

Central Plains Society of Mammalogists

Duties and Responsibilities of Elected Officers and Committees of the Society

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BOARD OF GOVERNORS

- The Board of Governors of the Society shall consist of Past-President, President, President-Elect, Secretary-Treasurer, Webmaster, six State Representatives, and one Student Member-at-Large.
- The Board of Governors shall make the policies of the Society with decisions determined by majority vote with exceptions granted by the Constitution.
- The Board of Governors shall determine by majority vote if the President shall write a position letter on behalf of the Society that deals with a specific issue that affects either the conservation of mammals within the six-state region or an ecosystem in which they occur. A draft letter shall be submitted to the Board of Governors for comments and suggestions. Following revision(s), the President shall submit the final version of the letter along with a list of recipients to the Board of Governors for approval by majority vote before the letter is sent.
- The Board of Governors shall review the nominee for the Society's Distinguished Service Award forwarded by the Distinguished Service Award Committee. Approval of the nominee by the Board of Governors shall be by majority vote.
- All members of the Board shall try to attend meetings that the President calls either face-to-face or via electronic mail.

PAST-PRESIDENT

- **Responsibilities**

The Past-President shall review the Constitution and Bylaws and the manual of duties and responsibilities of Elected Officers and Committees of the Society.

The Past-President shall provide advice to the President upon request.

- **Review of Constitution and Bylaws**

The Past-President shall review annually the Constitution and Bylaws of the Society. If it is the opinion of the Past-President that no changes are needed, the President shall be informed of such 3 months before the Annual Meeting.

If changes are needed, the Past-President shall submit any required revision(s) and rationale for change(s) to the Constitution and Bylaws to the President at least 3 months before the Annual Meeting of the Society. After the Past-President and President have agreed on revisions, the Past-President shall present the suggested revisions to the Board of Governors for comments and approval. Upon approval by the Board of Governors, the Past-President shall bring the suggested revisions to the attention of the membership at least 1 month

before the Annual Meeting. The suggested revisions shall be sent to members via the Society's list serve as an electronic attachment with suggested changes indicated on the document.

- **Presentation of Suggested Revisions to Constitution and Bylaws**

The Past-President shall present the suggested changes to the Constitution and Bylaws to members at the Annual Business Meeting of the Society and then move to accept those revisions. If additional changes are proposed and approved by majority vote of members in attendance at the Annual Business Meeting, the Past-President shall be in charge of making those changes.

The Past-President shall submit the approved Constitution and Bylaws to the Webmaster for publication on the Society's web site within 6 weeks of the Annual Meeting.

- **Review of the Central Plains Society of Mammalogists' manual**

The Past-President shall review annually the manual that outlines the duties and responsibilities of the Elected Officers and Committees of the Society. Seven months before the Annual Meeting, the Past-President shall contact Elected Officers and Committee Chairs to ascertain if any of their duties or responsibilities has changed over the past year. Following consideration of comments, the Past-President shall revise the manual to reflect any changes in duties or responsibilities. Following revisions, the Past-President shall present the revised manual to the Board of Governors for comments at least 5 months before the Annual Meeting of the Society. Following approval of the document by the Board of Governors, the Past-President shall submit the document to the Webmaster for publication on the Society's web site. If it is the opinion of the Past-President that no changes are needed, the President shall be informed of such at least 6 months before the Annual Meeting.

- **Transfer of Responsibilities and Documents**

The Past-President shall inform the President of any unfinished business of the Society within 1 month following the end of his or her term as President.

The Past-President shall submit both paper and electronic copies of all official business conducted on behalf of the Society to the Archivist within 4 months of the completion of his or her term as Past-President.

PRESIDENT

- **Responsibilities**

The President shall serve as the Executive Officer and Spokesperson of the Society. These duties might include representing the Society by attendance at meetings unless another individual is specified; providing official responses to inquiries, requests, and interviews; and writing position letters on behalf of the Society.

The President shall preside over and conduct all meetings in accordance with the Society's Constitution and Bylaws. These meetings include face-to-face and special meetings of the Board of Governors conducted via electronic mail during the year and the Annual Business Meeting.

The President shall appoint members in good standing to Standing Committees and *ad hoc* Committees for special projects of the Society and designate a Chair for each committee.

The President shall fill vacancies in elected offices.

- **Administration of Society Business**

The President shall provide to the Webmaster for publication to the Society's web site the names and e-mail addresses of Elected Officers, names of members that sit on each Standing and *ad hoc* Committee, e-mail addresses for each Committee Chairperson, names of student awardees, and the name of the recipient of the Distinguished Service Award within 1 month following the Annual Meeting. The President shall submit any change in Elected Officers and in Committee membership that occurs during the year to the Webmaster within one month of the change.

The President shall notify newly Elected Officers and new Committee Chairs of their duties and responsibilities within 1 month following the Annual Meeting. The President shall ensure that all Elected Officers and Committees achieve their duties as outlined in the "Duties and Responsibilities of Elected Officers and Committees of the Society."

Within 1 month of the completion of his or her term as President-Elect, the President shall send an announcement of the date, location, and host of the next Annual Meeting to the Webmaster for publication on the Society's web site.

- **Meeting Agenda and Annual Report**

The President shall send the Agenda for the Business Meeting to the Secretary-Treasurer at least 1 week before the Annual Meeting.

The President shall provide a written report to the Society of any activities carried out during the year on behalf of the Society (e.g., position letters and responses to them) that will not be reported by the Secretary-Treasurer. The President shall read this report at the Annual Business Meeting.

The President shall send a copy of the annual report of the President to the Secretary-Treasurer within 2 weeks following the Annual Meeting.

- **Position Letters**

The President shall write position letters concerning conservation issues on behalf of the Society following the approval by the Board of Governors. The President may seek the advice and assistance of interested members and informed individuals outside the Society to draft a position letter. Upon approval of the final version of the position letter by the Board of Governors, the President shall send the letter to listed recipients. The President shall send a copy of the official letter to the Webmaster for publication on the Society's web site within 2 weeks of sending letter to recipients and shall call the attention of the membership to the position letter via a notice to the Society's list serve.

- **Transfer of Responsibilities and Documents**

The President shall provide to the President-Elect electronic templates of the standard forms for all Annual Meeting materials (e.g., registration form, abstract form, program form) within 1 month following the end of his or her term as President-Elect.

The President shall submit both paper and electronic copies of all official business conducted on behalf of the Society to the Archivist within 4 months of the completion of his or her term as President.

PRESIDENT-ELECT

- **Responsibilities**

The President-Elect shall learn about the activities of the Society and prepare for the duties of the presidency of the Society. The President-Elect shall serve in the absence of the President of the Society.

The President-Elect shall coordinate the Annual Meeting of the Society and serve as the Chair of the Host Committee.

The President-Elect shall provide advice to the President and do special projects at the request of the President.

- **Arranging for the Keynote Address**

The President-Elect shall make arrangements for the keynote address for the Annual Meeting of the Society. This duty entails contacting an individual with the rank of post-doctoral researcher or above within the six-state region of Arkansas, Iowa, Kansas, Missouri, Nebraska, and Oklahoma, and obtaining a commitment from the speaker 6 months before the Annual Meeting of the Society. The President-Elect shall write a letter (or e-mail) to the keynote speaker to outline the amount of the honorarium to be given as well as the expenses (registration, meals, and lodging at the meeting, and any expenses incurred traveling to or from the meeting) to be paid by the keynote speaker from that honorarium. The President-Elect also shall solicit from the keynote speaker a curriculum vitae and an abstract to be published with all other abstracts on the Society's web site.

The President-Elect shall introduce the keynote speaker at the Annual Meeting of the Society.

The President-Elect shall make financial arrangements with the Secretary-Treasurer to pay the honorarium to the keynote speaker from Society funds and ensure that the honorarium check has been sent to keynote speaker within 1 month after the Annual Meeting.

- **Arranging the Annual Meeting**

At least 10 weeks before the Annual Meeting of the Society, the Local Host(s) shall provide local information to the President-Elect for the Meeting Announcement and the Final Call for Papers. Pertinent information shall include detailed information about the facilities available for meetings and socials, lodging (on-site and off-site), cost of any meals (and potential menus) provided for the participants as a group, digital maps that show the location of the meeting and other pertinent locations relative to the meeting, and directions to the meeting site from a road that most participants will use to travel to the meeting. Digital maps must be appropriate for posting to the Society's web site. The Local Host(s) also must provide the President-Elect with the names of the individual responsible for giving the "Welcome" at the Annual Meeting, the individual responsible for visual aids at the Annual Meeting, a contact person for information about trapping/collecting mammals at the host site, and individual(s) responsible for breaks and any provided meals.

At least 8 weeks before the Annual Meeting, the President-Elect shall revise standard electronic forms (e.g., registration form and abstract form) for the Annual Meeting of the Society. The amount of the registration fee (which includes the costs associated with holding the meeting and the honoraria for the keynote speaker and the student presentation awards) and the deadline for receipt of pre-registration fees shall be made in consultation with the President. The established fee shall be reviewed by the Local Host(s) for the Annual

Meeting of the Society and revised, if needed, relative to the needs of the Local Host(s).

The President-Elect shall prepare the Meeting Announcement and the Final Call for Papers and send the draft to the President for review. The President-Elect shall send the Meeting Announcement and Final Call for Papers to the Webmaster to be posted to the Society's web site at least 7 weeks before the Annual Meeting. The President-Elect also shall send an e-mail announcement to the Society's list serve, the Mammal-L list serve, and additional list serves, if appropriate, at least 6 weeks before the Annual Meeting.

The deadline for abstracts shall be the Friday that is 3 weeks before the Annual Meeting of the Society. The President-Elect shall receive the electronic abstract forms from all individuals giving contributed oral papers or posters. The President-Elect shall send an e-mail acknowledging receipt of each abstract within 24 hours.

The President-Elect shall invite a person or persons via letter or e-mail to serve as the Chair(s) of the contributed paper sessions at the Annual Meeting at least 3 weeks before the Annual Meeting.

The President-Elect shall prepare the program for the Annual Meeting of the Society and send it to the President and the Local Host(s) for review. At least 2 weeks before the Annual Meeting, the President-Elect shall send the program to the Webmaster. An announcement shall be sent to the list serve of the Society as well as Mammal-L and additional list serves, if appropriate, at least 1 week before the Annual Meeting. The President-Elect also shall provide a copy of the program to the Session Chair(s) at least 2 weeks before the Annual Meeting.

At least 2 weeks before the Annual Meeting, the President-Elect shall prepare for the Chair of the Student Award Committee a list of those students who will be presenting oral papers. The list shall include name, student's affiliation, and the degree, on which the student is working (i.e., undergraduate, MS, or PhD).

The President-Elect shall prepare a document of abstracts from the keynote speaker and contributed papers and posters for publication to the web site. The document shall be sent to the Webmaster at least 10 days before the Annual Meeting of the Society for posting to the web site.

- **Find host for next Annual Meeting**

The President-Elect shall find a host for the next Annual Meeting of the Society at least 4 weeks before the Annual Meeting of the Society. The President-Elect shall prepare an e-mail to give the details that the host(s) needs to provide for the membership at the Annual Meeting of the Society. These include information about the meeting facilities, refreshments, social activities planned, expected

costs for meetings relative to meals and lodging, differential costs for students and non-students, if appropriate, and potential dates that are available for the meeting. The President-Elect shall move to accept the invitation by members at the Annual Business Meeting.

The President-Elect shall send an announcement of the date, location, and host of the next Annual Meeting to the Webmaster for publication to the Society's web site within 1 month following the Annual Meeting of the Society. Note that this duty also is the last act of a President-Elect succeeding to the office of President.

- **Transfer of Responsibilities and Documents**

Within 1 month following the Annual Meeting, the President-Elect shall provide all information available for the next Annual Meeting to his or her successor at end of term. The President-Elect also shall provide electronic templates of standard forms for all meeting materials to their successor within 1 month following the end of his or her term as President-Elect.

The President-Elect shall submit both paper and electronic copies of all official business (e.g., meeting materials, programs, and abstracts) conducted on behalf of the Society to the Archivist within 4 months of the completion of his or her term as President-Elect.

SECRETARY-TREASURER

- **Responsibilities**

The Secretary-Treasurer shall record the Minutes of face-to-face and electronic meetings of the Board of Governors and Minutes of the Business Meeting at the Annual Meeting of the Society.

The Secretary-Treasurer shall be the Financial Officer of the Society. As such, the Secretary-Treasurer shall receive all membership dues, registration fees and forms for the Annual Meeting of the Society, and any donations made by members of the Society or other individuals at large.

- **Administration of Society Business**

The Secretary-Treasurer shall deposit monies contributed to the Society into a bank account and maintain an accurate accounting of monies received and monies expended. Deposits shall be made once each month when monies are received. The Secretary-Treasurer shall reconcile bank statements monthly.

The Secretary-Treasurer shall issue checks to conduct the business of the Society at the request of the President. Request for issuance of checks by the President-Elect or the local committee shall require the approval of the President.

The Secretary-Treasurer shall maintain an up-to-date membership form on the web site of the Society. The Secretary-Treasurer also shall maintain an up-to-date list of members who have given their permission to have their names and e-mail addresses maintained on the list serve of the Society.

The Secretary-Treasurer shall maintain electronic templates for preparation of the Minutes and financial records of the Society. The Secretary-Treasurer shall consult previous Minutes and financial records for the proper format.

- **Recording Minutes of Meetings and Collection of Reports**

The Secretary-Treasurer shall take Minutes of the Executive Meetings of the Board of Governors and the Annual Business Meeting of the Society. The Secretary-Treasurer also shall make an electronic transcript via a tape recorder of the Annual Business Meeting and face-to-face Executive Meeting of the Board of Governors.

Within 1 month following the Annual Meeting of the Society, the Secretary-Treasurer shall send to the Webmaster an electronic copy of the “unofficial” Minutes of the Annual Business Meeting, Minutes of the Executive Meeting(s) of the Board of Governors for the past year, and Reports of the Elected Officers and Committee Reports given at the Business Meeting of the Society.

Approval of the “official” Minutes of the Society will occur at the Annual Business Meeting following their reading by the Secretary-Treasurer. The Secretary-Treasurer shall make any corrections needed to the Minutes as noted at the Annual Business Meeting, and then notify the Webmaster within 2 weeks following the Annual Meeting that the Minutes were approved and date of approval.

- **Collection of Membership Dues**

The Secretary-Treasurer shall request payment of annual membership dues of current year members and of members who are in arrears for the previous 2 years. Membership renewal notices shall be sent by e-mail by the Secretary-Treasurer in the third week of November (first notice) and in the third week of December (second notice) for any members that have not renewed membership. The Secretary-Treasurer shall send a receipt to renewing members via electronic mail within 2 weeks of deposit of these monies.

Dues received from patron members shall be deposited into an interest bearing account designated for the deposit of those monies.

By 15 February, the Secretary-Treasurer shall provide a list of current members and those members who are in arrears to the State Representatives, the President, and the President-Elect.

- **Collection of Donations**

The Secretary-Treasurer shall receive donations to the Society and acknowledge receipt of donation within 1 month by sending a letter on behalf of the Society.

- **Audit of Financial Records**

The Secretary-Treasurer shall close the financial records of the Society 2 months before the Annual Meeting of the Society and prepare summaries of activities of the Society to submit to the Financial Oversight Committee.

The Secretary-Treasurer shall submit the paper ledger, electronic records and summaries to the Financial Oversight Committee for audit at least 1 month before the Annual Meeting.

- **Annual Meeting**

The Secretary-Treasurer shall collect any on-site registration fees and distribute nametags and programs for the Annual Meeting. At least 2 weeks before the Annual Meeting, the Secretary-Treasurer shall arrange with the Local Host(s) to have a table at the evening social and at the site of contributed presentations at the Annual Meeting.

About 1 week before the Annual Meeting, the Secretary-Treasurer shall make nametags, copy the Program and the Agenda for Business Meeting for distribution to members at the meeting, and provide paper ballots for the Annual Business Meeting. The costs for copying and meeting materials shall be withdrawn from funds of the Society.

Within 1 month following the Annual Meeting, the Secretary-Treasurer shall provide a list of non-members to State Representatives to aid in their task of recruitment of new members.

- **Transfer of Responsibilities and Documents**

Within 1 month after the end of his or her term of office, the Secretary-Treasurer shall pass to his or her successor the financial ledger (paper copy) and the electronic templates of the electronic ledger, membership database, receipts of payment, Minutes format, and the Financial Report.

Within 4 months of the Annual Meeting, the Secretary-Treasurer shall provide the Archivist of the Society both paper and electronic copies of the following

documents of the Society: the approved Minutes of the Annual Business Meeting and Reports of Elected Officers and Committees (Standing and *ad hoc*), Minutes of the Executive Meetings of the Board of Governors, electronic transcripts of Annual Business Meeting and face-to-face Executive Meetings of Board of Governors, yearly membership lists, and the Financial Reports.

WEBMASTER

- **Responsibilities**

The Webmaster shall maintain the web site of the Society. The Webmaster shall review the web site frequently and update material as needed.

The Webmaster shall maintain the list serve of the Society.

Within 1 week of notification, the Webmaster shall upload revised documents forwarded by the Past-President. These documents shall include the Constitution and Bylaws of the Society and the Officers and Committees Manual.

The Webmaster shall make suggestions to the President on how to make the Society run more smoothly relative to use of the web site. The Webmaster also shall make suggestions to the President-Elect on how to use the Society's web site to make the Annual Meeting run more efficiently.

- **Administration of List Serve**

Within 1 week of notification, the Webmaster shall add or delete names of members on the Society's list serve upon request of the Secretary-Treasurer. The Webmaster shall provide a list of individuals on the list serve to the President, President-Elect, Secretary-Treasurer or State Representatives upon request.

- **Development of Forms and Documents**

Within 1 month of request, the Webmaster shall develop or facilitate development of forms and documents as requested by the President, President-Elect, or Secretary-Treasurer.

- **Maintenance of Web Site**

Within 1 week of request, the Webmaster shall upload any unspecified documents to the web site of the Society as forwarded by President, President-Elect, or Secretary-Treasurer.

By 10 November, the Webmaster shall upload the membership form for the upcoming calendar year.

By 1 December, the Webmaster shall upload the list of Elected Officers and information for Committees (Chair and members) provided by the President. The Webmaster shall update this information, as needed, within 1 week of notification by the President.

The Webmaster also shall review the Society's web site frequently and remove out-of date materials and place this information in archival folders that can be accessed by the membership of the Society.

- **Uploading names of recipients of awards**

By 1 December, the Webmaster shall upload information sent by the President concerning the recipients of the presentation award for the undergraduate, MS, and PhD categories. A historical table shall be maintained on the active web site for each category and contain, at minimum, the year and title of the award, the name of the awardee, affiliation of the student recipient, and the title of the presentation for which the student received the award.

By 1 December, the Webmaster shall upload information sent by the President concerning the recipient of the Distinguished Service Award. A historical table shall be maintained on the active web site and contain the year, title of the award, and the name and affiliation of the recipient.

A historical table shall be maintained of the recipients of the Central Plains Society of Mammalogists' Student Research Award on the active web site and contain, at minimum, the year of award, name of awardee, affiliation of the student recipient, and title of the project for which the student received the award.

- **Preparing and Uploading Information for Annual Meeting**

By 25 November, the Webmaster shall upload the reports of the Elected Officers and Committees and the "unofficial" Minutes forwarded by the Secretary-Treasurer.

By 1 December, the Webmaster shall upload the information for the next Annual Meeting forwarded by the President-Elect. The information shall include the date, site, and host(s) of the Annual Meeting.

By 25 August, the Webmaster shall upload the information forwarded by the President-Elect for the call for papers and registration for the Annual Meeting.

By 1 October, the Webmaster shall upload the final program of the Annual Meeting forwarded by the President-Elect.

By 5 October, the Webmaster shall upload the abstracts of the keynote speaker, contributed oral presentations, and posters forwarded by the President-Elect.

ELECTED REPRESENTATIVES

- **Responsibilities**

Each State Representative is responsible for inviting non-members to join the Society from their state and recruiting new members to the Society. State representatives also shall assist the Secretary-Treasurer, upon request, in contacting members from their state who have not renewed their membership. If unsuccessful in getting the delinquent member to renew their membership, the State Representative shall ascertain the reason why that member has dropped their membership in the Society.

Additional responsibilities and duties of Elected State Representatives and the Student Member-at-Large are specified in the Board of Governors section.

Elected State Representatives and the Student Member-at-Large shall provide advice to the President upon request.

- **Special Duties of Kansas Representative**

The State Representative from Kansas shall be the representative for the Society on the Kansas Non-Game Wildlife Advisory Council (KNWAC).

The Kansas Representative shall prepare a written report for the Annual Business Meeting regarding issues discussed by KNWAC relative to mammals during the year. The Representative shall read the written report at the Business Meeting.

By 1 November, the Kansas Representative shall forward his or her written report to the Secretary-Treasurer.

COMMITTEES

- Each Standing and *Ad hoc* Committee shall perform continuing functions of the Society between Annual Meetings.
- The Chair of each Committee shall prepare a written report to read at the Annual Meeting and then provide the electronic report to the Secretary-Treasurer within 2 weeks following the Annual Meeting.

STANDING COMMITTEES

Archivist

- Mission: preserve the history of the Society by maintaining a depository of documents and photographs in such a way that ensures their permanence and that is searchable by persons who wish to access those records. Items preserved include (but are not limited to) the following: Annual Meeting locations, agendas, programs, Minutes, and abstracts; reports of officers; lists of officers and award recipients; historical and current copies of the Constitution and By-laws; and photographs from Annual Meetings.
- Location: Sternberg Museum of Natural History at Fort Hays State University.

Financial Oversight Committee

- Mission: review the Secretary-Treasurer's ledger and budgetary records before Annual Meeting of the Society and provide financial advice to the President and, in turn, the Secretary-Treasurer upon request.
- Composition: two or three members of the Society who have experience in budgetary matters.

Host Committee

- Mission: provide advice to local host(s) concerning meeting preparation and assist President-Elect in finding future local hosts for the Annual Meeting, if requested.
- Composition: President-Elect, who shall serve as the Chair and three other members. The three members shall be one member from each of the universities or colleges that has hosted the meeting in the three previous years. One or two members rotate off of the committee annually.

Student Awards Committee

- Mission: select one PhD student, one MS student, and one undergraduate student, who in the opinion of the Committee, has given an outstanding oral presentation at the Annual Meeting. The Committee is not obligated to select an individual at each level for an award annually. Each award currently is \$50.
- Composition: Committee is limited to five members of the Society. No member of the Board of Governors can serve on this Committee.

Ad hoc Committees

Distinguished Service Award Committee

- Mission: decide the annual amount (up to \$100) needed for the Society's Distinguished Service Award (annual amount is the same for the first 5 years), decide the best form of recognition for the recipient (e.g., honorarium or plaque), advertise the Award through a call for nominations to the membership through the Society's web site, establish the deadline for receipt of letters of nomination, receive and consider the letters of nomination from the membership at large, and select and forward a qualified recipient for the Society's Distinguished Service Award to the President for the approval of the Board of Governors.
- Composition: limited to five members of the Society appointed by the President.

Appendix 1. TIMELINE FOR ELECTED OFFICERS AND COMMITTEE CHAIRS
(timeline assumes first day of meeting ranges between 9-14 October)

Office	Deadline
Past-President	
Send list of unfinished business to President	15 November
Transfer paper and electronic files to Archivist from Past-President term	15 February
Review Central Plains Society of Mammalogists' manual	
Contact Officers and Committee Chairs about changes in duties	15 March
Notify President of status of CPSM manual	15 April
Send revision to Board of Governors for comment and approval	15 May
Send approved CPSM manual to Webmaster	10 July
Review Constitution and Bylaws	
Notify President that no changes are needed or submit revisions	10 July
Send suggested changes to membership	10 September
Present suggested changes to members	Business Meeting
Send approved Constitutions and Bylaws to Webmaster	1 December
President	
Send electronic file of President's Report to Secretary-Treasurer	1 November
Send meeting information to Webmaster (last act as President-Elect)	15 November
Send electronic templates for Annual Meeting to President-Elect	15 November
Send following lists to Webmaster	
Names and e-mail addresses of Elected Officers	15 November
Names of Committee members and e-mail address for Chairperson	15 November
Names of individuals who received an award	15 November
Changes in Elected Officers or Committee membership	Within 1 month*
Notify Elected Officers and Chairpersons of their duties	15 November
Transfer paper and electronic files to Archivist from President term	15 February
Send Agenda for Business Meeting to Secretary-Treasurer	1 October
Write and then read President's annual report	Business Meeting
Send position letter to Webmaster and notify membership	Within 2 weeks
President-Elect	
Ensure that Secretary-Treasurer has sent honorarium to keynote speaker	15 November
Send announcement for next year's meeting to Webmaster	15 November
Send meeting information and electronic templates to successor	15 November
Transfer paper and electronic files to Archivist from President-Elect term	15 February
Preparation for Annual Meetings	
Invite and confirm keynote speaker	15 April
Information due from local host for announcement and call for papers	1 August
Revised registration and abstract forms to Webmaster	15 August
Send announcement and call for papers to list serves	25 August
Acknowledge receipt of abstracts for oral papers and posters	Within 24 hours*
Invite and confirm Chair(s) for contributed paper sessions	15 September
Send final program to Webmaster for posting to web site	25 September
Send program to Chair(s) of contributed paper sessions	25 September
Send final program announcement to the list serve	1 October

Send student information to Chair of Student Awards Committee	25 September
Send abstracts to Webmaster for posting to web site	1 October
Oversee meeting program and introduce keynote speaker	Annual Meeting
Preparation for next Annual Meeting	
Find host for next meeting of Society	10 September
Introduce host for proposed meeting site for the next Annual Meeting	Business Meeting
Move to accept invitation from host	Business Meeting
Secretary-Treasurer	
Deposit contributed monies and acknowledge receipt of monies	Monthly
Reconcile bank statement	Monthly
Acknowledge receipt of monetary donations to the Society	Within 1 month*
Send honorarium check to keynote speaker	1 November
Notify Webmaster that Minutes are "Official"	1 November
Send updated annual membership form to Webmaster	1 November
Send "unofficial" Minutes and Annual Meeting Reports to Webmaster	15 November
Transfer paper ledger, electronic templates, databases, etc. to successor	15 November
Send first notice for annual membership renewal	15 November
Acknowledge receipt of membership renewals	Within 2 weeks*
Send second notice for annual membership renewal	15 December
Sent status of members to State Representatives	15 February
Send status of members to President and President-Elect	15 February
Transfer paper and electronic files to Archivist annually	15 February
Annual audit of the financial records of the Society	
Close the financial records for the year	10 August
Submit records and summaries to Financial Oversight Committee	5 September
Annual Meeting	
Arrange with local host for table	25 September
Make name tags	1 October
Copy Program and the Agenda for the Business Meeting	5 October
Secure paper ballots for voting	5 October
Collect on-site registration	Annual Meeting
Distribute Programs and the Agenda for Business Meeting	Annual Meeting
Send list of non-members at meeting to State Representatives	15 November
Webmaster	
Add or delete names from list serve	Within 1 week*
Develop or assist in development of forms for web site	Within 1 month*
Update "unofficial" Minutes to "Approved" Minutes and date	10 November
Maintenance of Web Site	
Upload annual membership form from Secretary-Treasurer	10 November
Upload "unofficial" Minutes and reports from Secretary-Treasurer	25 November
Upload information for next year's Annual Meeting	1 December
Upload Elected Officers file from President	1 December
Upload Committee file from President	1 December
Upload Award recipient file from President	1 December
Upload revised Constitution and Bylaws, if needed	10 December
Upload meeting registration & abstract materials from President-Elect	25 August
Upload final program from President-Elect	1 October

Upload abstracts for meeting from President-Elect	5 October
Upload revised CPSM Officers and Committee Manual	Within 1 week*
Upload position letter from President	Within 1 week*
Elected State Representatives (All States)	
Contact members in your state that have not renewed membership	15 March
Send follow-up messages for members that still are in arrears	15 April
Ascertain why member is dropping membership in Society	15 May
Recruit new members from your state	Year-around
Elected State Representative (Kansas)	
Attend Kansas Non-game Wildlife Advisory Council (KNWAC) meeting	As announced
Prepare written report of issues discussed concerning mammals	1 October
Read written report of KNWAC meetings	Business Meeting
Send electronic copy of KNWAC report to Secretary-Treasurer	1 November
Committee Chairs and Archivist	
Prepare Committee Report for Annual Meeting	1 October
Read Committee Report	Business Meeting
Send electronic copy of Committee Report to Secretary-Treasurer	1 November
Distinguished Service Award Committee	
Send request for nominations to the Society's List Serve	15 August
Forward nomination to President for approval by Board of Governors	15 September
Obtain form of recognition for presentation at Annual Meeting	Business Meeting
Financial Oversight Committee	
Conduct audit of the financial records of the Society	10-25 September
Send result of audit to Secretary-Treasurer	1 October
Student Awards Committee	
Assemble list of presenters at Annual Meeting by degree level (Chair)	1 October
Prepare evaluation form for oral presentations (Chair)	1 October
Get meeting room from host to discuss and decide awardees (Chair)	1 October
Meet after contributed oral presentations session to decide awardees	Annual Meeting
Present awards to recipients (Chair)	Business Meeting
Send list of awardees to President (Chair)	1 November

*The specified deadline is relative to the request or notification or receipt date