



Washington-British Columbia Chapter of the American Fisheries Society

Executive Committee Position Descriptions

Note: The “Presidential Track” is a 4-year term beginning with Vice-President, then progressing each year to President Elect, President, and Past-President.

Vice President: The Vice-President shall be Chairperson of the Membership Committee, shall assist the Program Chairperson, and shall perform other duties as assigned and as described in the Chapter Procedures. The Vice President advances to the office of President-Elect at the end of the term.

President Elect: The President-Elect shall be Chairperson of the Program Committee, shall assume the duties of the President in the event of his/her inability to act, and fulfill other duties as further described in the Chapter Procedures. The President-Elect advances to the office of President at the end of the term.

President: The President of the Chapter shall preside at all meetings, serve as the Chairperson of the Executive Committee, represent the Chapter to the Western Division and to the American Fisheries Society. The president shall chair the monthly chapter conference calls and represent on the monthly Western Division conference calls. The president also updates the Executive Committee report, renews the annual insurance sent to AFS and receives the monthly membership list. The President advances to the office of Past-President at the end of the term.

Past President: The Past-President shall serve as the chair of the Nominating Committee, assist the other officers as needed, and fulfill other duties as further described in the Chapter Procedures.

Note: Each of the following positions are 2-year terms.

Treasurer: The Treasurer shall collect and oversee of Chapter funds; disburse funds as authorized by the Executive Committee or membership; manage the Chapter budget and submit a fiscal report at the annual Chapter business meeting.

Secretary: The Secretary shall keep the official records of the Chapter; submit a copy of the minutes of the Executive Committee monthly.

Communications Officer: The Communications Officer shall lead all activities related to transmittal of Chapter issues and activities to the membership and to the public, including dissemination of the Chapter newsletter, maintenance of the Chapter web site and social media, and other duties as described in the Chapter Procedures.

Student Representative: The Student Subunit Representative shall serve on the Executive Committee to represent all Washington – British Columbia AFS student members. If the representative is not a student they shall coordinate student subunit events, needs, volunteers at annual meeting and judging of student posters and presentations.