

SANCTIONED WORKSHOP PROCEDURES AND GUIDELINES

APPLICATION PROCEDURES

Each workshop, technical committee or other entity initially seeking the approval and recognition of the WAFWA as a “sanctioned” forum must complete and provide the requested information on the application form to the Secretary of the Association. That information shall include the following:

1. The purpose and objectives of the workshop/committee/organization and any adopted by-laws or operating procedure, including frequency and location of meetings and dues schedule, if such exists.
2. A brief summary statement of past accomplishments; attach copies of the most recent business meeting minutes, financial statement and proceedings, if such have been published. In the case of a newly proposed workshop, a summary of proposed activities will suffice.
3. A statement indicating the expected benefits to the WAFWA if the Directors agree to “sanction” the applicant, including the workshop’s anticipated recognition for the Association’s participation.
4. A statement indicating the expected benefits that will accrue to the applicant if the Directors agree to approve the application.
5. A statement that describes how officers are selected.
6. A statement that describes the selection process for workshops, including location and frequency.
7. Agreement (via signature of authorized agent) to WAFWA’s reporting requirements and assurance these will be adhered to by the original and along to subsequent workshop hosts.

APPROVAL PROCEDURES

Once an application for an initial sanctioned workshop is received, the following procedures will be followed:

1. Upon receipt of an application, the Secretary will notify the Chairman of the Executive Committee. The full committee will review all application materials at the annual meeting and recommend to approve or disapprove each application. Attendance by someone representing the applicant is suggested.
2. The Executive Committee will submit its recommendations for consideration at a business meeting of WAFWA and action to approve or disapprove each application will be made by the entire membership.

3. The Secretary will notify the applicant and each member agency of the action taken at the business meeting regarding the request for “sanctioning”.

OPERATING GUIDELINES

Once “sanctioned”, here are some suggested guidelines to help insure a successful workshop:

Responsibilities for the Outgoing Chair

The Outgoing Chairs’ responsibilities do not end at the conclusion of the workshop. Here are some other responsibilities that require follow-through:

- a. Provide a written and oral report at the next WAFWA summer meeting.
- b. Submit to the Incoming Chair, a copy of the mailing list (in electronic format) used in announcements distributed for the workshop. Complete within one month of the conclusion of the workshop.
- c. Submit a brief summary of recommendations to the Incoming Chair that identify considerations for hosting a successful workshop. Complete within one month of the conclusion of the workshop.
- d. If proceedings are to be published from the workshop, these need to be completed and printed within one year of the conclusion of the workshop. Manuscripts should be peer-reviewed to improve quality of the proceedings.
- e. Provide the WAFWA Directors and Secretary with a copy of the proceedings.

Responsibilities for the Incoming Chair

The Incoming Chair has the burden of organizing the upcoming workshop. Among his/her duties are the following:

- a. Secure a host facility (i.e. hotel, motel or resort) where the workshop will be held. The following criteria should be considered when selecting a facility:
 - Sufficient rooms to accommodate at least the average number of attendees from the last two workshops.
 - Have a meeting room sufficient in size to accommodate at least the average number of attendees from the last two workshops in a setting suitable for this meeting.
 - Have room rates within government per diem rates.
 - Be located where air access is reasonable.
- b. Develop and distribute a copy of the workshop announcement to:
 - The registrants from the previous workshop (list provided by previous chair).
 - All Directors of WAFWA state/province wildlife management agencies, and to the Directors of any state/province wildlife management agencies that have populations of the species addressed at the workshop.
 - The WAFWA Secretary.

This mailing should be completed no later than 10 months before the workshop. The announcement should include the dates and location of the workshop, the host resort with information on making reservations, and any other pertinent information available at the time of this mailing.

- c. Send out a call for papers at least six months before the meeting.
- d. Send out a second call for papers at least three months before the meeting.
- e. Send a request for state/province status reports two months before the meeting. It is preferred that this request be sent in electronic format so the respondents fill in blanks for consistent reporting from all agencies.
- f. Finalize the agenda at least one month before the meeting and submit the agenda to:
 - All registered attendees
 - Agency Directors in those states/provinces with the species targeted for this workshop
 - The Secretary of WAFWA
- g. Maintain adequate financial record to allow audit of the records.

REPORTING REQUIREMENTS

As stated previously, in order for this sanctioned workshop process to work as envisioned by the Directors, there must be regular communications from the workshop host(s). Listed below are the minimal reporting requirements that must be adhered to in order to retain “sanctioned” workshop status:

1. Provide copies of all announcements and agendas to all Directors and the Secretary of WAFWA.
2. Provide a hard copy of the minutes and/or proceedings to all Directors and the Secretary of WAFWA as soon as they are printed. An electronic version of the proceedings shall also be provided to the Secretary.
3. Provide a written and oral report at the next WAFWA summer meeting which includes, the following:
 - Number of registered participants.
 - Copy of the agenda from the meeting.
 - Financial report.
 - Summary of key issues reviewed in the workshop, including policy ramifications of recommended actions.
 - When available, a hard copy of the workshop proceedings if one is completed.
 - Time, place host agency and contact person for the next workshop.
 - Any additional items that would be of interest to the WAFWA leadership.