

INFORMATION & EDUCATION COMMITTEE
Of the
WYOMING SECTION
SOCIETY FOR RANGE MANAGEMENT

PURPOSE OF THE COMMITTEE

The primary purpose of the committee is to promote policies and disseminate information about the activities, goals and aspirations of the Section under the general broad direction of the President and the Board of Directors.

COMMITTEE STRUCTURE

The Information and Education Committee shall consist of four (4) members, including the Chair, who will promote the goals and activities of the Wyoming Section. Committee members will each serve a two- (2) year term. The Section President will select two (2) new committee members during the annual meeting. Every other year, the President will appoint the next Committee Chair.

COMMITTEE FUNCTION

Promote the objectives of the Wyoming Section of the Society for Range Management.

Duties of the Section President:

1. Provide the committee with direction and guidance.
2. Provide the committee with new goals and/or reaffirm existing ones at the annual meeting.
3. Select two (2) new committee members at the annual meeting.
4. Maintain frequent contacts with Committee Chair.
5. Maintains liaison with Parent Society I & E Committee Chair.

Duties of the Section Council:

1. Provide I & E Committee with direction.
2. Act as liaison between I & E Committee and other Section Committees.
3. Make I & E program recommendations at the annual meeting and assess the program progress during the Council meetings.

Duties of the I & E Committee Chair:

1. Provide committee leadership.
2. Coordinate activities and plans with the President and Council.
3. Coordinate and present an I & E program at the annual meeting and an update report at the Council meeting.
4. Coordinate Section I & E programs with the parent Society I & E Committee through the Section President.
5. Maintain communication with each committee member.
6. Maintain high visibility with the Section membership at large.
7. Develop an I & E program "plan of action".

Duties of the Section I & E Committee Members:

1. Formulate and present an annual Section I & E program at the annual meeting.
2. Request member input to formulate the annual I & E program.
3. Provide guidance and assistance in I & E programs and activities to the Section members at their local level.
4. Request assistance from the Section members in implementing the Section I & E programs.
5. Maintain high visibility with the Section members, Council and President through actions, activities and promotion of the Committee purpose.
6. Prepare and present any reports at the annual or council meetings.
7. Assist the Committee Chair in maintaining the Committee records.
8. Coordinate Committee activities with the Section President and Council.
9. Maintain a directory of Section membership, officers, council and committees.

Duties of Newsletter Editor:

1. Provides the means of conveying I & E programs' activities and progress to the Section members.
2. Assists in soliciting member help in implementing I & E programs on a local level.

Duties of the Section Members:

1. Convey I & E ideas and opportunities to I & E Committee Chair through the Section President.
2. Convey planned local I & E programs to I & E Committee Chair through the Section President.
3. Assist the Section I & E Committee in formulating and implementing I & E programs at the annual and summer meetings and at any time during the year.
4. Convey progress of locally implemented I & E programs to I & E Committee Chair.
5. Request assistance from the Section I & E Committee, if needed.