

OREGON CHAPTER OF THE WILDLIFE SOCIETY

OPERATIONS MANUAL



Last updated: June 9, 2023 (BOARD APPROVED FINAL)

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Mission Statement and Values

CHAPTER MISSION STATEMENT

The mission of the Oregon Chapter of The Wildlife Society is to “Inspire, empower, and enable Oregon's wildlife professionals and students to promote science-based wildlife conservation and management through the participation and leadership of an open and inclusive community of members”.

CHAPTER VALUES

Sustainability: Our practices are founded on principles of sustainability for wildlife conservation and organizational management.

Science-based: We believe in ensuring a science-based approach to the management of wildlife and their habitats. Linking science to management is critically important.

Progressive: Our membership prides itself on being at the cutting edge of emerging science and management, thereby enabling us to play a role in public policy.

Committed: By committing to our mission and values in the pursuit of concepts, policies, and practices, we gain trust from each other, partners and collaborators. This equates to efficient and outstanding performance.

Collaborative: We recognize partnership and collaboration with others are key to having an optimal impact.

Respectful: Recognize the diversity of human cultures and linkages between these cultures and conservation of biological diversity. Such recognition includes acknowledging the roles and values of traditional and cultural knowledge in wildlife studies, management, and conservation. We are respectful of historical and traditional knowledge, diversity of people and beliefs. Respect helps develop trust and allyship.

Ethical: We seek to be a model of integrity both internally and externally.

Open, Transparent and Inclusive: We are open and transparent about our intentions and methods. We seek and value the involvement of others regardless of credentials or where they are from, tenure in natural resources, or how they have studied / worked as a natural resources professional. We embrace a broad spectrum of identities reflective of the overall human population, including individuals from historically underrepresented backgrounds.

Optimistic: We believe in an organization that fosters creative thought, generated from a place of optimism.

Supportive: We believe in the legacy of natural resource management and embrace mentorship and coaching.

Non-partisan: We exhibit a non-partisan political approach when conducting business and developing relationships.

EQUITY STATEMENT

The Oregon Chapter of the Wildlife Society (ORTWS) is committed to building a more just and equitable Oregon for our membership, and all Oregon residents. We recognize the history of oppression that has resulted in ongoing disparities for some communities, as well as the limitations within a nonprofit framework to address them. Yet, we have a powerful network of organizations and change agents with an opportunity before us to create positive systemic change. We believe that nonprofits that prioritize engaging diverse perspectives can evolve to be inclusive, behave equitably and have profound impacts on society. For these reasons, ORTWS is committed to transforming each aspect of our organization by confronting our own biases and operationalizing our values. We know that intention alone will not change things. To this work, we bring the successes and mistakes of our own continuing efforts in the direction towards equity on behalf of our members. The mission and vision we hold for enriching the lives of all Oregonians, move us to directly challenge ourselves and to deconstruct frameworks of oppression while building opportunities for learning, change and accountability. We know we will make mistakes in our efforts, but will continue to strive to be better. Our efforts will be tireless, and we will not stop. ORTWS is committed to our membership and to an inclusive and equitable Oregon that champions our diversity.

Note: the ORTWS Equity Statement is largely borrowed from the Equity Statement for the Non-profit Association of Oregon

Organization Contact Information

Legal Name: Oregon Chapter of The Wildlife Society

Official acronym: ORTWS

P.O. Box 2378 Corvallis, OR 97330

Website: <http://ortws.org>

Organization Email: ortws@ortws.org

Federal Tax ID #: 23-7035908

The Wildlife Society - Parent Chapter

425 Barlow Place, Suite 200 Bethesda, MD 20814

(w) 301-897-9770

(f) 301-530-2471

Organization Email: twswildlife.org

Contact for ORTWS: Jennifer Murphy, jmurphy@wildlife.org

Oregon Chapter of The Wildlife Society Overview

Board composition

The Oregon Chapter of The Wildlife Society (ORTWS) was founded in 1966. ORTWS is governed by the Executive Board (Board), which comprises the following members:

- Officers (seven voting members)
 - President-Elect (one-year term, rolls into President position the following year)
 - President (one-year term, rolls into Past President position the following year)
 - Past President (one-year term)
 - Vice President-Elect (one-year term, rolls into Vice President position the following year)
 - Vice President (one-year term)
 - Secretary (two-year term)
 - Treasurer (two-year term)
- Board members (seven voting members, all two-year terms)
- Student Chapter representatives
 - Student Chapter Liaison (voting member, one- year term)
 - Student Chapter Advisor (non-voting member, not elected)

All board members are volunteers. ORTWS also has a contracted Administrative Consultant (established in 2021), who helps to conduct many of the logistical tasks associated with the chapter. The Administrative Consultant is expected to attend board meetings and events, but is not a voting member. They report directly to the President. The Board must vote to start or renew a contract with the Administrative Consultant each year.

Electing new Board members

Board positions come up for election on the following schedule:

- President-Elect: every year
- Vice-President Elect: every year
- Secretary and Treasurer: alternating every other year
- Board members: three board members should be elected in one year and four the next
- Student Chapter Liaison: elected by the Student Chapter at OSU every year

Board meetings

- The first Board meeting is held at the Annual Conference to welcome the newly elected board members and start the business of the new year.
- A minimum of four additional board meetings are held during the year to discuss topics of business and organize events for the upcoming year. In most cases, the board meets every-other month for a full day.

Committees

The following committees will be chaired by a member of the Board (or in special cases an ORTWS member). Committees denoted with * are required committees by Bylaws of the Oregon Chapter of the Wildlife Society Article VIII.

- Annual Conference Committee*

- Audit Committee*
- Awards Committee
- Communication Committee
- Conservation Affairs Committee*
- Diversity Committee
- Grants Committee
- Legislative Affairs Committee
- Membership Committee*
- Nominations and Elections Committee*
- Student Affairs Committee
- Workshops & Field Trips Committee* (previously continuing education)

ORTWS Board Roster and Committee Members (see link below):

[ORTWS 2023 Board Roster and Committee Members](#)

Expectations for the Executive Board

Behavioral Conduct

All Board members will hold each other accountable to this code of conduct:

- The Executive Board will actively seek consensus based on the opinions of every member.
- Each Board member will take turns listening, as well as talking, and active listening will be a strategy for all group discussions.
- Sexist, racist, personal or other inappropriate remarks are not acceptable and will not be tolerated.
- Aggressive and dominating behavior is not acceptable.
- Respect each other's opinions even / especially if you don't agree with them.

Board Member Workload Expectations

- Board Meetings – all board members are expected to:
 - Attend all Board meetings (either in person or via conference line) unless it has been agreed beforehand or unless there are unavoidable events, such as illness. If a member cannot attend, they should notify the President and designate a proxy who will be attending the meeting. Notifying a proxy is particularly important for Officers:
 - President and President-elect will serve as proxy to one another
 - Vice President and Vice President-elect will serve as proxy to one another
 - Secretary and Treasurer (or the Administrative Consultant) - will serve as proxy to one another
 - Arrive at meetings on time. Meetings start five minutes after the agreed start time and everyone should be there and be ready to begin.
 - Come to the meetings prepared by reading the assigned material (as much as possible) and come with ideas pertaining to the tasks and decisions to be made.
 - Remain in the meeting until all tasks for that meeting are completed, or there is unanimous adjournment, unless they have notified the President beforehand that they will need to leave early.
- Committees – all board members are expected to:
 - Chair or co-chair one committee, as outlined in their position description. Committee chairs will have other committee members to share the workload, but it is their responsibility to contact committee members, distribute information, and take the lead on getting projects going.
 - The Student Chapter Liaison and Advisor are not expected to chair any committees, but are automatically members of the Student Affairs Committee. They may join any other committees as desired.
 - Be a member of at least two other committees.
- Annual Conference – all board members are expected to:
 - Attend the Annual Conference, and the Business Meeting. The Annual Conference is a three-day event, which typically takes place in February or March every year. Board members must have a *very* good reason for not attending this event and will be expected to put in an extra effort leading up to the event. If you are concerned you may not be able to attend, please notify the President and Vice President with as much notice as possible. The Business Meeting should be held when it is most convenient for members to attend during the three-day event.
 - Be members of the Annual Planning meeting committee, of which the Vice President is the chair.
 - Chair one Sub-Committee for the Annual Conference.
 - Actively engage in planning discussions leading up to the Annual Conference.

Communication Expectations

- Many time sensitive ORTWS communications happen via email. A personal ORTWS email account will be made for all new board members within a month of their election. All board members are expected to access this email at least once a week (ideally much more often) to respond to time sensitive topics.
 - Note: ORTWS email accounts are hosted via Google. You can set up your ORTWS email account to forward to your personal or professional email account if checking multiple accounts regularly is difficult for you (instructions for this setup are available here). However, note that you must log-in to your ORTWS email account to access Google Drive files.
- Not all discussions or decisions need to be made at the board meetings. Discussions, reviews and votes on non-finance related topics may happen via email.
- All shared documents should be saved via the ORTWS_Board Google Drive shared folder, and not on individual personal drives.

General Board Operations

Board Meeting Flow

- According to the ORTWS Chapter Bylaws (Article VII Section 1), members should be invited by email and encouraged to attend board meetings as non-voting participants. Board meetings dates and times will be advertised on the ORTWS website and members may contact the Secretary for the meeting information if they would like to attend.
- A meeting agenda will be prepared by the President two weeks prior to the meeting to give members time to prepare. The agenda will be posted on Google Drive (Board Docs → Operational Documents → Board Meeting Minutes) and members will be notified via email when it is posted.
- All board member discussion topics will be added to the agenda at least one week prior to the meeting date, if possible.
- Each board meeting will cover the following topics:
 - A review of action items from the previous meeting, to identify any topics that still need to be addressed.
 - Short reports from the Treasurer and the Secretary regarding the current status of the chapter
 - Reports from all Committees with relevant updates. Any other topics identified by board members as needing group discussion
- The Secretary will record the meeting minutes during each meeting and make these available to the Board for edits within one week of the board meeting.
- The safety word “muskrat” can be used to draw people's attention to calm down during board meetings and discussions.
- We follow the Standard Code of Parliamentary Procedure in board meetings (<https://www.mcfoa.org/vertical/sites/%7B067FFB58-E3CD-42BA-9FB1-11EFC7933168%7D/uploads/Sturgis-Summary.pdf>). When a topic that requires a vote comes up for discussion:
 - We should debate or discuss the topic as a group
 - After an appropriate amount of discussion time, someone should motion to close the debate and vote immediately. If no one objects, then the vote will proceed.
 - The person proposing the vote should phrase the question explicitly, so it can be recorded in the meeting minutes.
 - The proposal must be seconded by another voting member.
 - The person making the proposal will call for any remaining discussion or debate.
 - After the debate, the person making the proposal will call for the vote among voting members. A majority from the voting Board members (eight votes) are needed for a vote to pass, but every effort will be taken to reach consensus, rather than majority.

General Schedule for the Year

At the annual conference, hold a board meeting to:

- Recognize service of exiting officers and board members and welcome newly-elected officers and board members; each individual should provide a brief introduction of their background and professional activities and interests
- Prepare communications to newly elected officers and board members who are not present at the annual meeting
- The new President will work with the Administrative Consultant to gather personal information from all Board members. New officer and board member information should be submitted to National TWS within 20 calendar days of the election.
 - The blank Officer Report form is saved on the Google Share Drive under Operational Docs → Reports to Parent Chapter)

- Administrative Consultant will provide new officers and board members with a brief overview of Google drive, chapter e-mails, and related on-boarding activities
- President provides a brief overview of potential activities and organizational goals for the year
- Schedule the next board meeting to occur within 30 calendar days of annual conference
- Any old business relevant to current annual conference

March: First full meeting of the new Board

Tasks to accomplish:

- Review the Operations Manual, including board member expectations, position descriptions, and committee descriptions. All board members are expected to read the Operations Manual before this meeting!
- Elective and mandatory committee assignments are made. The President has the discretion to assign board members as committee chairs as deemed appropriate.
- Schedule board meeting dates for the remainder of the year.
- Select tentative dates and location of the next annual meeting (Vice-President should be prepared with some location ideas).
- As a group, outline proposed activities for the year. Potential activities include:
 - Workshops or seminars we would like to organize and/or support
 - Trainings for the board to consider as a group or to support at Annual Conference
 - Small, local gathering (happy hour-esque) organized in cities where board members live across the state
 - Any organizational changes the group wants to prioritize over the next year
- Late spring: Ideally we will hold a workshop planned by the previous board
- June 30: last day of the ORTWS fiscal year
- July: Annual meeting planning starts in earnest with a venue visit
- Early fall: Ideally we would hold at least one workshop for our members in the fall. Early fall is preferred, to provide some space before considerable work is required for the annual meeting.
- Feb (sometimes early March): Annual Conference!
 - Our Business Meeting is typically held as a lunch one day of the annual meeting. This is our opportunity to update our membership on the activities and status of Chapter in the previous year.
 - All Committee Chairs should provide a short report of their activity to the President at least two weeks before the Business Meeting
 - Secretary and Treasurer are required to provide status reports on the past fiscal year to membership.
 - Election results are announced. Running this meeting is the last act for out-going board members.

Board Member Calendar

A Google Calendar of important ORTWS dates is maintained and shared with all Board Members. We have created an email account outside of our standard Google Suite for making this calendar, so that the events can be shared with your personal email accounts, and not just your ORTWS email account.

- The calendar is maintained by the Administrative Consultant and Secretary. However, all board members will be given access to this account to create and edit events.
- A public version of this calendar should be available on the ORTWS website.
- Events that should be posted to this calendar:
 - Board meetings

- Annual meeting
- Workshops
- Important deadlines
- Events hosted by outside organizations, but advertised by ORTWS

To access the ORTWS Google calendar:

- Access site: <https://gmail.com>
- Username: ortws.calendar@gmail.com
- P/W: Please contact the Secretary or Admin Consultant for the most updated password
- Note: this email address is set up to forward to the ortws@ortws.org email account. However, there is no reason you should ever send an email to the ORTWS calendar.

File Sharing and Archiving Procedure

ORTWS maintains a Google Suite, which is owned and managed by our ORTWS Main account (ortws@ortws.org). The Administrative Consultant manages this account. Everyone's ortws.org email account should have editing privileges for our Google Share Drive (let the Admin Consultant know if this is not the case!).

A few Google Drive tips:

- **MOST IMPORTANT! You must be logged into your ortws.org email account to access files stored on the Google Share Drive. We have sensitive information stored on this account, and we can't give anyone's personal account access.**
- When you first get to your Drive account, you will be on your personal Drive (called "My Drive"). Please save all files relevant to your ORTWS activities on the Shared Drive, so that they can be accessible to others in the future.
 - Logged into your ORTWS Gmail account but can't find the Google Drive? Check out this 1 minute video for instructions: <https://www.youtube.com/watch?v=pJhAh3YMG0o>.
- Inside the ORTWS Board Share Drive we have two folders
 - Board Docs: this folder is visible only to ORTWS board members. Anyone without an ORTWS email will need to be given special permission to view files stored here
 - Website Files: any files we plan to share with our membership (i.e. on the website) should be stored here.
- Unfamiliar with navigating a Google Share Drive? There are some great tips and tutorials available here (https://support.google.com/a/users/answer/9310351?hl=en&ref_topic=9298590)! Please reach out to the Admin Consultant or President if you are having trouble.

All physical documents should be scanned and added to the Google Share Drive, so that we don't need to worry about saving paper documents.

Signatory Authority for all ORTWS Contracts

All contracts must be approved and signed by the President. It is the President's discretion if contracts should have Board approval prior to signing. If in the event the President is unable to sign a contract, or if the contract will extend beyond the President's term, the President-elect may have signatory authority.

Approval of Financial Obligations:

The Treasurer builds a new annual budget at the beginning of each fiscal year, which requires Board approval. The Treasurer and Admin Consultant are the only Board members with purchasing power. Board Members who are assigned tasks requiring ORTWS budget dollars should remain within the budgeted amount and send all items or invoices for purchases to the Treasurer. If the items or services require more than the budgeted amount:

- Overages less than 25% of the budgeted amount or up to \$500 (whichever is less) require President and Treasurer approvals
- Overages greater than 25% or \$500 requires Board approval

Board Roles, Responsibilities, and Timelines

President Position Description

Overall Responsibility:

The President presides over the general administration and operations of the Chapter. They serve as the primary contact for ORTWS, distributing requests and pertinent information to the Board as appropriate. After serving a one-year term, the President moves directly to the Past President position. The President is a voting member of the ORTWS Executive Board.

Term: 1 year

Duties:

- General duties (continuously over the year)
 - Prepare a "President's message" to be distributed, approximately, quarterly for membership. This message should also be sent to the Northwest Section to serve as a chapter update
 - Financial
 - Approve (with Treasurer) minimal budget overages (see General Board Operations)
 - Sign-off on all payments of \$3,000 or more made by the Treasurer
 - Board Meetings
 - Presides over all Board meetings, serving as the Chair of the meetings
 - Responsible for scheduling meetings, and sending out an agenda and a call for discussion topics two weeks before each meeting
- Committee Assignments
 - Serve as the co-chair of the Annual Conference Committee
 - Serve as a member of all committees, except the Nominations & Elections Committee
- At the annual meeting:
 - The new President will work with the Administrative Consultant to gather personal information from all board members. New officer and board member information should be submitted to National TWS within 20 calendar days of the election.
 - The blank Officer Report form is saved on the Google Share Drive under Operational Docs → Reports to Parent Chapter
 - Schedule the next board meeting to occur within 30 calendar days of annual conference
 - Work with Administrative Consultant to plan conference evaluations (on the annual meeting that just happened) and report results to the Board within 60 calendar days of annual conference
- First meeting after the annual meeting
 - Preside over assignment of Board members to committees. Assign committee chairs as needed.
 - Schedule board meetings for the remainder of the year
 - Lead discussions on plans for the upcoming year
 - Lead discussions on initial plans for the next annual meeting
 - Immediately following the annual meeting
 - Just after entering the role of President, the new President is responsible for reporting the election of new officers and Board members to National TWS. This entails gathering personal information from all board members, and submitting the form within 20 days of the election.

- The blank Officer Report form is saved on the Google Share Drive under Operational Docs → Reports to Parent Chapter)
 - Schedule the first board meeting as soon as possible
 - Coordinate conference evaluations (on the annual meeting that just happened) and report results to the Board
 - First meeting after the annual meeting
 - Preside over board members splitting into committees. Assign committee chairs as needed.
 - Schedule board meetings for the remainder of the year
 - Lead discussions on plans for the upcoming year
 - Lead discussions on initial plans for the next annual meeting
 - Each Board meeting
 - Solicit discussion topics from the entire board ahead of the board meeting, then compile agenda to be distributed to the board ahead of board meeting
 - Address any action items from previous board meetings not yet completed
 - Preside over the flow of board meetings, keeping to established timeframes
 - Annual Conference
 - General tasks
 - Serve as the co-chair of the Annual Conference Committee, working with VP and VP-elect to guide the theme of the conference
 - June
 - Announce the Annual meeting to membership once a date and location have been set
 - July
 - Work with the Vice President and entire Board to develop a conference theme, and brainstorm special sessions / plenary speaker's on-theme.
 - August – September
 - Reach out to potential plenary speakers
 - October – December
 - Solicit speakers for sessions (with VP and VP-elect)
 - January
 - Reach out to potential stakeholders, to generate interest and excitement about the upcoming event
 - During the Annual Conference
 - Emcee plenary session (or delegate)
 - Emcee banquet (or delegate)
 - Preside over the Business Meeting
 - Preside over the Past President's lunch

President-Elect Position Description

Overall Responsibility:

The President-Elect serves as a proxy for the President if the President is unable or unwilling to perform their duties. After serving a one-year term, the President-Elect moves directly to the President position. The President-Elect is a voting member of the ORTWS Executive Board.

Term: One year

Duties:

- Committee Assignments
 - Serve as chair of the Audit Committee
 - Serve as chair of the Grants Committee
 - Serve as a member of the Conservation Affairs Committee
 - Serve as a member of the Legislative Affairs Committee (barring work conflict)
- First meeting following annual meeting
 - Work with President to outline proposed activities for the year
- Annual Conference
 - General
 - Serve on the Annual Conference Committee, helping guide select sessions to align with conference theme
 - Coordinate the poster session
 - October – December
 - Work with VP-Elect to review poster abstracts; notify winners; provide presentation guidelines
 - Work with Annual Conference Committee assigning moderators for sessions
 - Review Annual Conference program drafts (compiled by VP Elect)
 - January
 - Communicate with potential judges for poster session; revise judging rubric
 - During the Annual Conference
 - Coordinate set-up and take-down of the poster session
 - Coordinate judging of student presentations at the poster session

Vice President Position Description

Overall Responsibility:

The Vice President's primary duty is to organize the Annual Conference. They are the primary contact for this event and are responsible for ensuring that all members of the board are helping to make this event a success. They should be in contact with members of all conference subcommittees periodically, to ensure all plans are being made. The Vice President is a voting member of the ORTWS Executive Board.

Term: One year

Duties:

- Committee Assignments
 - Serve as the chair of the Annual Conference Committee
 - Serve as a member of the Audit Committee
- First meeting following the annual meeting
 - Come prepared with ideas for the location and timeframe of the next year's annual meeting
- Annual Conference
 - General Tasks
 - Be the point person with the venue, and for all inquiries related to the Annual Conference
 - Generate a list of tasks / deadlines that need to be completed before the annual meeting, assign tasks, and stay in contact with other board members to ensure meeting planning is on schedule. Refer to the past years' ORTWS Conference Sub-Committees document for reference.
 - May – June
 - Gather proposals from venues; decide on meeting location for next year and set date
 - Negotiate contract with venue, including location of sessions, food service, and other Annual Conference activities
 - July
 - Arrange site visit to venue with key Board members. Start planning for the Annual Conference in earnest
 - Work with the President and entire Board to develop a conference theme, and brainstorm special sessions / plenary speaker's on-theme.
 - Work with Treasurer to develop a budget for the annual meeting
 - August – September
 - Generate a preliminary schedule for the conference
 - Work with Secretary to build a registration website tailored to the event
 - October – December
 - Coordinate with President and others to set agenda for plenary, banquet, and other conference activities
 - Work with VP-elect to confirm scientific program, after abstracts have been submitted
 - Finalize catering menu with the venue
 - Arrange audio visual equipment needs for speakers and moderators
 - January
 - Finalize meeting program with VP-elect
 - Complete planning with Annual Conference venue
 - Send tentative registration numbers and catering numbers to venue
 - Coordinate final Annual Conference planning with committee
 - During the Annual Conference

- Serve as the point-person for the conference, and one of the primary contact points for the venue staff. Be available to make decisions as needed for the entire event

Vice President-Elect Position Description

Overall Responsibility:

The Vice President-Elect plays a large role in planning the Annual Conference, in coordination with the Vice President and President. The Vice President-Elect serves as a proxy for the Vice President if the Vice President is unable or unwilling to perform their duties. After serving a one-year term, the Vice President-Elect moves directly to the Vice President position. The Vice President Elect is a voting member of the ORTWS Executive Board.

Term: One year

Duties:

- Committee Assignments
 - Serve as Co-chair for the Annual Conference Committee, with the President and Vice President
 - Serve as a member of the Audit Committee
 - Serve on at least one other committee
- Annual Conference
 - General
 - Lead the Scientific Program Sub-Committee for the Annual Conference
 - August – September
 - Send out a call for abstracts. Coordinate with Secretary / Admin Consultant to ensure reminders are sent out leading up to the deadline. Announce sessions on social media, including a call for papers and request of abstracts and vitas for potential speakers
 - Work with President and Vice President to solicit speakers for special sessions
 - October – December
 - Review submitted oral presentation abstracts
 - Work with VP to determine scientific sessions for Annual Conference based on abstracts received
 - Work with the President-elect (responsible for poster session) to coordinate review of poster session abstracts. Facilitate movement of some oral abstracts into posters.
 - Work with President-elect to notify all abstract submitters of their application status; send presentation guidelines to speakers
 - Work with the President to find session moderators; send coordination guidelines to moderators
 - Create a draft schedule for the Annual Conference Scientific Program, working closely with VP.
 - January
 - Finalize physical program for the Annual Conference; coordinating printing
 - Coordinate with Admin Consultant to advertise final program on social media
 - During the Annual Conference
 - Coordinate scientific sessions, speakers and moderators at Annual Conference. Be available to deal with issues on site during all scientific sessions, provide materials for moderators, ensure all talks are uploaded, etc.

Treasurer Position Description

Overall Responsibility:

The Treasurer is responsible for the financial wellbeing of the Chapter, including administration of funds and budgeting. The Treasurer works closely with the Administrative Consultant, to be sure that all financial needs are being met. If the Treasurer is unable or unwilling to complete their duties, the Secretary will serve as their proxy. The Treasurer is a voting member of the ORTWS Executive Board.

Term: Two years, except when a new Treasurer has been elected. The past Treasurer will stay until June 30 to complete the final report following the Annual Conference and to finalize the taxes.

Duties:

- General (continuously throughout the year):
- Note: very specific instructions on all Treasurer tasks can be found in the ORTWS_Admin Procedures document, which should be passed on from all outgoing to incoming Treasurers.
 - Managing Payments
 - The Treasurer is the only board member authorized to write checks and pay bills. The Admin Consultant may also assist with these tasks
 - Issue invoices and receipts as needed to any organization or persons who make payments to the chapter
 - Save all receipts and invoices in the Receipts folder on the Google Drive. Take photos of any paper receipts so we have an electronic version
 - Budget
 - Before the fiscal year ends, review the budget looking for missing payments and clearing them up
 - Work with the President and Vice President to develop a draft budget for the upcoming fiscal year each summer. The Treasurer should make recommendations to the board as to whether we can afford specific expenses in the upcoming fiscal year
 - Work with Admin Consultant once the books are reconciled at the end of the fiscal year, to fill in the budget and calculate profits / losses
 - Present completed budgets and documentation to the audit committee two times a year (after finalizing profits / losses from the annual meeting, and after the end of the fiscal year).
 - Work with Workshops & Field Trips /Chair to develop budgets for those activities
 - Reporting
 - Submit a Treasurer's report to the board bi-monthly (at board meetings)
 - Write a financial report summarizing the past fiscal year for the Chapter each summer. Make this report available for membership on our website.
 - Taxes
 - Work with a CPA to submit federal taxes by November 15
 - Prepare income tax report forms for the Parent Chapter by Jan 31
 - Check PO Box (or coordinate with another board member checking it) bi-weekly.
- Committee Assignments
 - Serve as a member of at least two committees
 - Note: The Treasurer is the only ORTWS Board member who is not required to Chair or Co-Chair a committee.
- First board meeting after the annual meeting
 - Provide a report to the board of the profits and losses from the annual meeting
- Annual Conference
 - General

- Serve as the Chair of the Budget and Finances Sub Committee for the Annual Conference
 - Serve as the Chair of the Sponsorships Sub-Committee for the Annual Conference
- July
 - Work with the Vice President to generate a draft budget for the Annual Conference. The budget must be approved by a Board vote.
- September – October
 - Work with Secretary to setup a registration site with the appropriate fees
- December – January
 - Work with Admin Consultant to monitor all registrants for the annual meeting, to ensure all payments look accurate, and track payments into different categories.
 - Issue refunds to all registrants who cancel before the cutoff date
- During the Annual Conference
 - Withdraw money for the cash box
 - Provide a Treasurer’s Report at the Business Meeting, updating membership on the financial status of the chapter.
 - Be available near the Registration Desk at key moments during the meeting when financial transactions are expected to be high (i.e., start of registration, during the banquet, after silent auction winners are announced)

Secretary Position Description

Overall Responsibility:

The Secretary is responsible for all record keeping and correspondence for the chapter. If the Secretary is unable or unwilling to complete their duties, the Treasurer will serve as their proxy. The Secretary is a voting member of the ORTWS Executive Board.

Term: Two years

Duties:

- General duties (continuously throughout the year)
 - Board Meetings
 - Record meeting minutes at all board meetings.
 - Distribute meeting minutes to all board members within one week of all board meetings for a comment period
 - Make all approved meeting minutes available on the ORTWS website
 - Membership
 - Update the Wild Apricot membership database with members who have registered through the Parent Chapter (monthly)
 - With the Admin Consultant, act as primary facilitator of the ORTWS Wild Apricot website, which serves as the membership portal and event registration website
 - Serve as primary email contact for membership inquiries
 - Operations
 - Make updates to the Operations Manual as needed throughout the year
 - Distribute names, addresses, phone numbers of the Executive Board and the Committee Chairs to each other, Northwest Section Representatives, the President of the Washington Chapter, and to The Wildlife Society
 - Renew both insurance contracts annually
- Committees
 - Serve as the Chair of the Membership Committee
 - Serve as a Co-chair of the Communications Committee
- Annual Conference
 - August – September
 - Build a registration website for the Annual Conference, keeping in contact with the Vice President, Vice President-elect, President, and Treasurer to ensure the website meets the event needs
 - November – January
 - Manage the event registration site. Respond to all registrant inquiries, and work with the Treasurer to issue refunds to everyone who cancels before the cutoff date.
 - Create a schedule for running the registration desk at the conference.
 - Order any office supplies or supplies needed for registration desk
 - Order new merchandise to be sold at the upcoming meeting (as needed)
 - February
 - Print name tags and registration list for the annual meeting
 - During the Annual Conference
 - Provide a Secretary's Report at the Business Meeting, updating membership on the status of the chapter.

- Work with the Treasurer and Admin Consultant to ensure someone who has access to Wild Apricot and is able to take payments is present at the registration desk at all times.

Past President Position Description

Overall Responsibility:

The Past President primarily serves in an advisory role to the ORTWS Board, given their past experiences with the chapter. The Past President is a voting member of the ORTWS Executive Board.

Term: One year

Duties:

- General
 - Assist in transitioning with new President and Board
 - Act in an advisory role to the new President
- Committees
 - Serve as the Chair of the Nominations and Elections Committee
 - Serve as the Chair of the Awards Committee
 - Serve as a member of the Conservation Affairs Committee
 - Serve as a member of the Legislative Affairs Committees (barring work conflict)
 - At the discretion of the President, serve on any other committees as necessary to ensure their success

Board Member Position Description

Overall Responsibility:

There are seven board members, each of whom is assigned a unique set of responsibilities upon joining the board. All seven Board Members are voting members of the ORTWS Executive Board.

Term: Two years

Duties relevant to all Board members:

- Committees
 - All board members are responsible for chairing one specific committee, as assigned by their position (with the exception of Position 7 -- see details below).
 - General Responsibilities for Committee Chairs:
 - Lead the activities of the committee (scheduling meetings, engaging other committee members, assigning tasks, following up to ensure all tasks are completed). Find details on the specific tasks relevant to your committee under the Committee Descriptions
 - Engage with the rest of the board for ideas and input regarding the direction of your committee
 - Provide relevant information to the Secretary and Admin Consultant to post on the website and to social media platforms (to update webpage and for outreach posts)
 - Provide a committee report at Board Meetings (as necessary)
 - Immediately following the first board meeting:
 - Work with the Administrative Consultant to ensure you have contact information for all committee members, and listservs are up-to-date
 - Arrange a meeting with all Committee members to set priorities and goals for the coming year
 - All board members must be a member of at least two other committees
- Annual Conference
 - Every Board Member must Chair one Annual Conference Sub-Committee, and must be a member of at least two other sub-committees
 - Summer Prior to the Annual Conference
 - Work with the Vice President and the Annual Conference Planning Committee to make a game-plan for the Sub-Committee you are chairing.
 - Help in any and all ways possible to make the preparations runs as smoothly as possible leading up to the meeting
 - During the Annual Conference
 - Attend the Annual Conference
 - Serve as the primary point of contact for any events you are responsible for or have helped to plan
 - Help in any other ways as requested by the Conference Organizers

Specific Board Position Responsibilities:

- Position 1: Diversity Committee Chair
 - Chair of the Diversity Committee
 - Annual Conference Responsibilities
 - Organize and oversee a Diversity event or activities

- Position 2: Student Affairs Committee Chair
 - Chair of the Student Affairs Committee
 - Annual Conference Responsibilities
 - Organize and oversee Student Mentor Event
 - Organize and oversee Student and ECP Volunteer Program
- Position 3: Workshops & Field Trips Committee Chair
 - Chair of the Workshops & Field Trips Committee
 - Annual Conference Responsibilities
 - Organize and oversee all Workshop and Field Trip offerings
- Position 4: Conservation Affairs Committee Chair
 - Chair of the Conservation Affairs Committee
 - Annual Conference Responsibilities
 - Serve as a chair for one of the remaining sub-committees (silent auction / raffle, beer donations, vendors, or presentation judging)
- Position 5: Legislative Affairs Committee Chair
 - Chair of the Legislative Affairs Committee
 - Annual Conference Responsibilities
 - Serve as a chair for one of the remaining sub-committees (silent auction / raffle, beer donations, vendors, or presentation judging)
- Position 6: Communications Committee Chair
 - Chair of the Communications Committee
 - Annual Conference Responsibilities
 - Serve as a chair for the Photo Contest Sub-committee (requires no extra work leading up the meeting, just some organization on-site)
 - Serve as a chair for one of the remaining sub-committees (silent auction / raffle, beer donations, vendors, or presentation judging)
- Position 7: Board member-at-large
 - Does not chair a permanent committee. The specific responsibilities of this position will be determined each year based on the needs of the current board. One possible role includes a co-chair to the Conservation Affairs and Legislative Affairs Committees, to give extra support to these two crucial branches of ORTWS. This position could also be given a special project task leading into their term (such as heading an effort to review the Operations Manual, update the logo, etc.).
 - Annual Conference Responsibilities
 - Serve as a chair for one of the remaining sub-committees (silent auction / raffle, beer donations, vendors, or presentation judging)

Student Chapter Liaison

Overall Responsibility: Responsible for maintaining contact between the Student Chapter and ORTWS. The Student Liaison is a voting member of the ORTWS Executive Board.

Term: One year

Duties:

- General duties (continuously throughout the year)
 - Attend ORTWS Board Meetings, in person or via phone; provide updates on recent Student Chapter activities that may be relevant to the ORTWS Board or membership
 - Invite ORTWS Board members to attend and present at Student Chapter meetings
 - Ensure all members of the Student Chapter leadership have current membership with ORTWS
 - Submit “Officer Form” to National TWS
 - Write quarterly articles for ORTWS social media
 - Work with other members of the Student Chapter to submit a proposal for ORTWS Grant funds (typically due in December and distributed in February)
 - Write nomination for Student Chapter of the Year, due spring term but form should be completed quarterly
 - Work to maintain relations with other TWS Student Chapters when appropriate
- Annual Conference
 - Leading up to the Annual Conference
 - Encourage members of the Student Chapter to attend, present, and volunteer at the Annual Conference
 - Work with the head of the ORTWS Student Affairs Committee and the Student Club Advisor to organize the Student Mentor event during the annual meeting
 - During the Annual Conference
 - Attend annual meeting and participate by volunteering
 - Give a brief presentation about Student Chapter (FW Subunit) and its activities at the Annual Business Meeting, which takes place during Annual conference.

Administrative Consultant Position Description

Overall Responsibility:

The Administrative Consultant role was created by the Executive Board in 2021. This is a contract position with ORTWS to provide administrative support. The President and Administrative Consultant must sign a contractor agreement together at the beginning of each new contract period. They report to the President, and work closely with the Treasurer and Secretary to manage task completion. The Administrative Consultant is not elected, and thus is not a voting member of the board.

Term: One year contract; renewal upon Board approval only

Duties:

- Financial Services
 - Conduct monthly and annual bookkeeping functions for ORTWS including data entry, account reconciliation and reporting. Work closely with the Treasurer to ensure monthly tasks are completed.
 - Download all monthly financial statements and store in an encrypted vault service
 - As deemed appropriate by the Board, the Admin Consultant may be added to the ORTWS bank account and issued a payment card, so that two individuals have the ability to make payments and access financial information.
- Record Keeping Services
 - Prepare documents for ORTWS Board meetings, workshops, and other meetings as requested
 - Attend ORTWS Board meetings, workshops, and other meetings as requested
 - Organize and maintain the Google Drive. This includes creating a logical folder system for the drive, ensuring all Board members have appropriate file permissions, archiving and storing documents in a logical manner, etc.
- Communication Services
 - Send electronic communications (emails and Facebook postings) to membership as requested
 - Manage the ortws@ortws.org email account, which is the owner of the entire ORTWS Google Suite. This includes adding new users and creating new groups as needed.
 - Maintain the Board Google Calendar and share settings so all Board Members have access to create or edit events.
 - Maintain the ORTWS website, including updating links and posting information provided by the ORTWS Board as requested
- Committees
 - Serve as a member of the Communications Committee. Provide the essential functions of this committee, in conjunction with the Secretary and Committee Chair.
- Annual Conference
 - Create and update the ORTWS Annual Conference website page
 - Complete any other meeting related tasks as requested by the Board

Committee Descriptions and Roles

Committee chair roles are assigned or volunteered to board members to maintain communication within our community and to have access to our online resources. Co-chairs and committee members can be ORTWS members and need not be elected on the board, with the goal of a supportive leadership role. Co-chairs would be encouraged to attend board meetings as non-voting active members, but such participation would not be necessary as long as co-chairs are actively communicating with the chair.

Annual Conference Committee

The Annual Conference Committee is composed of all members of the ORTWS Executive Board. They are responsible for overseeing and coordinating the ORTWS Annual Conference.

Required Members: Vice President (chair), Vice President-elect (co-chair), President (co-chair), all other ORTWS Executive Board members

Document storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Annual Conference Planning. Here you will find documentation from all past meetings. A few useful files:

- Annual Conference TEMPLATE FILES folder: contains blank templates for all relevant conference sub-committees. We highly recommend duplicating the contents of this folder when you start planning a new conference.
 - Note: to duplicate this folder, download the folder contents onto your computer, and then re-upload with a new name. You cannot copy and paste folders in our Google Suite.
- 20XX ORTWS Conference Sub-Committees: this is the most important planning document for the annual meeting. This file contains a timeline for the meeting, assigns subcommittees, and breaks down specific sub-committee tasks into smaller parts
- Annual Conference History: contains past meeting locations, notes on venue quality, and registration stats broken down by days-out-from-the-meeting.

Duties:

A detailed list of all duties associated with the annual meeting can be found in the ORTWS Conference Sub-Committees document, stored on the Google Drive. Bulleted descriptions of all sub-committees and their tasks are provided here:

- Venue Planning
 - Venue location
 - Coordinate with Potential Venues (VP)
 - Decide on potential venue location and present options to board
 - Gather proposals from potential venues and bring to the board for approval
 - Sign contract with venue (President)
 - Notify membership of conference plans (President / Communications Chair)
 - Event Planning
 - Make event selections with the venue (VP)
 - Communicate AV needs
 - Select food and beverage choices from catering menu
 - Inquire about childcare options
 - Draft the Schedule (VP)
 - Make a schedule of expected room use needs for the entire event
 - Confirm finalized schedule with venue
 - Draft the Budget (Treasurer & VP)
 - Draft preliminary budget based on venue proposal and present to the board for approval
 - Finalize budget
- Schedule Planning
 - Theme
 - Decide on a theme

- Work with the Board to brainstorm relevant ideas for this year's conference theme
- General Scheduling
 - Internal board task management
 - update old version of Annual Conference Planning Schedule with current year dates
 - Create schedule of board responsibilities and tasks for day-of-the annual conference (SOPs)
 - Scheduling the Conference
 - Create a schedule for all activities associated with the annual meeting
- Scientific Program
 - Abstracts
 - Send out a call for special sessions
 - Send out call for abstracts
 - Ensure the call for abstracts is sent to a broad group of individuals who may have interest in presenting at the conference, and not just to chapter membership. This may include: a variety of Universities / colleges, tribal organizations, etc.
 - Develop online submission portal (we typically use Jotform)
 - Poster presentations
 - Review presentation abstracts
 - Notify all abstracts of their acceptance status, along with presentation guidelines
 - Provide on-the-ground support for scientific sessions during the annual meeting
 - Oral presentations
 - Review presentation abstracts
 - Notify all abstracts of their acceptance status, along with presentation guidelines
 - Provide on-the-ground support for scientific sessions during the annual meeting
 - Moderators
 - Reach out to potential moderators for scientific sessions
 - Provide moderator guidelines and time-slot to all moderators ahead of annual meeting
 - Be the primary contact person for moderators during the meeting
 - Physical Program (VP-Elect)
 - Organize accepted abstracts into sessions
 - Create a physical program for the event (free and paid versions)
 - Send program to a printer
 - Plenary (President)
 - Contact potential plenary speakers
 - Coordinate with plenary speaker at the event
 - Workshops & Field Trips
 - Reach out to potential workshop & field trip leaders
 - Develop descriptions for registration website
 - Determine workshop & field trip fees
 - Monitor registration to ensure max reg #s are not exceeded and set up waitlist options
 - Coordinate with leaders leading up to and during the event
- Entertainment
 - Banquet Entertainment

- Decide on any 'entertainment' activities that will be held
 - Coordinate with entertainment leading up to and during the event
 - Photo contest
 - Send out a call for photos
 - Create ballots for photo voting
 - Arrange for prize(s) for winner(s)
 - Organize photos at the event
 - Count ballots and announce winners
- Business Meeting
 - Preparing for the Business Meeting
 - Solicit committee updates from chairs
 - Chapter update for members, including scholarship, grant, and award winners
 - Hold votes for any items requiring chapter votes
 - Announce election results
- Presentation Judging
 - Student Presentation Judging - Oral and Poster
 - Solicit student who would like to be considered for student presentation awards
 - Review and update judging form
 - Solicit professionals to judge student presentations
 - Organize judges on-site and make sure they have judging materials
 - Review feedback forms, select and announce winners
 - Ensure feedback forms are returned to students
 - Professional Presentation Judging
 - Setup voting system for Professional Awards
 - Count votes and announce winners
- Student Mentorship Event
 - Planning the student mentorship event
 - Identify venue for event
 - Get food quote and select menu
 - Schedule time into meeting program
 - Solicit student and mentor participation
 - Plan activities for the event
- Vendors & Sponsors
 - Vendor Outreach
 - Develop information sheet for potential vendors
 - Coordinate with vendors
 - Sponsors
 - Contact Potential Sponsors
 - Develop informational materials for potential sponsors
 - Assign board members to contact all potential sponsors for the Annual Conference. Send everyone an example email and all documents to provide
 - Follow up with anyone who has not responded in 1-2 months
 - Billing Sponsors
 - Send invoices to all sponsors
 - Send receipts and thank you letters to sponsors
 - Sponsor Recognition
 - Develop sponsor logos into jpeg
 - Develop way to display sponsor logos at event
- Donations
 - Raffle & Silent Auction
 - Outreach to donors

- Generate a list of potential donors
 - Reach out to all potential donors to ask for donations
 - Create an updated donation form to provide to donors
 - Arrange silent auction / raffle at the event
 - Physically gather all donated items and bring to annual meeting
 - Develop plan for silent auction / raffle at the event
 - Set up the auction and raffle before the social on the first day of the conference (the earlier the better!)
 - Develop plan for collecting payments once auction ends
- Beer
 - Outreach to donors
 - Send email requests to breweries that might be willing to donate kegs, or possible gift certs (for raffle) or 6-packs (for board room)
 - Coordinate beer at the event
 - Coordinate with donor breweries and local board members for who will pick up and return kegs
 - Figure out who is providing taps to keep track of them during event -- notify Conference Planners how many we will need from venue
- Registration / Administration
 - Registration Website
 - Update the ORTWS website page with details on the upcoming meeting
 - Create an Event Registration page using online registration platform
 - Manually update membership for registrants who pay for renewal
 - Registration desk
 - Name Tags
 - Print name tags, registration list, meal tickets
 - Ensure we have name tag holders, markers, and sticky name tags on hand
 - Collecting payments
 - Cash drawers on hand (2)
 - Receipt book for recording cash payments
 - Tablets on hand for card payments, with software updated, charged
 - Merchandise
 - Order additional merchandise as needed ahead of event
 - Get all merchandise on-site, labeled with sizes and prices
 - Walk-in registration
 - Computer available for on-site registration
 - Student Volunteers
 - Organize volunteers
 - Send out call for student and ECP volunteer applicants
 - Review applications and provide with award options
 - Organize students into volunteer shifts
 - Arrange volunteer incentives
 - Arrange for volunteer lodging
 - Decide on volunteer award options (lodging, check)
 - Volunteer support
 - Be available during start of volunteers shifts to orient them to their tasks
 - Prepare cash box specifically for raffle tickets (sold by volunteers)
 - Post conference survey (President)
 - Send out a post-conference survey to all attendees
 - Share survey results with board to help with planning the next annual meeting

Audit Committee

The Audit Committee is responsible for reviewing the financial records and support documents of the Treasurer at least twice annually. This represents an internal audit of the ORTWS finances, to ensure that all responsibility for financial decisions are removed from the sole shoulders of the Treasurer, and placed onto the entire Board. They are responsible for ensuring the financial stability of the chapter.

Required members: President-Elect (chair), President, Vice President and Vice President-Elect

Note: the Treasurer is *not* a member of this committee, but rather presents the financial information of the Chapter *to* this committee.

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Audit. Included here is the Audit Committee Checklist and Procedures List. The Treasurer and Audit Committee Chair should review these documents before all Audit Committee meetings.

Duties:

- Conduct a bi-annual audit
 - Set audit meeting after end of fiscal year
 - Coordinate with committee members
 - Review finances of Chapter
 - Prepare audit report for board
 - Update membership on chapter finances
 - Set second audit meeting
 - Coordinate with committee members
 - Review finances of Chapter
 - Prepare audit report for board
- Ensure all committee members have a working understanding of chapter finances
 - Meet with the Treasurer to familiarize the committee with chapter finances in general

Awards Committee

The Awards Committee administers the ORTWS Awards Program. ORTWS presents up to eight awards each year, which are split into three categories: Professional Awards, Civic Achievement Awards, and Presentation Awards. The Awards Committee is responsible for soliciting nominations, and ensuring that deserving members of the ORTWS community receive due recognition.

Required members: Past President (chair), President

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Awards.

Duties:

- Solicit nominees for Awards
 - Professional & Civic Achievement Awards
 - Review and update nomination form (we typically use Jotform)
 - Take a critical look at the form each year, to ensure minimal bias will be introduced to the review process
 - Send out an announcement and deadline for nominations through the Communications Committee
 - Send out to membership
 - Send out to any other organizations who may have individuals deserving of our awards. Awards need not be solely awarded to ORTWS members.
 - Student Presentation Awards
 - Work with VP-elect to ensure the abstract submission form includes an option for students to indicate their interest in having their presentations judged. This may include submitting an extended abstract.
 - Work with the chair of the Student Affairs Committee to ensure the call for abstracts is sent to contacts at all institutions with wildlife-related programs in Oregon (not just OSU)
- Develop award process and committee
 - Professional & Civic Achievement Awards
 - Review and update the rubric for selecting award winners
 - Consider removing nominee names and photos from applications for the review process, to remove some bias
 - Schedule a review with the Awards Committee and select successful awardees, present selections to the Board for approval
 - Student Presentation Awards
 - Review and update the rubric for selecting award winners
 - Solicit professionals to judge student presentations
 - Organize judges on-site and make sure they have judging materials
 - Review feedback forms, identify winners
 - Ensure feedback forms are returned to students
 - Professional Presentation Award
 - Setup voting system for Dimick Award
 - Count votes and identify winner
- Announcement of winners to ORTWS membership
 - Present Awards
 - Professional & Civic Achievement Award winners
 - Order plaques in time for the Annual Conference

- Notify winners and/or nominators of winner selections, to be announced at the Annual Conference
- Ensure the President has short blurbs for all winner announcements
- Presentation Awards
 - Coordinate awards for winners ahead of time with Treasurer
 - Print certificates for presentation winners (stored under Board Docs → Annual Conference Planning → Annual Conference TEMPLATE FILES → Award Certificates)
 - Announce award winners at banquet
 - Send presentation award winner info to Nancy Allen to be included on plaque at Nash Hall: nancy.allen@oregonstate.edu
- Create short announcements of award winners for ORTWS website
- Update the past list of ORTWS Award Winners to include most recent recipients
 - Stored on the Google Shared Drive under Website Files → Awards, Grants & Scholarships → Awards → ORTWS Awards List

Awards Administered by this Committee:

Professional Recognition Awards

- David B. Marshall Award
 - This award recognizes an individual for outstanding contributions and accomplishments in wildlife research, management, education, law enforcement, or public service *over the course of their lifetime*. Individuals are acknowledged for promoting the advancement of science, the principles of ecology, and the goals of The Wildlife Society by advocating sound wildlife stewardship. Nominee's actions must have resulted in significant contributions in the conservation and increased long-term security of wildlife populations, wildlife habitats, and natural resource values within the state of Oregon. We face many challenges with limited resources and know there are many dedicated biologists out there who deserve special acknowledgment for the extra time and effort they contribute to the management of our wildlife resources.
 - Originally established as the Lifetime Achievement Award in 1967, this award's name was changed in 2007 in honor of David B. Marshall's lifelong contributions to conservation of wildlife and wildlife habitats, to the wildlife profession, and for his commitments to the ORTWS chapter since its inception.
 - Nominees are submitted electronically and reviewed by the Awards Committee.
 - Award: personalized plaque
- Outstanding Service Award
 - This award recognizes outstanding contributions in wildlife management *in the past year*. Nominees may be recognized for contributions in research, management, conservation, public involvement, education, or law enforcement.
 - Established in 1982
 - Nominees are submitted electronically and reviewed by the Awards Committee.
 - Award: personalized plaque

Civic Recognition Awards

- Private Landowner Stewardship Award

- This award recognizes *private landowners* who demonstrate ongoing wildlife conservation programs or positive actions in conjunction with their commercial operation. We will consider the sustainability, scope, and significance of the resulting benefits to wildlife and will recognize innovation, integrity, advocacy, and goodwill as desirable characteristics for the award recipient.
- Established in 1996
- Nominees are submitted electronically and reviewed by the Awards Committee.
- Award: personalized plaque
- Conservation Award
 - This award recognizes *individuals, city or county agencies, corporations, or conservation organizations* for demonstrating ongoing, positive wildlife conservation or advocacy efforts. We will consider the sustainability, scope, and significance of the resulting benefits to wildlife and will recognize innovation, integrity, advocacy, and goodwill as desirable characteristics for the award recipient.
 - Established in 1996
 - Nominees are submitted electronically and reviewed by the Awards Committee.
 - Award: personalized plaque
- Conservation Policy Award
 - The award is given to legislators, policy professionals, individuals, or entities who demonstrate leadership in advancing local, state, and/or federal policy(s) that benefits wildlife conservation in the state of Oregon. Specifically, this award seeks to recognize demonstrated leadership in one or more of the following areas: (1) Exemplary relationship building: Building strong relationships between state officials, policy makers, stakeholders, and wildlife conservationists across the state; (2) Effective outreach: Supporting wildlife conservation legislation, and/or mobilizing grassroots support for wildlife policy; and (3) Outstanding results: Producing measurable results in the form of policy creation that benefits wildlife conservation.
 - Established in 2018
 - Nominees are submitted electronically and reviewed by the Awards Committee.
 - Award: personalized plaque

Presentation Awards

- Dimick Award
 - The Dimick Award is granted to the best paper given during the general session at the Annual Conference.
 - The award is named after Roland Eugene Dimick. Dimick received degrees from Oregon State College, and went on to help establish the Department of Fish, Game, and Fur Animal Management. The award was established in 1967.
 - Winners are selected by popular vote among members attending the Annual Conference
 - Award: Name printed on the Dimick Award plaque in Nash Hall (OSU); gift certificate

- Les Eberhardt Award
 - The Les Eberhardt Award is granted to an outstanding student paper presented at the Annual Conference. To be considered, applicants must either be actively pursuing a degree in wildlife biology or related fields (e.g. wildlife management, ecology, natural resources, fisheries biology, entomology, forestry, soil science, etc.) *OR* have recently (within 1 year) received a degree in wildlife biology or a related field, and are presenting results of information obtained as a student.
 - The award is in honor of Les Eberhardt, who was a renowned wildlife ecologist dedicated to studying the impacts of energy development and radio activity on wildlife throughout the United States. He died in an airplane crash while conducting wildlife surveys. Established in 1993.
 - In the past, winners have been selected by popular vote. In more recent years we have transitioned to identifying a small group of eligible students ahead of the Annual Conference, and having their presentations reviewed by a small panel of judges who select a winner.
 - Award: Name printed on the Les Eberhardt Award plaque in Nash Hall (OSU); full funding for early bird registration at the next National TWS meeting (if the same abstract is submitted and accepted); free 1-year student membership to National TWS
- Best Student Presentation Award
 - This award will be granted to a student with an outstanding poster presentation at the Annual Conference each year. In some years we distribute awards for both best Undergraduate Student Poster and Best Graduate Student Poster.
 - All students presenting posters at the Annual Conference are reviewed by a panel of judges, who record feedback for students and select a winner.
 - Award: gift certificate

Communications Committee

This committee shall maintain engagement with ORTWS membership via email communication, updates to the chapter website and social media. Note that the communications committee is *not* responsible for generating all content, but rather for distributing content created by the ORTWS Board.

Required members: Chair, Secretary (co-chair), Admin Consultant, President

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Communications. Additional files for sharing on the website and via social media are stored under Website Files (sharing permissions = viewing ability for anyone with the link; it is not possible to share documents stored under Board Docs with the public without giving individuals specific permission)

Duties:

- Membership Emails: Emails should be sent to all membership / contacts regarding:
 - President's message (2-4 times annually, as appropriate)
 - Annual Conference
 - Save the Date (after location and dates are confirmed)
 - Call for abstracts (and subsequent deadline reminders)
 - Announcement when registration is open (and subsequent deadline reminders)
 - Grant, scholarship, and awards applications (and subsequent deadline reminders)
 - Announcement that submissions are now being accepted
 - Note: It can be easiest to have the same deadline for all these submissions
 - Announcement of winners
 - Elections
 - Call for new board members (and subsequent reminders)
 - Voting form and candidate information packets
 - Announcement of winners
 - Pertinent conservation and legislative issues, as appropriate
 - Any other topics we want to draw membership attention to, such as fundraisers, or relevant local activities
- ORTWS Website: Keep the ORTWS website up-to-date.
 - Updates should occur annually after:
 - New board members are elected
 - Grant, Scholarship, and Award winners are announced
 - Updates are made to the Operations Manual
 - New financial reports become available
 - Updates associated with the Annual Conference:
 - Create a webpage for the Annual Conference
 - Update as additional details become available
 - Periodic updates relevant to:
 - Job listings (as requested by members and the Board)
 - Conservation and legislative topics (as requested by those committees)
- Social Media
 - Pertinent information can also be posted as social media, to engage a broader audience. We currently have active Facebook and Twitter accounts (a LinkedIn and Instagram account also exists, but are not maintained).

Conservation Affairs Committee

The Conservation Affairs Committee reviews legislative proposals, administrative regulations, environmental assessments, impact statements, and other issues affecting wildlife / wildlife habitat in Oregon, and makes recommendations to the Executive Board for any action that should be taken by the Chapter. Topics covered may be from organizations soliciting comments, or they may be issues the committee deems appropriate for unsolicited input.

In order to assure the Chapter's statements and positions conform with TWS Parent Society policies, the Committee shall maintain an up-to-date copy of all current Parent Society positions. To further ensure conformity with Parent Society policies, the President will provide copies of all statements and positions to the TWS Executive Director and Policy Director for review at least 72 hours in advance of the scheduled release of said statement or position.

Required members: Chair, Co-chair, President, President-elect and Past President

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Conservation Affairs.

Chair Duties:

- Seek to identify people within the Membership to engage in an active committee
- Track conservation planning/regulatory issues
 - ODFW commission meeting agendas
 - Develop comment for applicable agenda items
 - Forward to the Executive Board for further edits before submission
 - Must be submitted two weeks prior to commission meeting
 - Participate in working groups or other opportunities to best available science to decision making
 - Work with ODFW staff to identify upcoming conservation needs
 - Liaison with stakeholders
 - Track federal announcements (BLM, USFS and USFWS)
 - Develop comment for management plans
 - Forward to the Executive Board for further edits before submission
 - Liaison with stakeholders
- Delegate tasks to co-chair and committee in terms of research, writing, attendance to meetings, and coordination with agencies
- Communication
 - Store all official comments and testimony on the Google Drive
 - Notify the Communications Committee when information on pertinent issues can be added to the website
 - Update the Northwest Section and Parent Society on committee activity

Co-Chair Duties:

- Track subjects of interest to the Chapter such as management plans, administrative regulations, environmental impact statements, and other topics relevant to Oregon's wildlife, as well as any deadlines or comment periods associated with these topics

Diversity and Inclusion Committee

This committee provides information, education, resources, support, and opportunity for members regarding diversity and inclusion. True to our chapter mission and values, the community of learning and allyship are related to every other committee and are crucial to the success of the chapter. In this way, the committee is hard wired into all actions we plan and execute in addition to the specific duties listed.

Required members: Chair, President, all other Board members are encouraged to participate

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Diversity.

Duties:

- General
 - Seek to identify co-chair within the Membership and others to engage in an active committee
 - Support policies, programs, and practices that advance efforts to recruit, mentor, and retain professionals from a broad spectrum of identities reflective of the overall human population, including individuals from historically underrepresented backgrounds.
 - Promote a professional culture that welcomes individuals from diverse backgrounds and values the resultant richness of perspectives and contributions.
 - Recognize the diversity of human cultures and linkages between these cultures and conservation of biological diversity at regional, national, and international scales. Such recognition includes acknowledging the roles and values of traditional and cultural knowledge in wildlife studies, management, and conservation at all scales.
 - Further develop research, conservation, management, and educational programs that enhance human diversity in the workforce and increase enjoyment of wildlife among diverse populations of people.
 - Expand and develop successful, collaborative programs for training, recruiting, and retention of underrepresented groups in the workforce. Collaborate with other professional societies, private foundations, state and federal agencies, and institutions to build upon programs that have demonstrated successful outcomes.
 - Maintain a list of organizations ORTWS opportunities can be forwarded to, to ensure our outreach and opportunities are reaching beyond our membership
- Immediately after the first board meeting:
 - Arrange a meeting with all Committee members to set priorities and goals for the coming year (ideas include holding specific events or workshops, organizing guest speakers, making institution changes to the running of our society, updating website resources, etc.) Seek to identify co-chair within the Membership and others to engage in an active committee
- Annual Conference
 - Work with the Vice President to organize an event(s) at the Annual Conference each year centered around the topic of diversity. This could include:
 - A happy hour or mixer to celebrate diversity in our profession
 - Events specifically targeted at BIPOC or LGBTQIA+ members of our society (hike, networking hour only for members of these groups)
 - Events targeted at BIPOC or LGBTQIA+ members of the general public who live where the meeting is being held

Grant Committee

The Grants Committee administers the ORTWS Grants Program. ORTWS typically awards \$2,000 in small grants each year. The Grants Committee is responsible for soliciting nominations, and ensuring that deserving projects receive funds needed.

Required members: President-elect (chair), President

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Grants.

Duties:

- Develop an annual grants budget
 - Coordinate with the Treasurer to determine the grant budget for the current year
- Solicit and award grants
 - Review and update grant application form (we typically use Google Doc)
 - Take a critical look at the form each year, to ensure minimal bias will be introduced to the review process
 - Consider adding a section addressing Diversity & Inclusion efforts
 - Send out an announcement and deadline for nominations through the Communications Committee
 - Send out to membership
 - Send out to any other organizations who may have relevant projects needing funds.
- Develop award process and committee
 - Review and update the rubric for selecting award winners
 - Consider removing nominee names and photos from applications for the review process, to remove some bias
 - Schedule a review of applications with the Grants Committee and select successful grantees, present selections to the Board for approval.
- Announcement of winners
 - Notify grant recipients of their award status
 - Work with Treasurer to distribute funds to grantees
 - Create short announcements of grant winners for announcement to membership
 - Work with Communications Committee to update the ORTWS website with grantee information
- Follow-up on grant projects
 - Collect reports from grant winners
 - Present project results (photos and brief blurb) on website

Legislative Affairs Committee

The Legislative Affairs Committee identifies priority issues in the upcoming legislative session, develops agendas / strategies for passage of Chapter proposals and appropriate responses to other proposed bills. Committee members should communicate with the Executive Board and general membership for scheduling responses, meeting with key legislative contacts, and coordinating the development of written and oral testimony. Dates of committee activity revolve around the legislative session.

Required members: Chair, Co-chair, President, President-elect and Past President as members (barring work conflicts)

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Legislative Affairs.

Duties:

- Committee formation and outreach
 - Form committee consisting of 2-3 people to assist with duties
 - Identify chapter members within key districts
- When legislature is not in session:
 - Anticipate upcoming issues
 - Maintain communication with legislative contacts
 - Develop proposals for the upcoming session
- When legislature is in session:
 - Track Oregon policy priorities
 - Engage with legislators to encourage best science in policy
 - Review OR senate bills (January)
 - Prioritize bills for ORTWS engagement
 - Track bill progress through legislative process
 - Request input from members with expertise
 - Work with other stakeholders
 - Write comment on bills
 - Provide testimony at committee meetings
 - Review OR house bills (January)
 - Prioritize bills for ORTWS engagement
 - Track bill progress through legislative process
 - Request input from members with expertise
 - Work with other stakeholders
 - Write comment on bills
 - Provide testimony at committee meetings
 - Track federal policy & legislation
- Once the legislative session closes, committee members should continue to be available to assist in rule making or other facets of implementation of enacted legislation
- Communication
 - Store all official comments and testimony on the Google Drive
 - Notify the Communications Committee when information on pertinent issues can be added to the website
 - Updates to the Northwest Section and Parent Society on committee activity
 - Submit the Oregon Government Standards and Practices form, summarizing expenditures relating to the Legislative Liaison for the previous year (we are fined if this form is late)

Membership Committee

The Membership Committee encourages a more diverse and representative membership for ORTWS. They are responsible for maintaining the membership database, providing reports on membership to the ORTWS Board, and actively recruiting new members from underrepresented demographics.

Required members: Secretary (chair), Administrative Consultant (co-chair), President

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Membership.

Duties:

- Maintain the membership database
 - Note: Our membership database and renewal system are now automated through Wild Apricot, so this job is much less intensive than it was historically
 - Respond to membership inquiries and issues
- Provide welcome information to new members
 - At least once a year, review and update the automated messages sent to new members, and members renewing their membership
 - Review and update the welcome letter available on the ORTWS website
- Provide reports on membership demographics to the Board as requested
 - Track membership statistics (gains and losses in total number of members)
 - Track membership diversity (state or federal agencies, University, non-profits, etc.)
 - Identify college age students and schools that are not represented in ORTWS event registrations
- Develop strategies to diversify our membership, and reach underrepresented groups

Nominations and Elections Committee

The Nominations and Elections Committee is responsible for soliciting new board members nominations each year, and running the election process. All nominees must be members of both ORTWS and the Parent Chapter prior to the election. The Chapter should strive to establish diversity with regard to geographic representation, agency of employment, area of expertise and interest, and background of nominees.

Board positions come up for election on the following schedule:

- President-Elect: every year
- Vice-President Elect: every year
- Secretary and Treasurer: alternating every other year
- Board members: 3 board members should be elected in one year and 4 the next

Required members: Past President (chair), all ORTWS Executive Board members

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Elections.

Duties:

- Solicit candidates for open ORTWS Board positions
 - Review and update board position nomination form (we typically use Jotform)
 - Take a critical look at the form each year, to ensure minimal bias will be introduced to the election process. Consider making the election process anonymous, focusing on nominee's intentions as board members, rather than past accolades.
 - Send a call for nominations through the Communications Committee
 - Send out to membership
 - Directly contact specific individuals who are a part of under-represented demographics on the board, to encourage them to apply
- Hold elections
 - Nominees must submit applications 45 days before the Annual Business Meeting.
 - ORTWS members with description of candidates 30 calendar days before the Annual Business Meeting
 - Set up an electronic voting system for the election (we typically use Google Forms)
- Announce election results
 - Read ballots, determine winners, and notify existing Board of results
 - In the event of a tie vote, an uneven number of members of the Executive Board shall cast a secret deciding ballot.
 - Announce election results at the Annual Business Meeting
 - Announce election results to membership via email, through the Communications Committee
 - Work with the Communications Committee to update the ORTWS website with new Board info

Student Affairs Committee

The Student Affairs Committee supports wildlife students and early career professionals by engaging students and faculty in Chapter activities and emphasizes career-long benefits and opportunities of active membership in The Wildlife Society. Activities and outreach efforts extend to colleges and universities within the Oregon Chapter, regardless of student chapter affiliation or accreditation status, to encourage and foster student and recent graduate involvement in the natural resources field.

Required members: Chair, President, Student Chapter Liaison, Student Chapter Advisor

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Student Affairs.

Duties:

- Administers the Student Scholarship Program
 - Solicit scholarship applications
 - Review and update scholarship application form (we typically use Jotform)
 - Take a critical look at the form each year, to ensure minimal bias will be introduced to the review process
 - Send out an announcement and deadline for applications through the Communications Committee
 - Send out to membership
 - Make an effort to send announcement to a wide range of academic institutions with wildlife-related programs in Oregon (not just OSU)
 - Develop scholarship process and committee
 - Solicit voting member of the review committee
 - Note: individuals can self-abstain from reviewing applicants they have personal relationships with
 - Review and update the rubric for selecting award scholarship winners
 - Consider removing applicant names and photos from applications for the review process, to remove some bias
 - Consider making rubric more need based, to support applicants trying to find their path in wildlife conservation, rather than being focused so heavily on academics
 - Schedule a review of applications with the Student Affairs Committee and select successful applicants, present selections to the Board for approval
 - Announcement of winners
 - Notify scholarship recipients of their application status
 - Work with Treasurer to distribute funds to winners
 - Create short announcements of scholarship winners for announcement to membership
 - Work with Communications Committee to update the ORTWS website with scholarship winner information
- Organize all student activities at the conference, including:
 - Note: see Annual Conference Committee for more details on these tasks
 - Student-Professional Mixer
 - Work with the Vice President to develop a plan and schedule for the Student Professional Mixer event at the Annual Conference
 - Encourage participation from students early career professionals, and professionals
 - Student and Early Career Professional Volunteer Program
 - Solicit participation from students and early career professionals
 - Schedule volunteer shifts

- Point of contact for volunteers at annual meeting
 - Work with Board to arrange lodging incentives for volunteers
- Job Board
 - Maintain a job board near the registration desk during the Annual Conference
 - Solicit members to bring materials in advance
 - Set up the job board at the conference creating categories for help wanted, volunteers wanted, hire me, and graduate/postdoctoral positions
- Student Presentation Judging
 - Work with the Awards Committee to provide additional support for judging the student oral and poster presentations at the Annual Conference
- Student Outreach
 - Maintain relationships with student chapters of The Wildlife Society, including maintaining communication with the Student Chapter Liaison and Faculty Advisor for the OSU student chapter of TWS.
 - Encourage creation of student chapters at other universities
 - Maintain a list of academic institutions in Oregon where all student-related announcements can be sent

Workshops and Field Trips Committee

The Workshops & Field Trips Committee is responsible for developing and facilitating continuing education and professional development opportunities for ORTWS members and other interested individuals.

Increasing pressure on wildlife habitats and populations, public awareness, and rapid technological changes are among the major reasons why life-long education is needed for wildlife professionals. Social, political and economic demands require that individuals responsible for the protection, maintenance, and enhancement of wildlife resources become more efficient and effective in their professions. The Wildlife Society recognizes the opportunities for professional development to meet these demands. For TWS Certification, a certified biologist needs >150 hours of continued professional development during a 5 year period.

This Committee was previously known as ‘Continuing Education.’

Required members: Chair, President

Document Storage: Documentation from this committee is stored on the ORTWS Shared Google Drive under Board Docs → Committees → Workshops & Field Trips.

Duties:

- Develop and facilitate workshop and field trips schedule to improve continuing education within the Chapter
 - Work with the Board to brainstorm ideas for workshops and field trips for the coming year
 - This could include sending out a poll to membership to ask what types of opportunities they would most like to see provided
 - Identify Program Leaders with the expertise to lead to desired programs. They are responsible for all of the program content.
 - Maintain a list of individuals who have lead programs for ORTWS in the past
 - The Chair will delegate a committee member to work with each Program Leader, overseeing the development of each technical program offered
 - Communicate with program leaders after they agree to lead workshops or field trips
 - Identify whether the Program Leader is requesting compensation for their services (either on a fixed fee basis, or a percentage of the profits)
 - Develop descriptions for the website and registration page
 - Identify any expenses associated with the program
 - Decide what to charge for the program (along with Treasurer)
 - Communicate with Admin Consultant to monitor registration numbers
 - Work with the Treasurer to ensure appropriate payment is made to Program Leaders after the programs are completed.
- Announcement of Opportunities
 - Develop a registration website or portal for each workshop and field trip
 - Opportunities held during the annual meeting can be added to registration to attend the entire event
 - Opportunities held at other times of the year will need to have their own event registration pages created
 - Notify membership of workshop and field trip opportunities (through the Communications Committee)
 - Send emails to membership
 - Send emails to other potentially interested parties
 - Create a new event on the ORTWS website for programs held outside the Annual Conference

- The Chair will delegate a liaison between the Northwest Section and The Wildlife Society Professional Development Committee, working to avoid duplication in training and overlap in timing.
- The Chair will delegate a member to communicate progress for each workshop as described below.

Financial Guidelines for ORTWS Workshops

1. Workshops sponsored by ORTWS should generate revenue, unless the Board agrees in advance that a specific workshop is sufficiently important to warrant use of Chapter funds.
2. Workshops should be canceled at least two weeks in advance if they will lose money because of insufficient participation.
3. Chapter workshops will be open to both Chapter members and non-members on a first-come first-served basis. However, non-members will be charged 130% of member fees and encouraged to join the Chapter. Workshop presenters will register and pay workshop fees; exceptions may be decided by the organizers on a case-by-case basis.
4. Compliance for those registering as current members of the Chapter should be spot checked.
5. Suggested minimum fees for a workshop will be \$50 per day. Actual estimated costs should be evaluated and suggested fees should be at least \$25 above the estimated break-even cost.
6. Submit a budget to the Board for approval.

Basic Qualification Training

Some Chapter workshops provide training to meet specific standards and guidelines recognized by the Chapter, and state and federal agencies. Examples are northern spotted owl and marbled murrelet surveys. Whenever these types of workshops will be offered, the Board and a group of qualified experts will review workshop materials to ensure that basic protocols are followed and most recent scientific knowledge is presented.

Coordination with Affected Agencies

Workshop coordinators should contact state and federal agencies that are likely to be affected by a workshop prior to planning the program to determine if the agency already plans a similar workshop or training session. Agency suggestions for topics or format should be solicited, and co-sponsorship should be requested.

Workshop Frequency

Chapter will provide workshops on a schedule that is responsive to membership and treasury needs.

Resolution for Support for the Oregon Chapter of The Wildlife Society

WHEREAS, The Wildlife Society is an international, professional, nonprofit organization that is dedicated to the wise management and conservation of wildlife resources, and

WHEREAS, the Oregon Chapter of the Wildlife Society was established to further promote the professional management and conservation of the wildlife resources of Oregon in accordance with the objectives of the parent society, and

WHEREAS, the Oregon Chapter of the Wildlife Society meets annually to encourage the exchange of information, and

WHEREAS, the positive professional and social benefits and values of these meetings are recognized and deemed necessary for further promotion of wildlife management and conservation in Oregon.

NOW THEREFORE, BE IT RESOLVED that the Oregon Department of Fish and Wildlife, Oregon Department of Forestry, Oregon Department of Transportation, U.S. Fish and Wildlife Service, U.S. Forest Service, Bureau of Land Management, Army Corp of Engineers, Soil Conservation Service, Oregon State University, and the Oregon State Police are encouraged to support the Oregon Chapter of the Wildlife Society by:

1. Encouraging their respective professional fish and wildlife personnel to engage themselves as active members of the society;
2. Encourage their respective personnel to attend meetings and workshops of the Society and provide transportation and travel expenses when feasible;
3. Providing assistance for the publication of abstracts from proceedings of annual meetings,
4. Providing an agency liaison to meet with the Executive Board of the Chapter for an annual planning session.

Adopted May 22, 1987; Annual Business Conference; Ashland Hills Inn; Ashland, Oregon

Revised July 16 and 17 1987 Chapter Board and Annual Retreat, Oregon Gardens, Silverton, Oregon.

Bylaws of the Oregon Chapter of The Wildlife Society

Organized: March 8, 1965

Amended and Approved: June 30, 2020

ARTICLE I - NAME, AREA AND AFFILIATION

Section 1 – Name - The name of this organization shall be: The Oregon Chapter of The Wildlife Society, hereinafter referred to as the Chapter. The Chapter has a regional affiliation with the Northwest Section of the Society, hereinafter referred to as the Section.

Section 2 – Area - The Chapter shall have the State of Oregon as its primary area of organization and principal professional interest.

Section 3 - Criteria for Affiliation - The Chapter shall conform to the Bylaws, Code of Ethics, Objectives, Policies, and Positions of The Wildlife Society, Inc¹, hereinafter referred to as the Society).

¹ Incorporated in 1948 under the laws of the District of Columbia.

ARTICLE II - OBJECTIVES

Section 1 - Objectives - Consistent with the objectives of the Society, the Chapter objectives are:

- a. To facilitate communication and the exchange of information among members of the Chapter, professional wildlife workers and other interested organizations and persons.
- b. Embrace, foster and promote a commitment to diversity, equity and inclusivity among members of the Chapter.
- c. Enhance the knowledge, understanding and technical capabilities of natural resource professionals and land managers working to restore the structure and function of disturbed landscapes for the benefit of wildlife species.
- d. To promote professional and public understanding of biological principles related to wildlife ecology and management.
- e. To develop and maintain the highest possible professional standards.
- f. To encourage communication and interdisciplinary collaboration among natural resource professionals to create climates under which wildlife management may be most effective.

Section 2 - Implementation - To aid in achieving these objectives, the Chapter shall:

- a. Provide opportunities for liaison between voting members of the Chapter (hereinafter Members, see Article IV Section 1), the Chapter, the Section, the Society, and other resource users.
- b. Evaluate and respond to proposed or enacted biological, legislative, or social actions affecting wildlife resources.
- c. Utilize the objectives of the Society to focus upon local wildlife needs, problems, and events.
- d. Where appropriate, assume a leadership role in advocating policy, administrative rules, or laws which pertain to the conservation and stewardship of wildlife resources.
- e. Recommend and commend outstanding work in the profession.
- f. Provide opportunities for professional development and continuing education, and offer scholarships for students.
- g. Create opportunities for Members and non-members from all backgrounds to participate in Chapter events.

ARTICLE III - CHAPTER YEAR

The Chapter operating and fiscal year will run from July 1 through June 30. The Chapter's financial reporting will conform to the Society's fiscal year schedule.

ARTICLE IV - MEMBERSHIP

Section 1 - Voting Member - A Voting Member of the Chapter is one who has paid dues to the Chapter for the fiscal year preceding the year in which the Annual Conference is traditionally held (usually in early spring), or has paid dues for the year in which the Annual Conference is held. Only an individual who is a Voting Member of the Chapter and the Society may hold an office of the Chapter and represent the Chapter of the Section on official business.

Section 2 - Charter Members - Current and Other Members in good standing on the membership rolls as of February 26, 1965 shall be considered Charter Members.

Section 3 - Honorary Members - Honorary Members of the Chapter shall be persons who, by a majority vote of all members voting or by approval of the Board, have been thus recognized for their achievements and have been so designated. A Chapter Honorary Member is exempt from Chapter dues. Honorary Members who are Voting Members of the Society shall have the same rights and privileges as Chapter Voting Members (Article IV, Section 1).

Section 4 - Dues - Annual Chapter dues, as determined by the Executive Board, shall be paid, (a) to the Society's Headquarters, along with Section and Society dues or, (b) directly to the Chapter Treasurer. An amount equal to the Chapter dues submitted to the Society's headquarters will be remitted to the Chapter.

Section 5 - Resignation - Members may resign at any time by giving notice to the Chapter's President or Secretary.

Section 6 – Reinstatement - Persons who have been dropped from the rolls of the Chapter for nonpayment of dues may be reinstated into membership in the Chapter upon reapplication and payment of appropriate dues.

ARTICLE V - ELECTIONS AND OFFICERS

Section 1 - Nominations and Elections - Each year the Nomination and Elections Committee, selected by the Executive Board (see Article VIII, Section 2, Clause A), shall prepare a slate of candidates from the Chapter's Voting Membership for President-Elect, Vice President-Elect, and three or four (depending upon the term stagger) Board members. Every other year, candidates for Secretary and Treasurer also will be prepared as provided in Article V, Section 4.

Vacancies are dealt with as specified in Article V, Section 5.

The following considerations apply in the formulation of a slate of candidates:

Clause A - All nominees must be Voting Members of the Society and Chapter prior to the election.

Clause B - Prior approval shall be obtained from all candidates.

Clause C - At least one nominee shall be proposed for each elective position. The Chapter shall strive to establish diversity with regard to geographic representation, agency of employment, area of expertise and interest, and background of the nominees.

Clause D - A nomination slate shall be submitted to the membership at and before the Annual Business Meeting.

Clause E - Additional nominees may be added to the Nominations and Elections Committee's slate at any time before the actual call for voting, provided prior approval has been obtained from the nominee.

Section 2 – Balloting - As determined by the Executive Board, voting may be by sent in and/or ballots cast at the Annual Business Meeting. Ballots shall be received from the membership by the Secretary or Nominations Chair and shall be counted by the Nominations and Elections Committee. For ballot counting purposes, the President shall appoint a replacement for any member of the Nominations and Elections Committee who has been nominated for office.

Clause A - Preceding and current year Chapter Voting Members shall have the right to vote.

Clause B - The candidate receiving the largest number of votes for a specific office shall be declared elected. No one may hold more than one elective position simultaneously.

Section 3 – Officers - Officers of the Chapter shall be President, Past-President, President-Elect, Vice President, Vice President-Elect, Secretary, and Treasurer. Duties are:

Clause A - Executive Board - The above-named Officers and Board Members shall be the Executive Board (Article VII, Section 1) that shall act as the governing body of the Chapter.

Clause B – President - The President shall have general administrative supervision of the Chapter Officers and Board. The President shall appoint, with the advice of the Executive Board, Chairs of all regular and Special Committees; shall preside as Chair at meetings of the Executive Board; and shall be an ex-officio member of all committees except the Nominations and Elections Committee. The President shall represent the Chapter and serve as a liaison to the Section for the Chapter; provide electronic updates to the membership; and serve as a contact for the Section, Chapters, and members in their respective areas. The Chapter President or an appointed representative will assist the Section President in verifying mailing addresses, conducting membership drives, polling members, and assisting in routine Section business.

Clause C - President-Elect - The President-Elect shall assume the duties of the President when the President is absent or unable to serve and shall perform other agreed-upon duties that may be 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. After serving a full term, the President-Elect moves directly to the President position.

Clause D - Vice President - The Vice President shall serve as Chair of the Annual Conference Committee (Article VIII, Section 2, Clause C).

Clause E - Vice President-Elect - The Vice President-Elect shall serve as Assistant Chair of the Annual Conference Committee (Article VIII, Section 2, Clause C). The Vice President-Elect shall assume the duties of the Vice President when the Vice President is absent or unable to serve. In the event the Vice President-Elect cannot serve in the Vice President's absence, the Executive Board shall appoint a Vice President pro tempore. After serving a full term, the Vice President-Elect moves directly to the Vice President position.

Clause F – Treasurer - The Treasurer shall be responsible for administration of the funds for the Chapter and reporting balances regularly at executive board meetings. The Treasurer shall submit a current annual financial report at the Annual Business Meeting. Duties shall also include the receipt and disbursement of funds, and preparation of tax forms.

Clause G – Secretary - The Secretary shall be responsible for the files, records, and correspondence of the Chapter. Duties shall include the record-of-minutes of all meetings, correspondence as assigned, maintenance of membership rolls, and the issuance of meeting notices and reports when so directed by the President.

Clause H - Past-President - The Past-President is a member of the Executive Board and serves as an advisor. The Past-President serves as the Chair of the Nomination and Elections Committee.

Clause I - Board Members - Board Members directly assist the other elected officers of the Chapter. They may be assigned special agreed upon duties by the President.

Section 4 - Executive Board and Term of Office - All elected officers must be Voting Members of the Chapter and the Society. They shall serve as elected for the terms specified in these Bylaws. The President, President-Elect, Vice President, and Vice President-Elect shall serve for 1 year. The Secretary and Treasurer will serve for 2 years. An elected officer may hold the same position for two consecutive terms.

The Board shall consist of 7 members who will serve 2-year terms, and one student member who will serve a minimum 1-year term. All Board members will be elected as specified in Article 5, Section 1. The Board Member terms shall be staggered so that 3 positions expire 1 year and 4 the next

Section 5 – Vacancies - If the office of the President is vacated for any reason, the President-Elect shall assume the duties of the President for the balance of the unexpired term of the President. All other vacancies in any unexpired term of an elective office shall be filled through appointment by a majority vote of the Board. An appointed President-Elect, Secretary, or Treasurer shall serve only until the next scheduled Chapter election when through election, the membership shall fill the positions. All appointees must be Voting Members of the Chapter and the Society.

ARTICLE VI - MEETINGS

Section 1 – Meetings - Meetings shall be held at such times and places as determined and published by the Executive Board.

Clause A - Annual Conferences - An Annual Conference shall be held at such time and place as determined and announced by the Executive Board and shall be for the purpose of sharing professional knowledge, installing newly elected members of the Executive Board, receiving reports of officers and committees, and for any other business that may arise. A registration fee, as determined by the Executive Board, may be collected at the Annual Conference for the purpose of defraying expenses of the Chapter.

Clause B - Meeting Notice - A business meeting shall be held annually, Members shall be apprised by notice preceding such a gathering.

Clause C – Quorum - The quorum for the Annual Business Meeting of the Chapter shall be a minimum of 15 Voting Members. For Executive Board Meetings, a minimum of six (6) members of the Executive Board must be present.

Clause D - Meeting Rules - The rules contained in the latest revision of The Standard Code of Parliamentary Procedure shall govern Annual Business and Executive Board meetings in all cases to which they are applicable, and in which they are consistent with the Bylaws and/or other special rules of the Chapter or Society.

Clause E – Bylaws - Chapter Bylaws shall be available for inspection during every meeting. If the Bylaws are revised, the new revision must be approved by the Members and the National Society before becoming effective (Article X).

Section 2 - Special Meetings - Special Meetings may be called by the Executive Board provided the membership is given the maximum possible advance notice and the purpose of the call is given.

Clause A - Only items listed in the call for a Special Meeting shall be acted upon at a Special Meeting.

ARTICLE VII - MANAGEMENT AND FINANCE

Section 1 - Executive Board - The Chapter shall be governed by an Executive Board (Article V, Section 3, Clause F).

Clause A – Conduct - The Executive Board shall conduct its affairs in conformance with the provisions of these Bylaws and those of the Society. The Board is authorized to act for the Chapter between meetings and shall report its interim actions to the members via email communication or at the succeeding Annual Business Meeting. Any Board action may be overridden by a two-thirds vote of the Voting Members (Article IV, Section 1) voting at the Annual Business Meeting.

Clause B – Attendance - Members are encouraged to attend the Executive Board Meetings and participate in discussions on a non-voting status.

Section 2 - Finance - Administration of the funds for the Chapter shall be under the supervision of the Executive Board, and shall be the direct responsibility of the Treasurer. The financial records of the Chapter shall be examined by the Audit Committee after the end of each fiscal year and after the Annual Business Meeting (Article VIII, Section 2, Clause G).

Clause A - The Treasurer need not be bonded.

Clause B - Funds shall be derived from registration fees, dues, special assessments, work projects, grants, or other contributions.

Clause C - Funds shall be placed in a federally-insured bank or savings and loan association. Any other method of investment shall require a vote of the Executive Board.

Section 3 – Reports - Within 20 calendar days after officer installation or other official personnel action, the Secretary shall notify the Executive Director of the Society, the Section Representative, and the Section President.

Annual financial statements from the Treasurer shall be forwarded to these same individuals. To meet IRS reporting requirements the Treasurer will send (1) A statement of calendar-year income and expenses, together with starting and ending balances to the Executive Director of The Wildlife Society in January of each year for federal tax reporting by the Society office and (2) If the Chapter obtains its Employer ID Number through The Wildlife Society, the Chapter shall also submit required IRS forms to the IRS and the IRS confirmation receipt to The Wildlife Society; the Chapter may contact The Wildlife Society to determine the appropriate form to submit for IRS reporting purposes.

Section 4 – Files - A "Procedure for Filing" shall be kept in the Chapter files for guidance of each succeeding Secretary. An "Operations Manual" for the Chapter, provided by the Society, will be maintained by the Chapter President and a written record of transfer of this manual to the incoming President will be maintained.

The Chapter shall maintain a permanent file containing at least the following:

- a. Copies of the current Bylaws of the Society, Section and Chapter.
- b. Minutes of all Regular and Special Meetings of the membership and of the Executive Board.
- c. Correspondence pertinent to Chapter affairs.
- d. All committee reports.
- e. Financial statements and records.
- f. Copies of resolutions and position statements.
- g. Other material designated as pertinent by the Executive Board.

Section 5 - Resolutions, Public Statements, and Legislative Activity - Formal resolutions, statements on behalf of the Chapter, and other representation by an individual or Committee representing the Chapter, must be for the overall betterment of the wildlife resource, profession, and the Society.

The Chapter will not adopt a position or make a public statement in conflict with the policies of the Society. All public statements will follow the "Policy Guidelines" (<http://wildlife.org/network/tws-local/annual-reporting/>). Copies of all approved Resolutions shall be forwarded to the Society, the Section Representative, and the Section President within 20 calendar days of adoption. A copy, or an abstract if appropriate, shall be published.

Clause A – Resolution - A resolution is a formal statement on the part of the Chapter representing a position or opinion on a given issue. In order for a resolution to be made public, a two-thirds affirmative vote by the voting membership must be attained. At least two Chapter members or any member of the Executive Board may advance a proposal for the adoption of a resolution by presenting it to the full Executive Board for consideration. The Executive Board must first adopt and then recommend any formal resolution to the Members. If the resolution is adopted by the Members, copies of the resolution shall be forwarded to the Society and Section representative prior to public announcement of adoption.

Clause B – Position - A position is an opinion or response on a given issue which is less formal than a resolution. A position can be formulated for the purpose of responding expeditiously to a need on matters where a less broadly considered position is necessary. A position statement, including prepared or spontaneous testimony before a public body, is authorized under the following conditions as long as those representations support the positions and policies of both the Chapter and the Society:

1. The Chapter President, with the approval of the Executive Board, may either personally, or through a designee, make a position statement for the Chapter.
2. The Executive Board, or President, may form a Conservation or Legislative Committee, which would have the authority to make a position statement or represent the Chapter on a particular wildlife resource issue.

ARTICLE VIII - COMMITTEES

Section 1 – Appointments - The Chapter President shall consider suggestions of the Executive Board and appoint the Chairs of all committees (except the Nominations and Elections Committee (Article V, Section 1 and Operations Manual)). Committee Chairs shall complete their committees with the assistance of the President.

Section 2 - Standing Committees

Clause A - Nominations and Elections - See Article V, Section 1.

Clause B – Membership - This committee shall encourage the maximum number of qualified persons residing or working in the membership area to become members of the Society, the Section, and the Chapter.

Clause C - Annual Conference - This committee, chaired by the Vice President, shall have overall responsibility for the organization of the Annual Conference.

Clause D – Conservation - This committee may review legislative proposals, administrative regulations, environmental assessments, 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 Chapter. The Chair may ask Chapter members to assist with reviews. With prior approval of the Executive Board, and as appropriate, this Committee may participate in other legislative activity. This Committee shall receive proposed resolutions or public statements, make a preliminary evaluation for policy compliance, and forward the material to the Executive Board for action (See Article VII, Section 5).

Clause E - Continuing Education - This committee may employ appropriate means to determine member's needs and desires in the area of continuing education, and then develop and facilitate seminars, workshops, and other training opportunities for the membership and other interested persons.

Clause F – Audit - This committee shall consist of a Chair and at least two additional members. The President-elect shall serve as a member of this committee. It shall review the financial records and support documents of the Treasurer at least annually. No member of this committee shall review the financial records for the period in which they were Treasurer. Should any member of the committee recuse themselves, the President may appoint a temporary replacement until the next regularly scheduled board meeting.

Clause G – Reports - Each committee chair shall submit a written summary of committee activities to the President and Secretary within 30 calendar days before each Annual Business Meeting or as otherwise specified by the Executive Board.

Section 3 - Special Committees - From time to time and at the discretion of the President or the Executive Board, Special Committees may be formed to meet specific needs. Examples would be: Awards, History, Field trips, Liaisons, Scholarships, Grants, Webmaster, etc.

Section 4 – Accountability - All committees shall be accountable to the Executive Board and under the general supervision of the President.

Section 5 – Tenure - All Standing Committees shall serve until specifically discharged.

All Special Committees shall serve for a specific length of time which shall be specified when they are formed.

ARTICLE IX - DISSOLUTION

Section 1 - Standards to Continue - The Chapter must continue to demonstrate its viability to the Council of The Wildlife Society by meeting the following standards:

- a. Complying with the criteria for affiliation (Article 1, Section 3)
- b. Submitting the required reports to The Wildlife Society (Article VII, Section 3)
- c. Fulfilling the purposes and intent of these bylaws.

Section 2 – Dissolution - The Council of The Wildlife Society may dissolve the Chapter, following a 1 year grace period during which time the Chapter can come back into compliance, if (1) it finds the Chapter is not meeting the standards established in Article IX, Section 1 and/or (2) if the Chapter fails to file required IRS reports, as set out in Article VII, Section 3, for 3 consecutive years. Upon dissolution of the Chapter of The Wildlife Society, its Executive Board shall transfer all assets, accrued income, and other properties to The Council of The Wildlife Society with the understanding that said assets will be held for a maximum of 5 years from the date of dissolution of the Chapter, for redistribution to another chapter that may be established in approximately the same geographical area within said 5-year period. If another chapter is not established within said area and period of time, the Society Council may use or distribute all assets, accrued income, and other properties as best determined by the Council in accordance with Society Bylaws.

ARTICLE X - AMENDMENTS TO BYLAWS

Section 1 – Procedure - These Bylaws may be amended by a majority of Voting Members voting by ballot. Notice of proposed changes shall be published in the Chapter Newsletter or by a special mailing. Ballots shall be processed by the Secretary or appointed Executive Board member.

Section 2 – Conformance - No amendment to these Chapter Bylaws shall be approved which is in conflict with Society Bylaws. If these Bylaws are revised, the revision must be approved by the Society before it becomes effective.

Oregon Chapter of The Wildlife Society Strategic Plan

Originally written: 5 January 1996

Last Revised: September 2004

PREAMBLE

The purpose of this document is to provide the Oregon Chapter of The Wildlife Society with an action plan consistent with the Chapter's mission statement, values, goals, objectives, and action items. This plan is designed to serve as a guide for the Executive Board. Some of the goals, objectives and action items may be negotiable based on financial decisions and board/ membership capacity but the mission statement and values represent who we are as a professional organization regardless. The plan should be revised periodically (1-5 yrs.) to determine if goals, objectives, and action items are still relevant, and if the action items have been accomplished. Changes to the plan and date of changes will be noted in the strategic plan. The President will ensure that every new board member will be introduced to the strategic plan at the first meeting following the annual conference.

GOALS, OBJECTIVES, AND ACTION ITEMS

GOAL 1. Develop and maintain programs that facilitate professional development of natural resources professionals.

OBJECTIVE 1.1 *Coordinate and develop training programs for natural resource professionals.*

ACTION ITEMS:

1. The President and Workshop Coordinator will encourage members to participate in National TWS's professional development program and certification program, via social media, listserves and other media.
2. The Chapter will hold an annual conference coordinated by the Vice President and Vice President-Elect.
3. The Vice President and Workshop Coordinator will notify members and other natural resource professionals of available training programs, workshops, and conferences through social media, website, email list serves, and other media.
4. The Workshop Coordinator will annually determine training needs, coordinate the Chapter's support of additional training opportunities, and coordinate with agencies and other organizations in meeting these training needs.
5. The Chapter may provide financial assistance for members to attend training.
6. The Chapter will develop and maintain a list of member expertise to address technical issues, education, etc.
7. The Chapter will promote adherence to professional standards and ethics as adopted by National TWS and included in the appendix herein.

GOAL 2. Promote stewardship of wildlife and their habitats through the use of sound ecological information.

OBJECTIVE 2.1 *Assume a leadership role in providing technical information and sound science regarding policy, administrative rules, or laws that affect the conservation and stewardship of wildlife in Oregon.*

ACTION ITEMS:

1. The chair of the Conservation Affairs Committee will evaluate and may respond in a constructive manner to key issues or legislative proposals potentially affecting wildlife and wildlife habitats in Oregon.
2. The chair of the Conservation Affairs Committee will assist the Society to address key issues affecting wildlife and wildlife habitats at the national and international levels.
3. The President will develop and maintain close liaisons with other professional organizations and government agencies to increase the effectiveness of the Chapter.
4. The chair of the Legislative Affairs Committee will support communication with members of the State Legislature on behalf of wildlife and the profession.
5. The Board annually will evaluate the need to retain a professional liaison to represent the Chapter before the state legislature and to state agencies.

OBJECTIVE 2.2 *Encourage members to take action on matters affecting wildlife resources.*

ACTION ITEMS:

1. The chair of the Legislative Affairs Committee and professional liaison will publish a legislative update and other timely information for social media and membership emails.
2. The Chapter shall develop and distribute resolutions and position statements concerning key wildlife issues in Oregon and present the resolutions to a vote of the membership.
3. The President in consultation with the Conservation Affairs Committee chair will designate statewide regional conservation representatives among the membership to keep abreast of more local conservation issues and provide Chapter input as needed.
4. The chairs of the Legislative and Conservation Affairs Committees will identify opportunities for members to actively participate in conservation affairs, such as legislative hearings, field tours, and public meetings, via social media, listserves, website, and other media.
5. The Board shall determine who officially represents the Oregon Chapter of The Wildlife Society.

OBJECTIVE 2.3 *Support distribution of sound ecological information related to wildlife in Oregon.*

ACTION ITEMS:

1. The Chapter may distribute abstracts or papers of presentations given at Chapter workshops and meetings.
2. The Chapter may assist with publication of proceedings from scientific, wildlife- oriented events sponsored by professional resource organizations other than the Chapter or with publication of special wildlife reports.
3. The Chapter will encourage accurate reporting of natural resource and wildlife issues through contacts with news media.

GOAL 3. Increase public education and appreciation of wildlife.

OBJECTIVE 3.1 *Seek opportunities for the Chapter to provide information on wildlife science, management, and policy to the public, and to recognize groups and individuals for acting on behalf of the resource.*

ACTION ITEMS:

1. The Chapter will promote wildlife conservation by working with private landowners, communities, and local governments in promoting wildlife conservation through articles, speaking at meetings, field trips, and media contacts.
2. The membership expertise list (developed under Goal 1) may be used to coordinate education efforts.
3. The Chapter will recognize proactive management on behalf of wildlife resources through its Wildlife Society Conservation and Private Landowner Stewardship Awards at the annual meeting.
4. The Board will maintain a list of materials and resources available for public educators to use.
5. The Board may provide financial support for education through the grant program

GOAL 4. Maintain an efficient and well run organization.

OBJECTIVE 4.1 *Actively promote an active and diverse membership in the Chapter.*

ACTION ITEMS:

1. The Membership Committee will recruit a diverse membership with respect to gender, cultural and racial diversity, geographic location, and affiliation.
2. The Membership Committee will identify professional, cultural, and geographic areas needing active recruitment.
3. The President will develop or promote state-level memoranda of understanding with state, tribal, and federal agencies for participation with TWS.
4. The Secretary will provide Oregon Chapter TWS brochures to potential members.
5. The President will actively use liaisons with other organizations to advertise the Chapter.
6. The Membership Committee will publish a statement on social media encouraging members to solicit new members.
7. The President will actively encourage membership by sending a letter to members requesting membership renewal in October of each year.
8. The Membership Committee will review membership categories and fee structures.

OBJECTIVE 4.2 *Develop and implement a financial plan to accomplish Chapter Goals.*

ACTION ITEMS:

1. The Board will identify and prioritize financial needs of the Chapter on an ongoing basis.
2. The Board will identify potential funding sources and sponsors.
3. The Treasurer will investigate financial planning systems.

OBJECTIVE 4.3 *Examine staff and leadership structures for the Chapter.*

ACTION ITEM:

1. The Board will review the leadership structure of other organizations and consider alternative structures such as hiring an Executive Director.

OBJECTIVE 4.4 *Provide periodic review of Chapter Goals and effectiveness for meeting goals.*

ACTION ITEMS:

1. The Board will review the strategic plan in non-legislative years to determine revisions and evaluate accomplishments.
2. The Board will have a retreat in each non-legislative year to discuss the strategic plan and new ideas.
3. President (or Executive Director) will submit a report of accomplishments to members annually (via social media and discussion at the annual meeting).

APPENDIX 1

(December 2000). CODE OF ETHICS, adopted from National TWS

Each member, in striving to meet the objectives of the Society, pledges to:

1. Subscribe to the highest standards of integrity and conduct;
2. Recognize research and scientific management of wildlife and their environments as a primary goal;
3. Disseminate information to promote understanding of, and appreciation for, values of wildlife and their habitats;
4. Strive to increase knowledge and skills to advance the practice of wildlife management;
5. Promote competence in the field of wildlife management by supporting high standards of education, employment, and performance;
6. Encourage the use of sound biological information in management decisions; and
7. Support fair and uniform standards of employment and treatment of those professionally engaged in the practice of wildlife management.

Objectives for Socially Responsible Investment

Originally established: November 2014

Account objective: to create an endowment for student scholarships.

Scholarship amount: pay out ~5% of account/yr.

Investment Strategy: use Socially Responsible Investments to create a portfolio that balances the tradeoff between earnings and risk (i.e., ~ 60% equities, ~40% bonds).

Investments:

- TIAA CREFF Social Choice Equity Fund (TICRX): 25%:
 - <https://www.tiaa-cref.org/public/tcfpi/Investment/Profile?symbol>
- Parnassus Core Equity Fund (PRBLX): 25%
 - <http://www.parnassus.com/downloads/funds/CoreEquityFund-FactSheet.pdf>
- Northern Global Sustainability Index (NSRIX): 10%
 - <http://individual.northernfunds.com/pws/jsp/display2.jsp?TYPE=detail&fundtype=eq&XML=primary/fundinfo/NSRIX.xml>
- TIAA CREFF Social Choice Bond Fund (TSBRX): 30%
 - <https://www.tiaa-cref.org/public/tcfpi/Investment/Profile?symbol=49604884>
- Calvert Short Duration Income Fund (CSDAX): 10%
 - <http://www.calvert.com/NRC/literature/documents/SP10923.pdf?litID=SP10923>
 - This short term fund pays ~1% and is where you draw money from annually for scholarships. Capital gains and dividends from other funds will be reinvested in the short duration fund.

Benchmarks:

- Equities: S&P 500
- Bonds: govt corporate bond index