

# **ADMINISTRATIVE HANDBOOK**



## **OREGON CHAPTER AMERICAN FISHERIES SOCIETY**

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## **I. OREGON CHAPTER MISSION STATEMENT**

The mission of the Oregon Chapter of the American Fisheries Society is to:

“Improve the conservation and sustainability of Oregon fishery resources and their aquatic ecosystems for long-term public benefit by advancing science, education, and public discourse concerning fisheries and aquatic science and by promoting the development of fisheries professionals.”

## **II. FOREWORD**

This handbook originated with the Executive Committee (ExCom) and is designed to help officers and committee chairs (especially new ones) understand their roles and responsibilities, and also provides suggestions and tools to make the most efficient use of your valuable volunteer hours. The goal is to maintain a vibrant, active, sustainable chapter, while spreading the workload such that serving the chapter is a desirable, useful, and rewarding experience.

The handbook is in no way meant to stifle anyone's initiative or prescribe a set of inflexible "cookbook" directions. Instead, it should be considered as a set of guidelines that will help us all do a better and more efficient job of running our Chapter and serving our profession.

## **III. PURPOSE OF ADMINISTRATIVE HANDBOOK**

This handbook has been prepared as a reference source for officers and committee chairs of the Chapter so their respective roles will be more clearly defined. This handbook should serve as a guide and the exact responsibilities under each officer and committee role can be adjusted as needed as agreed upon by the ExCom.

Specifically, the handbook states:

- A. The duties and responsibilities of officers and committees as prescribed in the Bylaws of the Chapter.
- B. The additional duties, responsibilities, and recommendations of the ExCom and appropriate committee chairs.

## **IV. SERVICES PROVIDED TO MEMBERSHIP**

The ExCom helps maintain and promote the following for the overall chapter membership

1. Annual Meeting – the Chapter’s single largest, most expensive, most profitable, and most important event. It usually serves as the largest gathering of fishery professionals in the region, with exceptional opportunities for technical information exchange, education, networking, career advancement, improvement of resource conservation, and mentoring. In general, ExCom members will spend most of their time planning, executing, and following through from this event. The format, content, and nature of the Annual Meeting is documented well in the most recent Annual Meeting programs, reports, website pages, budgets, working lists (e.g. sponsors, donors, trade show vendors, volunteers, etc.), and in the Annual Meeting Handbook.
2. Website – for posting information and opportunities (<http://orafs.org/>).
3. Newsletter – Piscatorial Press, published quarterly, with announcements and content for and about members and fisheries.
4. Listserv – for timely communication of news and opportunities.

5. Facebook – to keep members and other interested followers connected with Chapter activities and each other (<https://www.facebook.com/ORChapterAFS>).
6. Instagram – to keep members and other interested followers informed and connected with Chapter activities ([https://www.instagram.com/oregon\\_afs/](https://www.instagram.com/oregon_afs/)).
7. X – to keep members informed real time of Chapter activities (<https://x.com/OregonAFS>).
8. LinkedIn – to connect with other chapter members and fisheries biologists (<https://www.linkedin.com/groups/4833367/>).
9. Opportunity – to be an active member of one of the largest and most outstanding chapters in the nation.
10. Consistency – via succession planning and active recruitment of future leaders.
11. Also, associated services of Western Division (e.g. *Tributary* newsletter) and AFS (e.g. *Fisheries* magazine, journals).

## **V. REIMBURSABLE EXPENSES**

It is the policy of the Chapter to pay for a member’s or volunteer’s expenses in pursuit of Chapter activities that are pre-authorized by the ExCom. Reimbursable expenses may include items such as supplies, postage, phone calls, lodging, meeting registration, and travel. To receive reimbursement the following steps must be taken:

1. A list of expenses and receipts must be compiled in a reimbursement form template provided by the treasurer.
2. Receipts must be scanned and attached to the spreadsheet.
3. The entire package is then sent directly to the President for approval.
4. The Treasurer shall pay expense claims only after receiving approval from the President.

The President has the authority to request additional information on specific items or reject an expense claim if the costs are not reasonable for the location or venue, appropriate to the work undertaken, or do not further the mission of the Chapter. Mileage will be reimbursed at the current rate set by the U.S. General Services Administration (GSA), and per diem expenses should be within allowable GSA rates unless otherwise justified.

## **VI. DUTIES OF EXECUTIVE COMMITTEE (EXCOM) OFFICERS**

### **A. GENERAL DUTIES OF OFFICERS**

Officers must meet membership eligibility requirements as described in Section 2, “Membership”, of the Chapter Bylaws.

The Chapter’s ExCom officers are President, President-Elect, Past President, Vice President, Secretary, Treasurer, Internal Director, External Director and two Student Representatives. Officers are elected at the annual meetings with the following exceptions. The President-Elect succeeds to the office of President upon completion of the term as President-Elect and the President succeeds to the office of Past President upon completion of the term as President. The Treasurer’s term will be for 2 years. The Student Representatives are elected according to the Oregon Chapter of the American Fisheries Society Student Subunit Bylaws. There is one Student Subunit Representative for associate degrees and one Student Subunit Representative for bachelor’s degrees. The Oregon State University Student Subunit and the Mt. Hood Community College Student Subunit are the student subunits currently approved by the Chapter.

Transition among officers is very important for continuity of Chapter business. Generally, this should occur during an in-person retreat in April or May (or within the first month of the transition date). Officers-elect are encouraged to attend the ExCom meetings and coordinate with their predecessors prior to assuming office.

The Chapter officers are responsible for recruiting and appointing committee chairs listed under the duties of each officer. In the event they are unable to recruit a chair, the Chapter officer responsible for that committee is responsible for chairing that committee.

In addition to those specific duties identified below, there are a host of more mundane but important tasks that are shared amongst ExCom based on location, time, availability, and desire. These include preparing drafts of letters, filing and archiving of annual meeting files, and maintaining a complete set of electronic files relevant to the position occupied.

Any of the officers may undertake special projects of personal interest or special assignment as discussed with the ExCom. These projects must directly relate to the Chapter's mission statement.

## **B. PRESIDENT**

1. Is the public face of the Chapter and is responsible for overall operation and effectiveness of the Chapter including presiding at each ExCom meeting. The President shall also provide a functional phone number through which the Chapter may be contacted. The President is the only member of ExCom besides the Treasurer who has the authority to disburse funds as authorized by the ExCom.
2. Provides oversight for the operations of the annual meeting including: (1) Presides at the annual meeting; (2) Presides at the business meeting; and (3) Solicits sponsorships, donations, and other financial support for the annual meeting.
3. Serves on the Western Division ExCom. This involvement with the Western Division should begin with the Western Division meeting immediately prior to assuming the Presidency and includes monthly conference calls and at least one in-person retreat.
4. Holds a non-voting spot on the Society's Governing Board and represents the Oregon Chapter to the Society at the AFS Annual Meeting, including the Governing Board meeting at the AFS Annual Meeting, and in other situations as required.
5. Immediately after the transition of officers, notifies the Society and Western Division of names and addresses of elected Chapter officers.
6. Appoints committees and their chairs not covered in Section 5 of the Chapter Bylaws and ensures that Internal and External Directors appoint committee chairs under their respective authorities.
7. Manages adherence to the Chapter budget, work plan, and schedule.
8. With Past President, prepares and submits (after ExCom review) the "Outstanding Chapter of the Year" Application to Western Division by mid-January. If selected by Western Division as the Outstanding Chapter in the Western Division, Western Division will forward the application to the AFS Awards Committee for consideration for the AFS "Outstanding Chapter of the Year Award." The application will need to be modified by the Chapter to reflect a differing time period of Chapter activities. The AFS application is to be submitted by April 1.
9. Arranges two 1-2 day ExCom retreats. One in late August or early September that focuses on the initial planning details of the annual meeting. And one in April or May (or within the first month of officer transitions) that focuses on officer transitions and planning for the upcoming fiscal year (business plan and annual budget).
10. Writes the "President's Corner" for the newsletter.

11. After ExCom approval, signs official comments and letters to outside entities (may be delegated in the case of potential conflict of interest).
12. Signs contracts on behalf of the Chapter, including the facilities agreement for the annual meeting (usually 2 years in the future).
13. Ensures that the Chapter mailbox is checked weekly and all correspondence is properly handled.
14. Works with Membership Coordinator at the AFS office for quarterly updates to the Oregon Chapter and Oregon address mailing lists. Maintains the distribution lists for use in member-specific communications.

**C. PRESIDENT-ELECT**

1. Assumes the duties of the President in the event of the President's absence or inability to act.
2. Recruits and chairs the Annual Meeting Program Committee (which includes session conveners and other chairs) and is responsible for developing the program for the annual meeting.
3. Responsible for preparing or working with a meeting planning team volunteer to prepare the annual meeting program. This includes distribution to meeting attendees.
4. Works with the secretary to develop and maintain the annual meeting website and abstracts of presentations in coordination with the webmaster. This can be delegated to a meeting planning team volunteer.
5. Prepares announcements in advance of and an article after the annual meeting for the Piscatorial Press, Tributary, and Fisheries with assistance from the Newsletter Editor.
6. Coordinates closely with the Internal Director regarding meeting facilities and logistics.
7. Prepares a proposed Chapter budget and work plan for the upcoming fiscal year (May 1 through April 30) for ExCom review in April and approval prior to May 1.
8. Assumes the Presidency during the second term on the ExCom.

**D. VICE PRESIDENT**

1. Assumes the duties of the President-Elect in the event that office is vacated prior to completion of the term.
2. Serves for a term of one year, irrespective of any changes in the status of the President-Elect. (See Oregon Chapter Bylaws – Section 5 “Duties of Officers”)
3. Chairs the Resolutions and Bylaws Committee.
4. Oversees the student subunit(s) and attends at least one of their monthly meetings on behalf of the Chapter during the school year.
5. Obtains chair for and oversees the Student Paper and Poster Awards Committee.

6. Obtains chair for and oversees the Raffle and Auction Committee for the annual meeting.
7. Obtains chair for and oversees the Volunteers Committee for the annual meeting.

**E. PAST PRESIDENT**

1. Mentors other officers and promotes consistency in ExCom and Chapter activities, including improvements where needed. Provides this handbook to all incoming officers and ensures their familiarity with their roles.
2. Chairs the Nominating Committee and recruits at least one viable and available candidate for each ExCom position.
3. With President, prepares and submits (after ExCom review) the “Outstanding Chapter of the Year” Application to Western Division by mid-January. If selected by Western Division as the Outstanding Chapter in the Western Division, Western Division will forward the application to the AFS Awards Committee for consideration for the AFS “Outstanding Chapter of the Year Award.” The application will need to be modified by the Chapter to reflect a differing time period of Chapter activities.
4. Obtains chair for (or chairs) and oversees Vendor / Trade Show program for the annual meeting. Note that if the current president is a federal employee, the Vendor recruitment and Sponsorship solicitation duties may need to be swapped between President and Past-President to avoid conflict of interest issues associated with federal employees and solicitation of funds.
5. Obtains Newsletter Editor and oversees timely production of and content within the *Piscatorial Press*.
6. Serves as a member of the Financial Sustainability Committee to help maintain consistency in the committee, ensure adherence to the Financial Sustainability Plan and Investment Policy.

**F. SECRETARY**

1. Keeps the official records of the Chapter.
2. Within one month of taking office, arranges a transition meeting with the outgoing Secretary to obtain files and review procedures.
3. Takes minutes at all ExCom and annual meetings, and distributes draft minutes to all Chapter officers at least one week prior to the next ExCom meeting. Distributes annual business meeting minutes via email for voting during the current year for membership approval.
4. Assists Treasurer with registration management for/at the annual meeting.
5. Maintains and updates listserv, website, and membership information. Responsible for acquiring and reviewing monthly membership updates provided by AFS to Chapter.
6. Shares responsibility of providing periodic social media updates, as necessary, pertaining to Chapter events with the External Director.
7. Responsible for maintaining Google Drive account which is to be used for the orderly storage of Chapter information. Current ExCom officers are to be provided access to the Google Drive account.



The Secretary is to coordinate information transfer with outgoing ExCom officers to ensure appropriate records are uploaded to Google Drive account. At the end of the Secretary's term, a copy of the Google Drive account is to be downloaded to a thumb drive or other appropriate portable storage device, labeled, and delivered to the Chapter's archive at the OSU library.

#### **G. TREASURER**

1. Collects and banks any funds allotted to the Chapter, and disburses funds as authorized by the ExCom.
2. The term for this position is two years. Within one month of taking office, arranges a transition meeting with the outgoing Treasurer to obtain files, review procedures, and transfer account authority of the Chapter's banking and investment accounts.
3. Maintains up-to-date and accurate financial records of all transactions and gives detailed financial status reports at each ExCom meeting.
4. Ensures preparation and timely filing of the annual tax returns.
5. Prepares the initial financial summary of the annual meeting for use in developing the budget for approval at the spring ExCom planning meeting.
6. Manages the registration (including registration website updates and management) and fee collections for the annual meeting. The fee structure will be established by the ExCom while establishing the annual meeting budget (usually around the time of the fall retreat).
7. Oversees all other financial transactions related to the annual meeting and Chapter business.
8. Prepares an annual Chapter financial statement for distribution at the Chapter annual business meeting for approval by the membership. Forwards a copy of the annual Chapter financial statement to the Society as per the requirements.
9. Process and record sales of proceedings, t-shirts, posters, itemized Auction/Raffle income, and other Chapter products. Process and record donations to the Chapter.
10. Serves as a member of the Financial Sustainability Committee. Responsible for reporting any changes in investments or transfer of funds consistent with the Financial Sustainability Plan and Investment Policy and presents the annual portfolio performance to ExCom.

#### **H. INTERNAL DIRECTOR**

1. Recruits and/or appoints the Historian.
2. Recruits and appoints the chairs of the Awards Committee and the Scholarships Committee. Serves as a member of these committees and ensures that the chairs are performing as necessary.
3. Chairs the Arrangements Committee in charge of arrangements for the annual meeting and other Chapter and ExCom events.
4. Manages all logistics during the annual meeting such as room setup, audiovisual equipment, breaks, event scheduling, meals, and is the contact person for all logistics and coordination with the facility manager.

5. Reviews billings for facilities and events prior to payment and assists the Treasurer with preparation of the financial summary of the annual meeting.

**I. EXTERNAL DIRECTOR**

1. Oversees and motivates all external committees which include: Legislative, Freshwater Habitat, Marine Habitat and Ecology, Education and Outreach, Natural Production, Fish Culture, Native Fish, Climate Adaptation, Social Media, Human Dimensions, and Diversity, Equity, and Inclusion.
2. Seeks and appoints External Committee chairs. Only AFS members may serve as Committee Chairs (Bylaws Section 2 “Membership”).
3. Exercises fiscal responsibility over the external committees including overseeing their development of work plans (due in early summer after new committee chairs start May 1) and budgets (due before the spring ExCom planning meeting or retreat).
4. Maintains a list of members interested in serving on committees and in supporting roles.
5. Monitors or designates a single person to monitor use of Chapter social media accounts by others. Reviews people’s requests to post to Chapter social media accounts as a representative of the Chapter and presents them to ExCom for consideration and approval.
6. Writes an External Director's report for each issue of the *Piscatorial Press* and encourages Committee Chairs to also provide relevant and timely content.
7. Coordinates and approves (with President) all information to be posted on the Chapter website by the Chapter Webmaster.

**J. STUDENT REPRESENTATIVE**

1. Serves as a member of the ExCom, with full voting privileges, but is not counted as part of the quorum (see Bylaws – Section 8 – Voting and Quorum).
2. Assists with annual meeting arrangements, especially student coordination and assistance.
3. Serves as a liaison between the Chapter and the approved student subunit(s) of the Chapter.
4. Represents the Student Subunit at the Western Division Student Colloquium. Funding to attend is provided by the Chapter.
5. Submits a budget proposal to ExCom for annual Student Subunit funding by April 1<sup>st</sup>.
6. Submits an annual report to the ExCom summarizing the activities of the Student Subunit(s) and describing how any funds granted from the Chapter were used. Adapts this report as an article for publication in the summer issue of the *Piscatorial Press*.
7. Submits articles to the *Piscatorial Press* throughout the year publicizing subunit events and highlighting activities.
8. Undertakes special projects at the request of the ExCom. These projects must directly relate to the

Chapter's mission statement.

#### **K. EXECUTIVE COMMITTEE**

1. Approves all expenditures, position statements, document reviews, meeting places, arrangements, programs, and any other actions requiring official sanction of the Chapter, including resolutions and bylaw changes to be voted on by Chapter membership.
2. Develops recommendations to guide the incoming President.
3. Reviews and updates (as needed) the Administrative Handbook annually.
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 or as determined by the ExCom. In-person meetings or retreats are suggested for April-May (budget and work plan emphasis) and September-October (annual meeting planning emphasis).
7. Approves an annual budget and work plan by May 1 for the upcoming fiscal year May 1–April 30.
8. Prepares articles for the newsletter and content for the website as appropriate.
9. Approves investments and transfers of funds suggested by the Financial Sustainability Committee.

### **VII. DUTIES OF COMMITTEES**

#### **A. GENERAL DUTIES OF ALL COMMITTEES**

Membership on committees is open to both AFS members and non-members alike; however, only current AFS members that are also current Oregon Chapter members may serve as committee chairs.

Committees in the Chapter are grouped into two broad categories, Internal and External Committees.

Internal Committees are those responsible for the internal relationships of the Chapter and Society and include Arrangements, Awards, Scholarships, Nominating, Resolutions and Bylaws, Student Paper and Poster Awards, Raffle and Auction, Annual Meeting Volunteers, Annual Meeting Program, Historian, and Financial Sustainability.

External Committees address fishery issues external to Chapter operations, usually at the request of the ExCom, and provide relevant research and responses to ExCom for potential use in communication with external entities (legislative bodies, agencies, NGOs, media, etc.). External Committees include: Legislative, Freshwater Habitat, Marine Habitat and Ecology, Education and Outreach, Natural Production, Fish Culture, Native Fish, Climate Adaptation, Social Media, Human Dimensions, and Diversity, Equity, and Inclusion.

The terms of office for members of Chapter committees shall end upon the discharge of the duties for which they were appointed, or May 1, whichever comes first, except that the chair of the Legislative Committee shall have a 2-year term of office. All Committee Chairs are allowed to serve multiple years with ExCom approval.

1. Each committee is authorized to spend up to \$30 per year without advance approval of the ExCom. Expenses over \$30 but less than \$100 shall be approved by the External Director and reported to ExCom, expenses over \$100 must be approved by the ExCom before they are incurred.
2. Each Committee Chair will be responsible for keeping the respective External or Internal Director, or appropriate ExCom officer, informed of committee activities and will provide him or her with a copy of the minutes of each committee meeting.
3. Each External Committee Chair will be responsible for working with respective committee members to develop an annual work plan (except the Legislative Committee which has a 2 year work plan) that is due to External Director in early summer.
4. Committee Chairs are encouraged to actively recruit new members and are responsible for maintaining a list of current members with contact information.
5. Committee records and information will be transmitted to the External Director complete and in good order as soon as a committee chair retires from the position.

## **B. INTERNAL COMMITTEES ASSIGNED TO INTERNAL DIRECTOR**

### **1. Arrangements 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. Duties of the Chair and Committee include:

- a. Presenting time and place options for the annual meeting for approval by the ExCom.
- b. Planning all logistics of the annual meeting such as room setup, audiovisual equipment, breaks, event scheduling, meals, lodging, registration, sales, trade show, and any other needed facilities and equipment.
- c. Obtaining prior approval from ExCom before making annual meeting financial commitments.

### **2. Historian**

The Historian shall be recruited and appointed by the Internal Director, and serves for a minimum of 2 years. The Historian may appoint members to assist him or her. Historian duties include:

- a. Maintaining records of the Chapter that are not in active use by committees or officers.
- b. Submitting to the Internal Director prior to each annual meeting a summary of those records compiled during the past year.
- c. Preparing as appropriate a display of archival items for the annual meeting.
- d. Maintaining running lists of Chapter officers, committee chairs, and award winners.
- e. Providing above lists and other pertinent material to the President for upload to archive section of website.

- f. Ensures appropriate materials are archived with Oregon State University.

### 3. Awards Committee

The Awards Committee is responsible for seeking and nominating worthy candidates for each Chapter professional award: Lifetime Achievement Award, Fishery Worker of the Year, Fishery Team of the Year, Bill Wingfield Memorial Award in Fish Culture, Award of Merit, and the Broken Oar Award.

The Awards Committee chair shall be recruited and appointed (or reappointed) by the Internal Director. Recommendations from the existing committee will be given priority.

- a. The Awards Chair establishes a late-December deadline for nominations and solicits nominations in the summer and fall issues of the *Piscatorial Press* newsletter, via listserv announcements, and appropriate social media. Nominations may also be solicited from state, federal, and tribal fisheries agencies, as well as colleges, universities, and other fishery organizations.
- b. The Awards Chair recruits members of the committee. The Awards Committee should consist of the Awards Chair, the Internal Director, a Past-President, and other members as determined by the Awards Chair, to include a broad scope of fishery disciplines and agencies.
- c. Nominations will be sent to the Awards Chair and distributed to committee members prior to the selection meeting. The committee should select winners by early January so that winners can be notified prior to the registration deadline for the Annual Meeting so as to not incur late registration fees. Any committee member who nominated a candidate shall abstain from all discussions relating to selection of a winner for that particular award.
- d. The Awards Chair forwards the names of the winners to the Internal Director and President at least 6 weeks prior to the annual meeting.
- e. There is no limit to the number of Merit Awards presented. Lifetime Achievement Award may be presented to one individual in any given year. Fishery Worker and Fishery Team of the Year may be presented to one or more individuals if each is determined by the committee to meet the criteria. Fishery Worker and Fishery Team of the Year may both be presented in any given year. All awards are discretionary and it is not mandatory that any of the awards be presented in any given year.
- f. Work done toward meeting the award criteria need not be conducted in Oregon but should contribute to the Chapter's mission.
- g. Nominators of Fishery Worker and Fishery Team of the Year whose nominees are not selected will be given the option of having their nominee judged for an Award of Merit. Nominators whose nominees are not selected will receive notification and comments about strengthening the nomination for future resubmission.
- h. The Awards Chair procures appropriate awards in collaboration with the Internal Director and presents them at the annual meeting (Awards Lunch), or delegates someone else to present the awards.
- i. The Awards Committee maintains application materials and criteria to assure fair and impartial selection among candidates and submits any proposed changes to the ExCom for approval.
- j. The Awards Chair distributes appropriate publicity material regarding award winners following the annual meeting to local, regional, and national media, including: the *Piscatorial Press*, *Fisheries* (AFS), *The Tributary* (Western Division), and appropriate local and regional news outlets.

- k. The Awards Chair works with the Historian to update the list of winners for submission to the President for posting on the website.

#### **4. Scholarship Committee**

The Scholarship Committee is responsible for soliciting, collecting, and reviewing applications for the Chapter's student scholarships; community college, B.S. M.S., Ph.D Scholarships, Albert G. Lassuy Diversity, Equity and Inclusion Scholarship, the Gerald R. Bouck Memorial Scholarship, and the Carl Bond Scholarship). The dollar amount awarded, type, and number of scholarships will be determined each year as part of the annual work plan and budget approved by ExCom. The goal of these scholarships is to further the objectives of the Chapter by rewarding and promoting the education and development of future fisheries professionals. Scholarships will be formally awarded at the annual meeting.

- a. The Scholarship Committee Chair recruits judges for the committee.
- b. The Scholarship Committee maintains application forms, guidelines, criteria, and an objective score sheet for each scholarship to be awarded.
- c. The Committee Chair advertises the scholarships in the Piscatorial Press, website, and at Oregon's community colleges and universities.
- d. The Committee Chair coordinates judging of student applications, and with the Committee selects winners in early January. Winners are notified at least two weeks prior to the registration deadline for the meeting so as to not incur late registration fees.
- e. The Committee Chair works with the Internal Director prior to the annual meeting to prepare awards for the student winners.
- f. The Committee Chair presents scholarship awards to student winners at the annual meeting (Awards Lunch) or delegates someone else to present the awards.
- g. Assists the Diversity, Equity and Inclusion Committee with administering the Albert G. Lassuy Diversity Equity and Inclusion Scholarship as needed.

### **C. INTERNAL COMMITTEES ASSIGNED TO OTHER EXCOM OFFICERS**

#### **1. Nominating Committee**

The Nominating Committee is responsible for selecting and confirming a list of viable and available candidates for ExCom offices to present for election at the annual meeting.

- a. Chaired by the Past-President.
- b. The Chair will strive to include long-term Chapter members and past officers of the Chapter when appointing nominating committee members.
- c. 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.

- d. 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 permission of his or her employer, prior to the committee submitting their name for office.
  - 4. Assures candidates are AFS and Oregon Chapter AFS members.
- e. Compiles and submits a list of candidates and candidate statements by the winter *Piscatorial Press* newsletter deadline for publication (December 15).
- f. Oversees development of an appropriate ballot, ballot collection, and counting of ballots during the annual meeting; or appropriate e-vote if approved by ExCom.

## 2. Resolutions and Bylaws Committee

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

- a. Chaired by Vice President.
- b. Establishes a deadline date in mid-November for submitting resolutions.
- c. Solicits resolutions by announcement in the summer and fall newsletters.
- d. Works with the Society at least 3 months prior to the annual meeting to assure proposed amendments to Bylaws meet Society standards.
- e. Presents drafts of resolutions and proposed bylaw amendments to ExCom early in the process and recommends whether ExCom should put final versions of resolutions and proposed bylaw amendments before the Chapter members for a vote at the annual meeting.
- f. Assures all ExCom approved resolutions and proposed amendments to the Bylaws are in acceptable format for presentation at the annual meeting.
- g. Submits ExCom-approved resolutions and proposed Bylaw changes to the *Piscatorial Press* by the winter newsletter deadline.
- h. Ensures that all resolutions and proposed amendments to the Bylaws are in conformity with the constitution of the Society, Bylaws of the Chapter, and the Guidelines for Public Statements and Reviews.
- i. Following the annual meeting, provides copies of all resolutions and actions taken to the Secretary of the Chapter and to the Resolution Chairs of the Western Division and Society. All amendments to the Bylaws approved by the Chapter need to be sent to the Western Division for approval after which they are sent to the Society's Constitutional Consultant for presentation to the Governing Board for their review and approval. Only after approval by the Governing Board do they take effect.

### **3. Student Paper and Poster Awards Committee**

The Student Paper and Poster Awards Committee is responsible for determining the best oral and poster presentation(s) by student(s) at the annual meeting. Awards will be framed certificates and presented to the winner and first runner-up for the Best Student Technical Paper and Best Student Poster presentations, including co-authors. Awards will be presented at the annual meeting.

- a. The Vice President recruits and appoints the Student Awards Chair at least 3 months prior to the annual meeting.
- b. The Committee Chair recruits judges, such that three judges independently review and score each student's presentation.
- c. The Committee Chair develops an objective score sheet for all judges.
- d. The Annual Meeting Program Chair (President-Elect) works with the Student Awards Chair to have all student poster presentations judged during the Poster Session, and all student oral presentations scheduled and judged prior to the awards ceremony.
- e. The Committee Chair uses the score sheet to determine winner and first runner-up for best oral and poster presentation.
- f. The Committee Chair gets certificates printed and framed prior to the awards ceremony.
- g. The President presents awards to student winners and first-runner ups at the awards ceremony.

### **4. Raffle and Auction Committee**

The Raffle and Auction Committee is responsible for organizing the raffle, and the silent and oral auctions held at the Oregon Chapter Annual Meeting and possibly other events. This is one of the Chapter's major annual fundraisers.

- a. The Vice President recruits and appoints the Raffle and Auction Committee Chair.
- b. The Raffle and Auction Chair(s) coordinates raffle and auction activities with the Vice President, and communicates with the Internal Director/Arrangements Chair about specific on-site needs at the annual meeting such as set-up location, display areas, tables, and easels.
- c. Solicits donations for the annual meeting raffle and auction in the summer and fall issues of the *Piscatorial Press* and includes an announcement on the Chapter website. The Raffle and Auction Chair(s) sends out letters and emails of solicitations to previous donors and new potential donors.
- d. Works with the Vice President to make sure purchasing items, framing, auctioneer, etc. are within the approved annual meeting budget set by the ExCom.
- e. Maintains a complete list of items with donor names and addresses, with donor-suggested value of donated items. Detailed record keeping (fair market value, actual income, and copies of receipts) are to be coordinated with the Treasurer as necessary for tax purposes. Receipts and thank-you letters are to be mailed promptly after the annual meeting.
- f. Updates raffle and auction donation forms and posts them on the Chapter website.



- g. Secures an auctioneer for the oral auction items and determines additional costs including meals or lodging. Provides auctioneer with all necessary information about the auction items to help promote and increase value of the item.
- h. Determines number of volunteers needed for raffle and auction set-up, ticket sales, running, and other help, and provides this number to the Annual Meeting Volunteer Coordinator. Chairs provide ExCom with an itemized summary of the sales and proceeds before the spring planning meeting or retreat.

## 5. Annual Meeting Volunteers Committee

The Annual Meeting Volunteers Committee recruits and assigns volunteers from the student subunits and other sources as needed to help conduct the annual meeting.

- a. The Vice President recruits and appoints the Committee Chair and asks the Student Representatives of the student subunits if they will serve on the committee.
- b. The Annual Meeting Volunteers Committee Chair coordinates with the Program Committee Chair, Raffle and Auction Committee Chair, and Internal Director to determine tasks and numbers of volunteers needed before and during the annual meeting. These include such tasks as helping before the meeting, helping set up, staff, and take down registration and sales tables at the meeting, helping session conveners with AV equipment, light control, and/or time monitoring during technical sessions, helping set up and take down poster boards for the poster session, helping set up and conduct the raffle and auction, and helping execute the Spawning Run/Carcass Crawl, cornhole tournament, and/or other discretionary events at the annual meeting.
- c. Recruits volunteers from the student subunits and Oregon colleges with educational programs related to fisheries or related sciences, such as Oregon State University, University of Oregon, Portland State University, Mt. Hood Community College, and Southern Oregon University, through use of the *Piscatorial Press*, visiting student subunit meetings in the fall, and contact with key professors or other staff at these colleges. Writing volunteer recruitment articles for the *Piscatorial Press* that will precede the annual meeting by 4-6 months is a critical part of recruitment.
- d. Maintains a list of volunteers (and a back-up list) according to date of application, determines if person is eligible (will be an enrolled college student in fisheries or related sciences at the time of the annual meeting), determines each volunteer's preferences for assignments, and attempts to assign volunteers their preferred assignments giving priority based on date of application. Assignments during the annual meeting should be approximately 4 hours (may be several assignments totaling 4 hours) and assignments prior to the meeting should be approximately 12 hours (because they will have no assignments to interfere with attendance of any part of the annual meeting).
- e. Informs volunteers that they must register and pay registration for attendance at the annual meeting by the same deadlines as all registrants or risk being assessed the same late fee as other attendees.
- f. Assures that the Internal Director knows how many rooms are needed for volunteers 1-2 months before the annual meeting (separate rooms for men and women and with numbers per room within the hotel's restrictions) and assigns volunteers to the group lodging rooms at the meeting (with student volunteer input) in the last 2 weeks before the annual meeting.
- g. Provides the Program Committee Chair a list indicating which volunteer is assigned to each session convener to help with AV equipment and light control, if assistance is requested. Provides Raffle and

Auction Committee Chair and Internal Director with lists of volunteers assigned to each for specific times and duties.

- h. Provides adequate communication with volunteers (mainly through e-mail) so that they know who they report to, when, where, and how long they are expected to serve.
- i. Maintains a volunteer sign-in sheet at the Annual Meeting registration desk, and with the help of Student Representative, makes sure students who volunteered arrive for their assigned duties on time and at the right place or finds replacements if a student volunteer does not arrive.
- j. Checks with session conveners and others to whom volunteers are assigned to make sure assignments are completed.
- k. Makes arrangements for the delivery, setup, and take down of poster boards at the annual meeting (usually with the poster session organizer), and for the maintenance and storage of the poster boards when not in use.
- l. Contacts all volunteers with a “thank-you” note (e-mail is sufficient) in the weeks following the Annual Meeting if they satisfactorily complete their assignment.

## **6. Program Committee**

The Program Committee is responsible for developing the program and agenda for the annual meeting.

- a. Appointed and chaired by the President-Elect. The Program Committee includes ExCom officers, technical session conveners, and others recruited by the Program Chair.
- b. Discusses program theme and technical session topics at the spring ExCom planning session or retreat. Finalizes program theme to be included in the summer newsletter, and solicits additional technical session topics from the membership through the newsletter and other means.
- c. Recruits plenary speakers, symposia organizers, technical session conveners, and moderators.
- d. Establishes a suitable deadline for submitting abstracts. Submits a call for papers and posters in the summer and fall issues of the *Piscatorial Press* newsletter, and via listserv announcements and social media outlets.
- e. Compiles and edits abstracts, assigns papers to sessions, and submits names and times of student presenters to the Student Paper and Poster Awards Committee Chair.
- f. Solicits, receives, and selects abstracts of the posters for the Poster Session. Organizes physical order of posters or delegates this to the Poster Chair and communicates this to the volunteers that are setting up poster boards.
- g. The Chair provides a draft schedule at a glance to the Newsletter Editor by the winter *Piscatorial Press* newsletter deadline (December 15).
- h. The Chair prepares a complete program schedule at least one month before the date of the annual meeting.
- i. Provides conveners with technical session guidelines and audiovisual standards. Coordinates supply of audiovisual equipment with conveners. Coordinates with the Internal Director for additional on-site

needs.

## **7. Financial Sustainability Committee**

The goal of the Financial Sustainability Committee is to manage the Oregon Chapter American Fisheries Society investment portfolio for long term growth at moderate risk to generate enough capital to support the annual scholarship programs. The Committee is responsible for updating ExCom on the status of holdings, and adhering to the terms stated in the Financial Sustainability Plan and Investment Policy located in the appendix of this document.

- a. The Financial Sustainability Committee will include the Treasurer and Past President. The President will appoint a Chairperson for the Financial Sustainability Committee and may include a Chapter member outside of ExCom if necessary.
- b. Review investments quarterly and report to ExCom.
- c. Prepare a written report for presentation (by the Treasurer) to ExCom at the meeting following the end of the Fiscal Year.
- d. Evaluate Chapter holdings in three tiers
  - I. Annual Operating Fund – a one year operating annual budget will be maintained in a primary checking account. This account is funded by Chapter membership dues, rebates, donations and any net income from the annual meeting.
  - II. Second Year Reserve Operating Fund - additional funds equivalent to the annual operating budget shall be invested in fixed income strategies that mature quickly and are easily transferrable, such as a high interest savings account, or short term/rotating Certificates of Deposit.
  - III. Long Term Reserve Funds – funds exceeding the annual operating fund and the second-year reserve operating budget (>90K) should be transferred into the investment account. This account is managed by the Financial Sustainability Committee.
- e. May choose to retain an Investment Advisor to provide periodic review of portfolio holdings, performance, and offer suggestions on rebalancing the portfolio.
- f. Adhere to the Oregon Chapter of the American Fisheries Society Financial Sustainability Plan and Investment Policy (see Appendix for link to document) when contemplating investment options, paying special attention to prohibited investments/activities and maintaining a balanced portfolio.
- g. Give special consideration to companies and funds whose objectives are consistent with the mission of the Chapter.
- h. Responsible for updating the Oregon Chapter of the American Fisheries Society Financial Sustainability Plan and Investment Policy as needed.

## **D. EXTERNAL COMMITTEES**

Committee Chairs may change annually, except for the Legislative Chair who serves a 2 year term. 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.

Committee Chairs submit any budget requests to the External Director before the spring ExCom planning meeting or retreat.

Position papers and comments generated by the External Committees will be submitted (via email) to the External Director, who will forward them to the remainder of ExCom for review and approval. Review by ExCom shall be completed within 7 business days (unless otherwise requested by an ExCom officer) via an email response. Position papers and comments are to be signed only by the President, and shall be made available to all Chapter members by posting them on the Chapter website and announced in the *Piscatorial Press* newsletter. Position papers should also be distributed to Western Division Executive Committee and the Society.

## **1. Legislative Committee**

The Legislative Committee is responsible for informing the Oregon Chapter membership of pending legislation related to fish, fisheries, aquatic environments, the fishery profession, and guiding Chapter activities through the legislative process. The Committee Chair or designee from each External Committee will serve as a liaison on legislative matters with the Legislative Committee. The Legislative Committee:

- a. Determines and recommends to the ExCom how to best serve the interests of aquatic ecosystems and the fishery profession through contact with our elected state and national representatives and the Governor of Oregon through his or her Natural Resources Assistant.
- b. Monitors legislative activity and informs the ExCom and External Committees about action on specific bills.
- c. Develops guidelines for "legislative procedures" to aid Chapter input in the legislative process.
- d. Prepares public statements expressing the Chapter's position regarding proposed legislation and other legislative matters affecting fish and aquatic habitats.
- e. Prepares statements and presents testimony expressing Chapter positions on proposed legislation.
- f. Works closely with the contracted Legislative Liaison (our "eyes and ears" in Salem) and helps the External Director and President manage that position (if a Liaison is under contract).
- g. Submits a written report of committee activities to the External Director every six months in November and April.
- h. Submits work plan and budget to the External Director by June 1st. The Legislative Committee Chair prepares these materials.
- i. Coordinates with other conservation-minded organizations that share a similar mission to the Chapter. Coordination promotes outreach and integration of the Chapter within the broader scientific community.

## **2. Freshwater Habitat Committee**

The Freshwater Habitat Committee is responsible for advocating for 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. Concerns of the Freshwater Habitat Committee include physical habitat and water quality and quantity

in fresh waters. The Freshwater Habitat Committee:

- a. Encourages implementation and improvement of existing regulations and activities that protect the State's waters.
- b. Works to ensure adequate consideration of fishes by public entities whose actions affect Oregon's waters.
- c. Reviews and comments on plans, policies, criteria, and rules affecting aquatic habitats.
- d. Promotes public awareness of the importance of healthy aquatic habitats and the hazards of poor habitat conditions.
- e. Networks with similar aquatic habitat committees of the Western Division and Society.
- f. Conducts technical session at chapter annual meetings by convening and inviting relevant speakers.
- g. Conducts periodic habitat workshops at annual meetings.
- h. Submits a written report of committee activities to the External Director every six months in November and April.
- i. Submits annual work plan and budget to the External Director by June 1st. The Freshwater Habitat Committee Chair prepares these materials.

### **3. Marine Habitat and Ecology Committee**

The Marine Habitat and Ecology Committee is responsible for advocating the protection and restoration of marine environments and their inhabitants in Oregon, promoting the advancement of techniques to protect and restore marine species and habitats, documenting fisheries problems in Oregon's marine waters, and developing strategies for their solution. Its concerns include, but are not limited to: marine fisheries management, bycatch in commercial and recreational fisheries, population status of marine species and their assessment, climate-related issues, marine reserves, essential fish habitat, ocean aquaculture, and rebuilding marine fish stocks in Oregon's ocean, bays, and intertidal areas. The Marine Habitat and Ecology Committee:

- a. Encourages implementation and improvement of existing regulations and activities that protect Oregon's natural marine environments and their inhabitants.
- b. Works to ensure adequate consideration of fishery resources by public entities whose actions affect Oregon's marine fisheries.
- c. Reviews and comments on plans, policies, criteria, and rules affecting marine species.
- d. Promotes public awareness of the importance of functional marine ecosystems and the effects of anthropogenic impacts.
- e. Acts as a liaison with similar committees of the Western Division and Society
- f. Conducts technical session at chapter annual meetings by convening and inviting relevant speakers and also plans periodic marine fisheries workshops.

- g. Submits a written report of committee activities to the External Director every six months in November and April.
- h. Submits annual work plan and budget to the External Director by June 1st. The Marine Habitat and Ecology Committee Chair prepares these materials.

#### **4. Education and Outreach 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. The Education and Outreach Committee:

- a. Develops and updates Chapter brochures and related publications as needed or as requested by ExCom.
- b. Develops programs and conducts workshops for K-12 educators and students that demonstrate the importance of fisheries in Oregon.
- c. Participates in educational opportunities through other organizations and agencies.
- d. Organizes training and continuing education programs.
- e. Submits a written report of committee activities to the External Director every six months in November and April.
- f. Submits annual work plan and budget to the External Director by June 1st. The Education Outreach Committee Chair prepares these materials.
- g. Conducts technical session when requested by annual meeting program chair at chapter annual meetings by convening and inviting relevant speakers.

#### **5. Natural Production 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. The Natural Production Committee:

- a. Encourages inventories and descriptions of both historic and present status of genetic and fish habitat diversity.
- b. Identifies unique and threatened species and stocks of resident and anadromous fishes, and advocates appropriate conservation and restoration measures.
- c. Identifies unique and threatened aquatic environments and habitats, and advocates appropriate conservation measures.
- d. Encourages land, water, and fish management practices that conserve or restore genetic and fish habitat diversity.
- e. Promotes public awareness of the importance of biological diversity in fishes and the hazards of declining diversity.

- f. Submits a written report of committee activities to the External Director every six months in November and April.
- g. Submits annual work plan and budget to the External Director by June 1st. The Natural Production Committee Chair prepares these materials.
- h. Conducts technical session at chapter annual meetings by convening and inviting relevant speakers.

## **6. Fish Culture 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. The Fish Culture Committee:

- a. Promotes the exchange of information on progressive techniques of fish culture through the *Piscatorial Press* newsletter, and Chapter meetings and workshops.
- b. Promotes excellence in fish culture practices through identifying candidates for the Bill Wingfield Memorial Award.
- c. Promotes public knowledge about innovative fish culture.
- d. Submits a written report of committee activities to the External Director every six months in November and April.
- e. Submits annual work plan and budget to the External Director by June 1st. The Fish Culture Committee Chair prepares these materials.
- f. Conducts technical session at chapter annual meetings by convening and inviting relevant speakers.

## **7. Native Fish Committee**

The Native Fish Committee is responsible for promoting the conservation of Oregon's native fish through education and outreach activities, public recognition of outstanding work towards native fish conservation, and serving as an outlet for the discussion and dissemination of information pertinent to Oregon's native fish. The Native Fish Committee:

- a. Educates biologists, Chapter members, and other interested parties on the biology, habitat requirements, status, and threats/impacts to Oregon's native fish.
- b. Enhances the understanding and conservation of Oregon's non-game native fish.
- c. Publicly acknowledge individuals or groups who have made noteworthy contributions to the conservation of Oregon's native fish.
- d. Provides technical assistance to the Chapter on issues involving native fish.
- e. Annually holds Native Nongame Fish Workshop.
- f. Submits a written report of committee activities to the External Director every six months in November and April.

- g. Submits annual work plan and budget to the External Director by June 1st. The Native Fish Committee Chair prepares these materials.
- h. Conducts technical session at chapter annual meetings by convening and inviting relevant speakers.

## **8. Diversity, Equity and Inclusion**

The goal of the Diversity, Equity and Inclusion Committee is to increase outreach, recruitment, and retention of a membership reflective of the human diversity in Oregon, specifically focused on under-represented groups in the fisheries profession.

- a. Increase activities and promote outreach to involve or recruit fisheries professionals from under-represented groups in the fisheries field.
- b. Submits annual work plan and budget to the External Director by June 1st. The Human Diversity Committee Chair prepares these materials.
- c. Educate the Chapter about issues concerning under-represented groups including gender, ethnicity and age.
- d. Educate the Chapter about diverse points of view on fisheries topics or relay alternative opinions, and promote diversity of professional disciplines.
- e. Educate the Chapter about biases to the groups and topics mentioned in 8c and 8d, and how these issues can be addressed by our constituency.
- f. Convene workshops or sessions at the Chapter annual meeting when appropriate.
- g. Interact with the Executive Committee to produce reference documents to address questions or topics of interest as appropriate.
- h. Assist in recruitment of diverse candidates for Executive Committee positions.
- i. Work with Secretary to track diversity in membership on an annual basis and maintain a record of diversity within Oregon AFS membership.
- j. Prepare an article or articles as needed for the *Piscatorial Press* newsletter that addresses and/or educates members on current status of diversity in membership or current issues facing under-represented groups.
- k. Responsible for soliciting applications and identifying Diversity Scholarship award winners when this award is available, with the assistance of the Scholarship Committee as needed.
- l. Promote acceptance and validity of ‘valuable ways of knowing’ that are not strictly science-based (ex. traditional/local knowledge).

## **9. Social Media**

The social media chair works to ensure official policy and supporting guidelines for participating in social media as a representative of the Chapter are implemented as described in the ORAFS Social Media Policy (see appendix). The Social Media chair is responsible for



overall social media account management (Facebook, X, Instagram, and LinkedIn), content, and security. The Social Media Chair and/or External Director shall either monitor or designate a single person to monitor use of the Chapter's social media accounts by others. The Social Media Chair reports to the External Director.

## **10. Human Dimensions**

The Human Dimensions Committee is responsible for advocating for the integration of social science into fisheries management. Social science or human dimensions encompasses a broad and constantly evolving range of disciplines that can greatly enrich understanding of fisheries management, which is inherently human-centered. In this light, fisheries management can arguably be addressed as a problem involving social-ecological systems (SES). Integration of social science into fisheries is still in the early stages for most applications, and it is the intent of the Human Dimensions Committee to accelerate this process of integration. To this end, the Human Dimensions Committee:

- a. Works to engage more AFS members in learning about and incorporating Human Dimensions into their practice of fisheries science and management.
- b. Highlights examples for Oregon AFS members where stakeholder involvement in state and federal fisheries management helps create positive outcomes for the status of aquatic ecosystems.
- c. Helps demonstrate how understanding of and collaboration with social sciences can help advance the mission of Oregon AFS and its members.
- d. Hosts at least one in-person committee meeting per year (at the Chapter's Annual Meeting or otherwise).
- e. Networks through quarterly meetings of the Human Dimensions Committee, as well as with direct communication with the ExCom and other levels within AFS.
- f. Works to increase participation of social scientists in annual Chapter meetings through oral and poster presentations, special sessions, and workshops. This includes placing social science talks and other Human Dimension topics into a variety of meeting sessions to facilitate members understanding of Human Dimensions as applied to aquatic and fisheries management.
- g. Assists in development and/or review of agency plans, handbooks, or other materials to represent Chapter members learning and support of social science integration with relevant management efforts.
- h. Submits a written report of committee activities to the External Director every six months in November and April.
- i. Submits an annual work plan and budget to the External Director by June 1st.

## **11. Climate Adaptation**

The Climate Adaptation Committee is responsible for helping support efforts that will better prepare Chapter members and citizens of Oregon in understanding the effects, associated risks and opportunities of climate change on Oregon's aquatic resources. The Climate Adaptation Committee:

- a. Helps lead or incorporate climate change topics into Chapter annual meeting sessions, including how native fish species are affected by climate shifts and what are current management considerations for climate adaption.
- b. Serves as a forum for networking, information sharing, and lessons learned on climate change science and issues.
- c. Provides resources and guidance to help other Chapter committees incorporate climate adaptation ideas into their annual workplans.
- d. Hosts at least one in-person committee meeting per year (at the Chapter's Annual Meeting or otherwise).
- e. Identifies and summarizes existing agency initiatives on climate adaptation. This information will be shared in the *Piscatorial Press* editions or at the annual meeting.
- f. Submits a written report of committee activities to the External Director every six months in November and April.
- g. Submits an annual work plan and budget to the External Director by June 1st.

## **VIII. NEWSLETTER EDITOR and WEBMASTER**

### **A. NEWSLETTER EDITOR**

The Past-President recruits the Editor for approval by the ExCom. The Editor assembles, formats, reviews, revises, and electronically publishes (to PDF) the quarterly Chapter newsletter, *Piscatorial Press*. A draft is provided to ExCom for review at least 1 week prior to publication. The final is provided to the webmaster in sufficient time to allow for publication on or before the publication date. Deadlines are determined by Past-President and Editor (generally content deadlines are March 15, June 15, Sep 15, and Dec 15 for publication 1 month later). The *Piscatorial Press* is distributed via the Chapter listserv.

### **B. WEBMASTER**

The Webmaster manages the Chapter website and uploads content, links, and other material as directed by the President and External Director. Content for the many annual meeting webpages is provided by the Arrangements Committee or the President-Elect who chairs that committee. The goal is to maintain a website that is useful to members, pleasant to view, intuitive to navigate, yet simple enough to run on slow connections in remote areas of the state.

## **IX. CONTRACT SUPPORT (Independent Contractors)**

Periodically the business of the Chapter may be better served by hiring professional support rather than relying on volunteers. Recently there have been two such positions where the Chapter found it more efficient to hire outside professionals. Each arrangement is governed by a simple contract lasting for several months (typically no more than 1 year) and specifying the scope of work, tasks, schedule, and payments for both the contractor and ExCom.

### **A. ACCOUNTANT**

The accountant serves to ensure the Chapter's financial accounting related to tax preparation and filing are in order. The accountant will prepare the fiscal year Form 990 and Form CT-12 prior to the annual September 15th tax deadline. If a Federal or Oregon State extension is necessary, the accountant will file the extension(s) prior to September 15th, effectively shifting the Chapter's tax deadline to March 15th. The accountant will also prepare and distribute any 1099 reports for vendors prior to January 31st of each year. The contracted accountant is expected to provide consultation services or other assistance as requested by the treasurer and perform services in accordance with the AICPA Code of Professional Conduct and Statement of Standards for Tax Services.

## **B. LEGISLATIVE LIAISON**

The Contract Legislative Liaison serves as the Chapter's professional eyes and ears in Salem, alerting ExCom as early as possible to issues and actions that relate to the Chapter's mission. Direction is provided by the ExCom via the External Director. This position is managed by the President and External Director. The Legislative Liaison does not have the authority to represent the Chapter in official proceedings unless specifically authorized by ExCom.

A scope and budget are typically developed by the contractor in response to a request from the External Director. A simple contract between the Chapter and the contractor contains the scope of work, schedule, responsibilities, costs, assumptions, and establishes a process for modifications if necessary. The contract shall be signed by both the contractor and the Chapter President before any work is conducted on the Chapter's behalf.

## **X. APPENDIX**

In addition to this Administrative Handbook, there are several guidance documents and policies that should be reviewed by each new ExCom member. These documents help ensure consistency in administrative actions are passed down to each new ExCom member. These documents are stored on the Chapter's Google Drive and also posted to the ORAFS.org webpage with website links included below.

### **A. BYLAWS - [ORAFS WEBSITE - BYLAWS](#)**

1. Oregon Chapter AFS Bylaws
2. Oregon State University Student Subunit Bylaws
3. Mt Hood Community College Student Subunit Bylaws

### **B. GUIDANCE DOCUMENTS - [ORAFS WEBSITE - GUIDANCE DOCUMENTS](#)**

1. Code of Ethics for ORAFS
2. ORAFS Strategic Plan 2020-2025
3. ORAFS Guidelines for Public Statements and Reviews
4. ORAFS Chapter Awards and Criteria
5. ORAFS Scholarship Application Announcement and Guidelines
6. ORAFS Annual Meeting Handbook

### **C. CHAPTER POLICIES - [ORAFS WEBSITE - POLICIES](#)**

1. ORAFS Posterboard Loaning Policy
2. ORAFS Social Media Policy
3. ORAFS Financial Assistance and Fee Waiver Policies and Guidelines for Chapter Sponsored Events
4. ORAFS Financial Sustainability Plan and Investment Policy

**D. CHAPTER RESOLUTIONS - [ORAFS WEBSITE - RESOLUTIONS](#)**

1. 1995 Resolution Supporting the Reauthorization of The Endangered Species Act of 1973
2. 1996 Resolution on Human Population Growth and Resource Consumption
3. 1996 Resolution Concerning Introductions of Aquatic Species in Oregon Waters
4. 2000 Resolution on Snake River Salmon and Steelhead Recovery
5. 2005 Resolution on the Electronic Distribution of the Piscatorial Press