

Policies and Procedures Manual
Organization of Biological Field Stations



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Maintained by the Governance and Sustainability Committee

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1 Introduction

Scope: The purpose of this manual is to provide a “living document” that can instruct and guide officers, committee chairs, and members in the operations, policies, and procedures of the Organization of Biological Field Stations (OBFS). It is the intent that this document be updated and revised continuously, and that it both serve and be rewritten by officers and committee chairs of the OBFS.

Mission: The mission of the Organization of Biological Field Stations (OBFS) is to help member stations increase their effectiveness in supporting critical research, education, and outreach programs. We pursue this goal in a manner that maximizes diversity, inclusiveness, sustainability, and transparency.

Vision (September 2021): By 2026, OBFS will be an indispensable resource for the field station community, enhancing the value and sustainability of its members with fairness, integrity, transparency, and inclusivity.

Overarching Concepts Guiding OBFS Activities - Core Values. All officers, committees, and other representatives strive to execute the **mission of the organization**. All activities are expected to consistently demonstrate, to the entire OBFS membership, the organizational **core values of diversity, inclusiveness, sustainability and transparency**.

Governance. The OBFS is a non-profit 501(c)(3) organization incorporated in the state of Missouri, USA. Legal and formal governance documents include:

- Articles of Incorporation (08 October 1990)
- Bylaws of Organization of Biological Field Stations, Inc. (01 January 2020)
- Organization of Biological Field Stations Strategic Plan 2021-2026
- OBFS Financials Procedures (April 2022)
- OBFS Policies and Procedures Manual (11 April 2022)
- Annual Report (annually)

Authority. The policies and procedures outlined here are advised by both the *Bylaws of Organization of Biological Field Stations, Inc.* (01 January 2020) and the *Organization of Biological Field Stations Strategic Plan 2021-2026*, and are, when in conflict, superseded by the former (or any subsequent Bylaws).

2 Definitions

1. **Station Member** – name of the field station, marine lab, or supporting organization of OBFS. Selects a sole representative to be the Station Member Representative, with voting rights. Station Members may add additional individuals to receive communications from OBFS, e.g. Listserv, as non-voting members.
2. **Station Member Representative** – The sole designated representative of a member field station, marine lab, or supporting organization of OBFS. Right to vote on nominated Board officers and alter Articles of Incorporation or the Bylaws.
3. **Individual Member** – Individual who are not associated with a Member Station. They do not vote for officers, budget, or bylaw changes.
4. **Board of Directors** – Executive Committee (elected), Officers (Board-elected), and Committee Chairs (Board-elected)
5. **Executive Committee** – Member-elected: President, Vice President, Secretary, Treasurer, Member at Large 1, Member at Large 2, Member at Large Early Career, Past President. *Board of Director vote.*
6. **Officer** – Member-elected and Board-elected positions: Executive Committee, Editor, and Network Coordinator. *Board of Director vote*
7. **Ex-Officio Committee Chairs** – Annual Meeting Chair (Past-President), Membership Support Chair (Treasurer), Nominations Sub-Committee Chair (Past-President). Board of Director vote via officer appointment.
8. **Committee Chairs** – Board-elected positions: Collaborations Chair, Development Chair, Governance/Sustainability Chair, Inclusion, Diversity, Equity, and Accessibility+ (IDEA+) Chair, International Chair, Membership Support Chair, Outreach and Communications Chair. *Board of Director vote*
9. **Committee Co-Chairs** – Committee co-chairs are allowable per Board approval. Only one Board of Director Vote per Committee.
10. **Sub-Committee Chairs** – Board elected position: Investments Sub-Committee Chair, Annual Meeting Auctions Sub-Committee Chair, *No Board of Director Vote.*
11. **Board-elected positions** – Historian, AIBS Liaison. *Board of Director Vote*
12. **Ad Hoc Committee Chairs** – Special invitees to the Board for the duration of the committee. *No Board of Director Vote*
13. **OBFS Listserv** – Group email managed by OBFS. Individuals, including station members, individual members, and others, may subscribe with approval by Editor.

3 Organizational Structure

Member Stations of the Organization of Biological Field Stations include field stations, marine labs, ecological reserves/preserves, and supporting organizations operating for scientific and educational purposes. All programs, activities, and the governance of the organization is carried out by volunteers affiliated with Station Members.

A Field Station may be defined as a defined geographical space with an institutional structure that is open to the wider community and whose primary purpose is research, education, and/or outreach, but may include art, literature, and other humanities.

OBFS Board

Executive Committee

(Member-elected positions, voting)

President, Vice-President, Secretary, Treasurer, Member at Large 1,
Member at Large 2, Member at Large Early Career, Past-President

Other Officers

(Board-Selected, voting)

Editor, Network Coordinator

Committees

(Board-Selected Committee Chairs, voting)

Annual Meeting, Collaborations, Development, Governance and Sustainability, Inclusion,
Diversity, Equity and Accessibility+, International, Membership, Outreach and
Communications

(Board-Selected, voting)

Historian, AIBS Liaison

Sub-committees

(Board-Selected Chairs, Non-voting)

Investment, Nominations, Annual Meeting Auction

(Special Invitee, Non-voting)

Ad Hoc Committee Chairs

4 Offices

4.1 What are Offices and what are they for?

The Board of Directors (Board) is made up of the OBFS Executive Committee (elected by the membership), Board selected officers (Editor and Network Coordinator), the standing Committee Chairs (Board elected), and The Historian and AIBS Liaison (Board selected). Sub-committee chairs are included in Board meetings, but don't have a vote.

The purpose of the Board of Directors is to establish the organization's policies and review and change them as necessary, oversee its programs and activities, appoint or employ and supervise its staff, authorize its expenditures, oversee its financial affairs, and ensure the proper management and use of its assets and property. See By-Laws IV. Section 1.

Attendance to Board meetings is open to the entire OBFS membership.

4.2 Who Can Run for Office and How to Do It

Anyone associated with a Station Member in good standing can run for an office following nomination by the Nominations Sub-committee. Only station members can be elected to President, Vice President, Secretary, and Treasurer. Station and Individual members can be elected to Member at Larges and selected as Editor and Network Coordinator. Nominations take place at Annual Meetings. Elections are held in late fall with installations of new officers taking place at the beginning of the new year.

4.3 General Responsibilities and Procedures for All Officers

All officers (members of the Executive Committee) are expected to participate in OBFS efforts, duties, and planning throughout their term. Officers are expected to attend Annual Meetings and participate in all Executive Committee meetings and projects. Primary responsibilities include selecting Annual Meeting sites and participating in Annual Meetings; coordinating and executing organization activities, goals and responsibilities as mandated by the Bylaws, the Strategic Plan, and the membership; researching new areas and initiating personal and organizational connections to promote OBFS activities; and exploring opportunities for OBFS and its members. Members of the Executive Committee work to further the goals, ideals, and vitality of the OBFS. They also represent the individual interests of the organization's diverse membership.

OBFS is committed to providing a safe, productive, and welcoming environment for all meeting participants. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, OBFS board members, service providers, and others are expected to abide by the OBFS Code of Conduct. This Code of Conduct applies to all OBFS meeting-related events, including those sponsored by organizations other than OBFS but held in conjunction with OBFS events, in public or private facilities.

4.4 General Procedures for Officer All Positions

A. Conflict of Interest:

Board members shall sign a conflict-of-interest statement before start of their term, or every three years. Appendix A

B. Reimbursements and documentation of receipts:

1. All persons requesting reimbursement for costs incurred on OBFS projects must fill out the OBFS Expense Reimbursement Form (Appendix F) and submit an invoice and/or original receipts documenting the items purchased.
2. Board Members who go to the Annual Meetings are eligible for up to \$1,500 in travel reimbursements and \$2,500 in international reimbursements. Expense reimbursement forms and receipts should be sent to the treasurer.

C. ZOOM account and access:

OBFS has an organization ZOOM account. Login information is held by the Secretary, Vice President, President, Editor, and Treasurer. Board members can have access to the log in information as needed to conduct OBFS business.

D. Filing and information tracking (minutes, records, web, etc.):

1. There is an **OBFS Dropbox account** where all documents are archived (the OBFS Secretary, Treasurer, President, and Network Administrator can provide board members with login information).
2. All recordings of meetings are stored privately on the **OBFS YouTube Channel**. Links to the recordings are available in the meeting minutes.
3. All OBFS Board Meeting minutes are also posted in the members-only section of the OBFS website.
4. All active documents for committees and board members should be stored in the **OBFS Google Drive**. Each board member has their own access through their OBFS Google email account and the OBFS Secretary, Treasurer, and Network Administrator should have each account's login information – the Network Administrator should have admin access to all OBFS Google accounts).

E. Board succession: Positions will be transitioned in the first meeting of year, generally the first week of January. New and continuing Officers and Committee chairs will be asked to review this manual and suggest updates at that time.

F. Members will be asked to vote via a Google form which requires station-identifying information that confirms the voter's eligibility. Email subject lines will clearly identify the motion in question and will include VOTE NEEDED in the subject line.

G. Spending Authority:

1. The President may authorize one-time expenditures up to \$1,000; not to exceed \$5,000 annually.
2. The Executive Committee may authorize one-time expenditures up to \$5,000, not to exceed \$25,000 annually.
3. The Board may authorize one one-time expenditure up to \$25,000, or expenditures over \$5,000 approved in the annual budget.
4. Spending outside of the annual budget exceeding \$25,000 must be approved by a vote of the Membership.

5. Committees may authorize expenditures, e.g., awards and grants, within committee budgets previously approved by the Board.

4.5 Description and Duties of Offices

Duties specific to offices are outlined below. All officers are members of the Executive Committee, and ipso facto members of the Board of Directors. The Bylaws define some legal duties as well and take precedent in cases of inconsistency.

The following job descriptions are for general information only and are meant to be fluid and non-binding. They reflect the missions and responsibilities office holders and committee members consider important and define for themselves. Entries should be edited by office holders or committee chairs as seems necessary. Official definitions, duties, and responsibilities are outlined in the OBFS Bylaws and Constitution.

4.5.1 Board of Directors

The Organization of Biological Field Stations (OBFS) Executive Board is composed of the seven elected and voting offices, plus one ex officio, voting office (Past President). Election to office is restricted to Institutional Members, except for the office of Member-at-Large which may also be held by Individual Members. All members of the Board of Directors are expected to participate in OBFS efforts, duties, and planning throughout their term. Members are also expected to attend Annual Meetings and participate in all Board meetings and projects. Each gets an OBFS email address.

The definitions, charges, duties, and responsibilities of the Board are explicitly defined and limited in the Constitution and Bylaws. Primary responsibilities include: selecting Annual Meeting sites and participating in Annual Meetings; coordinating and executing organization activities, goals and responsibilities as mandated by the Constitution, Bylaws, and the membership; researching new areas and initiating personal and organizational connections to promote OBFS activities, and exploring opportunities for OBFS and its members. Members of the Board work to further the goals, ideals, and vitality of the OBFS. They also represent the individual interests of the organization's diverse membership.

4.5.1.1 *President (president@obfs.org)*

A. Description

The President presides over the Executive Committee and Board of Director Meetings and leads efforts and projects as defined by the Bylaws as well as any current organizational activities. The President represents the organization in all functions, invited appearances, meetings, workshops, memberships, correspondence, and cooperative activities unless they designate a substitute. The President, along with the Treasurer, has signing power on official/legal documents as well as bank accounts, and can authorize all spending within the parameters set forth by the Bylaws, and as determined by the membership. The President may initiate or terminate organization efforts, projects, or committees with the

support and consent of the board when appropriate. The President chairs the Annual Meeting. This office holds all the authority and responsibility normally designated in professional societies.

B. Term

The President serves a term of two years and assumes office January 1 of the new calendar year of even-numbered years. Individuals elected to this office **shall not** be eligible for re-election to the next succeeding term of the same office. If, for any reason, the president shall be unable to carry out the duties of that office, they shall be succeeded by the Vice-President for the remainder of the term.

C. Required Duties

Presides over quarterly board meetings and Annual Meeting.

D. Other Activities

Press requests, reports of misconduct.

E. Strategic Plan Implementation Role

General oversight of progress by committees

F. Calendar of Activities

Quarterly board meetings, Annual Meeting

G. Award Responsibilities

None

4.5.1.2 Vice-President (vicepresident@obfs.org)

A. Description

The Vice-President assists the President in official business and may represent the organization in place of the President if needed. The Vice-President supports the president on special projects and with the strategic plan implementation, and leads ad hoc committees as needed. The Vice President conducts an annual audit the organization financial records and gives an audit report to the membership at the Annual Meeting.

B. Term

The Vice-President serves a term of two years and assumes office January 1 of the new calendar year of odd-numbered years. Individuals elected to this office shall not be eligible for re-election to the next succeeding term of the same office. If, for any reason, the president shall be unable to carry out the duties of that office, they shall be succeeded by the Vice-President for the remainder of the term. If, for any reason, the Vice-President shall be unable to carry out the duties of that office, a replacement may be appointed by the Board to serve the remainder of the term.

C. Required Duties

Chair of Annual Meeting Committee; Annual Financial Audit (See Appendix I: Sample Audit Report)

D. Other Activities

Chairs ad hoc committees as needed

E. Strategic Plan Implementation Role

Supports the President in helping committees implement the strategic plan and will play a role in developing new strategic plans as old ones expire.

F. Calendar of Activities

Audit

G. Award Responsibilities

None

4.5.1.3 Secretary (secretary@obfs.org)

A. Description

The Secretary documents and manages all annual record keeping of the organization. They are responsible for scheduling and setting the agendas for the Quarterly Board meetings, in coordination with the President. The Secretary records minutes at the Board of Directors and Annual Meetings, distributes these to the Board for approval immediately following the meeting and submits them for publication in the Annual Report.

B. Term

The Secretary serves a term of two years and assumes office January 1 of the new calendar year of even-numbered years. Individuals elected to this office shall be eligible for re-election to the next succeeding term of the same office. If, for any reason, the Secretary shall be unable to carry out the duties of that office, a replacement may be appointed by the Board to serve the remainder of the term.

C. Required Duties

In coordination with the President, schedule meeting times and locations. Maintain a "motions archive" of all motions acted on at Board meetings, by email, and ad hoc Board meetings. Inform OBFS membership about meetings via the listserv 30 days prior to meetings. Ensure all board members complete COI forms and manage these records.

D. Other Activities

Schedule ad hoc meetings and keep minutes (append ad-hoc meeting minutes to quarterly minutes, when appropriate). Makes sure all committees are using the OBFS Google Suites account and organizing their folders so they can eventually be archived on Dropbox.

Works with the Historian and the OBFS Historical Records and Resources Committee to archive materials (annual reports, photos, meeting minutes, physical assets, etc. to ensure OBFS doesn't lose important information about past decisions, people, assets, etc.

E. Strategic Plan Implementation Role

None

F. Calendar of Activities

- Schedules Quarterly Board meetings, typically in January, April, June/July, September/November.
- Update Conflict of Interest (COI) forms in January of each year.

G. Award Responsibilities

None

4.5.1.4 *Treasurer (treasurer@obfs.org)*

A. Description

The Treasurer documents and manages all financial transactions of the organization. They are responsible for financial bookkeeping and record keeping. Bookkeeping records are subject to annual audit by the Vice President. The Treasurer prepares annual financial and membership reports to be presented at the Annual Meeting and published in the Newsletter. They are responsible for processing member dues, both renewals and new memberships.

B. Term

The Treasurer serves a term of two years and assumes office January 1 of the new calendar year of odd-numbered years. Individuals elected to this office shall be eligible for re-election to the next succeeding term of the same office. If, for any reason, the Treasurer shall be unable to carry out the duties of that office, a replacement may be appointed by the Board to serve the remainder of the term.

C. Required Duties

Follow and update OBFS Financial Procedures Guide, Appendix E. Present annual financial and membership reports to membership at the Annual Meeting. Provide information to Vice President for annual audit (Sample Audit Report Appendix G). Maintains a list of members. Participates on Investment Sub-Committee towards the sound and ethical investment strategies to support the financial needs of OBFS.

D. Other Activities

Signing power on official legal documents and bank accounts.

E. Strategic Plan Implementation Role

Budget Oversight.

F. Calendar of Activities

- Annual Audit
- Quarterly budget reports
- Annual Budget report
- Membership renewals

G. Award Responsibilities

None.

4.5.1.5 Members-at-Large and Early Career

Member-at-Large 1 (mal1@obfs.org)

Member-at-Large 2 (mal2@obfs.org)

Early Career (earlycareer@obfs.org)

A. Description

Members-at-Large serve on the Annual Meeting Committee, which is chaired by the Vice President. Members-at-Large work with other Executive Committee members on regular and special projects, duties and initiatives. They participate in Board voting and in setting goals and priorities for the organization. Members-at-Large may acquire special projects or responsibilities as defined by the President or the board.

B. Term

Members-at-Large each serve a term of two years and assume office on January 1 of the new calendar year of even- and odd-numbered years respectively; Member-at-Large Early Career assumes office on even-numbered years. Individuals elected to this office shall not be eligible for re-election to the next succeeding term of the same office. If, for any reason, a Member-at-Large shall be unable to carry out the duties of that office, a replacement may be appointed by the Board to serve the remainder of the term.

C. Required Duties

Serve on the Annual Meeting Committee.

D. Other Activities

Serve on ad-hoc committees as appropriate

E. Strategic Plan Implementation Role

None

F. Calendar of Activities

Award Dates

G. Award Responsibilities

Early career travel grant for the conferences; Coordinates with other award committees overseeing awards to ensure broad representation (Advancing Equity, International Travel, and Professional Development Awards)

4.5.1.6 *Past-President (pastpresident@obfs.org)*

A. Description

The office of Past-President is *ex officio* and not elected. Past-Presidents work with other board members on regular and special projects, duties and initiatives. They assist in setting goals and priorities for the organization. Past-President is on the annual meeting committee and serves as chair of Nominations sub-Committee. The Past President also serves as the Ombudsperson and the first point of contact for any Code of Conduct issues.

B. Term

The Past-President serves a term of two years immediately following the end of their term as President and assumes the position January 1 of the new calendar year of even-numbered years.

C. Required Duties

Annual Meeting Committee member. Chair of Nomination sub-Committee. Ombudsperson.

D. Other Activities

E. Strategic Plan Implementation Role

Oversight - coordinate progress of groups.

F. Calendar of Activities

G. Award Responsibilities

None

4.5.1.7 *Editor (editor@obfs.org)*

A. Description

The Editor is a Board-selected officer of the Board. The Editor is primarily responsible for editing, publishing, and disseminating the OBFS Newsletter, the Annual Report and other organizational publications as directed by the Board of Directors.

B. Term

The Editor serves a term of two years and assumes office at the first Quarterly Board meeting of the new calendar year of even-numbered years. Individuals elected to this office **shall** be eligible for re-election to the next succeeding term of the same office. If, for any

reason, the Editor shall be unable to carry out the duties of that office, a replacement may be appointed by the Board to serve the remainder of the term.

C. Required Duties

- The Editor is responsible for editing, publishing, and disseminating the OBFS Newsletter, the Annual Report and other organizational publications as directed by the Board of Directors. Both the Newsletter and the Annual Report will be published on the OBFS website and made available as hard copy when needed (see section VII).
- The Editor also creates and disseminates the annual ballot for the election of OBFS officers and other materials where a vote of the membership is required (e.g., changes to the bylaws). The ballot along with biographical sketches of the candidates must be sent to the Station Members in early November with votes due December 15.
- The Editor shall maintain an archive of all past Newsletters and other publications as required (see also Historian).

D. Other Activities

Social media: the Editor coordinates with the Network Coordinator as well as the Outreach and Communication Committee to post relevant items to OBFS' social media.

E. Strategic Plan Implementation Role

F. Calendar of Activities

- Newsletters – see section VII
- Annual Report –
- Election Ballots – ballot sent to members in early November, votes due December 15

G. Award Responsibilities

None

4.5.1.8 *Network Coordinator (web_admin@obfs.org)*

A. Description

The Network Coordinator is a Board-selected officer of the Board. They maintain the OBFS website (obfs.org), work with contracted outside developers (e.g., a hired website administrator), and make sure the notices for events and news on the website are correct. They also make sure the OBFS presence on social media (e.g., Facebook, X, Instagram, Threads, etc.) are regularly updated, comply with OBFS code of conduct, and accurate. Works with the Treasurer to manage membership and provide additional IT support as needed.

B. Term

The Network Coordinator serves a term of two years and assumes office at the first Quarterly Board meeting of the new calendar year of odd-numbered years. Individuals elected to this office **shall** be eligible for re-election to the next succeeding term of the same office. If, for any reason, the Network Coordinator shall be unable to carry out the duties of that office, a replacement may be appointed by the Board to serve the remainder of the term.

C. Required Duties

- Along with website oversight, they work with the Treasurer to keep current memberships included on the OBFS website.
- They will assist new members in registering on the OBFS website and signing up on the OBFS listserv.
- They will update content to OBFS web pages as needed, including posting OBFS documents such as the newsletter and meeting records, and archiving old announcements. They will maintain and add revisions of the OBFS Operations Manual to the OBFS website, post announcements regarding OBFS work and projects and annual meetings, and update the NSF announcements on the OBFS website. Maintains group and committee email lists:
 - Board of Directors: BOD@obgs.org
 - ZOOM: ZOOM@obfs.org
 - Newsletter: newsletter@obfs.org

D. Other Activities

Works with treasurer on membership renewal announcements.

E. Strategic Plan Implementation Role

F. Calendar of Activities

G. Award Responsibilities

None

H. Other

Historically: **Data Management/Networking Committee**

Committee is chaired by the Network Coordinator. Members work with the Network Coordinator to envision and execute web page, networking, and database initiatives that will better serve current and future organization, and individual member, needs.

4.5.1.9 *Historian*

A. Description of Position

The Historian is a Board-selected, voting position. They document the history of OBFS through compiling organizational documents, audio, and visual. They make sure all documents are archived, organized and available via the OBFS Dropbox account.

B. Term of Office

The Historian is appointed by the Board of Directors for one-year renewable terms. At the end of each calendar year, the Executive Committee reappoints the Historian for the upcoming year or appoints new, as needed.

C. Required Duties

Member of the Outreach and Communications Committee. Attendance at annual meetings, documentation of attendance through photography. Collects and archives relevant historic materials.

D. Other Activities

Periodically works with the Secretary to archive materials (annual reports, newsletters, meeting minutes, etc.).

E. Strategic Plan Implementation Role

None

F. Calendar of activities, deadlines, etc.

Historian's report for every annual report.

G. Award Responsibilities

None

H. Other

Physical documents, photos and other OBFS materials are stored at Archbold Biological Station next to the library in a three-drawer filing cabinet. Access to the files at Archbold <https://www.archbold-station.org/> would be available by contacting Archbold directly. Archbold has a part time librarian who could be brought into the loop.

Digital documents are stored on Dropbox and in a Google Drive folder (LINKS). Archived files need organization and streamlining in future.

4.5.1.10 *American Institute of Biological Sciences (AIBS) Liaison*

A. Description of Position

The AIBS Liaison is a Board-selected, voting position. Serves as the OBFS Representative to AIBS and is the main conduit of information between the two organizations.

B. Term of Office

The Liaison position is appointed by the Board of Directors for one-year renewable terms. At the end of each calendar year, the Executive Committee reappoints the liaison for the upcoming year or appoints new, as needed.

C. Required Duties

- Organizing Congressional Visits Day
- Organizing other AIBS-sponsored events including communications boot camps
- Receiving the AIBS Daily newsletters and passing on relevant information to the OBFS listserv and/ or newsletter
- Attending the Annual Council Meeting
- The OBFS Board has pledged to reimburse the AIBS Representative up to \$1500 for travel costs for attending the AIBS Council Meeting.
- Responding to AIBS endorsement requests
- Several times a year AIBS will request that its member societies endorse a letter, piece of legislation, or other public policy position. Sometimes these have very tight deadlines that might preclude full board participation. My suggestion for endorsements is that the request is circulated among the AIBS Representative, President, and Past-President for discussion by email. If they form a consensus that decision will be conveyed to AIBS by the Representative. If they determine that the issue requires more input from the board, the issue will be circulated within the board email list, with details of the timeframe for a decision.

D. Other Activities

E. Strategic Plan Implementation Role

F. Calendar of activities, deadlines, etc.

G. Award Responsibilities

None

H. Other

5 Committees

5.1 What are OBFS Committees and what are they for?

OBFS Committees are created by the Board by resolution (see Bylaws Article VI. Section 1) to realize specific goals or an area of emphasis for the improvement of the organization. The committees included in this document are the current Organizational Standing Committees, but the same procedures should be followed for ad hoc committees. Committees in large part define their own duties, projects, responsibilities, finances, procedures, operations, and activities.

5.2 Who can chair a committee and how are they appointed?

Committee Chairs are appointed by the Board of Directors for one-year renewable terms. Committee Chairs are responsible for all committee activity and coordinating all work and products. At the end of each calendar year, the Executive Committee reappoints Committee Chairs for the upcoming year or appoints new chairs, as needed. Committee Chairs are voting members of the Board of Directors.

A committee may have co-chairs, but only have one vote on the Board. The voting co-chair should declare themselves during the Board meeting rollcall.

5.3 Who can be a committee member and for how long?

Committees are composed of affiliates of OBFS Member Stations. Committee chairs may invite members to join the committee for indefinite periods of time. Committee membership can be very fluid, often changing year to year.

5.4 General Procedures for All Committee Chairs

- A. Conflict of Interest (COI) – Board members shall sign a COI statement before start of their term, or every year. Appendix A
- B. Reimbursements and documentation of receipts:
All persons requesting reimbursement for costs incurred on OBFS projects must fill out the OBFS Expense Reimbursement Form (Appendix F) and submit an invoice and/or original receipts documenting the items purchased.
- C. ZOOM account and access:
OBFS has an organization ZOOM account. Login information is held by the Secretary, Vice President, President, Editor, and Treasurer. Board members can have access to the log in information as needed to conduct OBFS business.
- D. Filing and information tracking (minutes, records, web, etc.):
 1. There is an **OBFS Dropbox account** where all documents are archived (the OBFS Secretary, Treasurer, President, and Network Administrator can provide board members with login information).

2. All recordings of meetings are stored privately on the **OBFS YouTube Channel**. Links to the recordings are available in the meeting minutes.
3. All OBFS Board Meeting minutes are also posted in the members-only section of the OBFS website.
4. All active documents for committees and board members should be stored in the **OBFS Google Drive**. Each board member has their own access through their OBFS Google email account and the OBFS Secretary, Treasurer, and Network Administrator should have each account's login information – the Network Administrator should have admin access to all OBFS Google accounts
- E. Each committee has an annual Board-approved budget, and the committee chairs can spend that money according to their responsibilities. All spending must be reported to the treasurer and to the Board.
- F. Each committee has social media responsibilities – events they plan or information they feel needs to be shared with membership or the general public should be shared via the OBFS listserv, on the OBFS website, and via the OBFS Instagram and Facebook accounts.
- G. Committee succession: Positions will be transitioned in the first meeting of year, generally the first week of January. New and continuing Officers and Committee chairs will be asked to review this manual and suggest updates at that time.

5.5 Committee Chair Responsibilities

All Committee Chairs are expected to participate in OBFS efforts, duties, and planning throughout their term. Committee Chairs are expected to attend Annual Meetings and participate in all Board of Director meetings and projects. Report to the Board progress on committee projects at Board Meetings. Provide written updates to the Secretary before each Board meeting. Primary responsibilities include coordinating and executing organization activities, goals and responsibilities as mandated by the Bylaws, the Strategic Plan, and the membership; researching new areas and initiating personal and organizational connections to promote OBFS activities; and exploring opportunities for OBFS and its members. Committee Chairs represent the individual interests of the organization's diverse membership.

During Annual Meetings:

- At the beginning of the annual meeting post an agenda, date, time and location of the committee meeting
- Lead a committee meeting to develop recommendations for action that will meet OBFS goals (i.e., as indicated in Strategic Plan)
- Document who attends your committee meeting so we can gauge interests
- Report to membership and submit written notes to Secretary on committee discussions, recommendations, and progress
- Draft cost estimates and project descriptions for projects recommended by the committee and submit requests for funding to the Treasurer
- Attend Board and Chairs Meetings during and after the annual meetings
- Communicate committee recommendations to other Committee Chairs during the Board and Chairs meetings. In particular, provide:

- Annual Meeting Planning Committee - annual meeting agenda items
- Collaborations - ideas for better interactions with other organization and opportunities for professional development
- Governance Committee - any procedural descriptions necessary for the efficient functioning of your committee; any updates to the Policy and Procedure Manual
- Development Committee - recommendations for interactions with other organizations or for funding development
- Inclusion, Diversity, Equity, and Accessibility+ – ideas for diversity support
- International – ideas for international interactions
- Membership Committee – ideas for information exchange among members; ideas for small station support
 - Provide input on needs for the OBFS Website during the meeting and at the post annual meeting Board and Chairs Meeting
- Outreach and Communication Committee - ideas, messages, goals for materials and publications (including newsletter)

During Rest of Year:

- Committee Chair must participate in all Board of Director meetings throughout the year.
- Coordinate and track activities of Committee
- Report on Committee activities during conference calls or meetings
- Provide Editor a year-end report of activities to be included in the Annual Report
- Clear any requests for formal OBFS position statements or actions to the Executive Committee
- Maintain notes and materials regarding committee activities and transfer to next Chair as needed
- Hold regular committee meetings

5.6 Descriptions and Duties of Committees

5.6.1 Annual Meeting Committee

- A. Goal/Charge of Committee
- Organize Annual Meeting, which is required by the Bylaws.
 - Provide opportunities for informal networking, mentoring and problem-solving within OBFS.
 - Acknowledge and respect the importance of the OBFS Annual Meeting to members and ensure its continued significance.
 - Maintain and formalize the importance of personal interactions at the annual meeting.
 - Increase the information content of the annual meeting.
 - Elevate the importance of IDEA at all field stations and marine labs

B. Committee Structure

- The Annual Meeting Planning Committee should have 2 co-chairs: One co-chair from the current year (upcoming) host site and one co-chair to focus on the upcoming meeting's content/program. The latter co-chair should be from the subsequent host site if they have someone who has attended multiple meetings but need not be.
- Committee members should consist of the past year's host, both Members-at-Large and Member-at-large-Early Career, and future hosts should provide a committee member at least two years before they host
- Sub-committees:
 1. Auction Committee
 2. Lightening Talk and Poster Committee.

C. Duties

- Plan annual meeting – see guide on Google Drive (LINK)
- gather information from each of the committee chairs for content for annual meeting
- include time at the beginning and end of the meeting for executive board and committee chairs to meet.
- review prior years end of meeting survey
- Solicit information from Committees, Subcommittees and EC regarding times for the meeting agenda that will achieve goals of OBFS
- Update the annual meeting planning guidelines and end of meeting survey as needed.
- At end of meeting assess meeting success and solicit membership suggestions for future meetings – administer end of meeting survey
- Solicit sites for annual meetings.
- Keep track of geographic location of past meetings to ensure meetings are spread throughout the membership area.
- Provide logistics info on web site for members who want to host annual meeting.
- Keep committee-specific pages and information on the OBFS website up to date

Auction Sub-Committee

1. Organize Annual Meeting Silent and Live Auctions
2. Solicit Auction Items
3. Advertise auction during the Annual Meeting
4. Conduct Auction
5. Money Grubbers

D. Strategic Plan Implementation Role

E. Calendar of Activities

F. Award Responsibilities

G. Data Storage

- Working Documents: GoogleDrive
- Archived Documents: Dropbox

5.6.2 Collaboration Committee

A. Goal/Charge of Committee

Fortify and strengthen collaborations both among member stations and between OBFS and other organizations

B. Committee Structure

Members: Chair, AIBS Representative; Professional Development Exchange Coordinator; and Liaisons to other organizations including: NSF; ESA-SEEDS; NAML; UFERN; The Virtual Field Project; US Federal Land management agencies, NGOS and tribes; and an international organization identified by the International Committee

C. Duties

- Recruit liaisons to the different organizations identified in the Strategic plan: ESA-SEEDS, NAML, AIBS, UFERN, The Virtual Field, US Federal Land management agencies and NGOS and tribes, and an international organization identified by the International Committee. These liaisons would serve as ambassadors from OBFS and provide a conduit for the exchange of information, advocacy for OBFS, and representation when needed. The committee would be charged with defining the roles of the liaison and developing effective communication strategies with the OBFS community.
- Establish a station-station exchange program. These are opportunities organized around a particular theme that meets at a field station for 2-3 days. The award would cover up to \$1000 for travel costs. The committee would be responsible for advertising and evaluating the applications.
- Work with the Outreach and Communications Committee, DEI, and International committees to develop an effective strategy for exchanging information across the different OBFS platforms (listserv, Facebook, Instagram, newsletter, webpage, Twitter). The committee would also recruit volunteers to communicate sources of information from organizations and resources that don't have liaisons. A focus will also include professional development opportunities for OBFS members.
- Work with the Membership Committee to assess which collaborations are important to the OBFS membership and how best to communicate information about them.
- Recruit a volunteer to establish a framework for supporting and promoting collaborations around conservation efforts.
- Keep committee-specific pages and information on the OBFS website up to date

D. Strategic Plan Implementation Role

Collaborations is identified as a priority area. This committee will lead implementation efforts.

E. Calendar of Activities

Congressional Visits Day

F. Award Responsibilities
Congressional Visits Day

G. Data Storage

- Working Documents: GoogleDrive
- Archived Documents: Dropbox

5.6.3 Development Committee

A. Goal/Charge of Committee
Increase financial resources for OBFS, field facilities and for field-based science, education and outreach; build fundraising capacity for OBFS affiliates through annual meeting sessions, material on the website, and webinars

B. Committee Structure
Co-Chairs

C. Duties

- Collaborate with the OBFS liaison to NSF to expand the NSF Field Station and Marine Laboratory (FSML) competition.
- Work with public funding agencies to develop new or enhance existing funding sources.
- Explore opportunities for funding from private foundations and organizations.
- Develop directory of funding opportunities for FS for the OBFS website and keep the list updated.
- Develop other resources for fundraising for field stations.
- Maintain a library of successful grant applications to various programs and funding agencies.
- Keep committee-specific pages and information on the OBFS website up to date

D. Strategic Plan Implementation Role

E. Calendar of Activities

F. Award Responsibilities
Plaques for all awards (Brian K.); Friends of OBFS; Mary Hufty Local Hero; Distinguished Service to Field Science

G. Data Storage

- Working Documents: GoogleDrive
- Archived Documents: Dropbox

H. History of Committee

Committee is responsible for coordinating and executing information dissemination to other organizations and the general public (not Outreach and Communications). This includes overseeing production, revision, and maintenance of the OBFS Display and Brochure. Press releases and other publications (except for the Newsletter) should be overseen, or at least reviewed, by the committee. As of this writing the committee is in flux. (formally *Development Task Force*)

5.6.4 Governance and Sustainability Committee (governance@obfs.org)

A. Goal/Charge of Committee

Review Bylaws and other documents. Norms of non-profit operation. Transparency (conducting business of OBFS as publicly as possible), internal mechanism to approve OBFS responses, develop and maintain Policies and Procedures, sustainable structure, serve as a parliamentarian during Board meetings to ensure the meeting is following the bylaws and policies in this document.

B. Committee Structure

Chair, President (ex-officio), flexible membership composed mostly of short-term commitments and uncommitted members attending Annual Meeting.

C. Duties

- Conduct the business of OBFS to ensure responsible and transparent management.
- Develop and update Policies and Procedures Manual
- Develop policy and response procedures for allegations of misconduct
- Review bylaws for needed changes
- Work with officers on creating packets for incoming officers' duties
- Keep committee-specific pages and information on the OBFS website up to date

Nominations Subcommittee, Chair: Past-President or Editor

- Prior to each annual meeting solicit two other OBFS members to serve on the nominating committee.
- Develop a list of OBFS members interested in serving as executive board members.
- Provide a slate of candidates for open positions to the executive board at the annual meeting.

D. Strategic Plan Implementation Role

Oversight and coordination of strategic plan implementation (Past-President)

E. Calendar of Activities

Quarterly Board Meetings, Annual Meeting, New Officer and Committee Chair Orientation

F. Award Responsibilities

None.

G. Data Storage

- Working Documents: GoogleDrive
- Archived Documents: Dropbox

5.6.5 IDEA+ Committee (ideaplus@obfs.org)

Inclusion, Diversity, Equity, Accessibility+ Committee

A. Goal/Charge of Committee

Identify and implement strategies that help OBFS more effectively and explicitly promote diversity and eliminate barriers to participation and access within our constituent community. For OBFS to fulfill our mission and serve our members effectively, the organization and its members must work to prevent bias, discrimination, and dismantle systemic racism and its legacy effects. The Committee addresses diversity at all levels, including cultural, ethnic, racial, gender, physical, and socioeconomic, among others.

B. Committee Structure

- HIGHLY recommend co-chairs
- Meeting with current chair(s) to overview responsibilities, establish existing working committee under new chair(s)
- Username/password hand-off, data hand-off (also have back-ups in the drop box)
- Previous chair(s) must be available for questions/mentorship for 4 months after leaving the position to new chair(s)

C. Duties

- Forging new collaborations, establishing new programs, providing tools, and dedicating resources to help remove barriers to DEI.
- Coordinate Advancing Equity Award
 - Use the Google Form to receive nominations (include the rubric criteria by which station programs will be evaluated)
 - The rubric should be part of the call
 - Use/improve the rubric used to review award applications (it should connect with the strategic plan DEI priorities) (LINK TO THE RUBRIC)
- Continually evaluate committee relevance, work, language
- Keep OBFS website and social media updated regarding DEI initiatives
- Recruit members, manage DEI quarterly meetings
- Implement currently approved OBFS Strategic plan DEI priorities
- View all OBFS policies and actions through the lens of promoting and ensuring DEI
- Improve and expand relationships with diverse user groups
- Develop a comprehensive financial plan to support DEI efforts.
- Keep committee-specific pages and information on the OBFS website up to date

D. Strategic Plan Implementation Role

Diversity is identified as a priority area. This committee will lead strategies and implementation efforts.

E. Calendar of Activities

Award Dates

F. Award Responsibilities

Advancing Equity Award

- OBFS Advancing Equity Award applications, notes from committee meetings, acceptance/rejection templates are kept in the IDEA+ Google Drive (owned by the ideaplus@obfs.org email).
- Advancing Equity Award opened and announced in January
- Advancing Equity Award closed in July
- Committee given applicant materials in August
- Committee meets for application discussion/final decision

G. Data Storage

- Working Documents: GoogleDrive
- Archived Documents: Dropbox

5.6.6 International Committee (ic@obfs.org)

A. Goal/Charge of Committee

The purpose of the International Committee is to lead Board international Initiatives. The Committee serves as the voice for member international field stations (IFSs: Stations located outside of the United States of America) by keeping the OBFS board and the U.S. field station community informed of IFSs' circumstances, needs, interests and ways they can contribute to fulfilling OBFS's mission. The IC also promotes OBFS to international field stations that are presently non-members. The International Committee offers IFSs the opportunity to increase the effectiveness of their research, outreach, and education initiatives by promoting collaboration, networking, best practices and communication among field stations wherever they are located.

B. Committee Structure

Co-chairs encouraged

C. Duties

- Provide International and Early Career Travel Awards to meetings
- Coordinate the Matching Program
- Compile/update list of international field stations
- Recruit IFSs from the list to OBFS to achieve membership from all regions
 - North America
 - Central America and Caribbean

- South America
- Europe
- India
- Africa
- Asia
- Australia
- Antarctica
- Support the establishment and involvement of regional groups in OBFS.
- Encourage annual virtual regional meetings
- Establish regional WhatsApp groups
- Establish and support the OBFS International Matching Program to bring stations together
- Compile list of translators from OBFS membership for events as needed
- Support networking events between IFSs (e.g., Supporting a virtual social cafe that spotlights an IFS - target 4 a year)
- Keep committee-specific pages and information on the OBFS website up to date

D. Strategic Plan Implementation Role

Opportunities with and for International Field Station are in all priority areas of the Strategic Plan. The International Committee will collaborate with other committees where this cross-over can be exploited.

E. Calendar of Activities

- Virtual Cafés, one each season:
 - Jan/Feb/March
 - April/May/June
 - July/August/September
 - October/November/December
- Travel Awards to the annual meeting (if meeting is held in September – will vary if later)
 - Mid-April – Form awards committee. Committee would be formed by at least one co-chair and at least two other representatives of OBFS IC members. Committee members' names would be reviewed and approved by the OBFS President. A minimum of three people should serve on each committee.
 - May- Publish Award Announcements.
 - June: Close applications
 - Beginning of July: Deadline for committee decisions for approval.
 - Mid-July/Early August: Announce awards. This is the expected launch date for the registration webpage.
- Matching Program (Maximum of 6 groups per year, for details review the Matching Program Implementation Plan)
 - February: Call for new groups
 - Groups or individual stations can register through the Google Form (Need link)

- March: Groups formed through a workshop or self-designation
- March – September, groups meet independently
- September: Groups meet at the OBFS Annual Meeting

F. Award Responsibilities

Travel Grants; Matching Program

G. Data Storage

- Working Documents: GoogleDrive
- Archived Documents: Dropbox

5.6.7 Membership Committee

A. Goal/Charge of Committee

The Membership Committee develops and oversees OBFS services for member stations with the goal of increasing the value of OBFS membership and recruiting new members. The Membership Committee is responsible for managing the OBFS mini-grant program which includes receiving and reviewing grant applications and deciding on qualified recipients.

B. Committee Structure (Co-chairs recommended)

- Meeting with current chair(s) to overview responsibilities, establish existing working committee under new chair(s)
- Username/password hand-off, data hand-off (also have back-ups in the drop box)
- Previous chair(s) must be available for questions/mentorship for 4 months after leaving the position to new chair(s)

C. Duties

Recruit new members by developing and using PR materials that highlight the benefits of membership.

- Reach out to former members to find out why they left, identify unmet membership needs and explore ways to satisfy them, and encourage former members to come back to OBFS.
- Design, order, and make OBFS swag available.
- Oversee mini-grant applications
- Keep committee-specific pages and information on the OBFS website up to date

D. Strategic Plan Implementation Role

Membership Support is identified as a priority area. This committee will lead strategies and implementation efforts.

E. Calendar of Activities

Award Dates

F. Award Responsibilities

Mini grants

G. Data Storage

- Working Documents: GoogleDrive
- Archived Documents: Dropbox

5.6.8 Outreach and Communications and Committee

A. Goal/Charge of Committee

The goal of Outreach and Communications Committee is to raise the awareness of OBFS and its members. The charge is to effectively communicate the activities of the Organization to the internal membership committee and to external stakeholders. Further, activities from member stations may also be disseminated through the newsletter, social media, and other venues.

B. Committee Structure

A chair or co-chairs are appointed by the Board. Additional members of the committee include the Editor and Historian. The committee should seek additional members to serve.

C. Duties

- Newsletter: The Committee works closely with the Editor to recruit articles for the newsletter and assists in its development
- CVD: The Committee disseminates information about the AIBS Congressional Visits Day and recruits volunteers from the membership to attend.
- Social media: the Editor coordinates with the Outreach and Communication Committee to post relevant items to OBFS' social media.
- Communications Toolkit: The Committee will help develop one-pagers, infographics, and other materials to communicate with external stakeholders.
- Tabling events: The Committee recruits OBFS members to represent OBFS at applicable conferences.

D. Strategic Plan Implementation Role

Raising Awareness is identified as a priority area. This committee will lead strategies and implementation efforts. These include raising awareness of the benefits of OBFS for field stations to members and other FSMLs and raising awareness and visibility of OBFS to the outside world.

E. Calendar of Activities

- Quarterly Newsletter
- Spring AIBS CVD (Congressional Visits Day)
- Social Media posts intermittently throughout the year.

F. Award Responsibilities

None

G. Data Storage

- Working Documents: GoogleDrive
- Archived Documents: Dropbox

H. History of Committee

The Communications sub-committee was added to this Committee in 2017 at the end of the Annual Meeting at Itasca Biological Station. Initially, it was named Outreach Committee. In 2022, the Board renamed the Committee Outreach and Communication to elevate the communications aspect. Further, with the 2021-2026 Strategic Plan and the creation of an Ad-hoc Advocacy committee in 2022, the role of advocacy will be highlighted within this committee.

6 Miscellaneous Policies

1. **Need-based travel reimbursement for Board Members** – Up to \$1,500 domestically and \$2,500 internationally is available for Board Members to attend annual meetings. Domestic and international is defined by the Board Member's station location. This policy is not meant as a perk rather it is intended to provide budgetary relief to those in need, recognizing the valuable work of the Board and the importance of meeting in-person. Further, it is intended to allow more members to consider joining the board who otherwise were reluctant, given funding issues and the expectations to attend the annual meeting.
2. **OBFS Support or Endorsement** – Appendix E.
3. **The OBFS Listserv** is open to anyone who wants to be connected with the OBFS. The listserv is managed by the Sustainability and Governance Committee and the Network Administrator.

7 Resources and Activities

1. Calendar of Activities: All of these should be posted to the OBFS Calendar
 - a. Annual meeting – typically held in mid to late September
 - b. Quarterly board meetings
 - c. Development events – vary in location and date
 - d. Congressional Visits Day (US, April)
 - i. Through our partnership with The American Institute of Biological Sciences (AIBS), OBFS members have a unique and FREE opportunity to learn about communicating with US policy makers in Washington, D.C. See <https://www.aibs.org/policy/> for details and related programs.

- ii. In late April, AIBS provides communication training and provides coordinating of speaking to D.C. Senators and Congressmen (and/or their staffers).
- iii. OBFS generally supports between four and six members' travel, hotel and food depending on total costs and the OBFS budget.
- iv. Interested members should by end of January send their name, title, institution, field station, mailing address, email, cell phone number, an estimate of airfare or ground transport and indicate if they participated in CVD in past year(s). OBFS gives priority to first-time participants.
- e. Virtual Cafés

2. Newsletter

- a. Timeline: Four newsletters are produced per year: February, May, August and November. The due date for materials are January 15; April 15; July 15; and October 15, respectively.
 - b. Goals: communicate items of interest to field station personnel, users, and partners; document activities of OBFS on a more frequent and informal basis than the annual report
 - c. Content can include (but is not limited to):
 - i. President's message
 - ii. Board member profiles
 - iii. Collaborations
 - iv. Station-specific programs or events
 - v. Committee events and activities
 - vi. Station Profiles
 - vii. Meeting notices
 - viii. Annual Meeting information
 - d. Distribution targets and methods
 - i. The OBFS listserv and social media are the primary distribution methods.
3. Member station benefits are listed in the [Membership section](#) of obfs.org
4. OBFS emails:
- a. Board of Directors: BOD@obfs.org – received by OBFS Board.
 - b. ZOOM: ZOOM@obfs.org – multiple recipients.
 - c. Newsletter: newsletter@obfs.org – received by OBFS Editor.
 - d. Board of Directors: obfsbodmtg@ucdavis.edu – received by OBFS Board.
 - e. Listserv: obfs-mail-list@ucdavis.edu – see below.
5. The OBFS listserv is available for free to anyone interested and once you sign up, you can communicate with members by posting questions, opportunities, or announcements. Sign up on the OBFS website (under About -> [Listserv](#)).
6. Initiatives under consideration:
- a. Station Directory
 - b. Field Classes Directory
 - c. Field Data and Contacts databases
 - d. Project and Grant Initiatives (starting, managing, and finishing)

Other Membership Opportunities (workshops?)

8 Awards

A description of awards or grants should be listed on the OBFS website:

- The description should include a timeline for submission, review, and when/how the award will be announced/distributed.
- There should also be a link to the application form.
- The review rubric should be made available for transparency.
- If a trophy or plaque needs to be ordered for the annual meeting, this is done through the Development Committee. The name, station, spelling, etc., as it should appear on the trophy/plaque, needs to be sent to Brian Kloeppe (bkloeppe@email.wcu.edu) by 15 July so that the plaque will arrive in time for the OBFS annual meeting.

8.1 Advancing Equity Award (Formerly Human Diversity Award)

The award recognizes unique activities, program, or approaches (funded or unfunded) that increase the involvement, engagement, and sustainability of underrepresented groups in field science. See Appendix A below.

8.2 Friend of OBFS Award

This award goes to an individual whose support and assistance have helped to further our scientific mission and educational goals of OBFS in the US and worldwide. See Appendix B below.

8.3 Mary Hufty Local Hero Award

Each year at its annual conference, the Organization of Biological Field Stations (OBFS) will recognize an individual who exemplifies the ideals of the organization and supports research, education, and outreach through personal and/or professional actions, particularly in the areas of biology, conservation, and/or ecology. The recipient of the award will be selected each year by the conference planning committee, with Board approval, and with the greatest input coming from the conference host, as the awardee is expected to be a member of the host institution's local community.

8.4 OBFS Award for Distinguished Service to Field Science

This award recognizes an individual whose who has significant impact or highlights a lifetime of work in OBFS leadership, strategic visioning, board or committee effort, dedication, and service to benefit future field science students, staff, and leaders. See Appendix C below.

8.5 Travel Awards

These travel award provide funding towards attendance of the OBFS Annual Meeting. There are International and Early Career/Student categories. See Appendix D below.

8.6 Mini Grants

As part of the Implementation Phase of the [OBFS Strategic Plan 2021-2026](#) “*Adapting to a Changing Climate; Supporting Resilient Stations for Today and for Tomorrow,*” the Board has allocated funds for projects related to the Plan. The Board is accepting proposals from OBFS members for projects related to the five priority areas of the plan: 1) Collaborations within the OBFS community and with other organizations 2) IDEA+ (Inclusion, Diversity, Equity and Accessibility), 3) Membership Support, 4) Advocacy: raising awareness and promoting the value of Field Stations, and 5) Sustainability for the Organization and Member Stations. Proposals should benefit as many field stations as possible.

Member stations and individual members may submit one proposal/year, up to \$5000, for projects that complement the strategic plan, help achieve the plan's goals and objectives, benefit as many field stations as possible, and advance the mission of OBFS. Proposals will be accepted throughout the year. A Board committee will review the proposals on a rolling basis and make decisions in a timely manner. Please note: A finite amount of money has been allocated for this program, and as these funds are exhausted, proposals received later in the calendar year may need to be considered in the following year.

Upon completion of the project, all grant recipients are expected to submit a summary of the project to the OBFS Board and are encouraged to present this summary at the OBFS Annual Meeting.

<https://docs.google.com/forms/d/1ku2-nagW0yevG8dhrtsd-G2KvirrjelGWduWiu4x2xQ/edit>

9 Appendices

9.1 Appendix A. Advancing Equity in Field Science award announcement



Advancing Equity in Field Science
The Organization of Biological Field Stations
2022 Advancing Equity Award

Supporting Material Deadline: July 17, 2022

The OBFS Advancing Equity Award (formerly known as the Human Diversity Award) provides recognition for unique activities, programs, or approaches (funded or unfunded) that increases the involvement, engagement, and sustainability of underrepresented groups in field science. Broadly speaking, underrepresented groups in field science may include, but are not limited to, minoritized ethnicities (African Americans, Hispanics, Asians, Native Americans, and others), women, first-generation college students, inner-city youth, disadvantaged rural communities, K-12 groups, tribal colleges, community colleges, undergraduate institutions with small programs, and citizen monitoring programs.

Advancing Equity may be accomplished by disseminating materials and using, rearranging, or creating infrastructure to facilitate and stimulate both applied and individualized approaches to experiential scientific learning. We will also recognize stations that demonstrate how retention and application of new scientific concepts are promoted to facilitate further discovery and increase scientific dialogue among diverse user groups. This may include a pedagogy for the basic knowledge needed by underrepresented groups to address the current challenges in environmental and natural resources management and research at all educational levels (K-12, undergraduate, graduate, and continuing education).

In addition to the honor and recognition of peers, the OBFS Advancing Equity Award includes a permanent plaque for the winning station; an official award letter that can be included in the official materials, grant applications of the winning station; a second traveling OBFS plaque that will record previous winners and be housed at the most recent recipient's facility; and recognition on the OBFS website. The award may include a travel reimbursement of up to \$1000 for the awardee to attend the annual OBFS meeting if travel funds are limiting for the winning institution. We acknowledge that COVID-19 may impact people's ability to travel and can reallocate travel funds for the 2023 OBFS meeting if the winning institution is unable to attend the 2022 OBFS conference in person. The willing institution will be recognized at the 2022 OBFS conference.

Timing of Submission, Review and Award

February

A request for nominations for the award will be announced on the OBFS website and through the OBFS listserv. Nomination of institutions by others as well as institutional self-nominations will be accepted.

July 17	Supporting material due.
Early September	OBFS IDEA+ Committee announces recipient as determined by members of the OBFS Advancing Equity Award Committee who are not from organizations with current applications and approved by the OBFS Board.
September	Award will be presented at the OBFS Annual Meeting. The OBFS Historian will photograph the representative(s) from the field station receiving the award at the 2022 Annual Meeting.

Send nominations and support material to Victoria McDermott (diversity@obfs.org).

Advancing Equity in Field Science
The Organization of Biological Field Stations
2022 Advancing Equity Award

Nominee Supporting Material
Deadline: July 17, 2022

Submission Instructions: Please email this form and (a) two high resolution digital photographs of program activity, (b) your station logo (if any), (c) your station strategic plan (if any) and (d) letters of support from project partners (if appropriate) to **Victoria McDermott** (diversity@obfs.org) by midnight in whatever time zone you are in.

Program Title: Click here to enter text.

Field Station Name: Click here to enter text.

Station Website: Click here to enter text.

Contact Person: Click here to enter text.

Address: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Program partners: Click here to enter text.

Funding sources (if any) for the program: Click here to enter text.

Describe your program objectives: *(1/2 page max)*

Click here to enter text.

What is your station's strategy for advancing equity? *(1/2 page max)*

Click here to enter text.

How has the station and program successfully achieved the objectives listed above? Include example data (participant numbers, graduation rates, or other appropriate measures). *(1/2 page max)*

Click here to enter text.

How does your station distribute educational and research results and materials to a broad public, and, in particular, to underrepresented groups? *(1/2 page max)*

Click here to enter text.

Application Material Deadline: July 1st, 2022

It is with great pleasure that we announce the availability of a limited number of Meeting Support Awards to attend the 2022 Organization of Biological Field Stations Annual Meeting. This year, the Meeting Support Awards application (International and Early Career/Student) is combined. Please review the requirements and deadlines below to apply for this award.

Submission Requirements:

- Letter of interest from Director of station,
- Justification of need, (Please designate which award you are applying for)
- Link to station's webpage or information,
- Membership in good standing of OBFS.

9.2 Appendix B. Friend of OBFS award Identification and Review Process

****Approved by OBFS Board 12 June 2015****

Friend of OBFS Identification and Review Process



Organization of Biological Field Stations

Supporting environmental research, education, and public understanding

What: As part of our OBFS Development efforts, several people have suggested that we create a process and procedure to identify, review, and honor a person as a **Friend of OBFS** whose support and assistance have helped to increase OBFS' visibility and financial support.

Why: Recognizing a Friend of OBFS will be an opportunity to:

- 1) Publicly recognize and thank external supporters of OBFS
- 2) Provide an opportunity for a press release and further recognition
- 3) Create a larger network of individuals outside of OBFS who recognize the value and importance of what OBFS does
- 4) Increase visibility for future OBFS Development Events

How: Process to Identify a 'Friend of OBFS'

- 1) An email "call" to the OBFS listserv will occur by 15 January each year by the Chair of the OBFS Development Committee for nominations for a 'Friend of OBFS'. 'Friend' nominees cannot be current station members.
- 2) The call will include a request of nominations for the following 'Friend' information
 - a. Name
 - b. Contact Information for 'Friend' nominee: email address and telephone number
 - c. Paragraph summary of why the person should be recognized as a Friend of OBFS
 - d. Two possible references who can supply letters of support and their email addresses
- 3) Nominations will be reviewed after 01 February by a three person Review Committee consisting of the Development Chair and both elected OBFS Members at Large.
 - a. The top two nominees' references will be contacted for letters of support by 01 March
 - b. The two nominees and their letters of support will be forwarded to the OBFS Board of Directors (BOD) prior to the quarterly March Conference Call.
 - c. The Review Committee will present materials to the OBFS BOD for review and vote.
- 4) The 'Friend of OBFS' will be notified in March by the OBFS President and invited to attend the OBFS Annual Meeting in September with the following awards and honors
 - a. Travel costs and meeting registration will be covered for the 'Friend of OBFS'
 - i. Estimated costs are \$1000
 - b. A plaque similar to the OBFS Human Diversity Award will be presented to the Recipient (coordinated by Development Chair)
 - c. Lifetime OBFS Individual membership (coordinated with OBFS Treasurer who maintains membership records)
 - d. A press release will be written and distributed to the recipient's home newspaper, social media, and work institution (coordinated by Development Chair)

9.3 Appendix C. OBFS Distinguished Service Award Identification and Review Process

****OBFS Board approved 25 June 2021****

OBFS Distinguished Service Award - Identification and Review Process



Organization of Biological Field Stations

Supporting environmental research, education, and public understanding

What: As part of OBFS's desire to recognize extraordinary efforts, on occasion the OBFS Board may wish to recognize an individual whose lifetime and/or significant contributions deserve an '**OBFS Distinguished Service Award**'. We wish to have an approved process and procedure to identify, review, and honor a person whose leadership, vision, and service have helped to promote OBFS and its mission.

Why: Recognizing a person who qualifies for an '**OBFS Distinguished Service Award**' will be an opportunity to:

- 1) Publicly acknowledge and thank internal champions of OBFS ("internal" means past or present OBFS members or personnel from past or present OBFS member field stations).
- 2) Highlight a lifetime and/or significant impact of OBFS leadership, strategic visioning, board or committee effort, dedication, and service to benefit future field science students, staff, and leaders.
- 3) Create a larger network of individuals who recognize the value and importance of field stations, and their science, education, and outreach.

How: Process to identify an '**OBFS Distinguished Service Award**' nominee

- 1) The OBFS Board at our spring Board meeting will consider any nominations received from October through March to potentially recognize a winner at our September Annual Meeting.
 - a. The nomination will include the name, affiliation, and justification of why OBFS would want to recognize an individual.
 - b. After discussion and vetting of the nominee, if the OBFS Board has a quorum and votes with a simple majority, the nominated individual will be approved.
 - c. OBFS will provide a plaque to the individual and a \$1,000 total payment in the name of the winner to the winners' choice of field station and/or to offset the cost of annual meeting attendance for the winner.
 - d. Plaque verbiage 1: "**Distinguished Service Award**"
 - e. Plaque verbiage 2: "**This award recognizes extraordinary individual service to support the mission of OBFS.**"
- 2) OBFS is not required to recognize an '**OBFS Distinguished Service Award**' winner each year and may wish to recognize multiple winners if a quorum of the board agrees.
- 3) The approved individual will be recognized at the OBFS Annual Fall Meeting.
- 4) Establish both a perpetual award plaque noting past winners and establish an OBFS web page listing each winner and a short biography and photo.

9.4 Appendix D. OBFS Meeting Support Awards

Rules and Regulations:

- Maximum of \$2,250 USD per application,
- A total of 4 awards will be given,
- 2 awards will be given to international field stations or stations with limited resources, **
- 2 awards will be given to student/early career applicants, **
- To qualify for the student/early career awards you must be enrolled as a student or within 7 years since your graduate degree,
- Only one award per applying institution,
- Previous recipients of meeting awards (travel grants) will be considered but priority will be given to new applicants,
- Stations with limited resources will be considered but priority will be given to international field stations,
- These awards are provided on a reimbursement basis only (i.e., no funds will be provided ahead of expenses).
- Allowable expenses include Economy airfare to the meeting location, normal travel expenses (visas, meals, in-route lodging, car rental, train) and registration and workshop fee,
- Original receipts will be required for reimbursement of allowed expenses,
- Legible scanned copies of receipts can be emailed to the OBFS treasurer for reimbursement,
- Membership fees are not reimbursable or allowed as part of the meeting awards.

** If the minimum of 2 applications for the international field stations or if the minimum of 2 applications for the student/early career applicants has not been fulfilled then the selection committee reserves the right to adjust the distribution of awards.

Please send applications with subject line [OBFS 2022 Travel Award] to:

David Maneli, Associate Director, Gault Nature Reserve, McGill University, david.maneli@mcgill.ca

Timing of Submission, Review and Award

- July 1st, 2022 - Applications Due
- Julys 1st to July 14th 2022 - OBFS selection committee reviews the applications
- Early August - All applicants will be contacted to inform them on the status of their applications. Winners will be sent all information concerning award and procedures for reimbursement.

9.5 Appendix E. Conflict of Interest (COI)

CONFLICTS OF INTEREST AND ANNUAL DISCLOSURE STATEMENT FOR ORGANIZATION OF BIOLOGICAL FIELD STATIONS, INC.

THE IRS REQUESTS ANNUAL DISCLOSURE STATEMENTS: The IRS requires that tax exempt organizations engage in a periodic review of conflict of interest transactions. The purpose is to ensure:

- That all conflict of interest transactions are disclosed,
- That the procedures required by the IRS are followed for approving all conflict of interest transactions,
- That all payments paid to or received from the organization for the purchase or sale of goods or services are determined based on accurate information from independent and competent sources,
- That all transactions are fair and reasonable to the organization, and
- That the organization does not engage in activities that result in prohibited private inurement, impermissible private benefit or in an excess benefit transaction, any of which could jeopardize its tax-exempt status.

DEFINITION OF CONFLICT OF INTEREST: A conflict of interest transaction is a transaction involving the organization in which a **Director, Officer, Executive Director or other key executive staff member** of the corporation has a direct or indirect financial interest. A direct financial interest is present when a transaction of the Organization will result in a Director or Officer receiving any payment, or any tangible benefit with financial value, or will result in the avoidance of a negative financial impact. An indirect financial interest is present when a transaction of the organization will result in anyone related to a Director or Officer by blood, marriage, adoption, sharing of financial affairs, or close business relationship, will receive any payment, or any tangible benefit with financial value, or will result in the avoidance of a negative financial impact.

DEFINITION OF AFFILIATED PERSONS: In order to be comprehensive, this statement of disclosure/questionnaire requires you to provide information with respect to certain parties that are related to you. Anyone related to a Director, Officer, Executive Director, or key executive staff member, in any of the ways listed below, are termed **“affiliated persons:”**

- a. Anyone related to you by blood, marriage, adoption, or sharing of financial affairs, including but not limited to your spouse, domestic partner, child, mother, father, brother or sister.
- b. Anyone who is has a close business relationship with you, including an employee, employer, supervisor, or a business partner.
- c. Any entity that has business dealings with the Organization, of which:
 - you are a partner or a controlling shareholder or executive officer; or of which

- you have any other position that would cause the appearance of a conflict of interest.
- d. Any trust, estate, or other legal entity in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: Please use this form and any necessary attached pages to disclose conflicts of interest transactions you have been involved with in the prior 12 months or any which you expect to be involved with in the coming 12 months.

Disclosure for the period before and after the following date: _____

YOUR NAME (Please print): _____

YOUR POSITION(S):

- _____ Board of Directors Member
- _____ Officer
- _____ Executive Director
- _____ Key Executive Staff (position): _____
- _____ Key Independent Contractor or Consultant

1. Do you, or any of your affiliated persons receive any compensation in cash or barter for working as an employee, independent contractor or consultant for Organization of Biological Field Stations, Inc.? _____ YES _____ NO

If yes, please list and describe the situations or positions in which this has occurred, and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

2. Do you or any of your affiliated persons sell or lease any goods, supplies, equipment or property to the organization, and in return receive any form of payment from the organization in cash or barter, or other benefits, including the lease of office space to the organization?(other than goods or property you donated)? _____ YES _____ NO

If yes, please describe the nature and value of the goods or property sold, rented or leased, and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

3. Do you or any of your affiliated persons buy or rent any goods, services or property from the organization, other than services, goods, or property that are generally available for purchase, rent or lease by the public? _____ YES _____ NO

If yes, please describe the services or property and the value and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Do you or any of your affiliated persons have any direct or indirect interest in any business that is involved in business transaction(s) to which Organization of Biological Field Stations, Inc. was or is a party? _____ YES _____ NO

If yes, describe the transaction(s), the parties involved, and value of the transactions, and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Did or will you or any of your affiliated persons receive a loan from the organization, or are you or any of your affiliated persons financially indebted to the Organization of Biological Field Stations, Inc. (other than minor amounts incurred in the ordinary course of business and promptly repaid in full)? _____ YES _____ NO

If yes, please describe the loan or other reason for the indebtedness and the amount, and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Have you or any of your affiliated persons received any gift or loan from any other third party person or entity who is either involved in business with, or competing with Organization of Biological Field Stations, Inc., or seeking to engage in a business agreement or deal with the OBSF, that exceeded seventy-five dollars (\$75), and that was not returned to the giver? _____ YES _____ NO

If yes, please describe the situation(s), all of the facts and circumstances and amounts involved.

7. Are you or any of your affiliated persons a party to, or have an interest in, any pending legal proceedings involving the Organization of Biological Field Stations, Inc.? ____ YES ____ NO

If yes, please describe the proceeding(s) and magnitude of potential claims or settlements if any,
and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you aware of any other transactions, agreements, arrangements or other situations that have occurred in the past 12 months or which may occur in the upcoming 12 months, that you believe may involve or result in a conflict of interest? ____ YES ____ NO

If yes, please describe the situation(s), and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HERBY CONFIRM that I have read and understand the Organization of Biological Field Stations, Inc. Conflict of Interest Policy, and that my responses to the above questions are complete and correct to the best of my information and belief and I affirm that:

- I have received a copy of the Conflict-of-Interest Policy
- I have read and understand the Policy
- I have agreed to comply with the Policy, and
- I understand that Organization of Biological Field Stations, Inc. is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, or that I have not complied with the Conflict of Interest Policy, I will immediately notify the rest of the Board of Directors (if a Director or Officer), or my supervisor (if staff or volunteer).

Signature _____ Date _____

9.6 Appendix F. Code of Conduct

OBFS is committed to providing a safe, productive, and welcoming environment for all meeting participants. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, OBFS board members, service providers, and others are expected to abide by this OBFS Code of Conduct. This Code of Conduct applies to all OBFS meeting-related events, including those sponsored by organizations other than OBFS but held in conjunction with OBFS events, in public or private facilities.

Expected Behavior

- All participants, attendees, and vendors are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other attendees, participants, and suppliers/vendors.
- Be mindful of your surroundings and of your fellow participants. Alert OBFS board members or site host staff if you notice a dangerous situation or someone in distress. Board members will have name tags with a ribbon or a star to distinguish them as reporting entities.
- Respect the rules and policies of the meeting venue, lodging, hosts, or any other venue associated with the meeting.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, OBFS board member, service provider, or other meeting guest.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, OBFS board member, service provider, or other meeting guest.
- Disruption of presentations during the meeting, or at other events organized by OBFS at the meeting venue, hotels, or other associated facilities.

Consequences

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- The OBFS board, meeting hosts, or security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
- OBFS may report misconduct to the violator's home institution.
- OBFS reserves the right to prohibit attendance at any future meeting.

Reporting Unacceptable Behavior

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify an OBFS board member, an OBFS volunteer in a leadership position, site host staff, or local authorities.

9.7 Appendix G. Policy on Support or Endorsement

POLICY ON SUPPORT OR ENDORSEMENT OF PROJECTS

Adopted by Board 5 September 2017

Organizations, OBFS members, and others, occasionally make requests to the OBFS President or Board of Directors for statements or letters of support for a variety of projects and initiatives. Project leaders may seek OBFS endorsement of a project, financial assistance, in-kind support, or participation of OBFS leadership or members. Most often the request is for a general letter of collaboration or partnership to be used in a grant proposal.

While many projects and ideas may be worthy, OBFS desires to be judicious about its endorsement of projects and cooperation with potential collaborators. OBFS will properly review requests to ensure they are consistent with the policies and interests of the organization and its membership. For a project to be considered for a formal endorsement or other type of support from OBFS, the following conditions must be met:

Conditions for Endorsement:

1. A project investigator or project leader must be an individual **member** of OBFS or an official representative of an OBFS member station.
2. The **goals and mission** of the requesting organization and the proposed project must be consistent with, or enhance, the goals and mission of OBFS.
3. The level of support or contribution to the project by OBFS must be **over and above that already granted to individual or station members**.
4. Tasks to be performed or support offered by OBFS must describe specific, accrued **benefits to OBFS**, its programs, mission, or members.
5. **Commitment** by OBFS does not necessarily convey to member stations. If such commitments are a core part of the proposed project, then sufficient lead time must be provided so that OBFS can solicit input from members or secure required commitments.
6. Activities, commitments, or products of the cooperation must be made clear and **explicitly defined** in a document **separate** from the full project proposal.
7. A timeline associated with any commitments is required.

Process:

1. Requests must be submitted to the President, Vice President, or Secretary of OBFS at least **one month prior to a Board of Directors meeting**. Meetings are held at least quarterly and are posted on the OBFS website calendar.
2. The specific **resources requested** of OBFS must be enumerated. Details such as project goals, grant deadlines, sponsoring program name, etc. are to be included in the request.
3. The OBFS Board of Directors will **vote** on the entire package of support or endorsement.
4. If a formal **contract** is required separate procedures by the Board or Membership may be required.

- a. All contracts of more than US \$10,000 must be put out for a public, competitive bid
5. At least one Board member or OBFS member (other than those already associated with the proposed project) must volunteer to serve as project **liaison** to the Board before a vote can be taken. The liaison is responsible for quarterly reporting to the Board on project outcomes and following up on commitments made by either party.
6. The project leader will provide the OBFS liaison with a short **report** of accomplishments no later than six months after the end of the project. The report will focus on cooperative activities and should be distinct from any full report required by project funders, sponsors and others.
7. OBFS can **withdraw support** or endorsement from a project at any time, for any or no reason, unless a formal separate agreement or contract indicates otherwise. Support will be withdrawn if the project does not meet any of the conditions outlined above.

9.8 Appendix H. OBFS Reimbursement Form

OBFS Reimbursement Form <small>v. 9 February 2020</small>				
Event			<i>Reason for reimbursement</i>	
Name				
Address			<i>Where you want check sent</i>	
City, State, Zip				
Telephone			<i>How to reach you with questions</i>	
Email				
<i>Form calculates automatically-type in amounts.</i>				
EXPENSES				
Date	Description	Comments	Amount	
Expense Total			-	
MILEAGE				
Date	Description	Miles	\$/mi	Amount
			0.580	-
			0.580	-
			0.580	-
			0.580	-
			0.580	-
			0.580	-
			0.580	-
			0.580	-
			0.580	-
Mileage Total				-
Grand Total				\$0.00
Signature _____				
<i>All expenses must have a legible scanned receipt. Please use public transportation whenever possible! Send form and receipts to Paul Wetzel at treasurer@obfs.org</i>				
Thanks!				

Insert additional lines as needed

9.9 Appendix I. Sample Audit Report

TO: OBFS President

FROM: OBFS Vice President

CC: OBFS Treasurer

RE: OBFS Financial Audit

In my role as Vice President, I am charged with conducting an informal audit of the financial statements of the organization. This year, I examined four quarterly reports (Q1: January-March; Q2: April-June; Q3: July-September and Q4: October-December) that were presented to me by the OBFS Treasurer.

In these quarterly reports, I have examined the:

- Monthly Statements from UMASS Five College Federal Credit Union
- Monthly Statements from Vanguard Investment Company (two funds)
- Monthly Statements from Payscape, Moolah, MemberClicks
- Copies of checks received by OBFS
- A few copies of checks paid out by OBFS (e.g. reimbursement checks to OBFS Treasurer)
- Copies of receipts for reimbursements to individuals
- Invoices from various companies and organizations (e.g. AIBS and Payscape)
- Miscellaneous Items (e.g. letter from a bank)

My findings are as follows:

- The reports are highly organized, detailed, and effective in reconciling the finances of the organization.
- I found no discrepancies between the bank statements and the budget reports.
- There is a significant amount of money in the checking account. This is by design to cover the yearly operating costs of the organization.
- The Organization is in good financial shape, in terms of its operating budget. The actual expenses were below the budget amounts. Though it appears the annual budget estimate has increased over the past two years, relative to the previous two years, the expenses continue to fall the allotted amounts.
- Beyond membership fees, the proceeds from the auction are the major revenue stream, averaging approximately \$6500/year over the past 20 years (over \$8,000/year over the last 10 years). The other significant source of revenue is from investment dividends and capital gains.
- The investment funds have shown significant growth over the past five years and have outperformed the goals set by the Finance Committee.

Respectfully submitted by the OBFS Vice President, on *Month, Day, Year*.

9.10 Appendix J. OBFS Mini-Grant Evaluation Rubric

Reviewers: Please rank the proposal on the metrics below

Metric	Excellent (4)	Good (3)	Adequate (2)	Poor (1)	Not included (0)	Comments
Description of Project/Initiative	The description of the project or initiative is exceptionally clear with exceptionally detailed descriptions of the work to be completed. The goals of the grant are clearly stated.	The description of the project or initiative is significantly clear with significantly detailed descriptions of the work to be completed. The goals of the grant are clearly stated.	The description of the project or initiative is somewhat clear and includes details. The goals of the grant are addressed but not clearly stated.	The description of the project or initiative is vague or unclear. The goals of the grant are not addressed or clearly stated.		
Relationship to Organizational Strategic Vision	Project outcomes or activities align with both organizational vision and goals of greater community.	Project elements align with goals of either the organization or its greater community, but not both.	Project tangentially but not directly related to organizational strategic vision or community goals.	No explicit relationship between project and the agenda of its organization or community		
Alignment of Budget to Description of Work and Goals/Outcomes	Clear and strong alignment between the proposed budget to support achievement of goals and outcomes found in the description of work.	A significant alignment between the proposed budget to support achievement of goals and outcomes found in the description of work.	Somewhat of an alignment between the proposed budget to support achievement of goals and outcomes found in the description of work.	Little to no alignment between the proposed budget to support achievement of goals and outcomes found in the description of work.		
Assessment	Exceptionally designed monitoring plan to ensure a clear focus on goals and that the action plan is executed.	A significant monitoring plan created to ensure a clear focus on goals and that the action plan is executed.	Somewhat of a monitoring plan to ensure a clear focus on goals and that the action plan is executed.	Very limited or no monitoring to ensure a clear focus on goals and that the action plan is executed.		