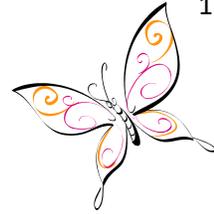


BIOS CLUB



The Western Pennsylvania Bios Chapter of the Society for Conservation Biology

The Bios Club was formed in 1970 and made a chapter of SCB in 2010. Our original constitution was signed by James Gemmell. This organization brings people together who have a love of nature and biology. It is your job to make sure this club brings tons of opportunities to its members. Members should have opportunities to be outside, learn things about nature, work with local western PA agencies, volunteer, teach others, and make a difference. Members should leave this club less ignorant about conservation issues and nature, should have realistic expectations of the job field, and should have experience that will make them a better biologist. This guide will describe how to keep this club extremely active.

OFFICERS:

Note: All officer positions are filled by popular vote.

ALL OFFICERS MUST BE A STUDENT MEMBER OF THE SOCIETY FOR CONSERVATION BIOLOGY (conbio.org for membership).

President: The President of Bios Club is also the President of a chapter of SCB. Therefore the president is in charge of keeping a close connection with the professional organization of SCB. You must also be a student member of SCB, which requires a 10 dollar membership fee (conbio.org). Questions about SCB can be emailed to Fiona Nagle, at nagl0026@umn.edu. You will receive regular emails from SCB so read them and relay anything important to your members. As president, your most important job is **DELEGATING**. You cannot do everything yourself and must treat the club like a business. You lead the leaders that lead the members. This is done mostly through committees which you must appoint leaders to. You may form any committee you feel is important. The past four committees have been fundraising, events, outreach, and conservation (see below for descriptions). The conservation committee is a required committee because the leader of that committee is considered an officer of SCB, but the other committees are up to the President. The president appoints all committee leaders, based on their performance in the club and their character. Be sure to choose a member who can complete all of the objectives of each committee. Look for characters like confidence, charisma, and organization, but don't be afraid to appoint someone who may not be good for the position at first. By putting someone in a leadership position you may give them the opportunity to become more confident, charismatic, or organized. You must be able to gently push leaders to do things and be more active. Give them ideas and encourage them. Being frustrated or negative does not help. If they are not fulfilling their job, you can replace them at any point during the year. Do not be afraid to change up the leaders of the committees if they are not working to your liking. If a committee is doing very well, tell them. It feels good to be recognized.

While committee leaders can be replaced if they're not fulfilling their objectives, officers are voted into their positions by popular vote and cannot be replaced easily (see constitution for details if it

becomes necessary to remove an officer that won't resign). If you are faced with officers that are not doing their jobs, talk to them first. Ask them if the position is too much or if they need help. If they tell you they can fulfill the position then tell them EXACTLY what you need from them and when you need it done. Set deadlines for them. Sometimes this may seem like more work than just doing it yourself, but try to keep the person involved and encourage them because you may help them a lot in the end. If things continue to not get done on time, tell Dr. Keth. If he can't get the officer to get things done, then either do the job yourself or ask others to help. Hopefully you won't be faced with this, but it does happen often. Lastly, meet constantly with officers and committee leaders to see what's going on with every aspect of the club. Set deadlines for them and help them in any way you can.

While committee leaders are encouraged to come up with opportunities for members, it is also the job of the President to actively seek out opportunities and ideas for committees and members. Local conservation agencies are good for ideas. Encourage brain storming at meetings and put in the work and time to make sure most ideas happen. If a member has an idea, encourage them to pursue it and help them do it. Many people are under the impression that they cannot do things or make a difference. It's your job to show them that's not true. Example: If Jane wants to educate people about poverty in a third world country and thinks she can't do anything. Encourage her to think of an event or activity to do that and tell her that the club will pay for any expenses, supply a space, and help advertise. Tell her it will never be easier than when she is in college. If Jane doesn't pursue her idea, than at least you will have showed her and other members that we have the means to do a lot. Encourage people to think big.

Tips for at the beginning of a semester (fall or spring). Set a meeting time and place that works for all of the officers, the committee leaders, and the advisor. Have an officer and committee leader meeting before the first big meeting to make sure everybody's got a game plan and knows their deadlines and expectations. Print this booklet for new officers and committee leaders. Be one step ahead of them so that you can better lead them in leading others. Ask them for updates on everything.

Paperwork: Complete the RSO officer/advisor form at the beginning and end of each school year. Complete the RSO Roster form at the beginning of each year: These forms can be found if you go to <http://www.clarion.edu/1114/>. Be sure to make changes to the constitution when necessary and turn it in to student senate at the beginning of each odd school year (i.e. 2011-2012 we turned ours in). You are also required to fill out an officer form for The Society for Conservation Biology each January. In the fall semester you can sign up events for the around clarion in 80 days program (good for advertising). You should sign up for the fall activities day the first week of classes (sign up in the summer, email Shawn Hoke at Leadership and Involvement at shoke@clarion.edu). Here you can recruit freshman, whom are required to attend and sign up for at least 2 clubs. You should have posters and interactive displays ready.

Vice President: The Vice President of Bios Club is the right hand man/woman of the president and is also in charge of **DELEGATING**. The Vice President should do the same job as the president, so

that together there can be more opportunities for members. As Vice President, you should also be planning to run for the position of president at the next election.

Secretary: The secretary is responsible for all of the book-keeping for the club. This primarily includes taking notes during every club meeting (also known as the “minutes”). This seems trivial and annoying but it is, in fact, a very important job. If at any time there is a discrepancy between club members about the amount of money collected at the end of a fundraiser, the day/time for an event, etc, the secretary should be able to reread the minutes from the meeting in question and resolve the issue. It’s best to keep the minutes in one place, i.e. some kind of bound notebook.

It is also the secretary’s duty to forward the minutes to the entire club via e-mail. This is done so that those members who were not able to attend the meeting are kept up to speed with anything and everything that was discussed at the meeting. In order to keep a club functioning seamlessly, every member needs to know what’s going on so that if they have input, it can be considered.

As secretary, it is easiest to forward the minutes to the club as soon as you get back from the meeting, that way (although you’ll have your notes) the information is still fresh. Also, it’s much easier to create a “group” within your contacts with every member in the club than it is to enter each email address individually each time you need to send an e-mail. By keeping Bios as a group in your e-mail contacts, you can easily access any members e-mail address if you need to contact them for discussion one-on-one. As well as forwarding the minutes, it is also the secretary’s responsibility to send “reminder” e-mails to the club for any member event, including meetings, events, and other fun activities.

Also, as the secretary, you should be prepared to provide sign-up sheets for various activities such as members of a new committee or a volunteer list for trash-pick up. From time to time, you may also be asked to send a “campus-wide” e-mail to try to get more members for the club, or just to invite everyone on campus to an event. In order to do this, you need to fill out an “eDigest Request Form” (found on Clarion’s website: just search “eDigest Request Form”). This form asks you for your name, e-mail address, the club’s advisor’s name and phone number, who to direct the message to (students, faculty, staff etc), the subject and then finally, the message itself. The eDigest is released every Monday and Thursday with updates for events around campus. This is an excellent way to gain publicity for the club.

It’s also up to you to keep an up-to-date list of all the members of the club. This list should be updated **at least** once a semester, typically after the first meeting, although it can be updated multiple times throughout the school year. It is easiest to do this through your Bios group in your e-mail contact list by adding or removing e-mail address, and thus adding or removing members. This can also be done by keeping a running list of members (name and contact info) in an Excel spreadsheet – this also needs updated with the Bios group. It is your responsibility to get any new member’s contact

information at each meeting; just ask if there is anyone new and have them write down their information. Make sure you add them to the contact list in your e-mail!

Lastly, as the secretary, you are at the discretion of the President and Vice President. Whatever he/she needs you to do, send e-mails, make signs, put in a space request, etc; it's your responsibility to get it done. As a club officer, the club depends on you for its success!

The best way to be a successful secretary is to stay organized!

GOOD LUCK!

Treasurer:

The position of treasurer is very important. You will be responsible for keeping track of the two weeks so there are often times when things will need done in between meetings. Having everyone's number will allow them to get a hold of you whenever they need.

The tasks that you will be completing are listed below:

- Collecting money for trips and fundraisers and making sure it is deposited

All of this money gets deposited at Gemmel. You will be bringing all of this money to the Clarion Students Association in Room 278 on the second floor of Gemmel. This office is right across from the info desk. There are deposit slips in that office and whoever is working at the time will fill it out when you bring money to deposit. It helps if you have it all organized and counted beforehand because it will make it easier on the ladies that work there. Also, the club has two accounts, so make sure to tell them where the money is coming from so they know where it needs to go. One account is for any money the club raises through fundraisers and the other account is for money that we apply for each year.

- Filling out check requests

A check request is a form that is available in the same office that you make deposits. These are filled out whenever there is something that needs paid for by the club. These things include invoices, reimbursements, trips, and events. Invoices will come in whenever there is an event or fundraiser that will need paid for ahead of time. Dr. Keth or the president of the club will provide you with invoices whenever they set things up. To pay an invoice, you must obtain a check request form and fill it out according to the information and amount on the invoice. This information includes the price, items purchased/reason for purchase, and who the check is to be paid to and their mailing information. Once the check request is completed, it must be signed by Dr Keth and the treasurer or president. This same check request form is used for all payments for the club. The same procedure is followed for

reimbursing someone in the club. People may buy materials for the club themselves, in which case they get reimbursed by the club; this is done via check request. The check request is filled out in the same manor only the check is payable to the person who bought the materials and instead of mailing the check, they will need to pick it up from the office in Gemmel. A receipt is also needed from the person being reimbursed to in order to show the amount and materials that were bought so that you can justify the club paying for it on the check request. As the advisor, Dr. Keth will want to see what is being paid for so make sure that the check request is filled out prior to asking for his signature and make sure that you have the receipt or invoice that accompanies it. All check requests get turned into the same office in Gemmel, Clarion Students Association Room 278. It is a good idea to have a few extra blank check requests on hand in order to save you from going to and from Gemmel and trying to get invoices and signatures.

- Obtaining account balances

You may be asked for the balance of the clubs account from time to time. To get this, simply go to Clarion Students Association and ask for a print out of the BIOS club account.

These are the main tasks you will be completing and it is important stay on top of these things. Waiting until the last minute to get things done will not work. Check requests cannot be done the day the invoice are due. These things take time to be processed and sent out so it is a good idea to fill out and turn in checks requests as soon as possible. Also, since these forms need to be signed by Dr. Keth, it is a good idea to give yourself time to complete them in the event you need to turn something in and you cannot get a hold of him for some reason. Instead of just waiting for requests to come to you all the time, you should also stop in to Dr. Keth's office from time to time to see if he has anything for you; this is especially important if he is planning a large trip because he will be frequently receiving payments that need to be deposited. As long as you stay on top of everything you will find that the position of treasurer is easily performed.

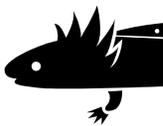
Public Relations (P.R.) and Advertising:

As the officer of this position, you have a few simple tasks that must be completed in a timely manner. Ideally, this position should be fulfilled by someone that can think ahead and complete these tasks before being asked and can be bring creativity into our advertising.

- Bulletin Board Maintenance:

The board should have up to date information on the club like officer and conservation leaders names and emails, chapter meetings place and times, information on upcoming events, volunteering, or activities, and should have pictures and information on past trips, activities, or events. Feel free to change things as often as possible, and see past members for old pictures. Please keep our portion of the board colorful and busy and do not leave empty space or leave it messy. If asked by the president or advisor to change something on the board, please try to do so within two days.

- Advertising:



You will need to advertise at least one week before the first chapter meeting of the semester, so be sure to get the information, make a flyer, and arrange to get it printed as quickly as possible (See president or advisor about printing if you cannot print it yourself). Once you know the information for an event or activity open to the campus or community **START ADVERTISING**. We like to have at least two weeks to advertise for an event. If you can, don't wait until you are asked to make a flyer and get it printed.

Tips: Run a flyer by the president to make sure information is correct before printing. Try to make the flyer noticeable and make the event details large. Be conservative with how much paper you use, but make sure you get the word out. You can use iclarion messages and video messages to get the word out too without using paper (go to <http://www.clarion.edu/1114/> to fill out the iclarion and video message forms). Out advertising techniques can always be stronger, so be creative and try things to get the word out for us. Recruit help of friends and other officers to complete these tasks.

COMMITTEES:

The committees listed below are subject to change by the President. New committees may be formed or old ones may be removed. Leaders are appointed by the president and may be replaced when necessary.

General Rule for All Committees: DO STUFF! Doesn't matter what, it's up to you. As a committee leader you have the ability to schedule events, activities, and volunteering and you have the opportunity to teach the rest of the club about things that you and your committee members care about. All you have to do is plan something and run it by the president for approval. **IT'S EASY**. Each committee is named for a particular field of activity but they all tend to overlap so don't feel constricted by your title.

Tips for recruiting members: Recruit your friends! Try asking people in person to be active in your committee. If you tell someone that you think they have potential for making a difference or that they've impressed you in the club, they will feel important and be more inclined to get involved. Try to make your meetings convenient and timely. Be creative; try meetings in person, or by email or other means. And lastly, get to know new members and be friendly. They are volunteering their time and that's very generous of them.

Skills gained from being a committee leader:

- Ability to educate and work with non-scientists (i.e. community members, children, non-science majors)
- Ability to recruit volunteers and keep them happy (very good skill if you plan on working with non-profit or government agencies ANYWHERE).
- Ability to lead a group of people and organize.
- Ability to predict the popularity of a fundraiser, event, or activity. (This is the business aspect of being in this club)



Conservation: The leader of the conservation committee is an official officer of the W. PA Chapter of the Society for Conservation Biology, and therefore should feel inclined to be the most active. A good habit for this committee is for each member to find a short newspaper or internet article and read an excerpt to the group about local or global conservation issues. This shows chapter members what is going on in the world of conservation and may (and has in the past) inspire ideas. As the leader, it is up to you what the committee is about and what it does, but you should fulfill the following guidelines if you are having trouble being creative.

- Have one LOCAL volunteering activity per **semester**. Check on websites like the Western Pennsylvania Conservancy or Nature Conservancy and you can often find clean ups. You can also call or email officers with the Allegheny National Forest (We have worked with George Miller and Gary Frank). We also adopted a piece of 322 in Corsica that can be cleaned up to fill this requirement. The Jefferson County Penndot can supply garbage bags and gloves.
- Have one trip, event, or activity per **semester** that will help members understand a conservation issue or learn something new. The key to conservation is fighting ignorance so teach yourself and your members. Taking your members outside to look for frogs or go owling would fulfill this requirement.

Outreach: The goal of the outreach committee is to attempt to get the community involved in chapter activities and to organize activities or events for the community. There are many ways you can do this. In the past we have traveled to Clarion-Limestone High School and talked in biology classes about amphibian conservation (this PowerPoint is available to you). You could talk to local churches, schools, businesses, or politicians for ideas, or offer to volunteer or organize an event for them. There are also the local chapters of the Audobon Society (meet on campus 1st Monday of the month), and Trout Unlimited (meet off campus last Monday of the month). You will be surprised how excited and willing the community is in comparison to university students, so don't look at this as a daunting task. If you are having trouble getting started, here are some guidelines to work by:

- Organize one event or activity per **semester** that is available and advertised to the community. It can be on or off campus. (Ex. Open Mic Nights have been a great success, Email Jim Rose (a student) for help and info on organizing, Ex2: Snake Talks at Elementary Schools, Ex.3, Amphibian Conservation talk at high schools). Ask members of the club for ideas and pursue them. There are churches, schools, and businesses in town that love getting involved with the university, and biology and conservation is a great topic for both children and adults.

Events: The goal of the events committee is to come up with ideas, pursue, and organize speakers and other events. This is particularly important during earth week. This committee is asked to organize at least two speakers around the time of earth week. Organizing speakers is not difficult, all you need to do is get someone that wants to speak, find them a space to speak, and pay them if they are asking for an honorarium. In the past we've had local speakers from The Western Pennsylvania Conservancy, The Nature Conservancy, Quiet Creek Herb Farm, Sustainable Design, Birds of Prey Rehabilitation Centers, and Traveling Animal Shows. We've also had a speaker from Amphibian Ark, and have requested international speakers. Other than speakers, you can organize interactive events like crafts



or activities (example: nature walk, bird house building etc). As the leader, you want to find a group of people that have ideas and are creative. Once you have an idea that you and your committee want to pursue, than run it by the president for approval and put it together. Once your event is planned it is also your committee's job to help advertise for the event and get the word out however you can.

- Fall Semester, organize at least one speaker, event, or activity.
Spring Semester, organize at least two speakers for earth week.

Fundraising: The fundraising committee has a very important and often overlooked job. Many of the events that we have are expensive, and funding from the university is often not enough. In addition, the price of trips can be alleviated very generously depending on how much money the club has. (Example, we had a week long South Carolina trip over winter break one year, Cost: \$80). This is only possible with fundraising. So it is necessary for us to organize creative, fun, and lucrative fundraisers to alleviate costs for our members. In the past we've tried: Candy Bars, T-shirts, Shorts, bracelets, bake sales, calendars, and pie sales.

- Organize at least one fundraiser per semester (large or small). Stay in contact with the treasurer to monitor the status of our fundraising account. We have two accounts with CSA, one that is funded by the University and one that we put money into (the fundraising account). **Only money from the fundraising account can be used to do fundraisers.**

Go to <http://www.clarion.edu/1114/> for fundraising forms and fill them out well before the event is scheduled. Other committees may have fundraisers, but it is still your job to fill out the proper paperwork for them and turn it in on time.

Recommended businesses for t-shirt or printing fundraisers:

Clarion Lithograph for printing (calendars)

All American Awards and Engraving (t-shirt printing, awards)

By managing your time these tasks can be easily carried out without a lot of stress. Always ask if you need something clarified or need to know how to approach a task; direct questions to the president and/or the advisor. **GOOD LUCK GUYS!**

