

Virginia Mosquito Control Association:
Book of Guidelines for Board Members and Committees

This is a collection of suggested guidelines and protocols for the duties associated with VMCA Executive Board members and committees. These guidelines explain how duties have been accomplished in the past and give a suggestion to how they can be accomplished in the future. The protocols included should not be viewed as statute or mistaken as VMCA bylaws; instead these protocols should be viewed as recommendations that fall under the directive of the bylaws. These guidelines are to be considered as fluid and should be updated as often as needed. Suggested updates should be sent to the Bylaws Committee Chair for approval and authorized amendment. This document as a whole should be reviewed by the VMCA Executive Board every five years.

Last amended 1/27/2017

Last full revision from VMCA Executive Board December 2016

Table of Contents

- Executive Board Members..... 3
 - President..... 3
 - Past President..... 6
 - President Elect..... 6
 - Vice President..... 6
 - First Vice President.....7
 - Sustaining Member Representative.....7
 - MAMCA Representative.....8
 - TMVCC Representative..... 8
 - Secretary and Treasurer.....9
- VMCA Committees
 - Annual Meeting
 - Local Arrangements.....11
 - Agenda.....12
 - Vender Planning.....13
 - Hospitality Room.....15
 - Membership.....17
 - Bylaws.....17
 - Audit.....19
 - Nominations.....20
 - Elections.....21
 - Legislative.....22
 - Special Awards.....23
 - Historian.....25
 - Photography.....26
 - Website.....27
 - Education.....28
 - Public Relations.....28
 - Technical Support.....31
 - Merchandise.....32
 - Information/Social Media.....33
 - Student Competition36
- VMCA Sub-organizations
 - TMVCC.....39

VMCA Executive Board Members

List of duties:

Executive Board Meetings

1. Communicate with the president and other Executive Board members regarding availability of time to attend Executive Board meetings.
 - a. Communicate to board if you will not be able to attend planned meetings.
2. Participate in as many Executive Board meetings as you can throughout the year.
 - a. All board members: engage yourself and offer opinions on topics of discussion.
 - b. Voting board members: responsible for making necessary motions and voting your opinion when a motion is being voted on.

Assist President and Other Board Members with Organizational Responsibilities

1. When called upon, be available to assist the president or other board members as much as you can.
 - a. Offer help when you have expertise or when help is needed.

Executive Board Member: President

List of duties:

Manage Executive and Annual Board Meetings

1. Setup location and times for monthly Executive Board meetings and notify the board members.
2. Contact committee chairpersons before scheduled Executive Board meetings for committee updates and/or concerns to be discussed during the meeting.
3. Create an agenda for each of the meetings and distribute it accordingly.
 - a. For Executive Board meetings, email agenda to board members and others that may be attending.
 - b. For the Annual Meeting, have printed copies given to each member attending the meeting.
4. Call to order and preside over meetings.
 - a. Understand and know how to use Robert's Rules of Order.
5. "Present questions concerning policy for the consideration of the executive committee." (VMCA By-laws)
6. "Call special meetings and initiate special actions by correspondence or other means." (VMCA By-laws)

Selection of and Communication with Committees and Committee Chairpersons

1. With of the approval of the Executive Board, the president will designate standing and ad committees for VMCA.

2. The president will appoint a chairperson for each committee; in turn that chairperson will appoint additional members to that committee.
 - a. Exceptions to this committee selection are the Nominating committee, the Audit committee and the Elections committee.
 - i. The Nominating committee chair will automatically be the current VMCA past president and the additional committee members will be appointed by the president and approved by the Executive Board. Members of the Nominating committee shall not be part of the Elections committee.
 - ii. Audit committee: "President will appoint a committee of three voting members not presently serving on the executive committee to conduct the audit of the association financial records." (VMCA Bylaws)
 - iii. VMCA President will automatically be Elections committee chair. This was enacted to avoid potential conflicts of interest where the committee chair will not be a candidate on the annual VMCA board ballot.
 - b. **After Annual Meeting:** Collect committee signup sheets filled in by members during Annual Meeting.
 - c. **March:** Start process of appointing committee chairs: contact those interested (from signup sheets), past chairs and/or the person you feel maybe the best fit for each position. People that agree to chair positions should be notified of their duties and choose members for their committee. Each committee should have at least one member other than the chair that can take over duties of the committee if the chair is indisposed.
 - i. Notify committee chairs of this book of protocols/guidelines to get a detailed list of committee duties.
 - d. **May:** Finalize list of committee chairs and members for the upcoming year. This list should be shared to the Executive Board and VMCA membership (through Skeeter and/or email).
3. President is an ex-officio member of all committees except the nominating committee.
 - a. President will keep in contact with each committee chair to make sure committee duties are being performed.
 - i. Read the protocols/guidelines for each committee stated in this collection. Understand what is needed from each committee.
 - ii. Before each Executive Board meeting, send out emails to committee chairs asking for updates on their committee duties.
 - iii. After Executive Board meetings, notify committee chairs (personally or through others) of things discussed at the meeting that involve those particular committees.
 - iv. Before major deadlines of committee duties take place, communicate with that chair to make sure actions are being taken.

Annual Meeting Duties

1. **Before Annual Meeting:** Create Virtual VMCA information board
 - a. PowerPoint presentation to be projected during Annual Meeting
 - i. Display should contain pictures, names, and titles of current Executive Board, new TMVCC board, candidates running for board positions, and any other additional VMCA information desired.
2. **Week before Annual Meeting:** Setting up Annual Meeting packet preparation
 - a. Communicate with committees and board members for final copies of papers that go into Annual Meeting packets:
 - i. Meeting agenda (agenda committee);
 - ii. Previous meeting's minutes and previous year's financial report (VMCA secretary/treasurer);
 - iii. Business meeting agenda, meeting survey, and committee signup sheet (VMCA President); and
 - iv. Other sheets such as menus, schedule of events or other papers.
 - b. Have someone or group of people print/copy each form enough to fill a packet for everyone attending the Annual Meeting.
 - c. Schedule a time and location where members can meet to help fill packets with papers.
 - i. VMCA Secretary will have name tags to go in and on the envelopes.
3. **During the meeting:**
 - a. Opening ceremonies speech
 - i. At the beginning of the Annual Meeting, give a speech welcoming members, introducing board members, and discussing details of the upcoming meeting.
 - b. Make sure meeting goes as planned.
 - i. Help make sure committees are on task throughout the meeting and help where needed.
 - c. Hand out VMCA awards created by the awards committee during the meeting banquet.
 - d. Preside over one day of the VMCA Annual Meeting.
 - e. Preside over the business meeting that takes place during the Annual Meeting.

Other Duties

1. "Establish association goals for attainment." (VMCA By-laws)
2. "Serve as official spokesperson for the VMCA." (VMCA By-laws)
 - a. Write official declarations and responses to external groups and associations.
3. Write "President's Message" for each edition of "The Skeeter".
4. VMCA events and functions.
 - a. Give introduction speeches at needed VMCA events.
 - b. Sign needed paperwork and documents for those participating in these events.

Executive Board Member: Past President

List of duties:

1. Attend and participate in VMCA Board meetings and VMCA Annual Meeting.
2. Assist the President or other Board member with VMCA business.
3. Serve as Nominating Committee Chair.
4. Preside over last day of the VMCA Annual Meeting.

Executive Board Member: President Elect

List of duties:

1. "The President Elect shall preside in the absence of the President and shall assist the President whenever requested." (VMCA By-laws)
2. Attend and participate in VMCA Board meetings and VMCA Annual Meeting.
3. Assist the President or other Board member with VMCA business.
4. Serve as Program/Meeting Agenda Chair for Annual Meeting.
5. Preside over one day of the VMCA Annual Meeting.

Executive Board Member: Vice President

List of duties:

1. Attend and participate in VMCA Board meetings and VMCA Annual Meeting.
2. Assist the President or other Board member with VMCA business.
3. Serve as a committee member on the vendor planning committee.

Executive Board Member: First Vice President

List of duties:

1. Attend and participate in VMCA Board meetings and VMCA Annual Meeting.
2. Assist the President or other Board member with VMCA business.
3. In charge of sorting and compiling previous Annual Meeting's member surveys.
 - a. **Annual Meeting:** Collect surveys at the end of the Annual Meeting.
 - b. **February-March:** Digitally compile the information with the surveys (number grades, comments and other information).
 - c. **March-April:** Report Annual Meeting survey results to the Executive Board.
 - d. **April:** Write an article for the "The Skeeter" reporting the Annual Meeting survey results to the VMCA membership.

Executive Board Member: Sustaining Member Representative

Purpose and appointment:

1. This position on the VMCA board will serve to address the interests, needs and concerns of the Mosquito Control Industry "Vendor" suppliers made up of manufacturers, formulators, and distributors who as members support the Virginia Mosquito Control association with goods and services used for mosquito control and public health operations.
 - a. Represent the interests of the vendors by attending the VMCA Executive Board meetings and act as a liaison between the VMCA Executive Board and the sustaining members regarding issues of concern.
2. The sustaining member representative will be elected by their peers in industry according to the VMCA bylaws for a period of two years (starting and ending with the conclusion of the VMCA Annual Meeting).
 - a. Every other year, it is the duty of the current sustaining member representative to facilitate an election among the sustaining members to choose someone to represent them for the next two years. This process can take place before or during the Annual Meeting, but must be completed by the start of the business meeting when the election results of board members are announced.

List of duties:

1. Serve as a liaison to the VMCA sustaining members and Executive Board.
 - a. Regularly communicate with VMCA sustaining members. Bring their concerns to the Executive Board while updating them with VMCA board decisions.
 - b. Bring their concerns to the Executive Board while updating them with VMCA board decisions.
2. Attend and participate in VMCA Board meetings and VMCA Annual Meeting.
3. Assist the President or other Board member with VMCA business.
4. Serve as a committee chair for the vendor planning committee.

Executive Board Member: Mid-Atlantic Mosquito Control Association (MAMCA) Representative

List of duties:

1. Serves as liaison between MAMCA and VMCA Executive Board.
 - a. Discuss issues that involve both organizations; though opinions, thoughts, and comments.
2. Attend and participate in VMCA Board meetings and VMCA Annual Meeting.
3. Assist the President or other Board member with VMCA business.
4. Presentation at the VMCA Annual Meetings on upcoming MAMCA events.
5. Write article(s) for “The Skeeter” concerning upcoming MAMCA events.

Executive Board Member: Tidewater Mosquito and Vector Control Council (TMVCC) Representative

List of duties:

1. Serves as liaison between TMVCC and VMCA Executive Board
 - a. Discuss issues that involve both organizations; though opinions, thoughts, and comments.
2. Attend and participate in VMCA Board meetings and VMCA Annual Meeting.
3. Assist the President or other Board member with VMCA business.
4. Presentation at the VMCA Annual Meetings on upcoming and past TMVCC events.
5. Write articles for “The Skeeter” on upcoming and past TMVCC events.

Executive Board Member: Secretary/Treasurer

List of duties:

Attends Executive and Annual Board Meetings

1. Attend and participate in VMCA Board meetings and VMCA Annual Meeting.
2. Record Minutes for Executive Board meetings and the Annual Business Meeting.
 - a. Provide Executive Board members with Meeting Minutes and Financial Report prior to an Executive Board meeting.
 - b. Financial Report should detail income and expenditures of the VMCA in the timeframe from the previous Executive Board meeting to the present day.
 - c. Create a financial report for the Annual Business Meeting that details the income and expenditures of the VMCA for the entire year broken down in categories.
 - d. Provide Meeting Minutes and Financial Reports for posting on the VMCA Website.
3. Assist the President or other Board member with VMCA business

VMCA Contact

1. Acts as main contact for VMCA.
2. Monitors email and respond in timely manner.

Handling and Filing Administration Paperwork

1. Create and maintain copies of all pertinent VMCA forms:
 - a. Membership Form,
 - b. Annual Meeting registration form,
 - c. Recertification class registration form, and
 - d. W-9 Form.
2. File Annual Report with Virginia State Corporation Commission
 - a. **December:**
 - i. Pay registration fee with the Virginia State Corporation Commission and file annual report.
 - ii. To be completed in January of every year.
 - iii. The State Corporation Commission will send an annual report to the mailing address on file. The list of principal officers needs to be updated every year. This can be completed online at sccfile.scc.virginia.gov.
 - iv. Pay the \$25 corporation registration fee.
 - v. Secretary/Treasurer is listed as the "Director" on the report.
3. Renew AMCA membership.
 - a. **June:** Renew AMCA membership.
4. Recertification Course
 - a. **January:** Conduct registration for recertification course.

Handles VMCA Finances

1. Signer/Co-signer for bank account.
 - a. Hold VMCA checkbook and debit card.

- b. Receive bank statements. Keep on File.
- 2. Deposit all monies received by the VMCA in a timely manner.
- 3. Maintain a record keeping system to keep track of all income and purchases made by the VMCA
 - a. Participate in an audit of the VMCA financial records in January, prior to the Annual Meeting.
- 4. Make all necessary purchases as authorized by the Executive Board.
- 5. Oversee Paypal account.
 - a. Transfer Paypal funds to bank account.
 - b. Use Paypal Here application and Paypal Here card reader to accept credit card payments.
- 6. Issue receipts as requested.
- 7. Issue refunds when necessary.
- 8. January:**
 - a. Conduct an audit with VMCA Audit Committee.
 - b. File Form 990N with the IRS for the previous year.
 - c. Form is filed electronically at <https://epostcard.form990.org/>.
 - d. Log in and follow the directions to file an e-postcard.
 - e. Form confirms VMCA tax exempt status.

Annual Meeting Preparations

- 1. Duties in preparation for Annual Meeting.
 - a. Maintain registration list for Annual Meeting.
 - b. **December –January:**
 - i. Purchase door prizes.
 - ii. Purchase speaker gifts approved by the board.
 - iii. Purchase Annual Meeting merchandise approved by the board.
 - iv. Book room reservation for president, hospitality chair, and others as necessary.
 - c. **January:**
 - i. Prepare Annual Financial Report for previous year.
 - ii. Assemble registration packets for each attendee, including extras for walk-ins.
 - iii. Create name badges for each attendee.
 - d. **Annual Meeting:**
 - i. Greet attendees at registration desk and hand out registration packets.
 - ii. Accept money for merchandise purchases, keep cash and checks secure.
 - iii. Pay final hotel bill.

Coordinates Sentinel Chicken Distribution

- 1. Coordinates Sentinel chicken distribution.
 - a. **January:** Issue first payment to chicken supplier.
 - b. **February:**
 - i. Submit invoices to participating districts.
 - ii. Collect payments from participating districts.
 - c. **May-June:** Issue second final payment to chicken supplier within 10 days of baseline blood collection.

Annual Meeting Local Arrangements Committee

List of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Solicit proposals for future locations for VMCA Annual Meetings.

1. Proposals should be worked on for meetings 2 years in advance.
 - a. Example: during the 2016 season, work on proposals for the meeting taking place in 2018.
 - b. **March:** Start gathering hotel/venue proposals.
 - c. **April - June:** Visit hotels.
 - d. **July:** Report to VMCA Executive Board with at least 3 proposals.
 - e. **August:** Executive Board should choose hotel from committee's recommendations.
 - f. **August - October:** Contract with hotel/venue should be signed by October or earlier.

Handling the details of Food and Beverage for the Annual Meeting

1. With the hotel staff, work out the Food and Beverage details at the chosen hotel.
 - a. **November:** Attend VMCA Executive Board meeting with upcoming hotel information.
 - i. Get the date set up for December's board meeting and reserve room for this meeting to take place at the hotel/venue.
 - b. **December:** Meet at the upcoming hotel with members of the local arrangements committee and plan the Food and Beverage with the hotel staff.
 - c. **January:** Finalize food purchases with hotel banquet staff. Make sure to have estimated numbers of people attending the upcoming Annual Meeting.
 - d. **Annual Meeting:** Oversee food and beverage use at VMCA Annual Meeting.

Find/Get proposals for Extra-Curricular Activities for Annual Meeting

1. Work with hotel staff and local Tourism Office to find options for VMCA Annual Meeting activity.
 - a. **November:** Meet/Call Hotel and Tourism Office to find available options.
 - b. **December:** Executive Board should choose activity from committee's recommendations.

Annual Meeting Program/Agenda Committee

List of duties:

Committee Formation

1. The Chairperson of this committee is usually the duty of the current President Elect, but the current VMCA President has the authority to alter this. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Creating Annual Meeting Agenda

1. Update call for presentations and presentation submission form with upcoming Annual Meeting information.
 - a. **Early September:** Update call for presentations and submission forms. Send out call for presentations email to list of VMCA members. Email should include attached forms and a deadline for presentations (deadline is normally set two months before Annual Meeting).
 - b. **Early October and November:** Send out reminder message (call for presentations).
 - c. **Late November/Early December:** Extend presentation submission deadline if necessary.
2. Set up recertification credits for Annual Meeting.
 - a. **November/December:** Contact VDACS representative for presentation at Annual Meeting. Submit paperwork to VDACS for recertification.
 - b. **Before Meeting:** Print copies of recertification paperwork for VMCA members to fill out. These forms will be emailed to you from VDACS with approval. Bring a digital copy to the meeting encase more need to be printed.
 - i. About 80 copies of the individual recertification sheets.
 - ii. About 4 copies of the sign in sheets.
3. Finalize Annual Meeting agenda.
 - a. **Mid-December:** With help of committee, organize meeting agenda and create using Microsoft's Publisher software.
 - b. **December-Annual Meeting time:** Keep in contact with speakers on the agenda, making sure they are aware of date, time and location of presentation.
 - c. **During the Executive Board Meeting before Annual Meeting:** Provide Executive Board with finalized agenda for approval. Once approved, provide agenda to board members for printing and distribution to members during the Annual Meeting.

- d. **Before Annual Meeting:** Make sure VMCA Technical Support Committee and specific presenters are ready for atypical presentations such as presentations done remotely or through video.
 - i. Make sure needed equipment for these special presentations are on hand: connection from computer to sound system, software for remote connection.
- e. **Annual Meeting:** Ensure that all speakers are present and with help of the Technology Committee, get presentation files onto VMCA meeting computer. Make any last minute adjustments to program, as necessary.
- f. **During and After the Annual Meeting:** Get a list of the presenters that would like or not like to have their presentations posted on the VMCA website. Give this list to the Website Committee Chair and make sure they have a copy of the presentations with approval to be posted

Annual Meeting Vendor Planning Committee

List of duties:

Committee Formation

1. The Chairperson of this committee is usually the duty of the current VMCA Sustaining Member Representative, but the current VMCA President has the authority to alter this.
2. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
3. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. The VMCA Vice President shall be selected as a member of this committee.
 - b. **April-May:** Committee members should be selected and VMCA President should be notified of list.
4. Communicate well with committee members and delegate responsibilities as necessary.

Communication with sustaining membership

1. **Throughout the year:**
 - a. Communicate with the VMCA board and sustaining membership regarding issues that could impact the participation and support from the suppliers.
 - b. Advise the VMCA president and board on issues that concern the vendors and possible resolutions.

2. Communicate with VMCA sustaining members about the needs and concerns regarding the VMCA Annual Meeting.
 - a. **September:** Start notifying sustaining membership of the upcoming VMCA meeting Registration information.
 - i. Provide dates, time, location address, hotel phone numbers, registration fees, exhibit table number and sizes, access to power, shipping and receiving of goods to meeting location protocols, coordinator contact information, travel considerations, and on and off site restaurant locations.
 - ii. Send monthly reminders to sustaining membership with the above information
 - b. **December:** Communicate with the VMCA Secretary/Treasurer to see which sustaining members have registered and paid for registration. Send further reminders to those that have not done so.
 - c. **September:** Start notifying the sustaining membership of financial support opportunities that will take place at the VMCA Annual Meeting: Receptions, door-prizes, extra events and tours, hospitality rooms, advertising, and student sponsorships.
 - i. Communicate with other committee chairs (hospitality, local arrangements, and others) about new ideas for the upcoming meeting.
 - ii. These opportunities should be shared to all sustaining members equally giving them all a chance to participate.
 - iii. Opportunities should be clearly listed in the vendor registration package and supplied to our vendors prior to any general VMCA membership meeting in order to solicit any potential financial support.
 - d. **November:** Communicate with the Annual Meeting Agenda Committee, in order to notify the sustaining membership of the speaking opportunities available at the Annual Meeting.
 - i. Make sure all sustaining members get equal opportunities to present at the meeting
 - ii. Make sure the agenda committee accounts for all sustaining members with speaking times and contact information on the program.

Annual Meeting Hospitality Room Committee

Lists of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Hospitality Room Planning

1. Planning details for upcoming hospitality room for Annual Meeting.
 - a. **September:** Communicate with VMCA vendor planning committee to question if any vendors want to host a night of the Hospitality Room.
 - b. **October-November :** meet with the VMCA local arrangements committee at the upcoming conference hotel
 - i. Meet representative of hotel; get business card of said person for further questions.
 - ii. Leave contact information with hotel representative.
 - iii. Determine what room is to be used for Hospitality Room and view if possible.
 - iv. View room to be used as Hospitality Room, take pictures or sketches of room if needed.
 - v. Determine what requirements the hotel has for using the room (can we bring in food and other items, alcohol, slow cookers, etc.).
 1. If no outside food is allowed, work with VMCA local arrangements committee to see menu options and if this food can be included in their food and beverage costs for the meeting.
 - c. **November –December:**
 - i. At the VMCA Executive Board meeting suggest a budget and have it approved by the board for Hospitality Room.
 - ii. Keep in contact with Sustaining Member Representative to question if vendors would like to donate drinks and/or refreshments to the
 - iii. Start planning menus for the Hospitality Room. Communicate with committee to plan menus.
 1. Go over past menus to see what worked and what didn't; how much was needed and/or used.
 2. Communicate with Local Arrangement Committee if food is coming from the hotel itself.

- d. **January (the month before the meeting takes place):**
 - i. Set times of operation for Hospitality Room and check with committee to make schedules for helping with set up and clean up each night. Determine who will be staying in the room provided by VMCA, usually 2 beds in room.
 - 1. Remind the Executive Board that this hotel room will be needed and is paid for by VMCA.
 - ii. Send operation times for Hospitality Room to different committees that need to know.
 - 1. Local arrangements committee to make sure no time conflicts exist.
 - 2. Agenda committee to put the times and room number on the agenda for the two nights.
 - iii. Create poster for promoting the Hospitality Room.
 - 1. Send poster to person printing posters for Annual Meeting.
 - 2. Send poster to VMCA president to be possibly used for information presentation (PowerPoint).
- e. **Week Before and During Annual Meeting:**
 - i. Purchase items and keep receipts to give to secretary for reimbursement.
 - ii. Make sure there are enough dishes, bowls, and utensils, crock pots (if needed and can be used, check to see what the regulations are with hotel)
 - iii. Order pizza and wings if applicable by the hotel and furnish caterer with contact information of who will be accepting the receipt of food. GET RECEIPT; give to VMCA secretary for reimbursement.
- f. **Annual Meeting:**
 - i. Arrival day, get key to room and store items for needed for hospitality room.
 - ii. Prepare any hot items that need to be put in a crockpot or need to be cut or mixed.
 - iii. Night of:
 - 1. In order to prepare room; get there, set out everything, and make sure any sodas, water and/or alcohol are put on ice.
 - 2. Keep items stocked and full.
 - 3. Afterwards put items away, either in bags or containers and store appropriately.
 - 4. Make sure room is neat and lock door when leaving.
 - iv. Last Day:
 - 1. Make sure room is clear of any mess and put items to be taken elsewhere in vehicles to be moved.
 - 2. Turn in key.

Membership Committee

List of duties:

Committee Formation

5. The Chairperson of this committee is usually the duty of the current Secretary/Treasurer, but the current VMCA President has the authority to alter this. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
6. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
7. Communicate well with committee members and delegate responsibilities as necessary.

Maintains VMCA membership list

1. Record members contact information in an excel spreadsheet as well as an email distribution list.

Bylaws Committee

Lists of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Maintains and Makes Proposed Changes to Bylaws

1. Advise VMCA Executive Board, membership or other individuals on questions regarding current and past copies of the VMCA bylaws.
 - a. Provide a copy of current bylaws to those requesting it.

2. Maintain a current copy of the VMCA bylaws.
 - a. **February-March:**
 - i. After any changes to the VMCA bylaws have been approved during the business meeting, update those changes into the current copy of the bylaws.
 - ii. Make sure a current copy of the VMCA bylaws are posted on the VMCA webpage
3. Keeps records of past copies and changes to VMCA bylaws.
4. Create draft updates and/or justifications for needed changes to the current bylaws.
 - a. **March-September:**
 - i. Solicit proposed changes
 - ii. Draft proposed changes
 - b. **October:**
 - i. Submit a draft of the proposed changes to the VMCA President (must be done at least 4 months prior to Annual Meeting)
 - c. **November-December:**
 - i. Submit the Executive Board approved proposed changes to the membership in writing at least 30 days prior to Annual Meeting.
 1. An article in the Skeeter showing changes should suffice.

Other duties:

1. Maintain and update any changes to this document (VMCA Book of Guidelines) as needed.
 - a. **March-May:** Send out a reminder to committee chairs (once they have been chosen) and board members to read the guidelines and make any changes they feel are needed in their section.
 - b. **Throughout the year:** Approve any changes you receive and make those changes to the official copy of the guidelines.
 - c. Have the official copy of guidelines posted for board members and committee members to see.
2. Ensure Executive Board reviews VMCA Book of Guidelines according to schedule.

Audit Committee

Lists of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. "The President of VMCA will appoint a committee of three voting members not presently severing on the executive committee" (three members including the chair)" to conduct the audit of the association financial records."
 - a. **April-May:** Committee members should be selected.
3. Communicate well with committee members and delegate responsibilities as necessary.

Mission

1. The responsibility of this committee is to audit all debits and credits occurring through normal business of the "non-profit" organizations bank account, assuring all expenditures and allocations utilized through the account(s) system by the association members are conducted in a legal fashion and that all expenditures and allocations balance and are accounted for on an annual basis.

Annual Audit Committee Meeting

1. **January:**
 - a. The VMCA Audit Committee meets annually, primarily to audit the past years association account(s).
 - b. This meetings secondary use is for discussing any pertinent ideas, unforeseen issues or possible changes in auditing logistics or protocol.
 - c. This meeting must occur before the annual convention which is typically the second week of January; one to two weeks before the annual VMCA State meeting, which allows for all financial findings to be reported to association membership.
 - d. **Procedures –**
 - i. The three Audit Committee members meet with the VMCA Treasurer to audit financials.
 - ii. The VMCA Treasurer will provide annual bank statements, a list of credit/debits spreadsheet(s) via Microsoft Excel, Microsoft Access or Microsoft Word etc. and all tickets of sale, receipts, check stubs, invoices etc. that occur during each year's business.
 - e. **Procedural Summary:** [i, ii, and iii are to occur simultaneously]
 - i. One member views bank account(s) billing statements, line by line for comparison.
 - ii. One member views Treasurers debit/credit spreadsheet(s), line by line for comparison.
 - iii. One member, utilizing calculator, matches all banking statement debits and credits against Treasurers spreadsheet debits and credits, line by line.
 - iv. If any variations occur, committee members will compare against actual receipts/invoices for discrepancies.

- v. Remediate discrepancies to achieve a balanced account.
- vi. Audit Committee chairman verifies the Treasurers report which is submitted to the board.
- vii. Audit Committee's annual findings are reported through hard copy statement to VMCA membership at annual business meeting.

Nominating Committee

List of duties:

Committee Formation

1. The Chairperson of this committee is the duty of the current Past President.
2. "All nominating committee members shall be appointed by the president and approval by the majority of the executive committee" (as stated in the VMCA bylaws).
 - a. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - b. **April-May:** committee members should be selected by VMCA President.
3. Communicate well with committee members and delegate responsibilities as necessary.

Finding Candidates and Creating a Ballot

1. Search for candidates to fill open positions on next year's VMCA board.
 - a. All candidates should be qualified VMCA members.
 - b. Every year find at least two willing members to serve on the Executive Board as the first vice president (5 year commitment).
 - c. Every other year find at least one member willing to serve as the Secretary/ Treasurer (2 year position)
 - d. **May-September:** Start looking for people interested in filling this position.
 - i. This can be done by ads in the Skeeter, posts on the website, contacting individuals that may be interested or know of someone that is interested
2. Creating ballot for elections.
 - a. **September- October:** Chosen candidates should be notified, accept the terms of being a candidate and provide a short biography and picture for ballot.
 - b. **November:** Create VMCA ballot containing:
 - i. The current president elect as a nomination for president.
 - ii. The current vice president as a nomination for president elect.
 - iii. The current first vice president as a nomination for vice president.
 - iv. The chosen candidates as nominations for first vice president.
 - v. Every two years a separate chosen candidate as the nomination for secretary/treasurer.
 - vi. A biography and picture should be included for each nominee on the ballot (current board member's information can be found on past ballots).

- vii. Each Executive Board position on the ballot should have a space provided for write-ins.
 - viii. Current president automatically moves to past-president and will not be put on the ballot.
3. Get approval of the ballot from the Executive Board.
 - a. **November:** show ballot to the Executive Board during the November board meeting or through email.
 4. After approval from board, send ballot to elections committee.
 - a. This should be done early enough for elections committee to post online and provide members with voter passwords at least 6 weeks before Annual Meeting.

Elections Committee

List of duties:

Committee Formation

1. VMCA president will be the automatic chair of this committee. This was enacted to avoid potential conflicts of interest where the committee chair will not be a candidate on the annual VMCA board ballot.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Creation of Online Elections

1. Create and pay for election online using Balloteer.com.
 - a. Receive candidate biographies and pictures from Past President.
 - b. Use Balloteer.com to create an online election.
2. Assign regular VMCA members unique Voter IDs.
 - a. Create txt file with Voter ID numbers and upload to site.
 - b. Maintain a list of the members and their corresponding voter IDs.
3. Provide VMCA members with Voter IDs via email 6 weeks prior to the Annual Meeting.
 - a. Email should include website link to ballot, instructions, and their unique ID.
 - b. Ballot shall be sent at least 6 weeks before Annual Meeting.**
 - i. Create online election.
 - ii. Disperse voting information to members via email.
4. Provide VMCA members with opportunity to vote during the Annual Meeting until cutoff date and time.

Legislative Committee

Lists of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Purpose of Committee:

1. To serve as a channel of communication on the different legislative actions that affect mosquito control.
2. Contact officials and represent the VMCA's position on legislative issues.
3. To provide tools and information to empower members to contact their officials to oppose or support legislation.
4. How to find your legislators name & contact information:
<http://whosmy.viriniageneralassembly.gov/>

Year Round Duties:

1. For any current legislative actions that affect mosquito control, inform the Board and provide an article for The Skeeter so members can be informed. There are several examples in previous Skeeter newsletters.
2. Gather resources to stay informed and to gather relevant information as it pertains to legislative issues related to public health pest management and mosquito control.

Special Awards Committee

List of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Responsible for VMCA Awards

1. Knowing the criteria for different VMCA awards
 - a. **Outstanding Service Award:** Awarded for exceptional service in field work.
 - b. **Distinguished Service Award:** Awarded for exceptional service with VMCA organizational work.
 - c. **Certificate of Appreciation:** Award given to some non-member that did some special service for VMCA.
 - d. **Dr. Jorge Arias Student Competition Award:** Award given to the Winner of that year's VMCA student competition.
 - e. **Honorary Membership:** Award that may be given to someone that has contributed to VMCA and may be near retirement.
 - f. **R.E. Dorer Award:** The highest honor award that may be given to a very elite individual that has contributed much to VMCA.
2. Gathering nominations for yearly awards.
 - a. All awards will need a nomination from a VMCA member to be considered.
 - b. Notify VMCA members that the Awards Committee is seeking out nominations for awards listed above.
 - i. **May-December:** Send emails, publish an ad in the Skeeter, and/or post an ad on the VMCA website to ask for nominations.
 - c. Committee should determine to approve or dis-approve all award nominations.
 - i. The committee has ability to approve all awards on their own except for the **Dr. Jorge Arias Awards, Honorary Memberships, and R.E. Dorer Awards.**
 1. Nominations for **Honorary Memberships** and **R.E. Dorer Awards** should be brought to the VMCA Executive Board for final approval.
 2. Winner of the **Dr. Jorge Arias Award** will be decided by the Student Competition Committee near the 1st of January.
3. Creation and dispersal of award plaques.
 - a. **December or January:** Plaques should be designed, ordered, and purchased.

- i. Plaques needed are:
 - 1. One plaque needed for each award being handed out.
 - a. Special Awards are mounted on 10x13 plaques, purchase at American Awards and Graphics. Create award using template on file and print on cream document paper.
 - 2. Presidential plaque: For the service of the outgoing president.
 - a. Purchase President's Plaque from American Awards and Graphics, 134 S Battlefield Blvd, Chesapeake. Template for plaque is on file at the store, just provide the name.
 - 3. Small plaque for list of VMCA Presidents larger plaque. The presidential plaque has VIRGINIA MOSQUITO CONTROL ASSOCIATION engraved at top. It has an engraved outline of Virginia with a mosquito image on it. It has written on it "In appreciation to (name inserted here) for outstanding leadership as president (the span of years, example: 2015-2016)".
 - a. Purchase Plaque from American Awards and Graphics, 134 S Battlefield Blvd, Chesapeake.
 - ii. Plaques are made and purchased from American Awards in Great Bridge.
 - 1. Outstanding Service Award, Distinguished Service Award, and Certificate of Appreciation awards are printed on paper by the awards committee and put in the plaque board that is purchased.
 - 2. Presidential plaque and R.E. Dorr award are engraved on the plaque by American Awards.
 - iii. VMCA Secretary/Treasurer can order and pay or committee can order, pay, and be reimbursed by the VMCA Secretary/Treasurer with receipt.
- b. **Annual Meeting:** The plaques should be presented at the Annual Meeting and given out by a Board Member.
 - i. Family members of R.E. Dorer Award recipients should be invited to this ceremony.
 - c. **Presidential plaque:** This should be presented to the outgoing president by the new president at the end of the business meeting.
- 4. Maintaining a historical list of awards given out.
 - a. This list should be updated every year and by held in the possession of the current committee chair.

VMCA Historical Committee

List of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Gather and Secure items of Historical Note

1. Committee Chair will store all current historical items in a secure place.
2. All committee members should be available for picking up new items or for questions relating to historical items.

Maintenance and Continuation of Digitizing Historical Items

1. Committee Chair and/or members of the committee shall continue to digitize and archive all "Skeeters" for future reference.
2. Any further books or newsletter pertaining to VMCA shall be digitized.

Presentations & Updates

1. During any VMCA sponsored event, the committee chair or members may be called upon to give a presentation or committee update.
 - a. **January-March:** Committee chair may be asked to give presentation at the Annual Meeting.

Photography Committee

Lists of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Responsible for the Collection of VMCA Photographs

1. Taking and collecting photographs from VMCA events.
 - a. Committee members and/or chair should be present at VMCA events to take photographs that will document the event.
 - i. List of VMCA events include but are not limited to: ID courses, recertification courses, Annual Meetings, TMVCC monthly meetings.
 - ii. List of VMCA related events include but are not limited to: MAMCA Annual Meeting, AMCA Annual Meeting, Washington Days.
 - b. If a member of the committee cannot attend the VMCA events, ask another VMCA member that will be attending to take photographs.
2. Storage of photographs.
 - a. Photos taken by committee members and other VMCA members should be sent to the photography chair.
 - b. Committee chair should sort through all photographs and save selected ones to the committee's external hard-drive.
 - i. Order should be maintained on the hard drive to insure easy access to particular photos needed.
 - ii. The hard drive should remain in the possession of the committee chair or members of committee.
3. Dispersal and use of photographs.
 - a. Photographs of VMCA events should be shared with VMCA members.
 - i. Photos with captions should be submitted to respective VMCA committees on a regular basis for Skeeter articles, Facebook posts and website updates.
 1. Other VMCA committees should be encouraged to include write ups to go along with these submitted photographs.
 - ii. Copies of photos should be sent to VMCA committees or other VMCA members upon request.

Website Committee

List of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Maintain VMCA Website

1. Keep Website up-to-date with the latest information including:
 - a. The Skeeter;
 - b. Executive Board Members;
 - c. Meeting minutes, post monthly as they are approved;
 - d. Training opportunities including VMCA sponsored courses;
 - e. TMVCC board and contact information as well as tentative schedule;
 - f. Annual Meeting, maintain pages for past meetings to include the agenda and presentation. Page for the upcoming meeting should include hotel information and registration form and payment link;
 - g. Current list of sustaining members with contact information for the vendors; and
 - h. Other various information to include employment opportunities, common mosquito species of Virginia, and the VMCA bylaws.
2. Pay for website
 - a. Website is hosted by GoDaddy.com.
 - i. Monitor email for notice that website renewal is needed. Typically done annually or every two years.
 - ii. **June:** Renew Website if needed.
3. Troubleshoot Website Issues, monitor the site regularly for broken links, bad urls, and any other glitches. Repair as necessary and contact GoDaddy for technical assistance.
4. Provide an online membership form, meeting registration, and contact form on the website and monitor email for correspondence coming from the website. Create corresponding Paypal buttons/links to allow for payment.

Education Committee

List of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Organize and oversee training sponsored by the VMCA

1. Adult Mosquito ID courses.
 - a. **March:** Begin planning for May ID course.
 - b. **April:** Plan ID course-schedule meeting with committee or email to organize
 - c. **May:** Finalize and conduct ID course.
2. January Recertification held in Hampton.
 - a. **September:** Reserve Hampton Library for January recertification.
 - b. **October:** Plan for January recertification.
 - c. **November:** Finalize recertification/have approved by VDACS.
 - d. **January:** Oversee VMCA sponsored Recertification Class held in Hampton.
3. Larval ID course.
4. Other courses.

Public Relations Committee

List of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Submit application for the Governor's Proclamation of Mosquito Awareness Week.

1. Submit the proclamation proposal on the current Virginia governor's website, in accordance with current application requirements.
 - a. Example: 2016 Mosquito Awareness Week falls on June 26-July 2. Virginia's current governor is Terry McAullife and the proclamation requirements can be found at <https://governor.virginia.gov/constituent-services/make-a-request/proclamations/> Proclamations must be submitted no less than 45 days and no more than 120 days from the proclamation deadline. For a requested delivery date of June 1, this means the application must be submitted by April 20.
 - b. **March:** Review current application guidelines, mosquito awareness week dates, and prepare documentation.
 - c. **March- April:** Submit application (current deadline is 45 days before proclamation). Send documentation and submission to VMCA executive committee. Confirm with governor's office that proclamation request has been submitted.
 - d. **June-July:** Receive mailed and digital copies of proclamation. Either submit hard copy to VMCA executive committee or keep in records until next annual VMCA conference. Email Dr. David Gaines and VMCA executive committee a digital copy.
 - e. **June- July:** Mosquito awareness week announcements/press releases/events.
 - f. Template for proclamation is at the end of this document. Modify as needed.

Annual Washington Conference.

2. Coordinate and prepare for attendance at the annual AMCA Washington Conference (Washington Days). Conference is typically in early May.
 - a. **January- March:** Recruit interested members by emailing VMCA contact list. Determine dates of conference and deadlines for applications. Start reviewing local and state level regulations, topics for discussion, and current political participants (senators, representatives, legislators) that will be present at the conference.
 - b. **March-April:** Submit attendee applications, research and coordinate hotel and travel arrangements, stipends, and scheduling.
 - c. **May:** Attend conference in early May.
 - d. **May-July:** Follow up with relevant parties on legislative and regulatory agendas discussed at the conference.

Other Events/Activities

3. Brainstorm throughout the year with committee members on potential activities, events, publications, press releases, etc. Work closely with information, social media, and education committees.

Sample submission for Governor's Proclamation:

Request Type: 1

Proclamation Title: National Mosquito Control Awareness Week
Day/Week/Month To Be Proclaimed: 06/26/2016 - 07/2/2016

Requested By: Rachel Kempf
Organization: Virginia Mosquito Control Association
State Agency: No
Job Title: Outreach & Education Coordinator for PWC MFPM
Address: 14879 Dumfries Rd

Address: Manassas, VA 20112
Phone-Ext: 703-792-4694
Email: rkempf@pwcgov.org

Summary of person/group requesting the proclamation: As the representative from the Virginia Mosquito Control Association, I am writing to ask that the week of June 26-July 2, 2016 be declared as National Mosquito Control Awareness week in the State of Virginia. The Virginia Mosquito Control Association, and its members take pride in being on the front line of defense against mosquito borne diseases such as Zika and West Nile Viruses. In having the National Mosquito Control Awareness Week observed in the commonwealth we hope to educate citizens of the efforts our Association and members undertake to ensure the safest environment possible. Additional information on the Virginia Mosquito Control Association can be found at www.mosquito-va.org

Suggested Verbiage:

MOSQUITO CONTROL AWARENESS WEEK

WHEREAS, mosquito borne diseases, including malaria, yellow fever, West Nile virus, Zika virus and other mosquito-borne illnesses have historically been a source of human and animal suffering, illness and death in the United States and worldwide; and

WHEREAS, an excess number of mosquitoes diminishes our enjoyment of the outdoors, public parks and playgrounds, hinders outdoor work, decreases livestock productivity and reduces property values; and

WHEREAS, the American Mosquito Control Association (AMCA) was established on June 26, 1935 to provide a nationally organized network to help mosquito control professionals develop and encourage effective and environmentally safe mosquito control activities; and

WHEREAS, the Virginia Mosquito Control Association (VMCA) serves to facilitate communication and education among Virginia's mosquito control professionals to improve the efficiency and effectiveness of mosquito control operations in Virginia; and

WHEREAS, the Virginia Department of Health partners with multiple state agencies and government organizations in a public awareness campaign to prevent the spread of the West Nile virus, Zika virus, and other mosquito-borne viruses and encourage the elimination of mosquito breeding habitats around the home; and

WHEREAS, it is important for individuals and organizations to work with the Virginia Department of Health and local mosquito control organizations to help decrease the effects of mosquito-borne illnesses;

NOW, THEREFORE, I, Terry McAuliffe, do hereby recognize June 26 - July 2, 2016, as MOSQUITO CONTROL AWARENESS WEEK in the COMMONWEALTH OF VIRGINIA, and I call this observance to the attention of all our citizens.

Statistics/Information sources:

American Mosquito Control Association - www.mosquito.org
Virginia Mosquito Control Association - www.mosquito-va.org

Date Needed: 06/01/2016

Date Needed: 06/01/2016, Mail

Technical Support Committee

List of duties:

Committee Formation

4. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
5. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
6. Communicate well with committee members and delegate responsibilities as necessary.

Technical Support

1. Throughout the Year.
 - a. Provide technical support to VMCA on various issues concerning the use and purchase of audio, visual and computer equipment needed to support VMCA activities.
 - b. Provide VMCA computers with the proper maintenance and updates for smooth operation.
 - c. Keeps track of where VMCA technical equipment is being stored.
 - i. Two laptops, projector, projector screen, laser pointers and carrying cases
 - ii. TMVCC board members use and hold most of the equipment throughout the year.
 - iii. VMCA Executive Board uses and holds on to a laptop for Executive Board meetings.
2. Annual Meeting.
 - a. Makes sure needed VMCA equipment is brought to VMCA Annual Conference/Meeting
 - b. Setting up and running the audio/visual equipment at the VMCA Annual Conference/Meeting.
 - i. The hotel is usually responsible for setting up the main projector used for PowerPoint presentations and the technical committee would be responsible for connecting the computer to the main projector, loading presentations onto the computer, programming presentations on cue, and helping with remote presentations.
 - c. Help to setup the electronic VMCA announcements using the second VMCA computer and VMCA projector.

Merchandise Committee

List of duties:

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

The Handling of VMCA Merchandise

1. Manage inventory (maintain accurate records and safely store items).
 - a. Records should include: order date, quantities purchased, purchase price, sale price, and number of items sold with dates (Annual Meeting collective date should suffice, unless purchases are made another time of the year).
 - b. Most likely keep the items with one person to avoid loss/confusion.
2. Post any updates in the Skeeter newsletter- Announce committee members, request feedback from membership about merchandise preferences, advertise available merchandise.
3. Evaluate past sales and make suggestions to the board about new items or items to be reordered. This is why recording order and sale dates/amounts of every item are important.
 - a. **Annual Meeting-October:**
 - i. Review what items sold at the last meeting(s).
 - ii. Decide which items are crowd-pleasers and/or if new items would be beneficial.
 - iii. Find new items and create new designs
 1. Quick T's, based in Chesapeake- <http://www.quickts.com/> is the company that was used the most in the past. However, for the 2016 meeting clothing sales were cheaper from an online company, <http://www.customink.com>.
 2. As necessary, solicit and develop new designs. Recently, designs have been provide by VMCA members.
 - b. **November:** Present findings at November Executive Board meeting (or earlier if able).
 - c. **November-December-** Order new items for the Annual Meeting that are approved by the board and send invoices to the current Secretary/Treasurer (or give the ordering information to the Secretary/Treasurer to place the order if needed).

4. Set up merchandise display at Annual Meeting and assist with sales of merchandise during the meeting.
 - a. **Annual Meeting:** Follow board-approved sales protocol: *Members of the committee will record all items' order date, quantities purchased, and price. Item prices will be marked up for sale according to the VMCA board. After two years, any remaining items will be given as door prizes at the Annual Meeting or marked down to purchase price for sale. After three years, price may be lowered further according to the VMCA board. Exceptions to this rule include items that sell well enough to be reordered (e.g. decals/stickers).*

Information Committee Guidelines

Committee Formation

1. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA hopefully no later than February/March.
2. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **March:** Committee members should be selected and VMCA president should be notified of list.
3. Communicate well with committee members and delegate responsibilities as necessary.

Facebook Page

1. Have past committee chair or past members add the new chairperson as an admin on the Facebook (FB) page and remove any non-members from admin positions (the password it asks for is your FB account password). The VMCA FB page will then be associated with your personal profile page (i.e. once you login to your personal page, you'll have access to the VMCA FB page). This does not mean your private posts will show on the VMCA page or vice versa, it just means you have to be logged into your personal account to get access to the VMCA page.
 ***2016 chairperson note: I would like to change the account type from "organization page" to an actual "profile account" to avoid linking personal accounts to the organization (has not been done as of 7/2016).
2. Post as frequently as necessary to keep membership updated with relevant events and information
 - a. Examples: Organization annual conferences (VMCA, AMCA, NCMVCA, MAMCA), Tick Management Symposium, Entomological Society of America, International Congress of Entomology, VMCA Adult ID course, TMVCC events (Adulticide rodeo), AMCA Washington Conference (Washington Days), Bioblitz.

3. Post any current news about arboviruses (ex. 2016- Zika virus updates) or other news for the upcoming season.
4. Post interesting tidbits about mosquito related topics

Instagram Account

1. Have past committee chair or past member give the username and password for the account. Change password if needed.
2. Post weekly or more frequently and respond to any questions or comments as necessary.
3. Post anything vector related to increase VMCA's social media presence and increase interest in the organization.
4. Follow other relevant organizations/individuals that may post things of interest to membership
5. Maintain a photo/video archive of material to be shared.
6. Send periodical emails to membership requesting submissions.

Skeeter

Construction of newsletter

1. Have past committee chair or past member send an unlocked version of the past year's newsletter if possible (this can help to have a sort of template and see how things are organized).
2. Standard issue dates are as follows (this can be changed to more frequently if desired; however, this is what has been done in the past and seems to work well).
 - a. Spring Edition: March/April
 - i. Send out notification to membership in early to mid-March of the deadline (approx. March 31 so the issue can be published in the first or second week of April- setting the deadline earlier, if possible, may be helpful due to the overwhelming response in the last day or two before the deadline).
 - ii. Send out a second notification a week before the deadline.
 - iii. Request specific articles from specific people as needed (i.e. in addition to the mass email sent to membership, send individual emails to people in charge of certain tasks).
 1. Example 1: the president is responsible for the presidential message, the list of committees with their chairs and members, and possibly the recap of the most recent VMCA Annual Meeting
 2. Example 2: first vice president is responsible for the Annual Meeting survey results (and at the president's order may be responsible for doing the meeting recap as well).
 3. Example 3: the awards committee is usually responsible for doing an article on the awards given at the most recent Annual Meeting (however, in past years the past president, president, or first vice president has taken over this duty).

4. Example 4: the education committee chair is responsible for organizing the annual adult mosquito ID course (tidewater area), as well as any other ID courses (larval, NoVA, etc.).
 - b. Summer Edition: June/July.
 - i. Follow same protocol as Spring issue; however, it might be best to send out the initial notification of the deadline as early as possible, maybe early to mid-May (set the deadline at mid-June for publish date of late June/early July).
 - ii. Send out second and third notifications for this issue because people are busy this time of year and can easily forget anything outside of mosquito operations
 - iii. Send out individual article requests as in Spring issue.
 - c. Fall Edition: September/October.
 - i. Follow same protocol as spring/summer issues.
 - d. Winter Edition: December/January
 - i. Follow same protocol as spring/summer issues.
3. Organize a list of contents for each quarterly issue.
 - a. Assign articles to committee members as needed and oversee.
 - i. Some committee members may be able to write articles themselves. If not, they can contact whoever is in charge of the task the article is about (see examples in Spring Edition section above).
 - b. Email membership for submissions with ample time for response (a couple weeks to a month, especially during summer/fall when mosquito season is in full swing)
 - c. Look up upcoming events (examples listed under Facebook category above)
 - d. Look at past newsletters (on website) to get an idea for what is normally covered in each quarter
 - e. Be creative! Adding new info or breaking away from the ordinary is a great way to renew interest in the newsletter and keep things fresh. Add some unique vector art or some vibrant color to grab attention.
 - f. Microsoft Publisher or Adobe Creative Suite are the best software to create the newsletter. Publisher is pretty basic but is what was used for a long time. Adobe was recently added to the tool list (thanks to a generous committee member in 2016).

Dissemination of newsletter

1. Due to issues with email servers rejecting various file sizes, in 2016 we decided to change the dissemination process to the following:
 - a. Upload the pdf version of the newsletter to the website (file size must not exceed 8MB)
 - i. Get the login page, username, and password from the previous Editor or the chair of the Website committee.
 - ii. Once you are logged in to the website, on the left hand side of the dashboard in the menu, click on "Pages." Scroll through until you find "The Skeeter".
 - iii. Click on "The Skeeter" and you can edit the page. Click where you want the file to be placed and then you can add the pdfs by clicking the "Add Media" button

on top. You can either pick “existing media” or “add new”. You’ll most likely be adding new. Upload your file.

- iv. Once your file uploads, on the right hand side you can change some details. To stick to format the title should be listed as season and year (i.e. Summer 2016) which is how the link will appear.
 - v. Click “insert into page” and click the blue “Update” button on the right side.
 - vi. Go to the main website page to view the link as a visitor and make sure the link works.
 - vii. If you need to change any details with the file, click on Media on the login dashboard again and click on the file you need to edit.
- b. After the file has been successfully uploaded, email the link to membership.

Student Competition Committee

List of duties:

Committee Formation

7. With the acceptance of this position, the chairperson of this committee will be chosen by the president of VMCA during or before the month of April.
8. The chairperson will then appoint additional members to this Committee. Each committee should have at least one additional member other than the chair that can take over the duties (or help a newly appointed chair) of the committee if the chair is indisposed.
 - a. **April-May:** Committee members should be selected and VMCA President should be notified of list.
9. Communicate well with committee members and delegate responsibilities as necessary.

VMCA Student Poster Competition

1. Evaluate surveys from the previous year’s competition.
 - a. **April - May:** Share the results with committee and make any necessary changes
2. Selection of judges to participate in the competition of the following Annual Meeting
 - a. Three judges are needed: 1 with an academia background, 1 with an operations background, and 1 from the student competition committee itself.
 - b. **May - June:** Committee should decide on the three individuals they would like to choose
 - c. **June - July:** Selected judges should be formally asked to participate in the judging of that year’s competition.
 - i. The invitation should include details of what is expected with being a judge and any timeframes or deadlines they need to know about.
3. Post competition guidelines, submission, and grading evaluation on the VMCA webpage
 - a. **May - June:** Update previous year’s posted guidelines.

- b. **June-July:** replace the previous year's guidelines on the VMCA website with the new forms.
 - c. **July-August:** Send Virginia accredited colleges and universities an email with details of upcoming competition.
 - i. Previous year's committee chair should have a list of email addresses used to contact each school. Addresses maybe for a department, professor, and/or administrator at that school.
 - ii. Emails should contain the following:
 - 1. Explanation of VMCA and the purpose of the poster competition;
 - 2. Include dates of submission deadlines and Annual Meeting dates;
 - 3. Contain a link to the VMCA webpage where the guidelines and more information can be found; and
 - 4. Have a flyer attached that explains the poster competition.
 - a. This flyer can be used to physically post around the schools or emailed to the students and faculty.
4. Grading posters and announcing winners.
- a. **November:** Receiving the posters.
 - i. Student's poster submissions should be sent to a selected committee member through email. Emails should contain a PDF version of the students poster and a filled out submission form.
 - ii. All email submissions should be received by the deadline announced in the guidelines.
 - iii. Once the deadline has passed the PDF versions of the all the posters submitted should be emailed to all 3 judges along with a fillable PDF of the evaluation form.
 - b. **December:** Grading of posters.
 - i. After grading posters, judges should send their filled out evaluation forms to a pre-selected member of the committee (not a judge) for tallying.
 - ii. **Before the end of December:** the committee member in charge of tallying the evaluation scores will notify the students, judges, and committee members of the results.
 - 1. Notify students with prizes and remind them of any expectations they may have towards the Annual Meeting.
 - 2. All students should be asked to participate in the Annual Meeting poster session.
 - iii. **Before the end of December:**
 - 1. Notify the Annual Meeting agenda committee with the winner's name and presentation title.
 - 2. Notify special awards committee with the name of the 1st place winner to be printed the "Dr. Jorge Arias Student Award" plaque.
 - 3. Notify the VMCA Treasurer of the name of the 1st place winner to have a check written out to them.
5. Competition procedures for the Annual Meeting.

- a. **October-November:** Communicate with the Executive Board, local arrangements committee, and Annual Meeting agenda committee to make sure student competition needs will be met at the Annual Meeting.
 - i. Local arrangement committee- Make sure there is an area set aside where posters can be put up.
 - ii. Annual Meeting agenda committee- Make sure there is time set aside on the agenda for poster session (if applicable) and a 20 minute presentation to be given by the 1st place poster recipient.
- b. **December-January:** Print any posters needed to display at the Annual Meeting.
 - i. Seek out the cheapest yet good quality printing service.
- c. **During the Annual Meeting:**
 - i. (If applicable) Have a 30 minute poster session set during a long break on the 2nd day of the Annual Meeting.
 - ii. Have the 1st place poster winner give their presentation during the 2nd day of the meeting.
 - iii. Handout the “Dr. Jorge Arias Student Award” and check to the 1st place poster winner during awards ceremony after the VMCA meeting banquet.
- d. **After the meeting:** Send students involved in the competition a survey to evaluate how they felt about the competition.

Fundraising for student competition prizes and expenses

1. Committee should be self-sufficient and raise all the money needed for the competition to take place.
 - a. Set up ideas for fundraising events throughout the year.
 - i. Bake sales, 10k race, go fund me, and/or other ideas.
 - b. Set up ideas for fundraising events at the Annual Meeting.
 - i. Bake sale, merchandise sales, silent auction, dunk tank, and/or other ideas.

Tidewater Mosquito and Vector Control Council
VMCA Permanent Sub-organization or Committee

List of protocols and responsibilities:

Board Formation:

1. President, vice president, and secretary positions are all volunteer positions lasting for one calendar year (January 1-December 31). After the secretary serves a one-year term, that person advances into the vice presidency and the vice president assumes the presidency. The incoming volunteer secretary will be automatically accepted unless more than one volunteer comes forward. If there is a case of more than one volunteer for the secretary position, a vote among membership should take place. The vote will be orchestrated by the current TMVCC board in a proper manner to avoid bias and allow a fair vote for all candidates.
2. TMVCC board members will work together to perform the following responsibilities of the organization.

Monthly Meetings

1. The TMVCC board will organize monthly meetings to promote communication between the Tidewater region's mosquito and pest control jurisdictions as well as to educate members on current scientific research and keep up-to-date on current pest related information (to include biology, operations, control, etc.).
 - a. The TMVCC board will invite VMCA vendors to select a month of their choosing to sponsor a meeting.
 - b. Usually this is done through TMVCC board members networking at the Annual Meetings or by a group email sent to all vendors so that months are booked on a first-come, first-serve basis.
 - c. The TMVCC board will invite VMCA members and their colleagues to make an educational presentation each month, usually related to the vendor presentation topic. If no speaker is found, the TMVCC board should work to find an educational webinar (e.g. AMCA) or video with current pest-control related significance.
 - d. Meetings will take place on the second Wednesday of every month from approximately 11a.m. to 1p.m.
 - e. Locations of meetings will be selected by the TMVCC board with advice from the vendor sponsoring that meeting.
 - i. Locations should be diversely selected from around the Hampton Roads area giving most jurisdictions an opportunity to have a meeting in close proximity.
2. Meeting procedures are as follows:
 - a. The meeting will begin with an update from each jurisdiction in attendance. Updates can include any current happenings such as mosquito or other pest trapping activities, arbovirus levels in mosquito pools or chickens, operational notes, etc. Any other announcements may be made at this time, to include VMCA-related affairs or other

related organizational events. A sign-in sheet will also be passed around at this time. All in attendance should sign their name and jurisdiction affiliation. This list will be given to the vendor or any other member as requested and should be stored in the TMVCC digital and hard copy files.

- b. Next, a vendor (e.g. Clarke, Adapco, Central Life Sciences, etc.) will make a brief presentation (approx. 30 minutes) on his or her products and services
 - c. The Vendor will typically sponsor lunch of his or her choosing for those in attendance.
 - d. The sponsored lunch may be at a local restaurant (buffet-style usually works best) or catered at a local facility, whichever the vendor prefers. Refer to the TMVCC digital and hard files for past meeting details.
 - e. The educational speaker or webinar/video presentation (approx. 30 minutes) will run either before or after the vendor presentation, whichever the vendor prefers.
 - f. Lunch will commence after the presentations have finished.
 - g. The secretary will record all meeting events to be sent to the membership as "Meeting Minutes."
3. After the meeting:
 - a. The secretary will transcribe the meeting notes into a proper "Meeting Minutes" document to be sent out to the membership, usually within a week. Refer to the TMVCC digital files to follow past year's format of the minutes.
 - b. A board member will send a thank-you email to the vendor and educational presenters along with the sign-in sheet for their records.
 4. Before the meeting:
 - a. Reminders for upcoming meetings should be sent out to membership in a timely manner.
 - b. RSVPs should be requested when necessary before meeting location information is released. This can help in situations where catering is involved so that the vendor can order the appropriate amount of food.

Communication with VMCA

1. Skeeter:
 - a. Members of the VMCA board should consider putting updates in every issue of the Skeeter newsletter to include notes on past and future meetings as well as requests for vendor sponsors and educational speakers.
 - b. Pictures of meeting events should be included in addition to written articles. The TMVCC board and VMCA Photography Committee should work together making sure pictures are taken of these events.
2. Annual Meeting:
 - a. During the annual VMCA meeting, the current TMVCC president will give a presentation recapping the past year's meetings, noting the change in board members, and giving ideas for next year's meetings.

- b. This presentation is also a great platform to request vendor sponsors and educational speakers.