

HANDBOOK COMMITTEE
Of the
WYOMING SECTION
SOCIETY FOR RANGE MANAGEMENT

PURPOSE

The purpose of the Section Handbook is to obtain and maintain general guidelines for use by the various Sectional Committees and provide copies of these guidelines to Committee Chair to assist them in the management of their Committee. The Committee will also perform administrative functions at the request of the Section President and/or Section Council.

STRUCTURE

The Chair is appointed by the Section President and reports to the Section President and Council.

FUNCTION

The Committee will actively solicit information from various officers concerning their duties. This information will be incorporated into the existing Section Handbook. The incorporated information will be reviewed with existing Chair/officers for suggestions/concurrence. Section Handbooks will be provided yearly to new Chair/officers and collected for outgoing Chair/officers.

Reports

The Chair will report to the Section Council at their request on updates, suggestions and any problems with obtaining responses to information requests. The Chair will report at least once a year on funding requests to publish updates, mailing, etc.

Meetings

Meetings will be held at least once a year. The Committee will meet in concurrence with the Annual Section meeting.