

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.

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## **VMCA Policies determined and voted by the VMCA board**

### **VMCA Stance on Product Advertising**

Virginia Mosquito Control Association chooses to keep select platforms free of advertisements and endorsements from parties that will profit from the sales of products discussed. Third party endorsements on these platforms are deemed acceptable, as they express a level of unbiased opinions and experiences. Designated platforms will be provided for advertising and marketing. These limitations will ensure that all sustaining members of VMCA will have equal opportunities.

Restricted platforms consist of Facebook, Twitter, Skeeter, and primary presentations during annual conference agendas.

Platforms where advertising is acceptable and encouraged consist of vendor tables during annual conferences, designated “vendor presentations” at annual conferences, and presentations at TMVCC meetings.

### **Early Bird Special for the VMCA Annual Conference and Sustaining Membership**

1. VMCA will offer a cheaper annual conference registration cost and an annual sustaining membership cost, to those that register before a predetermined date. By implementing this, VMCA hopes to encourage its membership to sign up for the annual conference earlier. This will give the VMCA board and local arrangements committee a better idea of how many people will be coming to the conference, how much food to order, and how many hotel room reservations to expect.
2. The deadline will be 3 weeks before the 1<sup>st</sup> day of the conference or the first Tuesday after January 2<sup>nd</sup> (whichever falls later on the calendar).
  - a. This will give adequate time to any company or government agency whose fiscal year starts on January 1.
3. Discount pricing will be established by the board each year.
  - a. Prices set earlier, will allow ample time for advertising to membership. This should happen no later than November 1.
  - b. Discounted prices should be low enough to entice early registration: \$125 vs \$150, \$135 vs \$160, ...
4. All registration types and sustaining membership will have an early bird option/pricing.
5. Implementation details for the early bird option.
  - a. Early bird pricing will be honored to those that send in the registration paperwork before the deadline. Payment must be received within 10 days after the deadline.
    - i. Delivery times will be based on email/PayPal timestamp and/or USPS postmark date.
  - b. If registration paperwork and/or payment are past the above deadlines, registration must be paid in full (non-early bird pricing). Individuals that do not pay full due amount will be considered not in good standing (if their membership is combined with their conference registration).

### **VMCA Expense Reimbursement Policy**

1. Reimbursements must be directly related to the expenses of the functions and activities of Virginia Mosquito Control Association.
2. Reimbursements must fall under the pre-approved expenses made by the VMCA board or be considered administrative supplies under \$100 that were pre-approved by the president. All reimbursees must have been tasked or asked, by a committee chair or board member, to make the purchase of all items in the reimbursement request.
3. All reimbursement requests that exceed 2.0% more than the preapproved expense, must be received and approved by the board prior to reimbursement. All requests with additional expenses equal to or less than the amount described above (but no greater than \$100) approved for reimbursement with only the president's approval with an accompanying announcement made by the treasurer to the board at the next executive board meeting.
4. Reimbursement must be requested within 60 days of the initial incurring expense as stated on the accompanying receipt. As defined under section 6b. below. (See below #7b, #6b)
5. Excess reimbursement (if any) will be returned to the VMCA treasurer no more than 30 days after receipt. An accompanying announcement will be made by the treasurer to the board at the next executive board meeting.
6. All reimbursement requests must include at least one or more of the following:
  - a. original receipts: receipts that are not itemized, must include a brief description of what was purchased or clear itemization of purchased items.
  - b. financial statements: including but not necessarily limited to: credit card and/or bank statements. Statements that are not itemized, must include a brief description of what was purchased or clear itemization of purchased items. (Including but not necessarily limited to: credit card and/or bank statements)
7. If requested by the board, additional information may be required before reimbursement is given:
  - a. Additional clarification of itemization for any or all purchased items stated (Hand-written clarification is acceptable)
  - b. Additional description or explanation for the items purchased.

### VMCA Committees: Access to Google Drive:

VMCA uses a Google Drive to store and share documents within our association. The drive has many internal folders designated to particular VMCA committees. These folders allow committee members to easily share documents while having these same documents archived for future committee chairs and committee members. These folders can also allow easy sharing of documents between different committees that may utilize the same things.

In order to access these folders, permission needs to be given to those parties. VMCA Secretary has the ability to give permission to committee chairs, and in turn they can give access to their committee members or other committee chairs.

All committees have the ability to access or create a folder on the drive.

Process to access folders:

1. All chairs should be asked if they would like access to their folders and/or would like a folder to be created.
2. A list of the above chairs that would like access will need to be sent to the VMCA Secretary.
  - a. Name of chair
  - b. Name of committee
  - c. Email/emails they would like to access the drive with (personal and/or work).
    - i. Non-Gmail email can be used, but some may have difficulty navigated this.
3. Once chairs have access, they can give access to their committee members or other chairs.
  - a. Click on the "Manage access"
  - b. Add emails of individuals
    - i. Click for them to be viewers only, commenters, or editors (to your documents and folder).
    - ii. Add a comment to their notification for any explanation.
    - iii. Sharing a link to the folder is an option, but less secure. Not recommended to give editing ability with a link.
4. Each year, chairs should be asked who they want to have access to their folders. The VMCA Secretary (possibly the chair as well) can delete past chairs/members.

### 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 Meetings and Annual Business Meeting

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 Business 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-hoc 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 Conference:** Collect committee signup sheets filled in by members during Annual Conference.
- 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.
  - ii. Notify elected board members of this book of protocols/guideline and ensure all job responsibilities are understood.
  - iii. Notify all committee chairs that they have access to their committee folder on the VMCA Google Drive. They should be encouraged to use and store committee info on the drive.
    - 1. Details on this process can be found above in the VMCA policies section: VMCA Committees: Access Google Drive.
- 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 Conference Duties

1. **Before Annual Conference:** Create Virtual VMCA information board
  - a. PowerPoint presentation to be projected during Annual Conference
    - 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.
  - b. Follow-up with Agenda Chair/President Elect to confirm recertification status (with VDACS) for the upcoming annual conference.
2. **Week before Annual Conference:** Setting up Annual Conference packet preparation
  - a. Communicate with committees and board members for final copies of papers that go into Annual Conference packets:
    - i. Conference agenda (agenda committee);
    - ii. Previous year's business meeting minutes (VMCA Secretary)
    - iii. Previous year's financial report (VMCA Treasurer)
    - iv. Business meeting agenda, conference survey, and committee signup sheet (VMCA President)
    - v. 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 Conference.
  - 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 Annual Conference:**
  - a. Opening ceremonies speech
    - i. At the beginning of the Annual Conference, give a speech welcoming members, introducing board members, and discussing details of the upcoming conference.
  - b. Make sure conference goes as planned.
    - i. Help make sure committees are on task throughout the conference and help where needed.
  - c. Hand out VMCA awards created by the awards committee during the conference banquet.
  - d. Preside over one day and/or section of the VMCA Annual Conference as dictated on the approved agenda.
  - e. Preside over the business meeting that takes place during the Annual Conference.

### 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 Conference.
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 Conference.

**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 Conference.
3. Assist the President or other Board member with VMCA business.
4. Serve as Program/Conference Agenda Chair for Annual Conference.
5. Preside over one day of the VMCA Annual Conference.

**Executive Board Member: Vice President**

List of duties:

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

**Executive Board Member: Industry 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 Industry representative will be elected by the VMCA Membership according to the VMCA bylaws for a period of two years (starting and ending with the conclusion of the VMCA Annual Conference).
  - a. Every other year, it is the duty of the current Industry 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 Conference, 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 Conference.
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 Conference.
3. Assist the President or other Board member with VMCA business.
4. Presentation at the VMCA Annual Conferences 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 Conference.
3. Assist the President or other Board member with VMCA business.
4. Presentation at the VMCA Annual Conferences on upcoming and past TMVCC events.
5. Write articles for "The Skeeter" on upcoming and past TMVCC events.

### **Executive Board Member: Secretary**

List of duties:

#### Attends Executive and Annual Business Meetings

1. Attend and participate in VMCA Board meetings and VMCA Annual Conference.
2. Record Minutes for Executive Board meetings and the Annual Business Meeting.
  - a. Provide Executive Board members with Meeting Minutes prior to an Executive Board meeting.
  - b. Provide Meeting Minutes for posting on the VMCA Website.
3. Assist the President or other Board member with VMCA business

#### Maintains Updated List of VMCA Membership

1. Maintains a working list of current VMCA members
  - a. When new members join VMCA, their information should added to the master list.
  - b. List can be used for mass email communications and the voting process.

#### VMCA Contact

1. Acts as main contact for VMCA.
2. Monitors email and responds in timely manner.
3. Coordinator of the VMCA Google Drive (policy written above)
  - a. Creates new folders for committees and board members
  - b. Adds and deletes access to folders for individuals (committee chairs, committee members, board members).

#### Handling and Filing Administration Paperwork

1. Help create and maintain copies of pertinent VMCA forms:
  - a. Membership Forms
  - b. Annual Conference registration form
  - c. Recertification class registration forms
  - d. Works with Website Committee to help create forms above for online submission

- e. Send out communications to VMCA members that forms above are available with particular deadlines.
  - i. Email, Skeeter, and other methods.

#### Access to VMCA Finances in order to help treasurer if needed

- 1. Co-signer for VMCA's bank account
  - a. Hold a second debit card to be used when treasurer is not available.
- 2. Access to VMCA's PayPal account
  - a. Ability to create/forward invoices or check on transactions if the treasurer is not available.

#### Annual Conference Preparations

- 1. Duties in preparation for Annual Conference.
  - a. Maintain registration list for Annual Conference.
    - i. Treasurer will use this list to make sure all have paid.
  - b. **August – October:**
    - i. Help create Annual Conference registration form (and membership forms) with early bird dates. Send several reminders (between August and January) to membership of these forms and dates.
    - ii. Communicate with Treasurer and Local Arrangements Committee to calculate the best suggested pricing for registrations (Executive Board may also participate)
    - iii. Board approval will be needed for all of the above forms.
  - c. **January:**
    - i. Assemble registration packets (both virtual and in person) for each attendee, including extras for walk-ins.
      - 1. Work with website committee to create/post virtual packets
    - ii. Create name badges for each attendee.
  - d. **Annual Conference:**
    - i. Greet attendees at registration desk and hand out registration packets.
      - 1. Treasurer and secretary can both do this, dividing the time.
      - 2. Be in charge of money lock box with PayPal credit card reader while at the registration desk.
      - 3. Take payment for those that pay in person at the conference.
    - ii. Help merchandise committee with sales if needed
      - 1. Accept money for merchandise purchases
    - iii. Help with distribution, collection, and explaining recertification paperwork during the conference.

**Executive Board Member: Treasurer**

## List of duties:

### Attends Executive and Annual Business Meetings

1. Attend and participate in VMCA Board meetings and VMCA Annual Conference.
2. Provide financial reports for Executive Board meetings and the Annual Business Meeting.
  - a. Provide Executive Board members with a 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.
3. Assist the President or other Board member with VMCA business

### Handling and Filing Administration Paperwork

1. Help create and maintain copies of pertinent VMCA forms:
  - a. Membership Forms
  - b. Annual Conference registration form
  - c. Recertification class registration forms
  - 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. To be completed in January of every year.
    - ii. 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](http://sccfile.scc.virginia.gov).
    - iii. Pay the \$25 corporation registration fee.
    - iv. Secretary will be listed as the "Director" on the report.
3. Renew AMCA membership.
  - a. **June:** Renew AMCA membership.
4. Recertification Courses
  - a. **January and at Annual Conference:** Conduct registration for recertification courses.

### Handles VMCA Finances

1. Signer/Co-signer for bank account (communicate with co-signer if their help is needed).
  - a. Hold VMCA checkbook and a 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 Conference.
4. Make all necessary purchases as authorized by the Executive Board.

5. Oversee PayPal account.
  - a. Transfer PayPal funds to bank account before creating financial reports (board meetings business meeting, and at the end of the year for the audit).
  - 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. Issue reimbursements when others purchase items for VMCA.
  - a. Follow the reimbursement policy stated above in the VMCA Policies section.
9. Keeping track of Student Competition Committee funds.
  - a. SCC funds are not stored in a separate bank account; they are combined with general funds. Even though they are not physically separated, SCC funds should be accounted for and totaled as monies are spent and brought in.
  - b. Each financial report (executive meeting or annual business meeting) should include a breakdown of SCC funds from general funds.
  - c. During annual audit, committee should be presented with a breakdown of SCC funds and general funds throughout the year. The audit itself should reflect the totals for both.
10. **January-March:**
  - 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 Conference Preparations

1. Duties in preparation for Annual Conference.
  - a. Make sure all Annual Conference registrations and memberships have been paid for
    - i. Use the lists that the secretary has created.
  - b. **August – October:**
    - i. Help create Annual Conference registration form (and membership forms) with early bird dates.
    - ii. Communicate with Secretary and Local Arrangements Committee to calculate the best suggested pricing for registrations (Executive Board may also participate)
    - iii. Board approval will be needed for all of the above forms.
  - c. **December –January:**
    - i. Purchase door prizes with total expense approved by the board. Use the help of other VMCA members to purchase items if needed.
    - ii. Purchase or reimburse cost of speaker gifts that have been selected by the Agenda Committee and approved by the board.
    - iii. Purchase Annual Conference merchandise that have been selected by the Merchandise Committee and approved by the board.
    - iv. Book room reservation for president, hospitality chair, and others as necessary.

- d. **January:**
  - i. Prepare Annual Financial Report for previous year.
- e. **Annual Conference:**
  - i. Greet attendees at registration desk and hand out registration packets.
    - 1. Treasurer and secretary can both do this, dividing the time.
    - 2. Be in charge of money lock box with PayPal credit card reader while at the registration desk.
    - 3. Take payment for those that pay in person at the conference.
  - ii. Help merchandise committee with sales if needed
    - 1. Accept money for merchandise purchases
  - iii. Help with distribution, collection, and explaining recertification paperwork during the conference.
  - iv. Pay final hotel bill.

Coordinates Sentinel Chicken Distribution

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

**VMCA Committees**

**Annual Conference 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.
  - b. When choosing committee members, the chair should consider the VMCA Treasurer, Agenda Committee Chair, and Hospitality Room Chair to be members of this committee to allow a smooth flow of information concerning money, scheduling, and needs.
- 3. Communicate well with committee members and delegate responsibilities as necessary.

## Main Objective

The sole purpose of the Local Arrangements Committee (LAC) is to pick the next location of the VMCA Annual Conference. The location of the annual conference must have these qualifications:

1. Free Parking for annual conference daily attendees
2. Reasonable Food & Beverage (F&B) costs with minimums starting below \$10,000 to a maximum of \$15,000
3. Conference Room rental fee waived contingent on conference the F&B minimums established
4. Conference Space/Room available to serve as our hospitality room

## Securing the Annual Conference Contract

The goal for this committee is to have signed hotel contracts 2 years in advance. For example, if I were working to secure a contract for the 2024 Annual Conference I would get a contract signed in 2022. From March through September the committee will be working on securing the contract for the annual conference 2 years in advance. From November through December the committee will be working on the F&B and final details of the annual conference that will be held in the next year.

1. **March:** Introduce new business to the VMCA Executive Board to decide the annual conference
  - a. Dates that will be held two years from the current year.
2. **April:** Decide which hotels we would like the Annual Conference to be held and send them our
  - a. VMCA Request for Proposals (RFP). Be sure to include a June proposal deadline.
3. **May – June:** Collect incoming hotel/venue proposals. Populate the VMCA Local Arrangements
  - a. Organizing Excel file with the data to compare hotels. The committee will use this
  - b. data to calculate an estimated cost for the VMCA annual conference if it were to
  - c. Be held at that hotel under review.
4. **July:** Present at least 3 proposals to the VMCA Board. Discussions held and hotel visitations
  - a. Scheduled during this month in preparation for a final decision to be made next month
5. **August:** The VMCA Board will choose a hotel for the future annual conference
6. **September:** The Final Contract with the hosting hotel will be signed by the Local Arrangements
  - a. Chair and presented to the hotel.
7. **November – December:** Review and finalize the F&B choices for the coming annual conference.

## VMCA Request for Proposal (RFP)

1. Title - Update the annual conference in which you are requesting the proposal
2. Contact Information – Update the info for the current Chair of LAC
3. Event Profile – Update the Conference and Alternate Dates
4. Guest Room Block Requirements – **This requirement is a commitment to the hotel that attending guests will book a certain number of room nights during our annual conference. This number can be decided on based on our historical data and is a crucial**



**element to the hotel contract.** Update Total Room Block if VMCA will need to adjust the total room nights to secure the best contract. The total room block can be used as the most important negotiating factor to adjust the F&B minimum. Increasing the total room night can decrease the F&B and vice versa. Hotels make the most money off of room nights that are booked by staying guests and in our case, conference attendees. Conference attendees staying at the hotel are excluded from the free parking requirement and may need to pay for their own overnight parking.

5. Function Space Requirements – This is the general time schedule for the rooms that will be needed for the conference. There may be adjustments to time, based on the conference agenda and changes may need to reflect the correct setup for the specified conference space
  - a. Room and Audio/Visual Setup details may need to be updated based on VMCA’s needs. They also could remain mostly the same based on previous needs.
6. Food & Beverage Functions - This is the general time schedule for the food itinerary during the annual conference. There may be adjustments to time based on the conference agenda.
7. Proposal Specifications – Update based on changing needs of VMCA
8. Proposal Content – Update based on changing needs of VMCA
9. Instructions for Responding – Update based on changing needs of VMCA

#### VMCA LAC Annual Conference Organizing Excel File

This excel file will help the committee organize all of the costs associated the local arrangements for the annual conference. There are 4 sheets to the excel file. The “Total” columns on this sheet have formulas that automatically calculate. Each column is for specific data. There is a term called Plus Plus or ++ that means Taxes & Services.

1. Hotel Proposals Sheet
  - a. **Lines 2-4:** Used to compare a low medium and high grand total using the hotel that has been chosen for the annual conference
  - b. **Lines 8-3:** Used to compare the top 3 hotels chosen from the received RFPs
  - c. **Lines 16-36:** Used to compare the RFPs that were received from all of the hotels, this comparison will help choose the top 3 hotels.
2. F&B (Food & Beverage): The F&B is one of the most crucial elements that the hotel contract hinges on.
  - a. The sheet is broken up into days
  - b. Under each day there are a set of columns with specific headings that the LAC populates. Each day has a sub total without taxes & services and a grand total with taxes & services
  - c. Generally speaking, the format of each day and the service for each day is our normal flow for the Annual Conference. Where each service occurs is dependent on the Agenda Committee and the times that speakers and events end up occupying.
  - d. Items associated with the Service may change or may need to change depending on various factors: cost, preference, the package that may be associated with various choices, and the choices may be dependent on how the hotel divides and prices their options.

- e. This sheet calculates only the F&B costs associated with the conference and constitutes the majority of the cost that VMCA incurs when planning this event.
- 3. Cost History
  - a. This sheet shows an overview of the historical costs we have incurred over the years for reference, comparison, and data analysis.
- 4. Agenda-Schedule History
  - a. This sheet shows the general Agenda-Schedule that is normally followed during the Annual Conference. It's good to look at this for reference and scheduling breaks, food service, and after conference events.

### VMCA Contract Notes

This section provides various comments to consider when putting together and reviewing the VMCA Annual Conference hotel contract. Being familiar with these points can help in the process. Please add any new comments as they are pertinent to the document.

1. The Hotel Contract is based on 2 crucial elements the F&B and committed room nights.
2. Conference and banquet room rental is usually waived when VMCA fulfills the contracted F&B and committed room nights
3. F&B service fees for bartender, min hourly charge, and packages should be factored in
4. Always Inquire about any upgrades, benefits, or waived room fees (hospitality room, presidential suite, board member rooms) based on F&B or committed room nights
5. Asking the hotel to provide the room reserved for the Hospitality Suite as an in kind gesture for meeting our contract commitments is always encouraged. We are paying for a lot in F&B, any room rentals, and other expenses. All they can say is "No."
6. Don't forget to get the room number for the hospitality room
7. Make sure access to the hospitality room is worked out and agreed upon by the Hospitality Room Chair and the Board
8. The VMCA has consistently pays for and provides the president a 2-night stay. Make sure that cost is factored in when calculating the overall final Grand Total of the whole conference.
9. There is always a Room Reservation Cut Off Date but the hotel is usually willing to extend that date as we get closer to the conference date.
10. Make sure the hotel room reservation link is sent to the Skeeter, Secretary, and Treasurer in an adequate time to encourage early bird signups.
11. Setup Day will be Monday it is necessary to have a storage room at the hotel to place and stage our supplies and equipment for Tuesday Setup
12. VMCA will always need a high table setup in the banquet/vendor room for the presidential PPT
13. On average the VMCA has approximately 10 sustaining members, the vendor room should be setup with 10 tables in mind with 1 of those tables needing electricity. Remember electricity is an extra cost for each table. If this is discussed during the contract process there is a possibility to get free tables and electricity, at minimum getting free tables would be beneficial.
14. SCC will always need 2-3 tables for silent auction in the vendor room setup on Tuesday and taken down on Thursday

## Annual Conference 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 Conference Agenda

1. Update call for presentations and presentation submission form with upcoming Annual Conference 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 Conference to allow a timely recertification approval from VDACS).
  - b. **Early October and November:** Send out reminder message (call for presentations).
  - c. **Late November/Early December:** Extend presentation submission deadline if necessary.
  - d. Make sure all presentations abide by the VMCA Stance on Product Advertising.
    - i. This policy is listed above in the VMCA Policies Section.
2. Set up recertification credits for Annual Conference.
  - a. **November/December:** Contact VDACS representative for presentation at Annual Conference. Submit paperwork to VDACS for recertification.
  - b. **Before Conference:** 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. Selecting Speaker Gifts
  - a. **November – December:** Ask the board for the approval of purchasing speaker gifts.

- i. With the agenda finalized or close to it, you will know the number of gifts needed (speakers usually only get one gift, even if they present more than once).
    - ii. Choose the item(s) you would like to purchase
    - iii. Ask for approval from the executive board
  - b. **December – January:** Communicate with VMCA Treasurer to purchase approved gifts.
    - i. This may be a reimbursement, online payment, or in-person purchase.
- 4. Finalize Annual Conference agenda.
  - a. **Mid-December:** With help of committee, organize conference agenda and create using Microsoft’s Publisher software.
  - b. **December-Annual Conference 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 Conference:** Provide Executive Board with finalized agenda for approval. Once approved, provide agenda to board members for printing and distribution to members during the Annual Conference.
  - d. **Before Annual Conference:** 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 Conference:** Ensure that all speakers are present and with help of the Technology Committee, get presentation files onto VMCA computer. Make any last minute adjustments to program, as necessary.
  - f. **During and After the Annual Conference:** 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 Conference Vendor Planning Committee**

List of duties:

#### Committee Formation

1. The Chairperson of this committee is usually the duty of the current VMCA Industry 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 Conference.
  - a. **September:** Start notifying sustaining membership of the upcoming VMCA Conference 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 conference 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 and 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 Conference: 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 conference.
    - 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 Conference Agenda Committee, in order to notify the sustaining membership of the speaking opportunities available at the Annual Conference.
    - i. Make sure all sustaining members get equal opportunities to present at the conference.
    - ii. Make sure the agenda committee accounts for all sustaining members with speaking times and contact information on the program.

## Annual Conference 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 Conference.
  - 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 conference.
  - 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 Industry 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 conference takes place):** or minimum of 3 weeks prior to conference
- 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 Conference.
    2. Send poster to VMCA president to be possibly used for information presentation (PowerPoint).
- e. **Week Before and During Annual Conference:**
- i. Purchase items and keep receipts to give to treasurer 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 treasurer for reimbursement.
  - iv. Request VMCA coolers be brought to Hospitality Room or arrange to pick them up before the conference.
- f. **Annual Conference:**
- i. Arrival day, get key to room and store items 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 the 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 the room is neat and lock the door when leaving.
  - iv. Last Day:

1. Make sure the room is clear of any mess and put items to be taken elsewhere in vehicles to be moved.
2. Turn in the keys.

### **Membership Committee**

List of duties:

#### Committee Formation

5. The Chairperson of this committee is usually the duty of the current Secretary, 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 and executive board for approval (must be done at least 4 months prior to Annual Business Meeting)
  - c. **November-December:**
    - i. Submit the Executive Board approved proposed changes to the membership in writing at least 30 days prior to Annual Business Meeting.
      1. Email to membership and/or an article in the Skeeter showing changes should suffice.
      2. Changes will be voted on during the Annual Business Meeting.

### 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
  - a. Reviewed and voted on every 5 years.

## **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 VMCA Annual Business Meeting, which allows for all financial findings to be reported to association membership. It would be best if the audit occurred before the first executive board meeting of the year, so any discrepancies in the audit can be discussed with the board prior to the business meeting.
  - 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 Treasurer's debit/credit spreadsheet(s), line by line for comparison.
- iii. One member, utilizing calculator, matches all banking statement debits and credits against Treasurer's 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 Treasurer's 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 approved by a majority of the executive committee" (as stated in the VMCA bylaws).
  - a. This committee shall 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 shall be qualified VMCA members.
  - b. Every year find at least two VMCA members willing to run to serve on the Executive Board as the vice president (4 year commitment).
  - c. Every other year find at least one member willing to serve as the Secretary (2 year position)
  - d. Every other year find at least one member willing to serve as the Treasurer (2 year position)
  - e. Every other year find at least one sustaining member willing to serve as the industry representative (2 year position)
  - f. **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 other means.
- 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 chosen candidates as nominations for vice president.
    - iv. Every two years a chosen candidate as the nomination for secretary.
    - v. Every two years a chosen candidate as the nomination for treasurer.
    - vi. Every two years a chosen candidate as the nomination for industry representative.
    - vii. A biography and picture should be included for each nominee on the ballot (current board member's information can be found on past ballots).
    - viii. Each Executive Board position on the ballot should have a space provided for write-ins.
    - ix. 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 Business 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 Business 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 Business Meeting.**
    - i. Create online election.
    - ii. Disperse voting information to members via email.
4. Provide VMCA members with opportunity to vote during the Annual Conference 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.virginiageneralassembly.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. **Dr. Bruce Harrison Mosquito Research Award:** Award is bestowed on an individual or group of individuals who have contributed greatly to the improvement of mosquito knowledge in or affecting the state of Virginia through the peer-reviewed publication of mosquito research. Recipients of the award must also show a dedication to the sharing of this knowledge through teaching and training. Only members of the Virginia Mosquito Control Association in good standing will be considered. Written rationale for the nominations must be submitted to the Executive Board for review. The VMCA Executive Board must review the nomination and vote unanimously to confirm the nominee(s).
  - f. **Honorary Membership:** Award that may be given to someone that has contributed to VMCA and may be near retirement.

- g. **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, R.E. Dorer Awards, and Dr. Bruce Harrison Mosquito Research Awards.**
        1. Nominations for **Honorary Memberships, R.E. Dorer Awards, and Dr. Bruce Harrison Mosquito Research 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 1<sup>st</sup> 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, purchased 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, Honorary Member, and R.E. Dorr award are engraved on the plaque by American Awards.

- iii. VMCA Treasurer can order and pay or committee can order, pay, and be reimbursed by the VMCA Treasurer with receipt. Committee can order and submit invoice to Treasurer for payment directly to American Awards
  - b. **Annual Conference:** The plaques should be presented at the Annual Conference 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 be 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 Conference.

### **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 Conference, 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 the list.
3. Communicate well with committee members and delegate responsibilities as necessary.

#### Maintain VMCA Website

1. Both the Committee Chair and the Treasurer should have the login/password information as the latter is responsible for purchasing/renewing the domain and software, other committee members may be given the login information if needed; if changing password for whatever reason, make sure to notify the other person(s).
2. Keep website updated with the latest information on all pages:
  - a. Home Page
    - i. Contact information
    - ii. Links to other regional/national organizations – MAMCA, AMCA, NCMVCA, etc.
    - iii. Important information – e.g. during 2020 pandemic, notices were issued from AMCA and CDC regarding coronavirus not in mosquitoes and impacts on mosquito control work efforts
    - iv. Revolving current messaging/links – e.g. button to register for upcoming board meeting
  - b. News Page
    - i. Upcoming events (e.g. Tour de Skeeter, ID course, NEVBD Trainings, Annual Conferences), new awards, bylaws changes, JAMCA issues etc.
    - ii. Feature photos with links
    - iii. Can also use calendar feature

- c. Executive Board Members
  - i. Update pictures, names, and titles; do not list email addresses unless told so by the board – issues in the past with scam emails, particularly with the President and Secretary
  - ii. “Contact us” form going to virginiamosquito@gmail.com
- d. Current Year Committees (as given by President)
  - i. Sign-up form (usually added around the time of the annual conference; leave up until directed to remove by incoming president; utilize survey monkey, Google Forms, or other software to create digitally as requested by board, otherwise upload MS Word or PDF for download)
  - ii. List committees with respective chairs
  - iii. If given a member list for each committee, upload document (pdf or excel) at page bottom
- e. Bylaws/Committee Guidelines (as given by board)
  - i. As of March 2022 includes updated bylaws, guidelines for board and committees (will be updated later in 2022), and a protocol given by VMCA board in 2020 discussing advertising by vendors
- f. Board meeting minutes
  - i. Upload as given, usually from secretary after board approved
- g. Past Presidents list
  - i. Update annually after each annual conference transitions to new president
- h. Membership Page
  - i. Check with board to make sure information is accurate
  - ii. Verify current form is uploaded or embedded into page with submissions going to virginiamosquito@gmail.com as well as a MS Word or PDF version available for download
  - iii. Verify PayPal button is active/working –Treasurer will have PayPal access/info for buttons (can supply login information or send html code)
- i. Sustaining Membership Page – same as membership page
- j. Sustaining Members List
  - i. Make sure page has correct logos and contact information for each vendor (Secretary should have current list)
  - ii. May also provide links to websites by clicking on logos
  - iii. May also include viewable PDFs or slideshow of flyers if provided by vendors
- k. Annual Conference/Past Conference pages – (information given by VMCA board/Local Arrangements Committee)
  - i. Upcoming meeting page should include at minimum dates and hotel information; add registration form and payment link when available
  - ii. For past conferences: upload agenda, speaker list, and available PDF presentations as given permission by speakers at conferences – may have to communicate with agenda committee chair, tech support committee chair, or speakers themselves to acquire presentations and permissions
  - iii. Upload virtual conference recordings if available that year

- iv. Photos from conferences if available can also be added – may need to contact former/current Photography Committee Chair or VMCA Secretary for access to Google Drive folder
  - v. Summarize election results or any other relevant content to members who may have missed the business meeting
- I. Training Tab – update/add pages as given by VMCA board, Education Committee, Legislative Committee, or other committees; outside organizational trainings at discretion; follow VMCA member emails
  - i. Adult Mosquito ID Course (usually in May)
  - ii. Annual Pesticide Recertification (usually January /February)
  - iii. May also include: Pesticide Resistance Training information, NEVBD courses, TED talks, or other relevant links to courses/materials
  - iv. 2021 included a virtual ID Course which required embedding videos from YouTube and adding a survey button - created with Survey Monkey - for participants
- m. SCC Poster Competition: update information as given by Student Competition Committee Chair
  - i. Will include various files to be downloadable, flyers, photos, and text input
  - ii. Keep updated with past and current poster winners – may need to contact Photography Chair for award recipient photo from the annual conference
- n. Tour de Skeeter – update information as given by Student Competition Committee Chair
  - i. Will include text input, downloadable files, and potential link to online registration form or embedding, photos, etc.
  - ii. Keep current and past pages updated as annual event approaches
- o. Awards – update information as given by Awards Committee Chair
  - i. Keep Excel with awards history updated and available for download
  - ii. Add photos of award recipients for that year with captions
- p. Employment Opportunities – add information as given by VMCA members, VMCA Secretary (usually via mass membership email), and regularly checking local government sites/search engines if possible
- q. Legislative News – NEW in 2022 – update as given by Legislative Committee Chair
  - i. Routinely check to make sure links are all functional
  - ii. Post any known pending or upcoming legislation
- r. Merchandise – update information as given by Merchandise Committee Chair
  - i. May want to check with chair occasionally for updated inventory
- s. Mosquitoes of Virginia
  - i. Would like to update with original photography of all the species in the state plus links to literature where appropriate – currently have links to photography by WRBU for some species and links to known literature relevant to VA
- t. The Skeeter
  - i. Upload PDFs of the newsletter as received by the Information Committee Chair
  - ii. Update current issue cover photo on page

- iii. Call for submissions button – default email to Website Committee Chair if needed but update with email going to current Information Committee Chair when available
    - u. TMVCC
      - i. Keep board members up to date (pictures/names/titles only unless otherwise requested)
      - ii. Post information as given by TMVCC board members – could include schedule of events, vendor contact information, links to educational materials, etc.
    - v. Other “hidden” pages: some pages are not included in the site navigation so as to not clog up the user experience. These pages include the separate awards pages (RE Dorer Award, Honorary Membership, Dr. Arias Student Award, Dr. Harrison Research Award), a working page (typically kept to troubleshoot or work on content not ready to be published/viewable to the public), and – seasonally, if applicable – the virtual conference page (done to restrict viewing to only those attendees who paid and were provided with the url)
      - i. For these pages, double check to make sure the links to them are working and they are displaying accurately. For awards pages, the links to each page are on the primary “Awards” page.
      - ii. For the virtual page, if one is created, you will have to type the url directly into a web browser. The urls are created according to the page name. For example, if you create a page and label it “Virtual VMCA” the url would be <https://mosquito-va.org/virtual-vmca>
3. Pay for website (done by Treasurer/VMCA Executive Board)
    - a. Monitor within dashboard of Godaddy.com the upcoming auto-renewal dates for the website (“Domain name” & “Websites + Marketing Premium” are the two products we pay for) and inform board/treasurer within a month of their renewal date so that board can decide if need to change term lengths based on price
    - b. Domain name: mosquito-va.org with basic privacy protection is hosted by GoDaddy.com was \$100.85 for 5 years on July 14, 2018; set to auto-renew on 7/13/2023; \$21 for 1 year, \$42 for 2 years, \$63 for 3 years, \$105 for 5 years
    - c. “Websites + Marketing Premium” is the product type; software is called “Website Builder” and is hosted by GoDaddy.com; \$600 for 5 years subscription/support purchased October 31, 2019; set to auto renew 10/31/2024; \$240 for 1 year, \$480 for 2 years, \$720 for 3 years, \$1200 for 5 years (I think we were given a discount for the first 5 year term for the new builder software- about \$300 was refunded after we paid for the SSL for the old website and it crashed; may have been other refunds/credits given for payments/renewals for the old site that was no longer in service)
  4. Troubleshoot website issues as needed or as brought to attention by members/users; monitor the site regularly for broken links, missing information, pictures that returned to default stock photos, and any other glitches. Repair as necessary and contact GoDaddy.com for technical assistance, if needed (can do this through the dashboard- chat feature).
  5. Update and alter formatting and photos as you see fit. This will take some experimenting with the site to learn the various functions and capabilities, which are constantly being changed and updated.

6. For just about everything listed, you may very well need to directly ask the people responsible to give you the information needed. It takes considerable initiative to make sure the website is current. Many times the board/committee chairs do not review the site and notice what needs to be added/changed. It is possible to get a reasonable amount of information from the newsletter, but in some years, the timeliness of The Skeeter has not always been reliable.
7. Always double check any changes you've made to the site especially when redirecting to other websites, survey buttons, PayPal buttons, etc. by opening a new incognito or private browser window and visiting the site as if you were a regular user to troubleshoot.

### **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](mailto: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](http://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](http://www.mosquito.org)

Virginia Mosquito Control Association - [www.mosquito-va.org](http://www.mosquito-va.org)

Date Needed: 06/01/2016

Date Needed: 06/01/2016, Mail

## Technical Support 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.

### Technical Support

1. Primary Mission
  - a. Provide technical support to the VMCA on issues that concern the use 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. 3 laptops, 2 projectors, projector screen, laser pointers and carrying cases
    - ii. The equipment is stored with the committee chair
  - d. Provide recommendations on equipment that the VMCA is using or will need.
2. Executive Board Meetings
  - a. Each month Executive Board Meetings have a virtual component and this committee uses the virtual meeting software – GoToMeeting – to set that up for them.
  - b. The GoToMeeting Link is <http://goto.com>.
  - c. Login with the username [virginiamosquito@gmail.com](mailto:virginiamosquito@gmail.com) and password will be given by previous chair or VMCA Treasurer.

- d. Click My Meetings and you arrive at the scheduling page
  - e. Highlight "One-Time"
  - f. Click "Create Meeting" and fill out the appropriate information for the meeting and save
  - g. Click "Copy Invitation"
  - h. Create an email to the board and paste the invitation to the email and send it to the board
  - i. Start the Executive Board Meeting and run the meeting
3. VMCA Annual Conference Setup
- a. Bring VMCA A/V equipment to the Annual Conference
  - b. 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 Conference 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 Conference-October:**
    - i. Review what items sold at the last conference(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 conference 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 Conference that are approved by the board and send invoices to the current Treasurer (or give the ordering information to the Treasurer to place the order if needed).
4. Set up merchandise display at Annual Conference and assist with sales of merchandise during the conference.
- a. **Annual Conference:** 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 Conference 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

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 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 personal 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. \*\*\*2016/2022 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 6/2022).
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, etc
3. Post any current news about arboviruses (ex. 2016- Zika virus updates) or other news for the impending season
4. Post interesting tidbits about mosquito related topics
5. If also managing IG account – can share posts from that platform as well.

#### Instagram Account

1. Have past committee chair or past member give the username and password for the account. Change password and associated user email 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 – Big changes as of 2022 with new software – Adobe InDesign – purchased by VMCA

1. Treasurer & Past Information Committee Chair should share login username and password for the InDesign account with the new chairperson; change password as necessary; keep in mind that only 2 devices can be active users and only 1 person can be in the software at a time. If multiple people have login information and plan to construct the newsletter they will need to communicate to avoid issues with data loss.
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- it is a lot more work than it seems, especially if this is in addition to your full time job)

- a. Spring Edition: March/April
  - i. Send out notification to membership in early to mid-March (or earlier if able) 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 at least 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: 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 – many times this just includes a list of names with respective awards but if desired, you can request the award submission quotes; photos will most likely have to be acquired from the Photography Chair or by access to the Google Drive (however, in past years the past president, president, or vice president has taken over this duty; committee chairs such as SCC will write their own report on their award recipient
    - 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
  - ii. If this issue is to come out before the annual conference (always the goal) there will likely be lots of information to include relating to this such as nominated candidates' bios and photos, information about registration/booking hotel/membership renewal, voting information, student competition, tentative agenda, etc.

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. Ask the board if in doubt of what contents are needed or desired
  - f. 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 original photography from self or other members, unique vector art, or change up the color scheme and formatting to grab attention.
  - g. 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 InDesign was purchased by the VMCA in 2022 and takes some time to get used to but has many helpful tutorials and lots of options that once learned, really makes creating the newsletter much more feasible and professional.
4. Formatting and Design of the newsletter in Adobe InDesign
  - a. Currently, this requires learning the use of the Adobe software. Ideally, the current chair should take a prospective chair as an apprentice for a year to slowly teach the many components of the software. However, if this is not possible, there are many helpful tutorials linked into the program/on Adobe's website as well as on YouTube.
  - b. The easiest method is to start with a previously saved newsletter and modify it to the user's liking. If this for some reason not available (data corruption or loss), starting from scratch is a possibility and the basics are as follows.
    - i. Click the "New file" button (blue button, top left on home screen)
    - ii. When the "New Document" screen opens, on the top ribbon, click the "Print" tab and choose the "letter" blank document preset. Then on the right, change the units from picas (default) to inches, make sure the orientation is set to portrait, and make sure the "facing pages" checkbox is not checked. There are other customizations you can experiment with later but the remaining default settings are fine. Click the "create" button on the bottom right of the screen.
    - iii. Once the page loads, you should see a toolbar on the left, right, and top. Take the time to hover over each icon to familiarize yourself with all the options. The left bar is for tools (basic selection tools, creating shapes and textboxes, typing text, view and zoom settings, etc.). The right bar is formatting settings (sizing, colors, spacing, fonts, etc.). The top bar has tons of tools for importing files, photos, formatting objects, file settings, etc. THIS IS THE PART THAT TAKES TIME and is impossible to go into great detail. It can be very overwhelming at first just

walking into it all but this is where it helps to have a person working alongside you (or in this author's case, reviewing the many tutorials which can be found in the top bar "Help" tab-click on "Indesign tutorials", from the Indesign home screen, or in a web browser: [helpx.adobe.com/indesign/tutorials.html](http://helpx.adobe.com/indesign/tutorials.html))

- iv. After creating any page or even part of a page, it's a good idea to save your work to the creative cloud so that you (and whomever else has access to Indesign) can easily find the file from any computer. Adobe Indesign will periodically save your work anyway but it will only be viewable in the homescreen of Indesign on the computer you're working on. Do this by clicking "File" on the top bar, "Save as" and choosing the folder titled "Creative Cloud Files". You may also want to save a copy to your desktop, as an added backup.
- v. Once you have a rough draft (possibly beforehand if you want to be overly cautious), it is advisable to save to the VMCA Google Drive (as a PDF, not an INDD file) as well as the Creative Cloud Files/your desktop. There should be a folder labeled "Information Committee" to save drafts and related files; contact the VMCA Secretary for access.
- vi. Always save the final draft to the Google Drive so that you can share the file easily with VMCA Executive Board members (ask the VMCA Secretary for a "how to" if you are unsure how to share these files).

#### 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 if you have access/know how (file size must not exceed 30MB) or submit to the Website Chair for them to upload for you
  - b. After the file has been successfully uploaded, email the link to membership (either link to The Skeeter Page, or direct link to uploaded PDF if possible) by writing an email including subject to the VMCA Secretary to forward to the current membership list.

### **Student Competition 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.

#### 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 Conference
  - 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 can be 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 Conference dates.
      3. Contain a link to the VMCA webpage where the guidelines and more information can be found.
      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 receiving prizes and remind them of any expectations they may have towards the Annual Conference.
        - 2. All students should be asked to participate in the Annual Conference poster session.
      - iii. **Before the end of December:**
        - 1. Notify the Annual Conference agenda committee with the winner's name and presentation title.
        - 2. Notify special awards committee with the name of the 1<sup>st</sup> place winner and their poster title to be printed the "Dr. Jorge Arias Student Award" plaque.
        - 3. Notify the VMCA Treasurer of the name of the 1<sup>st</sup> place winner to have a check written out to them. This check will be handed out during the awards ceremony during the annual conference luncheon.
5. Competition procedures for the Annual Conference.
- a. **October-November:** Communicate with the Executive Board, local arrangements committee, and Annual Conference agenda committee to make sure student competition needs will be met at the Annual Conference.
    - i. Local arrangement committee- Make sure there is an area set aside where posters can be put up.
    - ii. Annual Conference 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 1<sup>st</sup> place poster recipient.
  - b. **December-January:** Print any posters needed to display at the Annual Conference.
    - i. Seek out the cheapest yet good quality printing service.
  - c. **During the Annual Conference:**
    - i. (If applicable) Have a 30 minute poster session set during a long break on the 2<sup>nd</sup> day of the Annual Conference.
    - ii. Have the 1st place poster winner give their presentation during the 2nd day of the conference.
    - iii. Handout the "Dr. Jorge Arias Student Award" and check to the 1<sup>st</sup> place poster winner during awards ceremony after the VMCA conference banquet.
  - d. **After the conference:** 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, events raffles, auctions, and/or other ideas.
    - ii. Tour de Skeeter (TdS) is a fundraising event option.
      1. **Annual conference:** announce date for the next TdS
      2. **March:** decide on details of event: swag give-a-ways, registration pricing, location, and other details.
      3. **April:** Bring purchasing list and proposed event budget to executive board for a vote. When approved, email VMCA membership that registration is open. Email sustaining membership of the opportunity to sponsor the event (each sponsorship has been limited to \$150 in the past). Make sure the website is updated with event details
      4. **June:** Make sure all items have been purchased and will arrive before packet pickup date. The week before the event, have participants pick up their packets and swag. Preorder food for the event.
      5. **Event:** Usually takes place on the starting weekend of Mosquito Control Awareness Week. Make sure event runs smoothly and food purchase is paid for.
    - iii. 50/50 raffle during TMVCC meetings (rodeo and oyster roast) or other times of the year.
      1. Tickets will be sold during event. At a designated time (usually the end of the event), ticket sales will complete, and a winning ticket will be drawn. Winning ticket will receive half the money collected from ticket sales with the other half going to the committee.
  - b. Fundraising events at the Annual Conference.
    - i. Bake sale, 50/50 raffle, merchandise sales, silent auction, dunk tank, and/or other ideas.
    - ii. 50/50 raffle: tickets will be sold before or during the annual conference. At a designated time (usually the end of the second day of the conference), ticket sales will complete, and a winning ticket will be drawn. Winning ticket will receive half the money collected from ticket sales with the other half going to the committee.
    - iii. Silent Auction:
      1. **Year before conference:** advertise that the auction will take place and ask for items to be donated. Make sure the membership and sustaining membership have been informed through the Skeeter and emails. Other entities such as the conference hotel and local businesses are good places to ask for item donations as well.
      2. **December:** Make sure tables will be provided during the conference to put auction items on. Usually these tables are set up in the vendor room and provided by the hotel free of charge.
      3. **Conference:** Have items placed on the tables with bidding forms. People can freely look at items and mark down bids. Have a designated time to

stop the bidding process (usually after the end of the second day during a social event). People with the highest bids will then purchase their items. Make sure either the treasurer or a committee member with access to a PayPal card reader is present to take payments at the end of the auction. Items will be handed out when items are paid for.

**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 current TMVCC board will orchestrate the vote 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 VMCA Annual Conference or by a group email sent to all vendors so that months are booked on a first-come, first-serve basis. In the case of no vendor for a month, the TMVCC president can approach the VMCA board with a request to support the TMVCC by sponsoring the lunch with a predetermined amount of money.

- 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. The TMVCC board with the advice from the vendor sponsoring that meeting will select locations of meetings.
    - 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 and send meeting minutes to be sent to the membership .
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 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 TMVCC 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. VMCA Annual Conference:
  - a. During the annual VMCA conference, 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.