

OPERATIONS MANUAL FOR THE
WALLEYE TECHNICAL COMMITTEE
OF THE NORTH CENTRAL DIVISION, AFS



OPERATIONS SUBCOMMITTEE
1992

REVISED 2015

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INTRODUCTION

This document is intended to serve as a guide for the Walleye Technical Committee (WTC) chair and chair elect. Its purpose is to assist them in their duties to the North Central Division (NCD) and to other members of the WTC. Further, it serves to ensure that the chair and chair-elect are aware of various responsibilities and deadlines. Additionally, it is intended to help with logistical arrangements for meetings.

BACKGROUND

The minutes of the first organizational meeting of the WTC appear in Appendix 1 and formal duties of the committee, chair and chair-elect as they appear in the NCD manual are in Appendix 2. Additional meeting minutes can be found on the WTC webpage, hosted on the NCD website.

Mission Statement:

"The purpose of the Walleye Technical Committee of the North Central Division of the American Fisheries Society is to promote the research and development of functional management strategies leading to the wise use of native and introduced stocks of walleye, sauger and their hybrids, to improve culture techniques, and to facilitate the dissemination of pertinent data and technology to both the scientific and user community."

Initial goals and objectives of the committee were established at the organizational meeting in 1986 (Appendix 1). The chair and chair-elect's responsibilities are to ensure that any changes to the committee fall within the original purpose of the committee and that these changes are in response to the desires and needs of the NCD membership. The mission statement itself can be reviewed and adjusted with WTC membership and NCD Excom approval.

COMMITTEE COMPOSITION

The WTC is formally comprised of the chair, chair-elect, secretary and one representative from each state and province within the NCD. This was designed so that the committee represents the entire division, but also because the real scientific value of the committee is derived from the variety of experiences and ideas brought to it by a diverse membership. Since the committee's inception, however, the committee has been comprised of many individuals beyond the 17 representatives.

Beyond having a "professional interest in walleye" the only qualifications for being a state or provincial representative is a willingness to serve. The duties of the representatives are as follows:

1. Attend the WTC meetings whenever possible or ensure that a substitute does.
2. Provide written summaries of walleye research or management practices from their state or province to the committee for dissemination at the summer and winter meetings if not in attendance.
3. Help disseminate committee business and findings to other interested individuals from their area.

4. Provide assistance to the committee secretary on contact information corrections for other members from their area.

A few states are very formal about who their representative is to the committee. Those states will typically inform the committee who the representative will be. A representative should be replaced when they request to be or when they appear unable to fulfill the duties; particularly attendance at the meetings. However, they may remain as committee members. To replace a representative, start with recommendations from the previous representative, state chapter presidents, or check with the fisheries chief from that area.

Committee Members

In the past, the WTC has received attention from states outside the NCD, usually from biologists who find themselves managing walleye fisheries but may lack first hand experience with the species because they are outside its original range. Membership in the committee is open to any fisheries professionals who have an interest in walleye, sauger and their hybrids. Attendance by those individuals benefits the committee and providing assistance to those biologists is an important part of the original purpose for the committee. Any non-NCD members are considered WTC members, but may not be formal committee members. The chair passes names and addresses of interested individuals on to the WTC secretary for inclusion in the mailing list.

DUTIES OF THE CHAIR

1. Ensures that the committee is holding true to its mission statement and is meeting the needs of the membership and the division.
2. To plan and arrange both the business meeting held at the Midwest Fish and Wildlife Conference and the working meeting held in mid-July.
3. The WTC chair is a member of the NCD Excom, and as such should strive to attend the NCD annual meeting at the Midwest Fish and Wildlife Conference to participate in NCD governance and the NCD Excom.
4. Prepare and present an annual report of committee activities to the NCD Excom winter meeting.
5. Prepare an annual report of committee activities to the NCD president (to be completed between the Midwest Fish and Wildlife Conference and AFS mid-year governing board meeting; see appendix 4).
6. Solicit applicants for the Sander travel award for students to attend the Midwest Fish and Wildlife Conference.

Other Duties of the Chair:

The chair assumes final responsibility for the committee duties; however, the chair can count on help from a variety of individuals. At his or her disposal for advice and assistance are the immediate past chair, WTC secretary, NCD Excom, the chair-elect, operations subcommittee, and the committee membership. The chair needs to make assignments and delegate duties. The chair can develop subcommittees at any time. Subcommittees are an excellent way to organize specific tasks. The chair may be a subcommittee member if necessary. At present the only standing or permanent

subcommittee is the WTC operations subcommittee. This subcommittee is composed of the past three WTC chairpersons. Their role is to provide procedural assistance and advice to the current chair and chair-elect. Currently, however, it is the chair that must ensure that a chair-elect volunteer is found. The chair of the WTC should solicit nominations/volunteers through the email listserv to find willing participants for the chair-elect position. If more than one person is interested in becoming the chair of the WTC, the selection is left to the current chair, in consultation with the operations subcommittee.

SELECTING A CHAIR-ELECT

Accepting the chair-elect position is a two-year commitment. This should be made clear when searching for a chair-elect volunteer. The operations subcommittee together with the chair and chair-elect should assemble a list of WTC members who they think would be a good chair. It is important to consult with the current chair-elect as that person will have to work closely with the volunteer the following year.

The list of potential chair-elect volunteers need not be the "old-timers" who have been involved for years, but rather a younger, enthusiastic and energetic biologist will often be more willing and able to accept. Once the list has been assembled and prioritized, the current chair should call the prospective chair-elect volunteer and explain the opportunity. A prospective volunteer should be encouraged to think it over, discuss it with their employer and perhaps visit with past chairpersons. Make sure they understand all that is expected of them, and if necessary, supply them with a copy of this document. The volunteer would then assume the chair-elect position at the conclusion of the following winter meeting.

Criteria for a chair-elect are:

1. An enthusiasm for the WTC and its activities. Without the enthusiasm for the committee, it is doubtful that an individual could put forth the necessary commitment.
2. The volunteer will ideally have a track record with the WTC. This usually means a member who has been active in the past and who has attended several meetings.
3. The volunteer should have the support expressed for the commitment from their employer. While the chairship does not require large amounts of time there is still some time commitment. Travel to the next four WTC meetings is very important for volunteers and few employers will commit to travel that far in advance. However, if the volunteer has been able to attend past WTC meetings, then they will probably have the necessary support for the future.

DUTIES OF THE CHAIR-ELECT

1. To assist the chair with duties as needed and to assume the position of chair after serving as chair-elect or sooner if the chair cannot fulfill their duties.

2. Orders the certificate of appreciation for the out-going chair for presentation at the conclusion of the winter business meeting, or the beginning of the summer meeting, if need be.

The certificate of appreciation for the outgoing chair is available from the AFS parent society website (www.fisheries.org). The certificate format is a fill-in-the-blank form and only the full name and dates are needed (typically January to January, year). The certificate is typically signed by the AFS Executive Director and NCD President. In the past, the NCD has also covered the expense of a plaque for the certificate. Once the certificate is ordered, the chair-elect should contact the current treasurer of the NCD to alert them of the purchase. If the chair is un-able to make it to the winter business meeting at the Midwest Fish and Wildlife Conference, the chair-elect may either mail the plaque directly to the recipient, or wait until the summer business meeting to present the award.

By serving as chair-elect for a year before assuming the position of chair, the chair-elect has the opportunity to become familiar with the WTC, particularly with the procedures for its operation. The chair-elect should seek to become involved wherever possible in the committee.

DUTIES OF THE COMMITTEE SECRETARY

The WTC Secretary is appointed by the Chair. There is no term of office for the secretary; however past experience has shown that it is easier and more helpful to the Chairs if a secretary would hold office for several years. This provides the committee with background and continuity.

Duties of the WTC Secretary:

1. The WTC secretary is responsible for recording minutes of both committee meetings. Minute drafts should be forwarded to the Chair and Chair-elect for review. Official minutes of the meeting will be published in *Mainstream* and posted on the web-page.
2. The secretary handles committee mailings as needed, either through land mail or e-mail whenever possible.
3. The secretary maintains the membership list of the WTC, and will rely on the state/provincial representatives for help in locating, correcting addresses and membership as necessary.
4. The secretary is responsible for working with the NCD Treasurer in maintaining the WTC sub-account of the NCD. Monies necessary for committee activities will be requested with approval of the Chair and Chair-elect.

After the minutes are reviewed and approved by the Chair and Chair-elect, it is the Secretary's responsibility to work with the editor of *Mainstream* to have the minutes published. At times the minutes may be longer than the *Mainstream* editor can handle, and it is up to the secretary to edit minutes to fit the suggested *Mainstream* format.

MEETING ARRANGEMENTS

The meeting at the Midwest Fish and Wildlife Conference came to be known as the "winter" meeting also sometimes called the "business" meeting. The July meeting came to be known as the "summer" meeting or the "workshop" meeting. The chair is responsible for organizing both with the assistance from the chair-elect and secretary as necessary.

Winter Meeting (in conjunction with the Midwest Fish and Wildlife Conference)

The winter meeting is usually held early in the conference schedule, typically the Sunday, later afternoon/early evening, before the conference start or during the first day's afternoon. The AFS NCD Excom often meets Sunday evening and the WTC chair is usually expected to attend. The chair should schedule a two hour block of time for the winter meeting that will allow for attendance of the NCD Excom meeting. This meeting is typically not as well attended as the summer meeting, so less time is required to conduct the business meeting. The Chair should provide notice to each state/province representative that they should expect to provide an update of percid projects or management efforts underway. If the representative cannot attend the winter meeting, they should provide a written account of such activities to the Chair at least one month ahead of the Midwest Fish and Wildlife Conference. It is appropriate to have students provide an update of their project, orally if in attendance or in writing to the state representative for inclusion in his or her report.

Scheduling a winter meeting

To schedule a winter meeting, the chair must request meeting time and space in advance from the conference organizers. Conference organizers typically request such scheduling input during their first meeting announcement. There is usually no need to request or organize refreshments during the winter WTC meeting. Refer to the current Midwest Fish and Wildlife Conference website for details on requesting meeting space.

Some organizational proceedings of the WTC are specific to the winter meeting. This includes passing the chair position from the chair to the current chair-elect and announcing the new chair-elect. This is done at the meeting's end. The first duty of the new chair is to present the past chair with the certificate of appreciation plaque from the division. The new chair then adjourns the meeting. For further information about the usual content of the winter meeting, see appendix 3.

Summer meeting

The summer meeting was designed to provide a longer meeting format so the committee can make better progress toward its objectives. The summer meeting is typically held during the third week of July. The summer meeting generally includes a half to full day workshop, as well as a contributed paper session (1 day) and a business meeting (1/2 day). Currently, the final decision for the summer meeting location lies with the committee chair. If no agreement can be made, the chair may call for a vote from the leadership of the WTC, and/or a vote from state representatives. In the past, the summer meeting style has been billed as a retreat or workshop format. The intention is to be less formal and to encourage a relaxed but productive format. For more information and details about meeting planning and arrangements, please see appendix 3.

SYMPOSIUMS

An important role of the WTC is to sponsor symposiums on a specific topic related to walleye management and culture. Symposiums should only be organized when several (typically 7-14) presentations are ready to be made. The presentations should be of completed research or completed summaries of survey data. There is not a set schedule that requires a symposium every so often; however, if activities of the WTC are progressing as originally intended, it is likely that a symposium will be possible every three or four years. Symposium topics should be among those that are most important to the WTC. Presentations at a symposium can be polished versions of the same presentations that were given previously to the membership of the WTC but should not include those given previously at other major conferences.

Symposiums should only be organized for presentation at the Midwest Fish and Wildlife Conference and not the summer meeting. The purpose of symposiums is to pass on the findings and conclusions determined by the WTC members. Persons making presentations at a symposium need not necessarily be WTC members. Prior to assembling a symposium, a subcommittee should be established to organize the details. About 12 to 18 months in advance, the subcommittee together with the chair and chair-elect should identify the symposium presenters. Typically, they will be the same individuals who have been presenting their preliminary findings on the topic at past WTC meetings. Invited speakers are scheduled in the morning, with other speakers in the afternoon for a full-day symposium. The symposium announcement should be distributed to the NCD listserv at least 4 months prior to the symposium. This serves to both generate interest in the coming symposium as well as solicit volunteers for presentations.

Organizers of the Midwest Fish and Wildlife Conference must be notified of the planning of the symposium as early as possible (see Midwest Fish and Wildlife Conference website for deadlines). Typically, when holding a symposium, the winter WTC meeting can be limited to business items, with technical presentations at the symposium. The symposium should be introduced by the chair and fully moderated.

Publishing the Symposium Proceedings

Perhaps the biggest value of a WTC sponsored symposium is the publishing of the proceedings. Likewise, this portion probably requires the biggest effort on the subcommittee part. If proceedings are to be published, they are made available to a wider audience and preserved in the written record, making the most use of the findings.

The symposium sub-committee needs to decide if the WTC will attempt to publish the proceedings. The speakers should be consulted on this decision so as to gauge their willingness to prepare the necessary manuscripts. Once the decision is made to publish symposium proceedings, the sub-committee must decide where and how to publish. In the past, the WTC and other groups have organized a special symposium issue in an AFS journal. This was done with the WTC's walleye stocks and stocking symposium and the North American Journal of Fisheries Management [Vol. 12 (2)].

Using an existing journal has the advantage of an editorial staff. Unfortunately, journals often are backlogged with manuscripts and cannot handle the extra limitations imposed by a symposium issue. It may still be possible to publish through an AFS journal, but instead the papers may be only blocked together and not fully organized as a

symposium issue. Approach the AFS editorial staff early in the planning process to determine what options exist.

Non-AFS journals may also be able to accommodate symposium proceedings. In the past, the NCD publications committee has attempted to publish symposium proceedings but more recently has abandoned this activity due to financial losses. The NCD President and Vice-President should be kept updated on the progress of these publishing efforts.

Because the presentations of the symposium may be turned into published papers, presenters will have to prepare manuscripts of their findings. The manuscripts will then go through the normal peer review process required by the editorial staff. Preparing a manuscript for publication is a formidable task yet is one most biologists aspire to. Still, it is a bigger commitment than just a normal presentation. Presenters should be approached about the idea early on and made to understand that making a symposium presentation by no means guarantees that their paper will be published. However, it is necessary to obtain assurances from the presenters that they will submit manuscripts for consideration. To fill an entire journal issue it normally requires about 13-15 papers. Of course, manuscripts will probably not be published for some time after the symposium.

Besides the work associated with preparing the manuscript there are customary page charges to be anticipated. In the past, some groups have been successful in obtaining grants or other financial assistance from outside sources including the sport fishing industries. Grant money can then be used to defray some or all of the page charges normally assigned to the authors.

CONCLUSION

While it may appear that there is much to be done for the operation of the WTC, most obligations occur over intervals of time, hopefully offering a reasonable load to those in charge. It is difficult for a group that is volunteer, meets only twice a year and has no real budget to accomplish all the things it might wish. For that reason, it may appear that progress moves slowly within the WTC. To the committee's benefit, however, the membership is comprised of individuals who are committed to the resource. The chair's job so often is to try and provide the right setting and circumstances for those individuals to put that commitment to work for the benefit of the division and resource. It should not be forgotten that the WTC is providing a service to the NCD and not the other way around. Also, the WTC is part of the NCD. In the past, there has been a temptation on the part of the NCD Excom to view the WTC as a separate group distinct from the division.

Perhaps the greatest responsibility of the chair is simply the care taking of the WTC. The committee's existence and accomplishments represent hundreds of hours of work stretching back several decades. The chair is a steward of those early years.

APPENDICES

Appendix 1.

To: EXCOM North-Central Division - A.F.S.

From: Lee Redmond (MO) and Dick McWilliams (IAAA) co-chairmen

Subject: NCD/AFS Walleye Technical Committee

The first annual meeting of the NCD/AFS Walleye Technical Committee was held in Omaha, NE, December 8, 1986 in conjunction with the 48th Midwest Fish and Wildlife Conference. The Mission Statement of the committee was adopted as follows:

"The purpose of the Walleye Technical Committee of the North Central Division of the American Fisheries Society is to promote the research and development of functional management strategies leading to the wise use of native, and introduced stocks of walleye, sauger and their hybrids, to improve culture techniques, and to facilitate the dissemination of pertinent data and technology to both the scientific and user communities"

Three goals were adopted by the committee:

Goal 1. To develop better understanding within the NCD concerning walleye-sauger biology and contemporary problems with the management and culture of these species.

a) Meet at least once a year to discuss current projects, new findings, etc.

Current status: Meetings will be held in conjunction with the annual Fish and Wildlife Conference.

b) To collect and disseminate information pertaining to new projects/findings involving walleye-sauger research in the NCD and elsewhere.

Current status: A Communications Sub-committee co-chaired by John Klingbiel (WI) and Bill Franzin (MN) report response from various agencies for information on current programs was good. This information has been compiled and will be available at the annual meeting.

c) To sponsor and/or support workshops/symposia addressing management and research information pertaining to walleye-sauger.

Current status: In 1986, eleven papers and the committee meeting were at the annual Midwest Fish and Wildlife Conference.

Goal 2. To develop a list of research priorities for walleye in the NCD.

a) Poll biologists and administrators in the various management agencies within the NCD for a list of research priorities.

- b) Develop and distribute this list to members of the Walleye Technical Committee and others for their use in justifying new research projects within their agencies.
- c) Attempt to design and coordinate projects that would be conducted in a similar manner in various geographical areas across the NCD.

Current status: Daryl Ellison (NE) and Chris Brousseau (ON) co-chaired a sub-committee to accomplish this goal. A poll has been completed and will be presented at the annual committee meeting in Milwaukee. Coordination of similar projects {C} is an objective of the committee in future years.

Goal 3. To annually reevaluate the goals and objectives of the NCD-AFS Walleye Technical Committee.

Current status: This will be accomplished at the annual meeting to be held December 5, 1987 in Milwaukee.

Note: This letter was on file, however, was not included in the official EXCOM minutes for that year. Why this occurred is not known RHM.

Appendix 2.

Walleye Technical Committee (from the NCD bylaws and procedures manual)

Charge: To promote research and development of functional management strategies leading to the wise use of native and introduced stocks of walleye, sauger, and their hybrids, to improve culture techniques, and to facilitate the dissemination of pertinent data and technology to both the scientific and user communities.

Makeup: Society members interested in walleyes, sauger and their hybrids and their management. Each Chapter provides official representatives with one representative per state or province. Members elect a nominee for Chair and Co-Chair. The Division Treasurer serves as Treasurer for the Technical Committee. Society members from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

Duties of Chair:

1. Ensures that the committee is holding true to its mission statement and is meeting the needs of the membership and the division.
2. Plans, arranges and presides at the business meeting held at the Midwest Fish and Wildlife Conference and the working meeting held in mid-July.
3. Keeps Division officers informed of committee activities.
4. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of Committee:

1. Meets twice per year, once in conjunction with the Midwest Fish and Wildlife Conference, and once in mid-July. State and provincial representatives are expected to attend each meeting or to send a proxy in their absence.
2. Actively participate at meetings by partaking in discussions, giving presentations when appropriate, and serve joint studies when possible.
3. Assist the Chair with administrative duties as needed.
4. Help develop periodic symposia in this topic area at the Midwest Fish and Wildlife Conference.

Appendix 3. Meeting Arrangements and Accommodations

Meeting location:

Location can be crucial in determining attendance. In the past Dubuque, Iowa has been the meeting location in the summer for several reasons. Dubuque offers the advantages of being located at the border of three participating states, which assists with the attendance of those states. Dubuque is centrally located within the North Central Division, from east to west. Dubuque offers the necessary facilities and transportation connections and Iowa's DNR personnel have been available in that vicinity to serve as arrangement coordinators and hosts in the past. Their willingness to assist in this capacity has been extremely helpful in making the summer meeting format a success.

Maintaining a consistent meeting location simplifies necessary arrangements and eases planning. In a 1991 membership survey, 67% of members indicated a preference for moving the meeting location around, usually recommending a location close to them. Some members have pointed out that a location further east or farther north might encourage better participation from those areas, while others have suggested that it makes the most sense to hold the meeting close to those areas that are participating. Other central locations that may be suitable include LaCrosse, Wisconsin and Sioux City, Iowa.

It cannot be over emphasized that having persons in the meeting area to help with local arrangements is extremely helpful. Likewise, states that recognize the importance of the WTC often make the best hosts.

Arrangements:

More logistical arrangements are necessary on the chair's part because the summer meeting is independent of any other conference. Besides the meeting facility, lodging needs to be arranged. Typically, sufficient rooms can be blocked at a hotel. Most state agencies will require that a state rate is offered for lodging. It is not too early to start making such arrangements six months to a year in advance. When arranging a meeting at a hotel, the chair has some leverage in negotiating for complimentary amenities particularly if the meeting will also be held there. Use of the meeting room and audio visual equipment can usually be negotiated. Sometimes one or two complimentary coffee breaks can also be arranged. In addition, with the reservation of a block of rooms, an additional room can be negotiated for use by students attending the meeting.

Planning the meeting also calls for planning of breaks, welcome socials, and some meals. While not mandatory, these extra arrangements will often make the meeting go more smoothly and make it more enjoyable. Keeping the group together during meals will both facilitate further group discussion and help keep the meeting schedule on time. A good strategy is to organize a welcome social the evening before the first full day at a local restaurant or lounge. Use of local student sub-units to cater a welcome social is an inexpensive option. It allows students to become involved with the WTC, as well as provides an opportunity for the WTC to donate money to the student sub-unit. Other meal arrangements to consider are the lunch at noon on the full meeting day and dinner that evening. Meals need not be elaborate, just convenient and affordable. Outdoor barbecues are ideal for this casual group.

If it is decided to offer prearranged meals and breaks, money will have to be collected, usually the morning of the first meeting day. Decide ahead of time exactly how much is necessary to cover the meals and breaks and don't hesitate to budget more to cover

unplanned expenses. If a restaurant or caterer needs a deposit in advance of the meeting, a loan can usually be obtained from through the NCD Treasurer, with the understanding that the amount will be repaid after the meeting.

The WTC does not have a separate bank account for the committee, but does have a sub-account under the Treasurer of the WTC. The secretary should collect any excess funds from the winter and/or summer meeting and deposit those in the WTC sub-account by sending those monies to the NCD Treasurer. In the past, checks have been issued to businesses and the "host" to provide up-front money for arranging meeting places, the social and other associated meeting activities.

The WTC secretary should work with the individual setting up meeting arrangements, etc.; however, this does not mean the secretary is solely responsible for collecting monies at the meetings. Committee volunteers should help the secretary with collecting monies and issuing receipts at the meetings, especially in instances when the secretary cannot attend.

The most important part in planning is to notify members of the meeting costs and what those costs cover. Announce the amount you expect to collect before the meeting in the newsletter, e-mail communications or meeting announcements. Be sure the meeting participants understand that the amount is to cover the expense of the prearranged meals and is not a "membership fee." As with any financial transactions, a receipt should be provided for registration. The secretary/chair should have change money on hand for attendees that will be paying in cash. Registration fees that come to an odd dollar amount should be rounded up to ease change handling. With no easy way for the WTC to cash checks, the local person may agree to have the checks made out to him or her personally and then cash them for the WTC. An alternative would be to borrow a large amount from the NCD treasury and then simply have the checks made out to the NCD. Be sure to retain a record of who paid in case there is any discrepancy in the head count when the meals are actually served.

Meeting Agenda:

Whether for the summer or winter meeting, the agenda will be determined by committee activities and business. Business activities include subcommittee reports and procedural matters. At past summer meetings, it has worked well to have the first full day a series of presentations and discussions. The second day (typically a half-day) is reserved for business items. Because the winter meeting is typically shorter in duration, only business items are discussed, and no technical presentations are given.

Order of business for an AFS business meeting shall include, but need not be limited to:

- a) Call to order by the Chair
- b) Determination of quorum
- c) Introduction of guests and visitors
- d) Approval of minutes
- e) Address of the Chair
- f) Financial report
- g) Other reports
- h) Other old business

- i) New business
- j) Adjournment

What distinguishes the WTC from other gatherings is that not only are technical presentations made, but also that substantial amounts of time are reserved for group discussion of technical topics. In the WTC, the technical presentations often serve as leads to discussion topics. An alternative that holds some promise is to schedule a panel of noted individuals to discuss a specific topic. Individuals from the "floor" could join in. Another alternative is to have a discussion leader who will facilitate the discussion of a specific topic.

Discussion topics are determined by membership interest, having been the subject of past surveys. Typically, topics of top interest will carry over from meeting to meeting. If there is to be an invited speaker for a specific topic, potential speakers can be approached and invited to make presentations. Such invitations should be made at least three months in advance of the meeting. The chair should recognize, however, that most presenters cannot fully commit to the obligation because travel authorization is often not possible that far in advance. The agenda will usually have to remain "tentative" until probably about three weeks prior to the meeting.

Presentations need not be limited to completed research and instead can be updates or progress reports. Similarly, presentations on new methodologies and management strategies are completely acceptable. Because the WTC is workshop-oriented, presentations need not be as polished as one would expect for other more formal conferences. The summer WTC meeting is a good venue for new graduate students to present projects that are in progress. One of the important roles the WTC plays is as a forum for others to obtain review of proposals regarding walleye research and management. Often as chair, you will be contacted by biologists seeking advice and ideas from the WTC. The best way to do that is by inviting these biologists to make a presentation to the membership.

Explain when introducing the guest that they are seeking input. The summer meeting is typically the best place for those types of reviews.

Appendix 4: Report Template for the Walleye Technical Committee Chair to prepare for the NCD president.

Preparing & Submitting Reports to the Governing Board

Reports are due by midnight on Sunday, March 20, 2016

Each Division, Section, and Committee should submit a progress report to the GB by midnight on Sunday, March 20, 2016. These reports comprise the **Briefing Book**, which will be posted online for GB members and will be available by **March 25** to allow participants time to review the reports and come to the meeting prepared for discussion. Please note that you should link unit activities with AFS Strategic Plan elements, which improves our ability to monitor progress toward achieving our strategic goals. To meet this posting schedule, Kurt West (kwest@fisheries.org) must have your reports by midnight on **March 20th**.

Guidelines for Preparing Reports to the Governing Board:

1. Your report should be entered into the Microsoft Word file (AFS Governing Board reporting template_2016). The file is formatted to track the strategies in the 2015-2019 AFS Strategic Plan. Please note any requested motions in the transmitted email to Kurt West. The GB will take action on issues with major policy and/or financial implications not handled at the Friday MC meeting.
2. Motion reports are used to address an important policy or budget decision that your unit wants the Society to approve. Include as motions only items that require a vote by the GB or MC. Do not include as motions “recommendations” for consideration by the MC or the Executive Director, requests for additional information, or general encouragement to other units or individuals to participate in a particular activity. These belong in the separate “activity” report.
3. Please limit each motion report to a maximum of two (2) pages. Each motion report should state clearly what the motion is (the policy or financial action to be taken by AFS), and provide the justification and background for the motion. The specific statement of the motion must be succinct, and indicate clearly what policy or budget action AFS is being asked to undertake. If it is a complicated issue, or one resulting from a lengthier report, please provide the background report as a separate appendix file.
4. For a motion to be considered by the MC, the motion report must be received by **8:00 a.m. on Monday, March 14, 2016** and a representative of the unit must be present to make the motion and answer questions

about it. This requirement is necessary to ensure informed decision making by the MC. If no one from your committee or unit will be present, please arrange an alternate in advance, and ensure your alternate is well-informed about the issue.

5. Save your report with your Division, Section or Committee name; e.g., NED 2016 Annual Report or Education Section 2016 Annual Report or RPC Annual Report 2016.

Submitting Reports: Submit the electronic Word document for the Briefing Book to: Kurt West kwest@fisheries.org.

To: Ron Essig, *President*

From: *Your Name; Unit*

Date:

I. Motion Report

- A) **Recommended Motion:**
- B) **Minority View:**
- C) **Background for Motion:**

II. Activity Report

- A) **Charge or Annual Program of Work**
- B) **Annual Financial Report**

C) Summary of Outcomes and Accomplishments (*fill in tables below as applicable to your unit; based on 2015-2019 Strategic Plan*)

Strategy 1. Organize and sponsor forums to present new findings and exchange ideas

Activity	Description	Number of Attendees
Meetings		
Workshops		
Symposia		
Informal Gatherings		
Other		

Strategy 2. Provide continuing education opportunities with an emphasis on training and courses that are not commonly offered by academic institutions and/or that will be essential tools in the future.

Name of Course	Description	Number of Attendees (Students/Professionals)	Length of Course

Strategy 3. Develop communication products and publicly accessible information to promote the value of fisheries, aquatic habitat, and fisheries sciences.

Type and Method of Communication	Description	Target Audience	Number of People Reached

Strategy 4. Develop relationships, partnerships, and collaborations with other professional societies, conservation organizations, decision makers, and stakeholders to establish and promote mutual goals of fisheries science, education, and stewardship. *[examples: Hosting kid fishing tournaments, Trout in the Classroom, bi/tri Society meetings; etc.]*

Type of Relationship	Description of Development	How Relationship Advances AFS Priorities?

Strategy 5. Publish high quality scientific journals, books, and proceedings that present recent advances, reviews and syntheses of fisheries and aquatic science and management.

Type of Publication (e.g., manuscript, book, symposia)	Number published	Summary	Impact factor/ Number Citations

Strategy 6. Develop and disseminate scientifically-based communication materials that represent and reflect the mission of the Society to political leaders, decision makers, stakeholders, and the public.

Type and Method of Communication (e.g., letters, briefings, workshops)	Description	Target Audience	Number of People Reached

Strategy 7. Provide online resources of value and interest to members and non-members to be the leading source of online fisheries science.

Type of Online Resource (e.g., website, social media)	Number of Unique Visits	Time Spent per Visitor	Other

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Strategy 8. Support, manage, and promote a fisheries professional certification program that is recognized as a distinguished mark of scientific excellence and expertise within and outside the Society.

Type of Outreach to Promote Certification Among Members	Number of People Reached	Outcome	Comments

Note: Actual numbers of Certified members within a Unit can be provided by AFS staff; report should focus on the type of activity being conducted to promote certification among Unit members.

Strategy 9. Use innovative techniques such as surveys, focus groups, social media, and other means, to determine and respond to the needs, interests, and opinions of Society members.

Technique Used (e.g., survey, focus group, social media)	Number of Entries	Outcome

Strategy 10. Embrace and adopt new technologies to enhance and expand the Society’s education, communications, networking, and advocacy activities.

Type of Technology	Description of AFS Activities Enhanced or Expanded	Other

Strategy 11. Enhance participation of students and professionals at all levels of the Society to assure member recruitment, retention, and leadership development into the future.

Level of Participation	Type of Activity	Number of People reached	Comments
AFS Member			
Student AFS Member			
Young Professional			
Chapter Member			
Emerging Leader			

Note: Actual numbers may be provided by AFS staff; report should focus on the type of activity being conducted to improve participation in Unit activities

Strategy 12. Promote ethnic, socio-economic, generational, and disciplinary diversity within the Society and the fisheries profession.

Target Group	Level of Participation	Comments

Strategy 13. Recognize and acknowledge the achievements and contributions of members and partners through awards, special conference sessions, and other activities.

Type of Award/Activity	Recipient(s)	Comments

Strategy 14. Hold elections and convene regular meetings of elected officers to plan activities that advance the mission of the Society and provide sound financial management of assets, revenue, and expenses.

Type of Activity (e.g., leadership meeting, financial status, elections)	Description and Status	Comments

Strategy 15. Periodically review constitution, bylaws, and procedures manual and revise using appropriate procedures as necessary.

Type of Review	Frequency	Comments