

OREGON CHAPTER – AMERICAN FISHERIES SOCIETY

DUTIES OF OFFICERS

FROM THE OREGON CHAPTER AFS *ADMINISTRATIVE HANDBOOK*

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

A. General Duties of Officers

Any member of the AFS in good standing and working or residing in Oregon is eligible to serve as an officer of the Oregon Chapter.

The Chapter officers are President, President-Elect, Past President, Vice-President, Secretary-Treasurer, Internal Director, External Director and OSU Student Chapter President. Officers are elected at the annual meetings except that the President-Elect succeeds to the office of President upon completion of the term as President-Elect and the President to office of Past President. Also, the Student Chapter President is elected by that chapter at its final spring meeting. The term of officers is one year, beginning September 1 following the election. In case of a vacated position to which succession is not explicitly defined, the ExCom shall appoint a replacement to fill an unexpired term.

The time between the annual meeting and September 1 is a valuable training time during which the officers-elect are encouraged to attend the ExCom meetings as members and receive full voting privileges. During this transition time, the incumbent President and incumbent President-Elect share duties as follows: the President overseeing the activities of the External affairs of the Chapter, and the President-Elect overseeing the Internal activities of the Chapter. See the Organization Chart for further clarification.

B. President

1. Is responsible for overall operation and effectiveness of the Chapter.
2. Presides at the annual meeting and at each meeting of the ExCom.
3. Prepares news release immediately after annual meeting.
4. Serves on the ExCom of the Western Division. This involvement with the Western Division should begin with the Western Division meeting immediately prior to assuming the Presidency.
5. Serves on the Parent Society ExCom (non-voting member) and represents the Chapter to the Parent Society.
6. Insures that Internal and External Directors appoint committee chairs.
7. Prepares a proposed budget for the upcoming year.
8. Writes "President's Corner" for the four issues of the newsletter.
9. Performs other duties as authorized and necessary.

C. President-Elect

1. Serves as a member of the ExCom and assumes the duties of the President in the event of the President's absence or inability to act.
2. Immediately upon being elected to the office of President-Elect, but prior to assuming that office in August, serves as Chair of the Program Committee and is responsible for developing the program for the annual meeting.
3. Is responsible for preparing and printing the initial and final drafts of the annual program and abstracts of presentations. Secures donated printing of the program and abstracts, if possible.
4. Directs the internal business of the Chapter for the 6 months immediately prior to assuming the Presidency of the Chapter.
5. Assists the Internal and External Directors as needed.
6. Assumes the Presidency on September 1, approximately 1½ years after being elected at an annual meeting.
7. Is the Chapter's voting member on the Western Division ExCom at the Western Division meeting held immediately prior to assuming the Presidency.

D. Vice-President

1. Assumes the duties of the President-Elect in the event that office is vacated prior to completion of the term and serves as a member of the ExCom.
2. Chairs the Resolutions and Bylaws Committee.
3. Obtains chair for the student paper award.
4. Is responsible for the organization of the raffle and auction at the annual meeting, whether chaired personally or delegated.
5. Undertakes special projects as assigned by the ExCom.
6. Serves for a term of one year, irrespective of any changes in the status of the President-Elect.
7. Supervises the Chapter's Administrative Assistant. (The reason for this is to intercede on that person's behalf if the other officers are making unreasonable requests of the Administrative Assistant.)

E. Immediate Past President

1. Serves as a member of the ExCom.
2. Chairs the nominating committee and undertakes special projects requiring ExCom experience, at the request of the ExCom.

F. Secretary-Treasurer

1. Serves as a member of the ExCom, keeps the official records of the Chapter, collects and banks any funds allotted to the Chapter, and disburses funds as authorized by the ExCom.
2. Obtains files from the outgoing Secretary-Treasurer at a convenient time prior to September 1.
3. Secures authority with help from the outgoing Secretary-Treasurer to write checks upon the existing funds of the Chapter.
4. Immediately after the annual meeting, notifies the parent society and Western Division of names and addresses of elected Chapter officers.
5. Prepares an annual meeting summary, including photos of the meeting, new ExCom, and award recipients and sends these to the parent society as soon as possible after the annual meeting.
6. Takes minutes at all ExCom and Annual meetings, and distributes typewritten copies to all Chapter officers and to the President of the Western Division within 20 days after each meeting.
7. Maintains up-to-date and accurate financial records of all transactions and gives detailed financial status reports at each ExCom meeting.
8. Collects a registration fee from each attendee at a Chapter annual meeting. The fee assessed will be higher for non-members of the parent society than for members and higher for late registrants than for pre-registrants. The fee structure will be established by the ExCom.
9. At the first ExCom meeting following the seating of new officers, and at the annual chapter meeting presents a detailed annual report of receipts and expenditures to the new and old ExCom.
10. Forwards a copy of the Annual Financial Statement to the parent society in September.

G. Internal Director

1. Serves as a member of the ExCom.
2. Appoints the historian and chairs of the Awards and Scholarship Committees.
3. Coordinates internal committee activities.
4. Chairs the Arrangements Committee, assisted by the Vice-President and the local Arrangements Manager.
5. Serves as a member of the Awards Committee.
6. Writes an Internal Director's Report for each issue of the Chapter newsletter or encourages a committee chair to do so.

H. External Director

1. Serves as a member of the ExCom.
2. Supervises and motivates all external committees which include: Legislative, Aquatic Habitat, Information and Education, Natural Production, and Fish Culture.
3. Assures that committee chairs are filled at each annual meeting, and rotated if possible; except that the chair of the Legislative Committee shall be elected on off-legislature years (even numbered years) for a period of two years. This will allow the chair and the committee to be functioning effectively when the Oregon Legislature opens in January and to be effective throughout that legislative season.
4. Exercises fiscal responsibility over the external committees including overseeing their development of work plans and budgets (due in July).
5. Writes an External Director's report for each issue of the Chapter newsletter or encourages committee chairs to do so.

I. OSU Student Representative

1. Serves as a member of the ExCom.
2. Assists with annual meeting arrangements.
3. Provides a liaison between the Oregon Chapter and student AFS members.
4. Undertakes special projects at the request of the ExCom.

J. Executive Committee (ExCom)

1. Approves all expenditures, position statements, document reviews, meeting places, arrangements, programs, and any other actions requiring official sanction of the Chapter.
2. Develops recommendations to guide the incoming president.
3. Updates the Administrative and Annual Meeting Handbooks as needed between February and August of each year.
4. Establishes the time and place for the annual meeting.
5. Establishes the registration fee structure for the annual meeting.
6. Meets or confers monthly.
7. Develops an annual budget and work plan by September 1 for the upcoming period, September 1 - August 31.