



COMMITTEE CHAIR HANDBOOK

Revised July 2018

Committee Chair Handbook

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LAMA CALENDAR OF EVENTS

ANNUAL MEETING:

January:

- A link to the Annual Meeting registration form and program outline is emailed 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. Board candidates and bios are collected by the 15th
- ATA Scholarship submission due the 31st

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 first of the month.
- Membership database is updated to reflect only those members who have paid current year's dues.
- Marketing 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 1st.
- Inform ATA Scholarship receipt and ATA President of award by the 15th.

March:

- Ballots are due by the 1st.
- Candidates are notified of election results by the 15th, if not sooner
- Second and final Annual Meeting promotional packet sent to all members by the 15th.
- Members are solicited to make donations of items for LAMA Foundation auction at the Annual Meeting.
- Members are recruited to participate in the ATA coordinated Fun Fair during the Annual Meeting.
- LAMA Review Spring Edition is sent electronically.
- Committee chairs complete work plans (based on Standing and Presidential charges) and forward to Vice-President and BOD for final approval.
- Board of Directors review and approve agenda for Annual Meeting and distribute by the 15th.

April:

- Annual Meeting is held
- Ron Orta award recipient is selected and presented with the award at the annual meeting
- All speaker presentations will be made available through a dropbox set up by ASI.

May:

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

June:

- LAMA Review Summer Edition is sent electronically.
- LAMA Committees organize and begin development of budgets to support committee work plans.

July:

- LAMA Foundation Committee begins selection process for scholarship awards

August:**September:**

- Board of Director's agenda for Mid-year meeting (AALAS Annual convention) is distributed by the 15th.
- LAMA Review Fall Edition is sent electronically.

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.
- Solicitate submissions for ATA Scholarship to attend Annual Meeting by the 15th

November:

- Dues statements are distributed on the 1st.
- Corporate Partnership recruitment letter sent to all ATA members.
- First Call for Speakers and Annual Meeting notification for the upcoming year is sent out a week after the National AALAS Meeting
- Financial Oversight Committee completes budget proposal for coming year and submit to BOD for action during a scheduled monthly teleconference.

December:

- LAMA Review Winter Edition is sent electronically.
- 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

Administration

LAMA Review

Program/Awards Committee

Marketing Committee

Treasurer

Strategic Long Range Plan

COMMITTEES

BENEFITS 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 Committee BOD liaison to bring to the full BOD for review and approval 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:

- 1.) Education and Training/CMAR,
- 2.) Program & Awards,
- 3.) Marketing. .

B. Ad Hoc Committees

An Ad Hoc committee is created and organized with a specific objective or problem in mind and a predetermined time frame (Limited Duration Team), 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 disbands after its work is completed. Ad Hoc committees are appointed by the President and can be reappointed in whole or part.

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.

Strong Communication skills: 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.

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

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

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

Exhibited Self-confidence: The ability to control without domination.

Experience w/ Committee Operations: 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.

Commitment: Able to devote time / energy to the organization. Track record of accountability, meeting deliverables and actively participating / leading.

B. Responsibilities and Guidelines

Appointed annually by the Vice-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. Appointment terms begin and end at the LAMA/ATA meeting. Chairs may be reappointed each year.

* The CMAR Committee is a joint committee with LAMA and AALAS. AALAS makes recommendations to the committee and the Vice-Chair and Chair are appointed through tenure.

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 BOD Committee liaison for submission to the Board for approvals.

3. LAMA MEETINGS:

Attend the Annual meeting, Fall BOD meeting (AALAS National Meeting), scheduled teleconferences and any other meetings scheduled by the LAMA leadership. If unable to attend the Annual or Fall BOD meeting in person be available to teleconference into meeting.

The Committee 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:

- Act as facilitator
- 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 dissension 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 Mid-year 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 LAMA President and Executive Director 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, and 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 Deadlines.** 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 the Association office at 763.235.6465.
2. **To whom does the LAMA Committee report?** LAMA committees report to the BOD through the LAMA Liaison.
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 Executive Committee will revise (if necessary) the budget requests and submit them to the Executive Director who will disseminate to the Treasurer. The Treasurer along with President will discuss and prepare the final budget proposal to be submitted for approval by the BOD during a monthly telecom meeting. Budget approval should be accomplished prior to the calendar year for that budget period.
 - b. Any proposals that require funding should be submitted as Action Resolutions (AR) for presentation to the BOD during its monthly telecom meeting. The AR helps to ensure that the necessary background and rationale are provided for the BOD to make sound decisions. The AR should be sent to the Executive Director and BOD Committee Liaison for presentation to the BOD.
 - c. It is important to note that any committee may submit a budget recommendation, and it may be approved. However, prior to taking any action towards using these expenditures it will be necessary to present and review your action plans further to the BOD to ensure availability of funding.
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 Executive Director 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 15490 101st Ave N #100, Maple Grove, MN 55369 or to jrmanke@associationsolutionsinc.com
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 PREPARATION FORM

Committee: _____

Year: _____

Charge # 1: _____

Resources Needed: _____

Finances Needed: \$ _____

Charge # 2: _____

Resources Needed: _____

Finances Needed: \$ _____

Charge # 3: _____

Resources Needed: _____

Finances Needed: _____

Total: \$ _____

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 \$300.00 with appropriate expense documentation. The check issued requires only one signature.
5. Request for reimbursement over \$300.00 must have approval of the Secretary-Treasurer and at least one other Officer. The check that is issued requires two signatures.

**CLAIM FOR REIMBURSEMENT
LABORATORY ANIMAL MANAGEMENT
ASSOCIATION, INC.**

Executive Director's office at 15490 101st Ave N #100, Maple Grove, MN 55369

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

PROGRAM & AWARDS COMMITTEE

GENERAL GUIDELINES:

The purpose of the Program & Awards Committee is to serve the LAMA Association by developing and arranging the general meeting. The Committee has the overall responsibility to oversee development and implementation of content for the Annual meeting that will meet the needs of the attendees.

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, Ron Orta Award and LAMA Special Service Awards.

PROGRAM STANDING CHARGES:

- Collaborate with ATA partners on the program agenda
- Develop a budget and submit to BOD liaison for Board approval by Nat'l Meeting.
- Provide a program draft to the Board for final approval by Jan 10th
- Provide information to the Marketing Committee to promote the meeting
- Oversee the conduct of the LAMA Annual Meeting.
- Conduct an evaluation of the programs on an annual basis.

AWARDS STANDING CHARGES:

- Examine and evaluate all nomination packets submitted for LAMA awards.
- Review and recommend changes to criteria for evaluating nomination packets as directed.
- Submit names of outstanding members chosen for recognition to the Executive Committee.
- 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.

General Guidelines and Standing Charges
EDUCATION AND TRAINING COMMITTEE
(includes CMAR Committee)

GENERAL GUIDELINES:

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

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

STANDING CHARGES:

- Review Association programs and materials for effectiveness and make recommendations to the Association leadership as needed.
- Solicit and submit to AALAS one workshop, seminar, and roundtable idea for the AALAS Annual Meeting.
- Review on an annual basis quality control criteria for evaluating educational materials and opportunities to maintain the membership at the cutting edge.
- Conduct an evaluation of the programs on an annual basis.
- Provide information to the Marketing Committee to promote training opportunities
- Support AALAS Institute of Laboratory Animal Management by providing LAMA / ILAM Liaison – LAMA Foundation.

General Guidelines and Standing Charges

MARKETING COMMITTEE

GENERAL GUIDELINES:

The purpose of the Marketing 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.

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:

- Serve as the focal point for information on the Association.
- Assist the BOD and the Executive Director in a review of the committee materials and documents before release to the general public.
- Conduct membership recruitment drives
- Evaluate the Association publications annually to assure quality and relevancy.
- Publish and distribute the Association's magazines in accordance with approved schedules.
- Evaluate the committee's structure and determine needed changes if any to maintain operational effectiveness.
- Prepare annual budget for the operation of the Review.

PRESIDENT'S CHARGES:

1. Encourage and increase submission of original articles on management from the membership.
2. Develop and implement policies and procedures for operation of the Review.
3. Develop international participation in the Review.
4. Develop and implement job descriptions for Editor-in-Chief and Associate Editor as well as the Editorial Board.
5. Develop columns for the Review that will showcase LAMA.