

**SOCIETY OF CANADIAN ORNITHOLOGISTS/ SOCIÉTÉ DES ORNITHOLOGISTES
DU CANADA**

CHARGES TO OFFICERS AND COMMITTEES

President

1. Arrange Annual Meeting of Council

- Set time and place. Every second year, meetings can be held in conjunction with an AOU meeting and every fourth year in conjunction with an NAOC meeting. The president should confer with the AOU/NAOC local committee as early as possible in their planning stages to ensure appropriate arrangements are made for SCO-SOC business meetings. In the intervening years, stand-alone meetings are held. The president finds a local host for the latter meeting. Meetings can be held jointly with other societies if mutually beneficial.
- In cooperation with the local organizing committee, notify Council of the time and place for the Council meeting at least 10 days ahead of the meeting. Also provide an agenda, listing major items of business in sufficient detail that opinions can be circulated prior to the meeting (both to save discussion time at the meeting and to allow opinions to be aired by those who cannot attend).
- Email agenda and reports from officers to Council ahead of council meetings, or ensure that officers or committee heads do this.

2. Preside over Annual Meeting of Council

- Cast deciding vote in case of tie.
- Make certain the following business is conducted:
 - Nominating Committee report on elections. Council must ratify.
 - Officers present reports for acceptance by Council.
 - Remind outgoing officers to provide Recording Secretary with revised list of duties to pass on to incoming officers.

3. Arrange Annual Meeting of Members

- Set time, date and place. If to be held in conjunction with an annual meeting of the American Ornithologists' Union or other societies, contact the local committee in time for the SCO meeting announcement to be printed in the program of the meeting.
- Announce annual meeting in SCO newsletter or electronically, with as much detail as possible on date and place
- Preside over meeting, making sure following is included:
 - Presentation and acceptance of previous meeting's minutes
 - Present President's report (review of year, results of Annual Meeting of Council and of elections)
 - Present Speirs Award and read citation (arrange ahead for photographer, if appropriate). Alternately, this could be done at the banquet.
 - Get meeting to appoint Auditor (candidate found by Treasurer).
 - See that Treasurer's report is presented.

4. Provide written President's Report to Newsletter Editor and Recording Secretary after each annual meeting. Include summary of years' events, including names of winners of various awards.
5. Provide the Newsletter Editor and webmaster, with the names and address of the chairpersons for the Speirs Award Committee, Jamie Smith Mentoring Award Committee and Research Awards Committee, if these have changed.
6. Oversee business during the year.
 - Appoint committees and chairpersons (can ask chairpersons to appoint other members). Currently, permanent committees are the Nominating Committee (traditionally chaired by Vice-President), the Speirs Award Committee, the Smith Award Committee, the Research Awards Committee (Taverner, Cooke, Baillie and Junco awards) and the Conservation Committee. Send Chairpeople copies of the formal charges outlining their duties.
 - Serve as ex officio member of all committees.
 - Conduct email ballots of Council for important matters arising during the year, including ratification of the budget received from the Treasurer and of the Speirs and Smith Award nominees. Submit decisions taken at the Annual Meeting of Council to full Council (via email ballot) for ratification if quorum was not met at the meeting.
 - Inform the Speirs and Smith Awardees of the award, and invite him/her or a representative to the presentation ceremony to accept it. (If the person is sure to be at the meeting anyway, the awardee may be kept in the dark beforehand). Alternately, the committee chairs can inform the awardees.
7. Ensure that annual reports are made to the appropriate government bodies, as required by law. The government sends report forms to the Treasurer. In April, there is a request from the Treasurer for officers' names and addresses for the Annual Summary Form and pay the annual fees to the Corporation Directorate, Industry Canada in order to maintain the SCO incorporation. A financial report must be filled in by the Treasurer and audited by June 30. A Registered Charity Information Return should also be prepared and transmitted by the Treasurer to Canada Revenue Agency at the same time.
8. Pass on presidential papers at end of term to Vice President, first weeding out items which could go to Archives. Make sure any revisions to "Working Documents" are provided to the Recording Secretary, so that the up-dated version will be the one mailed to new Council members. Send all material for the Archives to the Recording Secretary.
9. Update and revise this list of duties, and give to the Recording Secretary to combine with revised duty lists of other officers for passing on to incoming officers.

Vice-President

1. Chair Nominating Committee (see charge to committee).
2. Carry out duties of President if required.
3. Revise this list of duties if necessary, and give to the Recording Secretary to combine with revised duty lists of other officers for passing on to incoming officers.

Membership Secretary

1. Keep membership records, keeping addresses up to date, both postal and electronic, archiving delinquents and deceased, etc.
2. Send information provided by other councillors or other organisations to members, preferably by e-mail; use regular mail to contact members without e-mail address.
3. Prepare membership renewal notice, and email or mail in autumn, separately from other information. Include an electronic renewal form to return with dues, which includes space for name and address, a place to indicate whether a donation is included, and if possible, space for news and notes that can be forwarded to the newsletter editor. Send follow-up emails or letters to non-renewers.
4. Forward dues to Treasurer, and issue receipts (as appropriate) for donations.
5. Prepare report for Annual Meeting of Council. Send to Recording Secretary in time for it to be emailed to all Council members prior to the Annual Meeting, or bring 15 copies to meeting.
6. Provide updated membership list (or labels, if possible) to whomever mails out the newsletter to members without email address.
7. Send an updated membership list to the Vice-President each fall (or at the Annual Meeting) for use of the Nominating Committee.
8. With the President, make decisions on a case by case basis on requests for the member list.
9. Revise this list of duties if necessary, and give to the Recording Secretary to combine with revised duty lists of other officers for passing on to incoming officers.
10. Send a hard copy of the Society's newsletter to the National Archives of Canada.

Note: The SCO/SOC's permanent address shall be the Membership Secretary's address.

Treasurer

1. The SCO financial year is January 1 to December 31. New Treasurers take office on January 1.
2. Keep financial records of the Society, according to acceptable accounting practice. Pay bills, reimbursements, etc.
3. Invest endowment funds for security and long-term rate of return.
4. Prepare a budget for the upcoming year based on income from membership renewals and estimating costs of the newsletter and other program items. Send this to the President by the end of November of the current fiscal year for approval by Council.
5. Prepare financial report on past year for Annual Meetings of Council and of Members. Send to Recording Secretary in time for it to be mailed or emailed to all Council members prior to the Annual Meeting, or bring 15 copies to the meeting. The report should be signed by the Auditor appointed at the previous Annual Meeting of Members.
6. Prepare financial report for appropriate government agencies, as required by law. Official forms are sent to the Treasurer by the different government agencies. In May, a list of Councillors will be provided by the Treasurer to the Corporations Directorate of Industry Canada with the annual fee to maintain the SCO Incorporation. The SCO Corporation Number is 219628-0-M. At the end of June, the Treasurer transmits to Canada Revenue Agency a Registered Charity Information Return for the previous SCO fiscal year.
7. Provide a copy of the financial report to the Auditor appointed by the Annual Meeting of Members, and provide other materials and books for inspection if requested.
8. Reimburse officers and committee members for legitimate expenses on behalf of SCO, when presented with receipts for such expenditures. If a donation is made to SCO to cover all or part of the expenses being submitted for reimbursement (a practice we should encourage), the Treasurer should mail a receipt for tax purposes to the donor.
9. Once notified by the chairperson of the Research Awards Committee of the names and addresses of research award winners, write and mail cheques promptly to the winners.
10. The Treasurer mails a receipt for tax purposes for all donations received from the members. The charitable number for the Society of Canadian Ornithologists is: 0783993-21.
11. Revise this list of duties if necessary, and give to the Recording Secretary to combine with revised duty lists of other officers for passing on to incoming officers.

12. Find a person willing to audit the annual financial statement. This person can be any member competent to check the accounts, or a qualified auditor who is not a member if the Society is large enough to require that. The auditor is elected at the Annual Meeting of Members, and will audit and sign the official financial statement for the year in which s/he is appointed. (This will not be ready until well after the start of the next calendar year).

Recording Secretary

1. Take minutes at meetings of Council and at the Annual Meeting of Members.
2. After Annual Meeting of the Council, send new Council members a package of information including a copy of the "Working Documents". If these have been recently revised, send them to continuing Council members as well.
3. Retiring officers may send you revisions of their list of duties. Revise the master list as necessary (including revisions to your own duties) and mail to all Officers. If there are no revisions, send it only to new Officers.
4. Oversee archives of the SCO. This means reminding the President from time to time to send any materials worth saving to you, and maintaining a set of newsletters, minutes of meetings and other official documents of the Society. Turn any remaining material over to the new Recording Secretary when you leave office. Letters Patent are held by the President. Archives of paper copies of SCO documents are currently held by Charles Francis.
5. Support council decisions by consulting working by-laws and constitution of SCO as needed, to ensure protocols are being followed. Amend documents as necessary.

Newsletter Editor

1. Solicit material for newsletter. The Editor has discretion to include material in the newsletter as is seen fit, and may run special issues if desired.
2. The fall newsletter should include a call for suggestions for Speirs and Smith awardees, giving the address of the current chairperson of these committees. This notice should be automatically included by the Newsletter Editor, but chairs of committees should remind him/her.
3. The fall newsletter should further include a call for applicants for Taverner, Cooke, Junco and Baillie Awards. This should be a standard notice, printed automatically, but updated each year with the new chairperson's name.
4. The fall newsletter should also include a call for nominations for officers and councillors,

naming the positions open. The editor should contact the vice president for a list of open positions.

5. Prepare the material and send to the Webmaster, after consultation about format. Send receipts to Treasurer for reimbursement, or bill Treasurer directly.
6. Revise this list of duties if necessary, and give to the Recording Secretary to combine with revised duty lists of other officers before passing on to incoming officers.

Nominating Committee

1. The committee is chaired by the Vice-President and includes two other SCO members. Aim for committee membership that will represent different regions of the country, if good candidates are available. Also try to represent both sexes and francophones and anglophones.
2. Remind newsletter editor to place a notice in the fall newsletter calling for nominations. Nominees must be supported by two Members and be willing to stand. Nominations are to be sent to the Vice President. If no nominations are made or no one volunteers to run, then the nominating committee should find people to nominate.
3. Half the Councillors (5 of 10) are elected to take office in even-numbered years, and all Officers and the other Councillors are elected so as to start their term of office in odd-numbered years. The terms of office are from the end of the Annual Meeting of Council in the year the election takes place to the end of the Annual Meeting two years later. The President and Vice-President cannot succeed themselves, and the Vice-President automatically moves on the Presidency. Other Officers may serve up to three successive terms. Councillors may serve for two consecutive terms and they should be encouraged to do so.
4. Attempt to nominate more than one person for each position, so that elections are meaningful. If the Treasurer, Membership Secretary and Newsletter Editor are eligible and willing to stand again and are performing satisfactorily, no other nominations are required for these positions.
5. Attempt to select nominees from diverse parts of Canada (keeping in mind the diversity in people already on Council), but only insofar as good candidates are available. Ability to attend annual meetings needs to be considered, but should not be a pre-requisite. Try to include representation of both sexes and francophones and anglophones.
6. Prepare a one-page ballot to be mailed or emailed to all members, showing email or mailing address to which it should be returned. The ballot should include statements from nominees on their backgrounds and reasons for wanting to be on council.
7. Compile results and send report to President for announcement at Annual Meetings. Send list of names, addresses and phone numbers of new Council members to Recording Secretary, for distribution

to full Council. If there is no Recording Secretary, do this yourself.

8. Write a note to all candidates for office listing the winners and thanking all for their participation.