

DUTIES OF COMMITTEES

FROM THE OREGON CHAPTER AFS *ADMINISTRATIVE HANDBOOK*

REVISED: FEBRUARY 1997 (Please note: The duties of officer and committee chairs are currently being revised, contact Dave Ward, ORAFS President, about changes to the duties listed (doug_young@fws.gov, [503-231-6179](tel:503-231-6179), [01/30/08](mailto:doug_young@fws.gov)))

A. General Duties of All Committees

Membership on committees is open to both AFS members and non-members alike; however, only members in good standing may serve as committee chairs.

Committees in the Chapter are grouped into two broad categories. Internal committees are those responsible for the internal relationships of the Chapter and Society and include Arrangements, Scholarship, OSU Student Chapter, Nominating, Resolutions and Bylaws, and Program. The President-Elect chairs the Program Committee and is responsible for that committee. The immediate Past President chairs the Nominating Committee. The Student Paper and Resolutions and Bylaws committees are chaired by the Vice-President. The Internal Director chairs the Arrangements, Awards, and Scholarship Committees.

External committees represent the Chapter and Society in dealing with the public — the "involvement" arm of the Chapter — and include: Fish Culture, Legislative, Aquatic Habitat, Information and Education, and Natural Production. All are directly responsible to the External Director.

The terms of office for members of Chapter committees shall end upon the discharge of the duties for which they were appointed, or at the next annual meeting of the Chapter, whichever comes first.

1. Each committee is authorized to spend up to \$25 without advance approval of the ExCom. Expenses over \$25 must be approved by the ExCom.
2. Each committee Chair will be responsible for keeping the respective Director informed of committee activities and will provide him/her with a copy of the minutes of each committee meeting.
3. Committee Chairs will appoint members to their respective committees as soon as possible after they take office and so notify their respective Director.
4. Committee records will be turned over to the incoming committee Chair complete and in good order as soon as possible after the annual meeting. Records not in active use will be turned over to the Historian.
5. The ExCom and identified internal or external committees are declared to be permanent committees.

B. Internal Committees

1. Arrangements Committee (Internal Committee)

The Arrangements committee is chaired by the Internal Director, who is responsible for making all arrangements for the annual meeting exclusive of the annual program. Activities include:

- a. Presenting time and place options for approval by the ExCom.
- b. Determining lodging, pre-registration, audio visual equipment, meals (if appropriate), meeting rooms, and any other needed facilities.
- c. Running registration desk at annual meeting.
- d. Obtaining prior approval from ExCom to make financial commitments.

2. OSU Student Chapter (Internal Committee)

The OSU Student Chapter will:

- a. Provide a liaison between student and non-student members of the Chapter.
- b. Represent student viewpoints in ExCom meetings, other official assemblies, and wherever else is appropriate.
- c. Be responsible for assuring that student members are fully informed and active in Chapter affairs.
- d. Be represented on the ExCom by the Student Chapter Chair.

3. Nominations Committee (Internal Committee)

The Nominations Committee is responsible for selecting a list of candidates for the elective offices for presentation to the chapter at the annual meeting.

- a. It is chaired by the Past-President.
- b. The committee seeks out the best qualified members for election to the offices of President-Elect, Vice-President, Secretary-Treasurer, Internal Director, and External Director.

- c. Candidates presented for election to office should be selected in such a manner that:
 - 1) No agency, institution, or locale is favored over another in choice of candidates or how the voting arrangements are made.
 - 2) Each candidate is made fully aware of the duties, obligations, time required, and commitment to the position.
 - 3) Each candidate has the endorsement of his/her employer, prior to the committee submitting his name for office.
 - 4) Assures candidates are members in good standing.

4. Resolutions and Bylaws Committee (Internal Committee)

The Resolutions and Bylaws Committee is responsible for the presentation of all resolutions and proposed changes in the Bylaws at the annual meeting and is chaired by the Vice President. Resolutions will be dealt with through establishment of ad hoc committees. Bylaws will be dealt with annually by the incoming officers. The Committee will:

- a. Establish a deadline date prior to the annual meeting for submitting resolutions.
- b. Solicit resolution and bylaw changes by announcement in the summer newsletter.
- c. Assure all resolutions and bylaws are in acceptable format for presentation at the annual meeting.
- d. Insure that all resolutions are in conformity with the constitution of the Parent Society, Bylaws of the Chapter, and the Guidelines for Public Statements and Reviews.
- e. Following the annual meeting, provide copies of all resolutions and action taken to the Secretary-Treasurer of the Chapter and to the Resolution Chairs of the Western Division and Parent Society.

5. Program Committee (Internal Committee)

The Program Committee is chaired by the President-elect, who is responsible for developing the program for the annual meeting.

- a. It will call for papers at least six and three months prior to the annual meeting.
- b. It solicits program topics from the membership through the newsletter or other means.

- c. The chair provides a complete program to the Editor in time for inclusion in the December newsletter.
- d. The chair prepares a complete program and abstracts for the annual meeting.

6. Awards Committee (Internal Committee)

The Awards Committee is responsible for selecting persons or organizations who have made a recent or continuous outstanding contribution to the fishery profession. Criteria for each award are included in the Annual Meeting Handbook. It will:

- a. Solicit candidates and ensure announcements go out in the summer and fall issues of the newsletter.
- b. Select the outstanding fishery worker of the year, Bill Wingfield, merit, and broken oar award winners.
- c. Procure appropriate awards and present them at the annual meeting.
- d. Develop criteria that assure fair and impartial selection among candidates.
- e. Select a member to serve as Chair for the following year.

7. Historian (Internal Committee)

The Historian serves for a minimum of two years and will:

- a. Maintain records of the Chapter that are not in active use by committees or officers.
- b. Submit to the Internal Director prior to each annual meeting a resume of those records compiled during the past year.

C. External Committees

Chairs may change annually except Legislative Chair serves two years. All external committees can and should provide public testimony in accordance with the Guidelines for Public Statements (see Appendix). All external committees can and should serve as technical advisors to various agencies, commissions, councils, and institutions.

1. Legislative Committee (External Committee)

The Legislative Committee is responsible for informing the membership of pending legislation related to fisheries, aquatic environments, and the fishery profession, and guiding Chapter activities in the legislative process. A member of each other external committee will be designated at the annual meeting to serve as a liaison on legislative matters with the Legislative Committee. It will:

- a. Determine and recommend to the ExCom how to best serve the interests of aquatic ecosystems and the fishery profession through our elected state and national representatives and the Governor of Oregon through the Assistant for Natural Resources.
- b. Monitor legislative activity and inform Executive and External committees about action on specific bills.
- c. Develop guidelines for "legislative procedures" to aid Chapter input in the legislative process.
- d. Prepare public statements expressing the Chapter's position regarding proposed legislation and other legislative matters effecting fish and aquatic matters.
- e. Prepare statements and present testimony expressing Chapter positions on proposed legislation.
- f. Submit a written report in July to the External Director summarizing activities of the committee during the past six months.
- g. Submit an annual work plan and budget in July to the External Director.

2. Aquatic Habitat Committee (External Committee)

The Aquatic Habitat committee is responsible for advocating the protection and restoration of surface and ground waters in Oregon, promoting the advancement of techniques to protect and restore water bodies, documenting problems in Oregon's waters, and developing strategies for their solution. Its concerns include physical and chemical habitat, flow, and marine, estuarine and fresh waters. It will:

- a. Encourage implementation and improvement of existing regulations and activities that protect the State's waters.
- b. Ensure adequate consideration of fishes by public entities whose actions affect Oregon's waters.
- c. Review and comment on plans, policies, criteria, and rules affecting aquatic habitats.
- d. Promote public awareness of the importance of healthy aquatic habitats and the hazards of poor habitat conditions.
- e. Maintain liaison with similar aquatic habitat committees of the Western Division and Parent Society.
- f. Conduct periodic habitat workshops at annual meetings.
- g. Submit a written report in July to the External Director summarizing activities over the past six months.
- h. Submit an annual work plan and budget in July to the External Director.

3. Education and Outreach Committee (External Committee)

The Information and Education Committee is responsible for distributing information on the Chapter, fisheries, and water resources to members, fisheries professionals, the general public, organizations, and schools. It will:

- a. Develop and update Chapter brochures and related publications as needed.
- b. Develop and maintain audio-visual programs for schools to stress the importance of fisheries in Oregon.
- c. Organize training and continuing education programs.
- d. Publicize the annual meeting and other newsworthy events and issues related to fisheries and aquatic habitat.

- e. Submit a written report in July to the External Director summarizing activities of the committee during the past six months.
- f. Submit an annual work plan and budget in July to the External Director.

4. Natural Production Committee (External Committee)

The Natural Production Committee is responsible for advocating conservation of genetic and habitat diversity to protect and restore the natural productive capacities of fishes and aquatic resources in Oregon. It will:

- a. Encourage inventories and descriptions of both historic and present status of genetic and fish habitat diversity.
- b. Identify unique and threatened species and stocks of resident and anadromous fishes, and advocate appropriate conservation and restoration measures.
- c. Identify unique and threatened aquatic environments and habitats, and advocate appropriate conservation measures.
- d. Encourage land, water, and fish management practices that conserve or restore genetic and fish habitat diversity.
- e. Promote public awareness of the importance of biological diversity in fishes and the hazards of declining diversity.
- f. Submit a written report in July to the External Director summarizing activities of the committee during the past six months.
- g. Submit an annual work plan and budget in July to the External Director.

5. Fish Culture Committee (External Committee)

The Fish Culture Committee is responsible for promoting advancements in fish culture techniques that protect the biodiversity of native fishes, the exchange of ideas among fish culturists, and public knowledge about fish culture in Oregon. It will:

- a. Promote the exchange of information on progressive techniques of fish culture through the Chapter newsletter, a northwest fish culturist newsletter, and Chapter meetings.
- b. Promote excellence in fish culture practices through use of the Bill Wingfield Memorial Award.
- c. Promote public knowledge about progressive fish culture.

- d. Submit a written report in July to the External Director summarizing activities of the committee during the past six months.
- e. Submit an annual work plan and budget in July to the External Director.