

Annual Meeting Committee

Description Created: 2020/11/10

Description Revised: *Date*

Revision Approved by OCTWS Exec: *Date*

Short Description

The Annual Meeting committee is responsible for leading the planning of the chapter's annual meeting. The Annual Meeting will include a business meeting where committee reports are delivered, a review of chapter finances are provided, and results of the election are announced at a minimum. In addition, these meetings provide an opportunity to highlight the work of Ontario's wildlife professionals, including members of the academic, government, non-government, and consulting companies. Normally, these meetings will include presentations highlighting research, plenaries on important wildlife conservation issues in Ontario, and workshops for building relevant skill sets. The Annual Meeting should also provide opportunity for professional development of students and early career professionals. This committee is critical to the success of OCTWS' annual meetings.

Bylaw Description

This committee shall arrange programs of all regular and annual meetings and provide the President with a proposed agenda for the Annual Meeting at least 2 months prior to the meeting date.

Committee Membership

All OCTWS committees should strive to include all members interested in participating and attempt to include students and professionals from multiple industries where possible. Committees do not have to include members of the executive but will report to the executive.

The Annual Meeting committee will often include members of the executive along with members from the general membership. It is recommended that a few executive members are not as involved with the AGM planning to maintain capacity for other chapter activities during the planning process. As a general suggestion, the President-Elect or Past-President could be good candidates to chair this committee. In addition, the committee should seek to engage with student chapters or student members and include members that are local to where the meeting will occur.

Minimum Number of Committee Members: 3 (Should include 5-10 including members from other pertinent committees)

Committee Structure

Most OCTWS committees will consist of a chair and members. Chairs can appoint minute takers or other committee roles as deemed necessary. The Annual Meeting committee will have a chair, but should also have an appointed secretary and treasurer to keep meeting minutes and track finances. In addition, the chair will likely appoint chairs of subcommittees for sponsorship, program, awards, venue and catering, etc.

Committee Duties

- Review the bylaws to understand regulations around the annual meeting (e.g., quorum, notice to membership)
- Establish a committee including appointing chairs of relevant subcommittees
- Establish a budget in consultation with the Treasurer and executive board
- Solicit sponsorship
- Secure an AGM venue
- Update the website or work with the webmaster to update information
- Coordinate with the communications committee to advertise and market the meeting
- Solicit plenary speakers and panelists
- Put out a call for submitted presentations and review submissions
- Coordinate with the awards committee to establish student travel awards and presentation awards
- Produce a conference program

Time Commitments/Meeting Schedule

The Annual Meeting committee requires a substantial time commitment from members, but also provides great networking opportunities with wildlife professional from across Ontario. The AGM committee will normally meet monthly with meetings becoming more frequent as the annual meeting approaches. In addition, subcommittees are likely to be formed that will meet outside of regular committee meetings. The majority of the required work for this committee will be completed outside of regular meetings and conducted over email or reviewing draft documents. Preferably, members of the committee will be able to attend the AGM in person (or virtually) to also help with 'day of' activities, but it is not necessary.

Reporting Requirements

Annual reports are due approximately 14 days prior to the OCTWS AGM or at the discretion of the President. Annual reports should include a review of committee tasks over the year including a roster of committee membership. Additional reporting should be made by email to the President and Secretary for reporting to the executive at monthly meetings.

Committee Membership History

Year	Position	Name
2021/2022	Chair	Matt Furst
2021/2022	President	Don Barnes
2021/2022	Past-president	Matt Dyson
2021/2022	Member	Art Rodgers
2021/2022	Secretary	Kelly McLean
2021/2022	Treasurer	Julia Sunga
2021/2022	Board Member	Michelle Bacon
2021/2022	Board Member	Jen Shuter
2021/2022	Member	Karen Ong
2021/2022	Member	Pauline Kosmal