter expenditures. Keep track of funds received through PayPal by category (dues, annual meeting, donations, etc.)
• File receipts for expenditures made, and provide receipts electronically or with a carbon copy for income.
• Ensure checking account balance is sufficient to cover the upcoming quarterly expenses, which may require transferring funds from money market accounts to the checking account quarterly. Otherwise, funds should be held in money market accounts to maximize interest earned.
• Provide electronic account records, receipts, and monthly bank statements upon request for the Audit Committee.
• Send membership information received through mail and the annual meeting registration to the chair of the Membership Committee.
• In coordination with the Membership Committee, maintain database of funds generated by the lifetime membership dues.
• Work with Program Committee to create annual meeting registration form and submit to the Newsletter Editor for the December issue; provide pdf form of registration form to Webmaster to post on NCTWS website.
• The Susan Sharpe Memorial Fund money market account is treated as a separate account. Funds may specifically be designated to be deposited into this account, and interest earned from this account stays with this account. The Fur, Fish and Game Camp Scholarship Committee will notify the treasurer of the amount and to whom a check is to be written to each summer. The appropriate funds should be transferred from the Sharpe Fund money market account to the checking account at that time.
• All money received from the sale of lifetime memberships in 2016-2017 (from annual meeting to annual meeting) will be saved in a separate account (introductory rate $200/membership). After the annual meeting in 2017, when the membership price
increases from $200 to $250, $200 of each membership will be transferred to the separate savings/MM account and $50 can be put in the Chapter’s general operating budget.

- A completed tax form that gives the annual income and expenses should be submitted to TWS by the end of January. TWS typically gives a reminder and provides the form.
- If the treasurer needs supplies, those items should be purchased by another Board or Committee member, and that member reimbursed. There is no mechanism for a Treasurer to reimburse him or herself.
- Contact Committee Chairs in May so that they can provide their projected expenses for the upcoming fiscal year. Provide a draft budget to be discussed and approved by the Board. This typically occurs at the first Board meeting after 1 July.
- Coordinate with the Program Committee about staffing the registration table at the annual meeting and ordering/maintaining name tags, name badge holders, lanyards, stick-on name tag ribbons for presenters, committee chairs, and Board members, and raffle tickets.
- Treasurer to maintain a receipt book for all cash and checks received.

**EXECUTIVE BOARD MEMBERS-AT-LARGE (2) – Worth McAllister and Shannon Rabby**

(from Bylaws) “Act as members of the governing body (i.e. voting members of the Executive Board)”

- Attend regular and special meetings and contribute to deliberations of the Board.

**SOUTHEASTERN SECTION REPRESENTATIVE – Gabriela Garrison**

(from Bylaws) “The Chapter Representative shall represent the North Carolina Chapter in Southeastern Section affairs. This person shall represent and serve as the liaison to the Section for the Chapter, provide the editor of the Section newsletter with news and items of interest from the Chapter area, and serve as a contact among the Section, Chapters, and members in their respective areas. The Representative will assist the Section President by verifying mailing addresses, conducting membership drives, polling individual members, and assisting in routine Section business.”

- Serve as a liaison between the Chapter and the SE Section; communicate with the President and others on the Board as needed regarding any information that needs to be conveyed to the SE Section and vice-versa
  - Attend all SE Section meetings, when possible; provide a summary or update afterwards to the Board
  - When feasible, attend the annual Southeastern Association of Fish and Wildlife Agencies (SEAFWA) meeting and the SE Section annual business and board meetings held at the SEAFWA; provide a summary afterwards to the Board
- Contact and introduce to the SE Section the new Chapter officers each year, if President or President-elect has not
- Serve as a member of the SE Section Membership Committee
  - (from SE Section Bylaws): “Membership – This Committee shall be comprised of state representatives and shall endeavor to obtain the maximum number of qualified persons residing in the Section area to become members of the Society and of the Southeastern Section.”
• Solicit submissions, photos, meeting announcements, and other regionally relevant materials from the Board and membership for each SE Section newsletter edition.
• Inform the Chapter membership of upcoming opportunities to become involved in the SE Section (i.e., committee chair vacancies, membership renewal, upcoming SE Section meetings, etc.)
• Compile and submit SE Section newsletter materials (base material provided by the Newsletter Editor) by the established deadlines [currently: January 5, April 30, and August 31 for January, May and September publication schedule, respectively] and submit to the SE Section Newsletter Editor following established protocols, as provided on the SE Section website [http://wildlife.org/SE/]
• When feasible, if the President or President-elect cannot, attend the national TWS meeting and appropriate state leader meetings (at the national TWS meeting) as a representative of the state Chapter; provide a summary or update afterwards to the Board