

ONTARIO BIRD BANDING ASSOCIATION

DUTIES OF OBBA PRESIDENT

1. Shall preside at all general and executive meetings.
2. Shall take an interest in and oversee all of the activities of the association.
3. Shall be an Ex-Officio member of all committees of the association.
4. Shall inform the members of the activities of the association in each newsletter.
5. Shall present a report of the activities of the association at the Annual General Meeting.

DUTIES OF THE FIRST VICE-PRESIDENT

1. Provide liaison between OBBA and other organizations such as:
Canadian Wildlife Service
Ministry of Natural Resources
Federation of Ontario Naturalists
United States Fish and Wildlife Service.
2. Fill in for the president when he/she is unable to attend at general and executive meetings.
3. Moves up to the presidency on the retirement of the president.
4. Responsible for taking an annual inventory of the association's property and its whereabouts.

DUTIES OF THE SECOND VICE-PRESIDENT

1. Responsible for arranging the Annual General Meeting.
2. Fills in for the president if both the president and the first vice-president are unable to attend a general or executive meeting.

DUTIES OF THE TREASURER

1. Shall keep an account of all the receipts and expenditures of the association.
2. Shall present an annual report of receipts and expenditures certified by the auditors at the Annual General Meeting.
3. Shall submit an annual report of receipts and expenditures at the executive meeting immediately preceding the Annual General Meeting.
4. Shall send to the president monthly updates of balance and shall provide a treasurer's report prior to each executive meeting.

DUTIES OF THE MEMBERSHIP SECRETARY

1. Shall be responsible for processing all membership applications and renewals and all activities related to such.
2. Shall provide up-to-date membership lists to the newsletter and journal editors when necessary.
3. Shall keep records of exchange organizations and be responsible for updating these.
4. Shall send reminder notices to all members who have not renewed by April 30 and shall drop from the membership lists anyone not paid by May 15.
5. Shall provide a membership report to the president prior to each executive meeting.

DUTIES OF THE RECORDING SECRETARY

1. Responsible for taking minutes of executive meetings and circulating copies to all executive members plus all affiliated observatories and organizes banding groups.
2. Responsible for taking minutes of Annual General Meeting and sending to newsletter editor for publication in next newsletter.
3. Responsible for maintaining a file of all executive and general meeting minutes.
4. Responsible for placing copies of all minutes and newsletters (2copies) in the archives at Long Point Bird Observatory.

DUTIES OF A DIRECTOR AT LARGE

1. Responsible for publicity of the association and its meetings

DUTIES OF A DIRECTOR AT LARGE

1. Responsible for liaison between the association and its member observatories, organized banding groups and OBBA project leaders.

DUTIES OF A DIRECTOR AT LARGE

1. Responsible for arranging general meetings other than the annual general meeting.

DUTIES OF A DIRECTOR AT LARGE

1. Responsible for providing bander training information to interested members.

DUTIES OF JOURNAL EDITOR

1. Responsible for producing the journal at regular intervals.
2. Responsible for soliciting appropriate material.
3. Edits material submitted
4. Responsible for obtaining books for review, and assigning them to reviewers.
5. Responsible for mailout of journal.

DUTIES OF NEWSLETTER EDITOR

1. Responsible for producing the newsletter at regular intervals.
2. Responsible for soliciting appropriate material.
3. Edits material submitted
4. Ensures that OBBA announcements are included in a timely manner.
5. Responsible for mailout of newsletter.