



**Laboratory Animal
Management Association**



COMMITTEE CHAIR HANDBOOK

JUNE 2007

Committee Chair Handbook

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LAMA CALENDAR OF EVENTS

ANNUAL MEETING:

January:

- Annual Meeting registration form and program outline mailed to members and posted on website by the 15th.
- Second call for Speakers form is distributed with end of month deadline.
- Broadcast e-mail to members with final notice for an end of month dues deadline.
- ATA Corporate Partner deadline is 31st.
- Vice-President completes initiatives document (based on SLRP) and forwards to BOD for approval.
- Standing and Presidential charges are developed, finalized, and approved by BOD.
- Nominations Committee files its slate of candidates by the 15th and candidate bios are collected by the end of the month.

February:

- All Annual Meeting speakers/moderators confirmed by the end of the month.
- Recipients of Charles River Medallion, U. Kristina Stephens, and William O. Umiker Awards are named by the end of the month.
- Membership database is updated to reflect only those members who have paid current year's dues.
- Committee contacts members who did not renew and solicits renewal.
- Standing and Presidential charges are distributed to Committee Chairs for review and work plan development.
- Ballots are distributed to the membership by the 15th.

March:

- Second and final Annual Meeting promotional packet sent to all members by the 15th.
- All speaker presentations submitted for master CD by the end of the month.
- Members are solicited to make donations of items for LAMA Foundation auction at the Annual Meeting.
- Members are recruited to participate in the Clayton Cisar Fun Fair during the Annual Meeting.
- LAMA Review Spring Edition is printed and distributed.
- Committee chairs complete work plans (based on Standing and Presidential charges) and forward to Vice-President and BOD for final approval.
- Ballots are due by the 31st.

April:

- Board of Directors agenda for Annual Meeting is distributed by the 15th.
- Candidates are notified of election results by the 15th.

May:

- Annual updated of Policies and Procedures Manual conducted and distributed to BOD and Committee Chairs.

June:

- Arrangements are finalized for joint social event with ASLAP at the AALAS Annual Meeting.
- Annual Meeting is held.
- LAMA Review Summer Edition is printed and distributed.
- LAMA Committees organize and begin development of budgets to support committee work plans.
- Committees meet during Annual Meeting to organize and finalize annual work plans and assignments.

July:

- Membership is notified of joint social event with ASLAP for the AALAS Annual Meeting.

August:**September:**

- Board of Director's agenda for Mid-year meeting (AALAS Annual convention) is distributed by the 15th.
- LAMA Review Fall Edition is printed and distributed.
- Financial Oversight Committee completes budget proposal for coming year and submits to BOD for action at Mid-Year meeting (AALAS Annual Meeting).

October:

- Theme for coming year's Annual Meeting is developed and Seminar committee assignments are made.
- LAMA Mid-Year meeting of Board of Directors held. (AALAS Annual Meeting)
- LAMA Review Editorial Board confirmed and appointed for coming year.
- LAMA Review Advertiser mailing is sent to all ATA members with rate card and contract.
- Member dues are established for the coming year at the Mid-Year meeting of the BOD (AALAS Annual Meeting)
- SLRP Committee files report with BOD on progress made toward major goals in SLRP.
- Vice-President completes selection of Committee Chairs/Vice-Chairs by end of month.

November:

- Dues statements are distributed on the 1st.
- Corporate Partnership recruitment letter sent to all ATA members.

December:

- LAMA Review Winter Edition is printed and distributed.
- LAMA Review ads confirmed and contracted for the coming year's editions.
- Membership is solicited for candidates for Charles River Medallion, U. Kristina Stephens, and William O. Umiker awards.
- Second ATA Corporate Partner recruitment letter is sent.
- Second member's dues statement is mailed by 15th.

Color Code

Annual Meeting

LAMA Review

Awards Committee

Membership

Financial Oversight

Strategic Long Range Plan

Nominations

Policies and Procedures

Administration

COMMITTEES

REASONS FOR HAVING COMMITTEES

SYNERGISM – Group participation in solving a problem.

AUTHORITY – Staff may not have authority for necessary actions.

REPRESENTATION – Of all interests.

TALENT – Talents of membership are gainfully employed.

INVESTIGATION – In-depth reviews of topics are facilitated.

INVOLVEMENT – The greater membership is engaged.

I. The Role of the LAMA Committee

Committees are arms and legs of a volunteer organization, that is, the work of the association is carried out by committees. Committees derive power and authority from Association members, either directly or through the governing body, as determined by the By-laws. They generate new ideas, and, once approved by leadership, provide much of the manpower to carry out these ideas. While committees have a vital role in any volunteer association, the committees must realize that they are subordinate to the overall Association and, specifically to the Board of Directors. Every new idea, every new project carries with it costs – in terms of dollars and both volunteer and staff time. Therefore, when a committee generates a new idea, a plan should be carefully developed to carry out the idea, and costs should be estimated and forwarded to the Executive Committee. This plan is then presented to the BOD before the committee begins its work.

The LAMA leadership reviews the proposed project to ensure that it does not duplicate nor contradict other ongoing projects. In addition, costs are evaluated in relation to other projects to ensure that Association funds are available and spent in the most judicious manner.

The Executive Director's staff assists the committee work in whatever way possible as agreed upon with the LAMA leadership.

To ensure the continued growth of LAMA, a collaborative relationship among committees, leadership, and staff must be maintained. To assist in this effort, committees have been set up as follows:

A. Standing Committees

A standing committee performs a “continuous function” and operates indefinitely. This committee usually deals with organizational procedures or with specific permanent features of an association program and assists the BOD with development of its policy or position. Standing committees are created by formal motions passed during BOD sessions and may have sub-committees as designated by the BOD.

The current standing committees of LAMA are: Education and Training, Program, Membership, Public Relations, Awards, Financial Oversight, Policies and Procedures, Publications, CMAR, and Nominations.

B. Ad Hoc Committees

An Ad Hoc committee is created and organized with a specific objective or problem in mind, usually linked to the Association's Strategic Long-Range Plan (SLRP). The committee may evaluate a situation or issue, conduct research or surveys, make recommendations to the BOD, and usually disbands after its work is completed. Ad Hoc committees are appointed by the President and can be reappointed in whole or part.

The current Ad Hoc committees of LAMA are: Strategic Plan and Affiliations and International Affairs.

II. The Role of the Chair

A. Chair Qualifications

The key to a successful committee, even with able committee members and solid objectives, is the Chair. The smooth management and creative achievements of a committee are in direct relation to the Chair's ability to lead and direct the committee's functions.

An effective committee needs a Chair who will accept responsibility while encouraging others to offer thoughts and recommendations. Committee Chair appointments are carefully evaluated regarding leadership potential, background, ability, and accomplishments.

The following qualifications are desirable in LAMA committee chairs:

Loyalty: Ability to think and act in terms of the Association's overall goals and objectives.

Communication: The ability to communicate is perhaps the single most important characteristic. Effective communication is a prime ingredient, not only within the committee, but with other committees, the governing body, and related groups.

Productive: A record of active participation and interests in the Association's activities and objectives. Involved in committee work – accepts assignments and follows through.

Listener: A willingness to listen. Open-minded and encourages free expression of ideas, opinions, and recommendations by committee members.

Leadership: Ability to influence, command attention, and to inspire.

Self-confidence: The ability to control without domination.

Committee Operation: The knowledge of parliamentary procedure.

Initiative – A self-starter.

Maturity: Prestige and respect within the industry or profession. Opinions command respect of other members and of those who will be guided by committee findings.

Politically Astute: An understanding of the power relationship within and among committees.

Technical Expertise: Knowledge of the subject area in which the committee functions.

Team player: Ability to create the right atmosphere for productive committee work.

Management expertise: The availability to carry out responsibilities. This includes time and, if necessary, resources.

Association operations: A clear understanding of the position and role of the Executive Director's staff and the need for a close working relationship.

B. Responsibilities and Guidelines

Appointed by the President of LAMA a committee chair is responsible for the committee's objectives and ensuring that the committee charges are completed within the assigned timetable.

1. PLAN:

- Recommend committee member appointments to the incoming LAMA President and, when appropriate, appoints committee members to subcommittees. Committee size is important. Smaller committees take less time to organize, communicate more effectively, and work quickly usually resulting in more prompt action. Larger committees involve more management, more viewpoints, and may represent the feelings of the Association membership more accurately. Large committees should be used to more effectively promote a program or activity.
- Consult with the staff liaison where appropriate and other committee members in developing the committee's objectives and activities. The entire program of work should be thoroughly reviewed in terms of making individual committee assignments.
- Direct the committee in reviewing and achieving the committee objectives.
- Stimulate group thinking, encourage and channel discussion, weigh the value of ideas and suggestions, summarize suggestions, and seek out decisions.
- Motivate and encourage committee members to actively participate and be involved in committee activities. Channel the interests and talents of individual committee members into productive efforts and ensure the necessary follow-up action.
- Evaluate results by continually reviewing and evaluating procedures, the committee's program and progress, and the individual assignments and responsibilities.

2. BUDGET:

Identify upcoming committee activities, develop projected expenses to cover these activities, and send the appropriate documentation to the Financial Oversight Committee.

3. LAMA MEETINGS:

Attend the Annual meeting, Leadership Workshop, Fall BOD meeting (AALAS National Meeting), and any other meetings scheduled by the LAMA leadership. Chair should schedule committee meetings to conduct the business of the committee as needed.

Solicit agenda items from the committee members prior to any and all meetings of the committee.

Prepare a written agenda and forward to the committee members prior to any scheduled meetings of the committee.

4. GUIDE COMMITTEE MEETINGS:

- Start meetings on time and work through the agenda.
- Ensure that everyone is introduced and acquainted.
- Start with a clear statement of the objectives. Review the committee's objectives relative to the objectives of the Association.
- Review the facts. Take time to lay the groundwork before getting to specific suggestions on each item. Ensure committee members get all the information relating to an issue, both pro and con.
- Encourage participation. Direct challenging questions to the group in order to initiate discussions. (Keep in mind that members of a committee are well-informed in some areas and not as well informed in others, therefore, evaluate their input on the basis of their background and experience.)
- Try to draw out silent members. Direct any easy question to those members or ask for an opinion on a relatively easy matter.
- Keep a low profile while taking charge of the direction of the meeting.
- Keep the meeting moving; interest lags when action lags. Stay on the subject, keep responses short, and get to the point.
- Summarize major points during the course of a meeting. This will facilitate orderly progress through the discussion.
- Speak clearly. If you can't be heard, you can't direct the meeting.
- Talk to the group as a whole. Avoid a prolonged speech directed to one person. Search for reactions to what you're saying.
- Ensure that each individual taking the floor speaks clearly. Sum up what the speaker has said, entertain discussion, and obtain a decision.
- When someone is talking, listen and indicate your reactions. A member needs the recognition that you can give by an honest reaction, positive or negative.
- Don't argue with the individual who has the floor. Ask questions if you disagree, but remember as presiding officer you should remain neutral.
- If one or more members dominate the meeting, direct thought-provoking questions, ask for their cooperation or give them a special assignment.
- Insist on order. Pay attention to factors that may affect relations between members.
- Solicit opinions and experiences, especially when disagreements occur.
- Retain control, but don't stifle comment. Invite constructive criticism and even disagreement. Clarify issues by obtaining a consensus, then move on.
- If you sense trouble, break off the discussion and revert back to work on the facts and direct experiences.
- If you have a comment, ask for the floor as a participant. Control dissent by requesting further study.
- If you're losing attention, ask a question or increase the pace of the meeting. If there is a lack of interest, consider a brief recess.
- Ensure that complete minutes are kept of each meeting and that they are distributed to all committee members.
- Check at the end of the meeting to see if members feel that all relevant subjects have been adequately covered.
- Adjourn on time.

(taken from *Getting Involved: The Challenge of Committee Participation*, published by the American Society of Association Executives, Washington, D.C. copyright 1980)

5. MAINTAIN RECORDS AND INFORMATION

Ensure accurate minutes are kept, motions are recorded, necessary reports prepared, and a record of committee work maintained. Remain informed of the progress of individual committee member assignments.

6. PREPARE REPORTS AND ACTION RESOLUTIONS (AR)

Prepare Midyear reports, Final reports, and AR's and send to Executive Director's office no later than the designated "call for" dates as found on the LAMA Calendar of Events and as requested by the Executive Director. Any AR's revising policies and/or procedures must be sent to the Chair of the P & PC for review and sign-off before the AR will be included in the Agenda Book. Some points to keep in mind when writing a committee report are:

- a. Careful Preparation. Schedule enough time. Start well ahead of any due date, even in cases when you must anticipate the action a committee may take when it considers a proposal.
- b. Precision. A draft demands hard work, study, polishing, and perfecting. Avoid unnecessary repetition, vague meaning, irrelevant words. Be precise.
- c. Coordination. Discuss the report with other members of the committee to work out mutually acceptable language. This is important in avoiding inter-committee conflicts. Should you reach no agreement, the report should then recognize any conflicting viewpoints. In this case, a joint report of two or more committee members may be needed.
- d. Brevity. Provide the BOD with only the information needed to understand your problem or proposal, determine the pros and cons, and address the possible consequences of approving or disapproving the requested action. Aim toward confining this information to one page.
- e. Content. Include in your report all background and other supporting material in an attachment to the report or the AR. Ensure your AR clearly defines: why the action is proposed, a reference to Association policy and SLRP, a specific statement of the action requested, and what the BOD needs to do.
- f. Presentation. Be prepared to be a resource and available, if requested by the current President, to attend the BOD session for support of your committee's AR(s).

C. The Volunteer Chair/Staff Relationship

1. Staff: In a volunteer association such as ours, the hired staff provides day-to-day continuity for the approved programs. The staff performs various services as outlined in the written contract. Some of these include meeting preparation, leadership training, assistance with SLRP, and publications. The staff reports to the Executive Director and the Executive Director reports through the BOD through the LAMA President.
2. Volunteer Chairs: Volunteer Chairs recommend policy and set direction for their respective committees. After the committee has, with approval of the leadership, determined their work plan they then will determine what needs they have and solicit assistance from the staff as they see fit. All volunteer chairs report to the LAMA President.

3. Administrative Services

a. Correspondence: As a committee chair you may need to correspond with various entities of the Association. In that role it is important to be aware that you represent the Association. If a chair wishes to send letters on LAMA stationary he/she should seek the Board's approval before doing so. Personal correspondence, such as letters to committee members, can be prepared by the chair on plain paper or company letterhead, however, designing your own letterhead with the LAMA logo is prohibited. The LAMA logo can only be used with permission of the LAMA leadership.

b. Research: ASI can provide background information in order to assist the committee in making decisions.

4. Essential Elements of a Successful Committee/Staff Relationship

- a. Partnership: The committee Chair and the staff are to work together as partners. They should view each other as peers.
- b. Common Understanding: When working together the Chair and the staff must understand what the business of the Association is and how that committee fits into the overall Association's aim, goals, and work.
- c. Common Expectations: Both the committee member and the staff must have common expectations of the committee's goals and charges.
- d. Information: The staff can be a valuable source of information for the committee. However, the committee must be clear about what it needs so that valuable time and resources are not wasted.
- e. Good Communications: Communication is key to the working relationship. Routine contact should be an expectation worked out

at the outset of the committee's appointment. The use of email and telephone should be exploited to the maximum degree to assure clear understanding and mutual trust are enhanced.

- f. Cooperative Planning: The committee members and staff should work together where needed to set short-term and long-term goals to assist the effectiveness of the Association.
- g. Cooperative Evaluation: The committee should utilize the staff where needed to evaluate the effectiveness of the committee's work.
- h. Lines of Authority: The Chair as appointed is accountable to the President of LAMA. The staff on the other hand are hired and work for the Executive Director.

5. Staff and the Committee Chair

- a. The Role of Staff: The staff are to provide information and administrative support as requested.
- b. Responsibilities of Staff to Chair: Make and maintain contact with Chairs, provide administrative support as requested, and assist in the preparation of committee reports for the BOD.
- c. On-Site Meetings – Responsibilities of Staff: Assist the officers and committees as requested in terms of meeting rooms, meeting arrangements, and follow-up.

III. COMMITTEE OPERATIONS

A successful committee operation takes work – planning, preparation, and organization. The committee structure can generate qualified group judgment, provide continuity of thinking, and facilitate the bringing together of a cross section of member knowledge and experience. It can also provide constructive guidance and direction to the Association.

The committee should fully understand the policies of the Association, as well as its own objectives, scope of authority, and limitations for action. The committee should outline its objectives and plan of action. A committee member plays an important role. The success of the committee depends on the contribution made by each of its members.

The Association committee is both a classroom and a proving ground for future Association leaders. It's where better informed and knowledgeable members are groomed and developed.

A. GENERAL RESPONSIBILITIES AND GUIDELINES

1. Acknowledge immediately all communications concerning committee work.
2. Determine availability for committee meetings and inform Chair as soon as possible.
3. Ensure your organization or superiors are fully aware of your responsibilities and commitments for meetings.
4. Get acquainted with the Chair and other members.
5. Accept and follow-through on assignments.
6. Attend all meetings of your committee.
 - Thoroughly review pertinent background material and agenda before coming to meetings. Ask for clarification if any items are unclear.
 - Determine what the exact purpose of the meeting is and decide in advance how and what you will contribute.
 - Take an active part in all discussions. Keep your replies short and to the point.
 - Share information with the group, speaking in a voice everyone can hear, if you have experience directly related to a subject or problem under discussion.
 - Understand and respect other ideas or conflicting viewpoints.
 - Attack problems objectively and impersonally.
 - Stick to the agenda and stay on the subject under discussion.
 - Ask for clarification on any point or problem not fully understood.

B. PROBLEM SOLVING

1. Define Objective. Each objective must be clearly, not vaguely, defined. The committee should have a sense of direction and an outline of the job expected of members.
2. Analyze Problem or Activity. A problem or activity must be clearly defined and understood. Pertinent boundaries of rules or policies of the Association must be set forth.
3. Assign Responsibility. Decide whether the committee as a whole will undertake the project. Delegate specific assignments to individual committee members, when possible. Select members with recognized interests and capabilities in the area of concern.
4. Accumulate the Facts. Get pertinent facts relating to the problem. Assemble them and identify gaps.
5. Set Deadline. Formulate a plan of work, set up time schedule for completion of assignments, fix dates of future meetings and reports, and establish a method for follow-up on assignments.
6. Review Need for Outside Assistance. Depending on the committee and specific activity or problem, expert advice from outside the Association might be needed. A consultant should not assume the responsibilities of the committee.
7. Evaluate Results. Do this frequently to measure progress and to insure that the committee is working toward defined objectives. An effective evaluation should reveal whether goals are near at hand, if improvements are needed, and the degree of active participation by individual members. An objective evaluation not only measures past progress, but also enhances future success.
8. Develop Alternate Solutions. The development of alternate solutions can enhance a sounder final decision. Use imagination – but avoid extreme proposals.
9. Select the Best Solution. There are four criteria involved in finding the best solution among alternate proposals: Risk, economy of effort, timing, and limitation of resources.
10. Take Action. Following selection of a solution or conclusion, recommend a course of action. Translating a solution into action is the final step in the “problem-solving process”.

C. FREQUENTLY ASKED QUESTIONS

1. **How do I contact the ASI office?** Leadership (BOD, Officers and Chairs) may call in on a toll free number (available from the Executive Director)
2. **To whom does the LAMA Committee report?** LAMA committees report to the BOD through the LAMA President.
3. **How are Presidential Charges developed?** Charges/initiatives are based on the LAMA SLRP. The Vice-President should review ongoing charges and previous presidential charges in relation to the committee's mid-year report and discusses these with the incoming Chair. In addition to unfinished charges, the Vice President may also assign new charges at his or her discretion.
4. **When does the committee receive its official charges?** The Vice President will discuss the official committee charges with the Chairs at the Annual Meeting.
5. **Can committees work on projects other than those charged?** Yes. However, it is a matter of priorities. On-going and presidential charges take precedence. New projects which are not included in the committee's charges should be approved in concept before the committee begins to work. In addition, projects that will include any policy recommendations must be approved by the BOD.
6. **How does a committee obtain approval of proposals and expenditures?**
 - a. Committees should develop action plans and budget recommendations for review by the Executive Committee during the mid-year meeting held during the AALAS Annual meeting. The XC will revise (if necessary) the budget requests and submit them to the Secretary/Treasurer to be included in the budget for approval of the BOD at Mid-year meeting.
 - b. Any proposals that require funding should be submitted as Action Resolutions (AR) for presentation to the BOD during its Mid-Year meeting. The AR helps to ensure that the necessary background and rationale are provided for the BOD to make sound decisions.
7. **After the Annual Meeting, a committee identifies additional projects that it wants to undertake. How can it get approval for these activities?** The committee Chair should send a memo to the LAMA President outlining the project, how it contributes to the committee's charges, and the costs involved. The President along with the BOD will determine if additional approval is needed.
8. **If after approval it becomes evident that the committee's expenses are going to exceed the funding approval, what should the committee do?** The Chair should submit a memo to the LAMA President and Secretary/Treasurer immediately advising them of the fact. The President and BOD will review the situation and decide the best course of action to take.
9. **What reports are we responsible for as a committee?** Committees are responsible for Mid-year, Annual, and AR reports as requested by the Executive Director in keeping with the LAMA annual calendar. The reports and AR are collated and published in an Agenda Book for the BOD. Reports that do not meet deadlines may not be published in the Agenda Book.

10. **Where are reports sent?** All reports are sent either by email or hard copy to the Executive Director's office at 7500 Flying Cloud Drive # 900, Eden Prairie, MN 55344 or as directed.
11. **What should be included in the reports?** The reports should contain the information as outlined on the forms contained in the LAMA Leadership Manual.

LAMA COMMITTEE BUDGET WORKSHEET

Committee Name: _____

Chairman Name: _____

INCOME

Description of Program, product or service	Strategic Plan reference	Details of income	Total budget

EXPENSES

Description of program, product or service	Strategic Plan Reference	Details of expenses	Total budget

**Additional
Comments:** _____

Submit to the LAMA Finance Committee by: August 1, 2007

Laboratory Animal Management Association

ACTION RESOLUTION

Prepared by _____
(Committee/Officer/Individual)

Proposed Resolution/Recommendation:

Background Information:

Rationale:

Resources:

Personnel:

Financial:

Long Range Objective:

Reviewed by:

President: _____ Date: _____

Action Taken: _____

Adopted

Adopted with amendments

Referred to: _____

Rejected

Agenda - _____

Laboratory Animal Management Association

INSTRUCTIONS FOR COMPLETING ACTION RESOLUTION

Prepared by _____
(Committee/Officer/Individual)

Proposed Resolution/Recommendation: Clearly state the desired action.

Background: Describe the conditions that make this resolution necessary. What needs does this resolution address? Why is this action needed now?

Rationale: What is the purpose of this resolution? Why would it be in the best interest of LAMA as an Association, the Committee, and the membership to adopt this resolution?

Resources:

Personnel: Identify the volunteers needed to carry out this project. Briefly describe their roles and the amount of time each will be expected to contribute.

Financial: Attach a list of all projected expenses for this project, which estimates all direct costs for the project, for volunteers.

Long Range Plan Objective: State the appropriate Long-Range Plan Objective befitting the action.

REIMBURSEMENT POLICIES

Reimbursements: The Laboratory Animal Management Association shall reimburse individuals for real cost of Association business.

REIMBURSEMENT PROCEDURES

A. Reimbursements:

1. Costs are for a project approved and budgeted for by the Officers.
2. Reimbursement requests must be fully documented with all appropriate receipts of expense.
3. The President is allocated a budget line item of \$5000 per year to cover travel to represent the organization at professional meetings. It is expected that the President's institution cover the travel and lodging costs of the LAMA Annual Meeting.
4. The Secretary-Treasurer of the Association shall have the authority to pay requests for reimbursements or refunds up to \$150.00 with appropriate expense documentation.
5. Request for reimbursement between \$150.00 and \$500.00 must have approval of the Secretary-Treasurer and at least one other Officer. Request for reimbursement for amounts in excess of \$500.00 must have approval of the Secretary-Treasurer and two other Officers.

B. Reimbursements/Refunds:

1. Registration fees for the LAMA Meeting and training sessions shall be refunded at 100% upon written request for refund if received prior to the deadline for pre-registration.
2. Registration fees for the LAMA Meeting and training sessions shall be refunded upon written request at 70% of the registration fee during the period between pre-registration and the first day of the meeting.
3. Refunds fees for special events, transportation, and meals cannot be guaranteed and will be handled on a case by case basis through written request to the Secretary-Treasurer.
4. An appeal for review of refund decisions may be made to the Officers if there are extenuating circumstances.

**CLAIM FOR REIMBURSEMENT
LABORATORY ANIMAL MANAGEMENT
ASSOCIATION, INC.
P.O. Box 877, Killingsworth, CT 06419**

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

AMOUNT TO BE REIMBURSED: \$ _____

REASON FOR REIMBURSEMENT: _____

RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT

PAID _____ CHECK NO. _____ APPROVED _____

General Guidelines and Standing Charges

2007 President's Charge(s)

PROGRAM, EDUCATION, AND TRAINING COMMITTEE

Co-Chair 2007: Steve Benigni
Co-Chair 2007: Peggy Nahorski
Co-Chair 2007: Gordon Brackee

GENERAL GUIDELINES:

The purpose of the Program, Education, and Training Committee is to serve the LAMA Association by developing and supervising learning opportunities for the membership and to arrange the general meeting and other Association sponsored functions. The Committee has the overall responsibility to keep the membership aware of resources available for their professional development and to oversee development and implementation of content for the Annual meeting that will meet the needs of the attendees.

STANDING CHARGES:

1. Review Association programs and materials for effectiveness and make recommendations to the Association leadership as needed.
2. Solicit and submit to AALAS one workshop, seminar, and roundtable idea for the AALAS Annual Meeting.
3. Review on an annual basis quality control criteria for evaluating educational materials and opportunities to maintain the membership at the cutting edge.
4. Arrange the Fall event that may be held in close proximity to the AALAS Annual meeting.
5. Oversee the conduct of the LAMA Annual Meeting.
6. Conduct an evaluation of the programs on an annual basis.

PRESIDENT'S CHARGES:

General Guidelines and Standing Charges

2007 President's Charges

MEMBERSHIP COMMITTEE

Chair 2007: Joseph McKenna

GENERAL GUIDELINES:

The purpose of the Membership Committee is to serve LAMA by maintaining and increasing membership numbers. The committee acts as the point person for membership recruitment and oversees all membership drives at all associated meetings.

STANDING CHARGES:

1. Support membership renewals by timely processing of membership applications.
2. Conduct membership recruitment drives.

PRESIDENT'S CHARGES:

General Guidelines and Standing Charges

2007 President's Charge(s)

PUBLIC RELATIONS

Chair 2007: Nikke Nicolelis-Amaya

GENERAL GUIDELINES:

The purpose of the Public Relations Committee is to make information available to the membership and the general public about the Association, management issues, and the field of laboratory animal care and use. The Committee has oversight of the LAMA display booth which is utilized at various meetings and events to communicate LAMA activities.

STANDING CHARGES:

1. Serve as the focal point for information on the Association.
2. Assist the BOD and the Executive Director in a review of the committee materials and documents before release to the general public.

PRESIDENT'S CHARGES:

General Guidelines and Standing Charges

2007 President's Charge(s)

AWARDS COMMITTEE

**Chair 2007: John Park
T. Lane Watkins**

GENERAL GUIDELINES:

The Awards Committee serves LAMA by selecting individuals nominated by the membership for recognition of outstanding service to LAMA. The Committee does this by publishing information on LAMA awards along with time frames in appropriate journals and magazines. In addition the Committee is responsible for the procurement of plaques, cash awards, publishing the names of awardees, and recognizing outgoing BOD members. The Committee currently oversees recognition of Charles River Medallion, U. Kristina Stephens Award, William O. Umiker Memorial Award, and LAMA Special Service Awards.

STANDING CHARGES:

1. Examine and evaluate all nomination packets submitted for LAMA awards.
2. Review and recommend changes to criteria for evaluating nomination packets as directed.
3. Submit names of outstanding members chosen for recognition to the Executive Committee.
4. Notify the person who nominated each award winner and ask that person to notify the recipient's family and professional staff of the award presentation.

PRESIDENT'S CHARGES

General Guidelines and Standing Charges

2007 President's Charge(s)

FINANCIAL OVERSIGHT COMMITTEE

Chair 2007: Sally Thomas

Neil Weigle

Kim Edgar

Kyrsten Koebach

GENERAL GUIDELINES:

The Financial Oversight committee is responsible for managing LAMA's financial resources. This includes payment of all authorized expenses of the Association, preparation of the annual Association budget, and management of investments to carry out the work of the Association.

STANDING CHARGES: (There are none listed in the Leadership Manual at present)

PRESIDENT'S CHARGES:

General Guidelines and Standing Charges

2007 President's Charge(s)

POLICIES AND PROCEDURES COMMITTEE

**Chair 2007: Robyn Kiser
Liz Stitch**

GENERAL GUIDELINES:

The Policies and Procedures Committee is responsible for maintaining the Association's Leadership Manual. The committee receives input from the various committee chairs and following BOD approval incorporates the changes to the Manual and publishes it for use by the applicable Association members.

STANDING CHARGES: (None listed in Leadership Manual at present)

PRESIDENT'S CHARGES:

General Guidelines and Standing Charges

2007 President's Charge(s)

PUBLICATION'S COMMITTEE

Chair 2007: Fred Douglas, BS, RLATG
Steve Baker, BS, RLATG, CMAR
Jessica Hoar, BS
Carolyn Malinowski, BS, MS, CMAR
Cammie Symonowicz, MBA, BOD Liason

GENERAL GUIDELINES:

The Publication's committee is responsible for ensuring that Institutional/Commercial members are to receive access to the LAMA Website. The committee is also responsible for publishing the LAMA Review and posting updated information on the LAMA Website. It also develops criteria to evaluate the quality of the Association publications and to maintain their correctness.

STANDING CHARGES:

1. Evaluate the Association publications annually to assure quality and relevancy.
2. Publish and distribute the Association's magazines in accordance with approved schedules.
3. Evaluate the committee's structure and determine needed changes if any to maintain operational effectiveness.
4. Prepare annual budget for the operation of the Review.

PRESIDENT'S CHARGES:

1. Conduct evaluation of 2007 membership survey and present results to Officers/BOD for appropriate action.
2. Evaluate current Review Board and develop/implement changes.
3. Encourage and increase submission of original articles on management from the membership.
4. Develop and implement policies and procedures for operation of the Review.
5. Develop international participation in the Review.
6. Recruit and appoint Associate Editor for the Review.
7. Develop columns for the Review that will showcase LAMA.
8. Recruit Association members to the committee.

General Guidelines and Standing Charges

2007 President's Charges

CERTIFIED MANAGER ANIMAL RESOURCES (CMAR) COMMITTEE

Chair 2007: Liz Pelletier

GENERAL GUIDELINES:

The CMAR Committee is unique in that this committee features a shared relationship with AALAS. Three members of LAMA work together with three members of AALAS. The CMAR committee oversees policies and procedures for the conduct of the CMAR program as directed by ICPM.

STANDING CHARGES:

Recommend policies and procedures of the CMAR Committee Program to the AALAS BOT, including prerequisites for certification of members, as well as methods of examination and other policies and procedures as might be advisable.

Develop and review questions used in the exam.

Evaluate statistical analysis of examinations and data on individuals taking the examination.

Update once annually the Resource Materials list and publish the updated list.

PRESIDENT'S CHARGES: