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## CHAPTER OFFICERS

The diversity of Chapter operations is usually greater than among the Divisions. To some officers these suggestions will be superfluous but to others they should be helpful reminders.

### President

1. Upon assuming office, the new president should:
  - a. Present the out-going president with the past-president's certificate.
  - b. Announce appointments of standing committee chairpersons.
  - c. Make appointments of ad hoc committee chairpersons at this time if possible.
  - d. Complete committee appointments within one month. Notify Division secretary of committee chair appointments.
2. Be specific in your charges to your committee chairperson and keep abreast of committee activities.
3. Keep Division president and secretary informed on Chapter activities.
4. Be familiar with Chapter and Division bylaws and American Fisheries Society constitution and bylaws.
5. You will represent the Chapter in society affairs as requested.
6. Be aware of Society safeguards concerning lobbying activities by the Chapter to protect the Society's tax-exempt status.
7. As a voting member of the Executive Committee of the Division, you are expected to attend and participate in any meetings of same called by the Division president.<sup>4</sup>
8. Present a brief written report of Chapter activities at the annual Division Executive Committee meeting.
9. Know how to conduct a meeting, i.e., be familiar with Robert's Rules of Order.
10. Schedule and preside over all Executive Committee meetings.
11. You are responsible for arrangements and agenda for Chapter meetings:
  - a. Adhere to a time schedule.
  - b. Introduce any AFS and Division officers present and given them an opportunity to address the membership.
  - c. Install the new president in a dignified ceremony. The president-elect will be escorted to the rostrum by two past-presidents.
12. Acknowledge the work of your officers and committee chairmen by letter at the end of the year.
13. Inform your successor of action taken at the previous Division Executive Committee meeting and see that he/she gets minutes of the same.
14. You will serve on the Chapter Executive Committee for an additional year as immediate past president.
15. Appoint and maintain a chapter representative on all NCD technical committees. This is outlined in the NCD bylaws. Current active NCD technical committees are: Centrarchid, Esocid, Genetics, Ictalurid, Rivers and Streams, Salmonid, Walleye, Reservoirs, and Urban and Community Fisheries.
16. Request chapter membership rebate each year from the parent Society.

### **President / Elect**

1. Serves as annual meeting program coordinator.
2. Preside over Chapter and Executive Committee meetings in the absence of the President.
3. Be familiar with the Chapter bylaws.
4. Work with Web Committee Chairperson to update annual meeting information on the Chapter webpage, including date, location, agenda, events, etc.
5. Issue first call for papers suggested 4-6 months prior to the conference and include instructions to participants. [Time frame at discretion of planning committee.]
6. Issue final call for papers suggested 2-3 months ahead of conference. [Time frame at discretion of planning committee.]
7. Consult other committees for information on committee planned activities for the annual meeting. Coordinate these activities with the other committee members. .
8. Complete annual meeting agenda, presentation and poster abstract listings. Email these documents to membership prior to the annual meeting and coordinate with the Web Committee Chairperson to post these documents to the Chapter web page. Print some hard copy programs for handouts at the annual meeting. In recent years, only about ¼ of meeting participants have taken a hard copy. QR codes have been created and posted to allow for web access to the meeting agenda and abstracts via phone.
9. Acknowledge work of committee members at end of the year.

### **Immediate Past President**

1. Oversee the Nominating Committee, in particular, solicit interest in and recruit for the President Elect position.
2. Recommend changes in the bylaws to membership.
3. Update the procedures manual to reflect changes in responsibilities of officers and committees.
4. Distribute copies of the procedure manual to new officers and committee chairmen.
5. Attend meetings of the Executive Committee.

### **Secretary/Treasurer**

1. Furnish a copy of the minutes of the annual business meeting to the Executive Director of the Society and Division Secretary within 30 days of the meeting.
2. Keep minutes of all official meetings and retain all Chapter records. Copies of minutes should be furnished to Executive Committee members. Annually deposit Chapter records in the hard copy archives held by Sect/Treas and work with Web Committee Chair to upload a copy of the business meeting minutes to the Chapter website.
3. Coordinate with the Resolutions / Environmental Issues Committee Chairperson to assure copies of Chapter resolutions are promptly forwarded to the Division Secretary and the Executive Director. Indicate those for which the Division and Society support is requested.
4. Ascertain if there is a quorum present for official actions and furnish ballots for elections.

Commented [SSLD1]: Is this a national society and NCD requirement? Should we remove this or is it still required?

5. Keep a supply of Chapter bylaws on hand and be familiar with their content. Forward proposed amendments of same, promptly to the Parent Society Constitutional Consultant for review.
6. Maintain a membership roster for the Chapter. Society bylaws stipulate that only an AFS member in good standing can be an officer or have a vote. If a member has not paid Chapter dues over a three-year period, the name should be removed from the Chapter roster.
7. Order a Past-President's Certificate, and certificates for the Steven L. Serns Memorial Best Paper, Steve Yeo Best Student Paper, Best Poster, John Lyons Best Speed Talk and Bill Threinen award prior to the annual meeting. Letterhead can be obtained from Parent Society but it does not include our logo. That can be added by us.
8. Submit a financial report at the annual business meeting.
9. Deposit Chapter funds in an interest-bearing account if the bank does not charge a check writing fee for the relatively few checks drawn during the course of the year. Use Federal Employers Identification number assigned to the Chapter in lieu of a Social Security number.
10. The Sect/Treas does not need authorization to pay Chapter bills that are approved in the annual budget by the membership.
11. Outstanding bills should be brought to the attention of the Executive Committee at their meetings.

## **CHAPTER COMMITTEE CHAIRPERSONS**

### **Membership Committee Chairperson**

1. Obtain a representative from each group in State (i.e., Federal, State, university, private, tribal) to serve on the State committee.
2. Consult with the previous chairperson for records on membership recruiting activities the previous year.
3. Encourage, by letter, active participation by each committee member.
4. Furnish AFS membership applications to each committee member.
5. Present a report, including enrollment numbers, at the annual meeting of the State Chapter.
6. Furnish names and contact information to the Secretary / Treasurer for the membership list. Coordinate with the Secretary / Treasurer or other Executive Committee members as needed to create and maintain an up to date directory of active members as outlined in the Long-Range Plan 2025 – 2035 (page 1, D.5).
7. About once a year, coordinate with the Web Committee Chairperson to add members to the Google Groups email list if they are not already signed up.
8. Acknowledge work of committee members at the end of the year.

### **Resolutions /Environmental Issues Committee Chairperson**

1. Consult pp. 328 and 329 in “A Century of Fisheries in North America” which define and describe the nature of resolutions and their format.
2. Advise your committee to watch and record important issues and problems that arise during the year on the regional, state and local levels.
3. Keep Chapter informed (via the web page, email list, and social media) of public meetings, draft reports and environmental initiatives that address fisheries and/or aquatic resources in the state or region.
4. On issues relating to aquatic resource stewardship, partner on position statements and legislative/executive branch contacts with other professional societies and non-governmental organizations, where possible and appropriate.
5. Prepare the resolution drafts carefully. Special attention is needed to assure a resolution contains the desired wording. Present the resolution to the membership at the annual meeting. There also may be a need for the passing of current, urgent Resolutions at other Chapter meetings. Appropriate resolutions should be accompanied with a recommendation for further support from the Division and/or Parent Society, if so desired.
6. Be familiar with Society guidelines concerning lobbying activities so that any action taken as a result of a resolution does not endanger tax/exempt status of the Society but still will fulfill the Chapter’s objective.
7. Acknowledge work of committee members at the end of the year.

### **Arrangements Committee Chairperson (President Elect)**

1. Cover most, if not all, the following details: annual meeting location and lodging, meeting room assignments, meeting program and abstracts lists, audio/visual equipment, and banquet, social hours and/or mixers.
2. Do your best to break even with meeting costs and registration fees.
3. Coordinate with Executive Committee and other committee chairpersons. Collaborate with current President to schedule and preside over planning meetings.
4. Schedule final meeting with Executive Committee and other Chairpersons before conference to finalize arrangements.
5. Be prepared to handle special emergencies.
6. Acknowledge work of committee members at the end of the year.

### **Social Media and Communication Committee Chairperson**

1. Follow the national society social media guidelines.
2. Promote the Chapter, Chapter news, activities and accomplishments via Social Media.
3. Archive photos used in social media posts on the Wisconsin AFS Social Media Google Drive.
4. Communicate other important Chapter news to membership via the Google Groups email list.

5. Present a report at the Chapter annual meeting.
6. Acknowledge work of committee members at the end of the year.

#### **Raffle and Revenue Committee Chairperson**

1. Organize a fund raising raffle for the Chapter annual meeting.
2. Solicit donations and prizes.
3. Stay within the seed money budget allotted by the Executive Committee.
4. Set up and run the raffle at the annual meeting.
5. Report expenses and submit funds raised to the Secretary/Treasurer.
6. Explore new and innovative methods of raising funds for the Chapter and obtain Executive Committee approval before initiating fund raising efforts.
7. Present a report at the Chapter annual meeting.
8. Acknowledge work of the committee members at the end of the year.

#### **Awards Committee Chairperson**

1. Coordinate volunteer judges to evaluate oral papers presented at the Chapter annual meeting.
2. Summarize judges scores to determine recipients of the Steven L. Serns Memorial Best Paper and Steve Yeo Best Student Paper, Best Poster, John Lyons Best Speed Talk awards.
3. Report the award nominee to the Secretary/Treasurer so the monetary award can be presented before the end of the Chapter annual meeting. In recent years the awards are announced at lunch on the final day and award checks are issued by the Secretary/Treasurer immediately after the announcement of these awards before the recipients leave.
4. Present a report at the Chapter annual meeting.
5. Acknowledge work of the committee members at the end of the year.

#### **Scholarship Committee Chairperson**

1. Advertise the availability of chapter scholarships including the Carroll Norden Memorial Scholarship, the Tim Kroeff Fisheries Scholarship and the Joan Duffy Student Travel Award. [Timing of announcement and deadlines for applications is at chairperson's discretion, suggest 2-4 months prior.]
2. Coordinate evaluation of scholarship applicants prior to the Chapter annual meeting.
3. Report the scholarship winners to the Secretary/Treasurer so the certificates and monetary awards can be presented. In recent years the scholarships are announced at the Business meeting.
4. Present a report at the Chapter annual meeting.
5. Acknowledge work of the committee members at the end of the year.

### **Web Coordinator Chairperson**

1. Archive official Chapter documents (including newsletters, meeting minutes, long-range plan, resolutions, position statements and Chapter history) on Chapter web page. Coordinate with the Exec Committee members to maintain another archive via the Executive Committee Google Drive.
2. Update the Chapter web page as needed including: changes in Executive Committee members, student subunit officers, annual meeting information, etc.
3. Present a report at the Chapter annual meeting.

### **Continuing Education Chairperson**

1. Solicit input from members on topics of interest for continuing education courses.
2. Select a course, location and instructor(s) and announce for enrollment.
3. Stay within the budget allotted by the Executive Committee.
4. Administer the financial aspects of course fees and instructor fees, working closely with the Secretary/Treasurer.
5. Present a report at the Chapter annual meeting.
6. Acknowledge work of the committee members at the end of the year.

### **Student Affairs Chairperson**

1. Recruit a diverse membership of committee members (i.e., Federal, State, academia, tribal, non-government). Invite student subunit representatives or include an overall student representative in meetings and event planning whenever possible.
2. Coordinate student events at the annual meeting. Examples of events from recent meetings have included: student-professional mixer / cornhole tournament at the Welcome Social, student-professional lunch, job board, job panel, resume review workshop, student-professional fisheries management scenario training workshop, etc.
3. Facilitate the Student-Professional Mentorship program including: recruitment of professional volunteers, matching of students with professionals, initial introduction of students with their professional match.
4. Foster student involvement in all appropriate Chapter activities.
5. Serve as a liaison to Student Subunits and foster communication between the student subunits as mentioned in the Long-Range Plan 2014-2024.
6. Present a report at the Chapter annual meeting.

### **Investments and Financial Committee Chairperson**

1. Recruit a diverse committee membership that includes members from different professional agencies when possible (i.e., Federal, State, academia, non-government and tribal).
2. Oversee Chapter investments to maintain a reasonable rate of financial growth and/or ensure necessary changes are made to portfolio to avoid unreasonable losses.
3. Present a report at the Chapter annual meeting.

**Commented [SSLD2]:** I have no idea what to put here. This is just some text to hold the place. Need input from other members. This could be adjusted down the road after this committee is approved and formed. They can come up with their own wording.

**Nominating Committee Chairperson [inactive]**

[In recent years this committee has not been active. Nominations and appointments of committee chairs has been conducted via calls for volunteers at the annual meeting or via email or via targeted search by the Executive Committee or other members of the committee in need of a new chair. This text is retained in case this Committee is reactivated as separate from the Executive Committee.]

1. Suggest that each committee member submit the names of nominees for each office.
2. Compile this list (along with your nominees) and offer this list to the committee for a vote on their preferences.
3. Select the top two candidates for each office on the basis of the votes received from the committee, confirm the willingness of selected candidates to serve if elected, and offer this slate to the membership at the annual meeting. If membership balloting is by mail, coordinate your activities with the secretary/treasurer.
4. Prepare a report for the annual meeting. Select a substitute from the committee if you cannot attend. Present the nominees for office and provide for nominations from the floor.
5. Acknowledge the work of the committee personally or by letter.

**Commented [SSLD3]:** These duties are either done by the Past Pres for recruiting Pres Elect or by the Committee Chairs themselves. According to Bylaws current President is responsible for assigning Committee Chairpersons. So should this be deleted?  
\* at minimum update to include the new language listed above (who is responsible for what) and use this only to discuss the recruitment for President Elect at the Annual Meeting.

*Prepared by: Executive Committee, January 2003  
Wisconsin Chapter AFS*

*Updated: Executive Committee, 2024*