

Coordination Committee

Committee Members: R. E. Barry, J. R. Choate, J. G. Hallett, J. A. Jenks, C. C. Maguire (Chair), M. A. O'Connell, D. L. Waldien, C. J. Zabel

Information Items:

(1) The entire Coordination Committee, with the exception of one individual (Jerry Choate), was composed of new members this year. Cindy Zabel found it necessary to step down from the committee mid-term; her position was not refilled.

(2) In 2001, the Coordination Committee (then known as the Committee on Committees) chaired by Karen McBee prepared the document entitled *Missions and Responsibilities of Standing Committees*. This was a first-time effort to assemble information about each ASM standing committee in one document. This year, the Coordination Committee began to standardize the information presented for each committee. Once standardized, the entire document will be available on the ASM web site.

(3) In the process of revising the *Missions and Responsibilities of Standing Committees* document, members of the Coordination Committee determined that detailed schedules of committee operations were inappropriate for the aforementioned document. Consequently, it was decided that committee schedules would be contained in a separate document for internal use only. Each member of the Coordination Committee was assigned a separate group of standing committees with which to work to generate schedules that include dates of all activities routinely engaged in by each committee each year. The intent is to have schedules pass to newly appointed chairs from former committee chairs, thereby shortening the startup time for new chairs and minimizing the number of items that potentially could fall through the cracks with leadership changes. Committee schedules also would be used by the Coordination Committee to remind committee chairs of important deadlines.

(4) In 2003, the Coordination Committee (then known as the Committee on Committees) drafted and revised a document entitled *General Guidelines for Chairing a Committee for the American Society of Mammalogists*. This year the Coordination Committee updated the document to include additional relevant information that surfaced.

(5) The Coordination Committee received electronic files for 2004 committee reports for compilation and standardization. An electronic copy of the compiled reports document was sent to the ASM President for dissemination to Officers, Board Members, Committee Chairs, society Affiliates, and the Chair of the Local Committee (for posting at the ASM table during the meeting) prior to the 2004 annual meeting in Arcata, California.

Action Items:

(1) A time conflict currently exists between the 1 May due date for committee annual reports and activities of certain committees that occur on or after 1 May whose outcomes

should be included in the annual reports (e.g., Grants-in-Aid Fellowship recipients [application deadline of 1 May] and Latin American Fellowship recipients [application deadline of 15 May]). The Coordination Committee seeks guidance from the Board on how best to provide a timely compilation of committee reports for use by the ASM President for establishing the agenda of governance meetings at the annual meeting. Possible solutions are to: (a) have committee chairs submit abbreviated annual reports by the 1 May deadline and provide amended reports prior to/or at the annual meeting for inclusion in the final report; (b) change the deadlines of certain committee activities so that they do not conflict with the 1 May reporting date; (c) change the date for submitting annual reports to later in May. The Coordination Committee advises against the last solution.

Respectfully submitted,

Chris Maguire, Chair

(chris.maguire@oregonstate.edu)