

AMERICAN SOCIETY OF MAMMALOGISTS

83rd Annual Meeting
Texas Tech University, Lubbock, Texas
21-25 June 2003

**Committee on Committees
Annual Report 2003**

Committee Members: J. R. Choate, E. J. Heske, C. Lopez-G., K. McBee (Chair), T. A. Spradling.

Information Items:

1. The Committee on Committees (COC) provided electronic copy of, "Duties and Responsibilities of Standing Committees," to the Informatics Committee which used the document to update committee charges on individual committee pages at the ASM website.
2. At the request of President Patterson, COC drafted and revised a document called, "General Guidelines for Chairing a Committee for the American Society of Mammalogists," (attached as an appendix). When finalized, this document will be provided to each committee chair along with the section of "Duties and Responsibilities of Standing Committees" that pertains to his/her committee.
3. COC received electronic copy for Committee Reports for 2003 and standardized them for format. Electronic reports will be provided to Officers, Board Members, and Committee Chairs prior to the meetings in Lubbock. Electronic copy also will be provided to the Chair of the Local Committee so that they can be posted at the ASM table and so that a conservative number of paper copies can be made available to the membership for the Members Meeting.

Action Items: None

Respectfully Submitted
Karen McBee, Chair
mcbee@okstate.edu