

### Archivist

- Composition: One active or honorary member of the ESM.
- Appointment: By the Executive of the ESM.
- Term of Office: One year. Successive appointment may occur.
- Objectives: To store and maintain material pertinent to the history of the ESM.
- Duties:
1. To act as a repository for Society documents sent to the Archivist by members of the ESM.
  2. To keep the present documents safe, all in one place, as a historical documentation of the ESM, for present and future members of the Society.
  3. To present a report on activities to the Annual General Meeting.

### Common Names of Insects Committee

- Composition: A chairperson and two other active or honorary members of the ESM.
- Appointment: By the Executive of the ESM.
- Term of Office: One year. Successive appointment may occur.
- Objective: To forward suggested common names of insects with supporting documentation to the national society (ESC).
- Duties: If any members of the ESM wish to propose adoption of a common name for some insect species in Manitoba, they should send the name, with documents supporting their request, to the chairperson who will forward the name(s) to the Common Names Committee of the ESC for their approval or otherwise.
- To keep members of the ESM informed on the use of common names of insects in Canada.
- The chairperson of the committee represents the ESM on the Common Names Committee of the ESC.
- To present a report on activities to the Annual General Meeting.

### Endowment Fund Committee

- Composition: The committee shall consist of a chairperson and 2 members, one of who is the Treasurer.
- Appointment: The chairperson is appointed by the Executive of the ESM.
- Term of Office: Three year appointments for the chairperson with successive terms permitted.
- Objective: To manage the Endowment Fund Board according to the policies determined by the Executive and Active Members at annual, general or special meetings. Provide financial support for special projects which are in accordance with the aims and objectives of the ESM as defined in its Letters Patent.
- Duties: To invest monies transferred to the fund from the Society's general operating accounts. The Treasurer will receive a directive on the amount to be invested, and the type and duration of investment, from the Chairperson. The directive must be approved by the Executive before it is executed.
- To withdraw monies from the Fund only after approval by the membership at a Annual General Meeting.
- Investment of the principal and interest of the Fund and dispersing of Fund monies are the responsibility of the Committee following approval by the Executive.
- Signing officers of the Society shall be the signing officers for the Fund.
- The committee shall prepare an annual report and financial statement for presentation at the Annual General Meeting of the ESM.

### Finance Committee

- Composition: The committee shall consist of a chairperson, members of the Endowment Fund Board, the Editor of the Proceedings of the ESM, and one member-at-large.
- Appointment: A chairperson and one member-at-large are appointed by the Executive of the ESM.
- Term of Office: One year for the chairperson and the member-at-large. Successive appointments may occur.
- Objective: To oversee the financial management and planning of the ESM.
- Duties: The Finance Committee shall advise the Treasurer on banking, accounting and reporting procedures.
- To assist the Society's committees in planning their annual budgets.
- To review and recommend to the Executive any changes needed in annual membership fees, annual meeting registration or in page charges in the Proceedings of the Society.
- The committee shall prepare an annual budget for approval at the Annual General Meeting of the ESM.
- A member of the committee shall serve on the Fund-Raising Committee.

### Fund Raising Committee

- Composition: A chairperson, a member appointed by the Finance Committee, and others as deemed appropriate by the chair or Executive.
- Appointment: By the Executive of the ESM.
- Term of Office: One year. Successive appointment may occur.
- Objectives: To work in close consultation with Executive and Finance Committee to co-ordinate and implement all existing fund raising activities of the Society, and to develop new fund raising initiatives to support existing and new fiscal requirements of the Society.
- Duties: Coordinate all special fund raising activities of the Society. The committee should work closely with other standing committees of the Society who have some interest in fund raising activities, particularly the Annual Meeting and Youth Encouragement and Public Education Committees.
- Develop new funding raising initiatives; new fund raising activities should be ratified by the Executive before implementation.
- The chairperson shall serve on the Scientific Program Committee for Annual Meetings.
- To present a report on fund raising activities to the Annual Meeting.

### Honorary Members Committee

- Composition: A chairperson (active member of ESM and ESC) with power to add to the committee.
- Appointment: By the Executive of the ESM.
- Term of Office: One year. Successive appointment may occur.
- Objective: To nominate worthy members of the ESM for Honorary Membership or appointment as a fellow in the Entomological Society of Canada.

Duties: When appropriate, forward the name of nominees to the Membership Committee of the ESC, over the signature of five active ESC members.

The nominee must be an active member or former active member of the ESC who has made an outstanding contribution to the advancement of entomology.

Nominations for honorary member may be submitted at any time to the Membership Committee of the ESC who will decide if the nominee shall be listed on a ballot. Nominations are only considered by the ESC in the year they are made.

The committee will report on activities at the Annual General Meeting.

### Membership Committee

- Composition: A chairperson who is an active member of the ESM and the with power to add to the committee.
- Appointment: By the Executive of the ESM.
- Term of Office: One year. Successive appointment may occur.
- Objectives: To ensure maximum potential membership in the ESM and ESC by maintenance of a high profile for the Societies among entomologists in the province.
- Duties:
- 1)Recruitment of new members to the Society.
  - 2)To co-ordinate membership activities among centres of entomologists in Manitoba.
  - 3)To review and recommend update of current membership list and policies within the ESM.
  - 4)To provide a report to the Annual General Meeting of the ESM.
  - 5)To provide new members with an outline of the Society's main activities, names and contact list of the Executive and Committee Chairs, membership list, and the most recent Newsletter.
  - 6) Four months after the AGM, contact delinquent members and inform the Treasurer of delinquent members.

### Editor, Newsletter and Publicity Committee

Composition:	Chairperson
Appointment:	By the Executive of the ESM.
Term of Office:	One year. Successive appointment may occur.
Objectives:	The purpose of the Publicity Committee is to disseminate information that is of general interest to Society members.
Duties:	<p>Editor of the ESM Newsletter:</p> <p>The role of the Newsletter is to communicate information from Society Officers, meeting announcements, and other events, news of research projects, requests for information, letters to the editor, literature reviews and announcements, news of personnel or visiting scientists, short articles of general interest, etc.</p> <p>The chairperson of the Publicity Committee is also responsible for printing the Newsletter and mailing the Newsletter to Society members.</p> <p>To present a report on activities to the Annual General Meeting.</p>

### Nomination Committee

Composition: A chairperson (Past-President) and other members as desired.

Appointment: Automatic.

Term of Office: One year.

Objectives: To find candidates and prepare a ballot for the annual Executive elections.

Duties: Submit to the Secretary, nominations for the offices to be filled by election no later than 31 July of each year. The offices are President-Elect, Member-at-large, and, when required, Regional Director.

At least two names will be submitted for each office.

Additional nominations may be submitted to the Secretary over the signatures of a least three active members of the Society.

Each nomination shall be accompanied by a signed statement from the nominee indicating their willingness to accept office if elected, and a brief biography of the nominee.

### President-Elect

- Term of Office: One year - from the end of one annual meeting to the end of the next.
- Appointment: Elected by annual mail ballot. Shall fill the office of President when it becomes vacant. Should the office of President-Elect become vacant, it may filled by the Executive until an election can be held.
- Duties: To attend all meetings of the Executive.
- To act as a temporary replacement for the President, if necessary. This includes signing authority for banking documents on the Society's accounts when requested to do so by the Treasurer.

## President

- Term of Office:** One year - from the end of one annual meeting to the end of the next.
- Appointment:** After completing one year as the President-Elect. Should the office of President become vacant, it shall be filled by the President-Elect, who will then serve his/her normal term in office.
- Objective:** To ensure that the business of the Society is carried out.
- Duties:**
- To chair the Annual Business Meeting and any other General Meetings of the Society.
  - In consultation with the other Officers of the Society, Executive members and the Executive Staff, to call executive meetings as are necessary, and to arrange the agenda for each meeting.
  - To chair meetings of the Executive.
  - To conduct the affairs of the Society between meetings of the Executive, subject to ratification by the Executive, and to ensure that Executive decisions are acted upon.
  - As an ex-officio member of all committees of the Society, the President does not necessarily attend all meetings of all committees, but should be aware of the activities of all committees.
  - To be a focus of communication and liaison between Officers, Executive Members, Executive Staff, Committees and the Society's membership, and external agencies.
  - To sign cheques and withdrawal slips on the Society's accounts, when requested to do so by the Treasurer.
  - To perform such duties at social functions of the Society as are requested by the Social Committee or the Annual Meeting Committee. The social duties begin following the conclusion of the banquets or other social events associated with the Annual Meeting at which the President relinquishes office.

### Past President

- Term of Office: One year - from the end of one annual meeting to the end of the next.
- Appointment: Automatic. The person who most recently completed a term as President of the Society.
- Duties: To attend all meetings of the Executive.
- To chair the nomination committee. The nominating committee shall consist of the Past President and 3 active or honorary members or, according to recent practice, the Past President can act alone.

### Editor of the Proceedings

- Composition: A chairperson with power to add to the committee.
- Appointment: By the Executive of the ESM.
- Term of Office: One year. Successive appointment may occur.
- Objective: To produce one issue of the Proceedings of the ESM annually.
- Duties:
1. Receive and proof read from the Secretary documents to be included to be included in each issue. The documents include committee reports submitted to the AGM, minutes of the AGM, and the financial statements of the Society. These documents are to be included in the Proceedings as: A. Minutes of the AGM; B. Financial statements of the Society; C. Abstracts of papers presented during the Annual Meeting of the Society; and D. Reports of the committees published as Appendices. The Editor will ensure the Proceedings are arranged and typed in an accepted format.
  2. Receive and proof manuscripts as they are submitted. Manuscripts are to be sent to reviewers and are to be accepted or rejected, accordingly. A \$400.00 fund is available to assist authors with publication costs. Guidelines detailing the use of this fund are to be found in the Proceedings of the ESM, Vol. 43:10-11 (=Appendix E).
  3. Mail out Proceedings and invoices to ESM members. Confer with editor of the Newsletter to co-ordinate mailing to save postage, where possible.
  4. Keep accurate financial records of expenditures and income for the fiscal year. Include subscriber payment, number of issues mailed and paid for, and number of back issues sold. Submit financial statement to the Treasurer before the end of the fiscal year.

## ESC Scholarship Committee

- Composition:** One active member of the ESM. The chairperson is chosen by the National Committee (ESC). Composition of the ESC Scholarships Committee:
- Four members and the Chair, appointed by the ESC President, and one member appointed by each participating affiliate society. All appointments are subject to approval by the Governing Board. This committee consists of two subcommittees:
1. Awards Committee - includes the Chair and the three other members appointed by the President, and
  2. Fund-raising Subcommittee - includes the Chair and appointees of the affiliate societies.
- The Chair may convene these committees him/her self, or appoint conveners for either or both of these committees.
- Appointment:** By the Executive of the ESM.
- Term of Office:** One year, for a maximum of three consecutive years.
- Objectives:**
1. To set and regulate the conditions of the awards and scholarships and to select recipients (Awards Subcommittee).
  2. To raise funds to augment the Scholarship.
- Duties:** As specified in the ESC Scholarship and Committee Guidelines (see ESC Bulletin 7 (2): 38-39), and to
1. Set conditions of the Awards and Scholarships subject to approval of the Governing Board, only 2 scholarships are awarded. Some affiliate societies have awards for the best student paper presented at their annual meetings. Regulation, organization, selection of winner of these awards is the responsibility of the host affiliate society.
  2. Advertisement of the awards nationally is in the ESC Bulletin (March issue) and is the responsibility of the ESC Committee Chair, and regionally by affiliate member through circulation of notices to University Department Chairs of Biology, Zoology, Entomology, posting on notice boards, sending to ESM Newsletter editor (by April), informing Deans (Graduate Studies, Agriculture Science), and through requests for inclusion in University calendars.
  3. Administer Scholarship program by regulating conditions of awards - responsibility of Chair, ESC Committee. Deadline for receipt of applications by ESC is June 15. Receipt of applications by Committee members for their review is by July 1 and completion of member review is by August 31. Awards announced at Annual Meeting of ESC. Eligible students are those who begin their first year of Graduate Studies in Entomology between June 15 and December 15 of the following year (18 months later), and of the year the award is made.
  4. Announce winners nationally in ESC Bulletin at Annual ESC Meeting, in news release for ESC Public Education Committee, photographic coverage, and inform archivist. Provincially, affiliate member to report to Society at Annual Meeting, inform ESM Newsletter editor, and if winners are from Manitoba, organize news release, provide photograph for University and municipal media, and inform archivist.
  5. Fund-raising - Solicits contributions by advertising Award, and the need for support, by soliciting individuals, companies, and societies. Acknowledge contributions, with permission of donors, annually in Bulletin.

6. Report to ESM Annual Meeting (write to Chair for results of competition) on winners of awards, and on any changes in rules, regulations, and administration of Scholarship Fund.

### Scientific Program Committee for Annual Meetings

- Composition: A chairperson plus 3 or more members including one person from the committee of the previous year (for continuity), and the Chairperson of the Fund-Raising Committee.
- Appointment: Chairperson by the Executive, and other members by Chairperson.
- Term of Office: One year.
- Objective: To prepare a scientific program for the Annual General Meeting of the ESM.
- Duties: To select a scientific theme and an invited theme speaker for the next Annual Meeting.
- To plan for related papers from members if appropriate.
- To plan additional symposia if local expertise and interest is present.
- To publicize the annual meeting, call for submitted papers (with abstract), and to prepare the final program in cooperation with the local arrangements committee (see below) and Social Committee Chairperson.
- To report progress in program planning to the President in April and July and on demand.
- To arrange for 'Meet the Speaker's' mixer, make travel and accommodation arrangements and invitations for lunch, dinners and social activities for guest speakers and representative of ESC, ensure introduction and thank you of guest speaker, and arrange for judging of student's paper presentation competition and to notify President of winner before banquet.
- To present a report on activities to the Annual General Meeting.
- Checklist: Program brochure for the scientific sessions should include:
1. Names and addresses of all authors, and denotes presenter
  2. Full title of paper, as submitted
  3. Names of session chairpersons
  4. Abstracts of submitted and invited, if available, papers
- Request for papers should include announcement of student paper presentation award, request denotation of student competitors, and setting up of Ad Hoc Student Paper Award Committee.
- Ad Hoc Student Paper Award Committee
- Guidelines:
1. Advertise the competition along with call for papers.
  2. Eligibility of contestants:
    - i. full time student or having student status in the Society, Entomological Society of Canada, or in another regional society of Canada.
    - ii. registered at the ESM Annual Meeting.

3. A total of three judges to be chosen by the Scientific Program Committee well in advance of session, and provided with student evaluation forms and names of competing students.
4. Judge selection criteria are:
  - i. judges must be a member of the Society
  - ii. one student judge (if possible) be included
  - iii. judges should be familiar with the fields presented
  - iv. judge may not be a co-author of a paper to be presented in the contest
5. The recipient of the Award and the names of the judges to be announced and the Award to be made at the ESM Banquet and name of the recipient to be included in the next Newsletter.
6. The judging criteria are to be distributed to all contestants upon entering the contest.
7. The decisions of the judges are final.

#### Local Arrangements Committee

Guidelines: Composed of one member who will work with the Chairpersons of Scientific Program and Social Committees for Annual Meeting.

Member to be appointed for one year by the Executive of the ESM; successive appointments may occur.

Objective is to make local arrangements for the Annual General Meeting of the ESM.

Duties are to book meeting rooms, arrange for coffee, juice, etc. for daily sessions of meeting, set up registration desk in cooperation with Treasurer.

Checklist:

#### Meeting rooms

- book 6-8 months in advance (Freshwater Institute first choice)
- inform Security Guard of dates, times of day rooms will be used
- ensure chairs, podium, coat racks are set and lights, microphone are in working order
- arrange parking and set up signs designating ESM parking
- arrange audio visual equipment for seminar room
- designate clean-up crew for meeting room and coffee room

#### Registration desk (with Treasurer)

- arrange for staffing
- collect registration fees, membership dues, and sell banquet tickets
- provide maps to mixer and banquet, and name tags
- list location of cafeteria, washrooms

#### Refreshments

- arrange with cafeteria for coffee, tea, juice for 2 mornings, 1 afternoon at least 1 month in advance
- notify cafeteria staff of meeting dates and expected use of cafeteria for lunch and remind staff of arrangements 1 week before meeting

### Secretary

- Appointment: By the Executive of the ESM.
- Term of Office: One year. Successive appointments may occur.
- Objectives: To serve as an advisor to the Executive.
- Duties:
- 1) To issue notice of meetings and to take minutes at all meetings of the Executive and the Annual Business Meeting.
  - 2) To correspond with the Executive and the Society as directed by the President.
  - 3) To obtain autobiographical data on all candidates for election to the Executive from the Past-President and to prepare and mail ballots to all regular, lifetime, and student members. On return, forward the ballots to the Scrutineer.
  - 4) With the Treasurer, to maintain membership list of the Society and to receive and forward to Treasurer applications for membership.
  - 5) Supply new Executive members with copies of the by-laws, rules and regulations, and Endowment fund Agreement annually, and new Committee Chairs with appropriate committee guidelines.
  - 6) Maintain and modify committee guidelines as directed by the Executive.
  - 7) Maintain SWAT Award, ESM Scholarship forms and application forms for the Scholarship, and the Seal of the Society.
  - 8) Forward copies of the Executive Meeting minutes to the editor of the Newsletter, and of the Annual Business Meeting to the editor of the Proceedings.
  - 9) On receipt of gifts and exchange journals, stamp them with ESM logo and forward to the library, Agriculture and Agri-Food Canada, Winnipeg Research Station.
  - 10) Prior to annual meetings, request copies (~25) of all committee reports by chairpersons be made available at the Annual Meeting.
  - 11) To sign banking statements as required.
  - 12) Maintain supply of supply of envelopes, letterhead paper, and billing forms for use by committee chairpersons, executive staff, etc.

## Social Committee

Composition:	A chairperson who is an active member of the ESM with the power to add to the committee.
Appointment:	By the Executive of the ESM.
Term of Office:	One year. Successive appointment may occur.
Objective:	To encourage participation by members of the Society in social events sponsored by the Society.
Duties:	<p>To prepare and submit a budget for all social activities for the up-coming year.</p> <p>Arrange for speakers, room bookings, and audio visual equipment for luncheons and the New Members' Social.</p> <p>Arrange bookings and entertainment for the annual meeting banquet.</p> <p>Suggest and organize additional social activities, e.g. barbecues, collecting trips, etc.</p> <p>To present a report on activities to the Annual General Meeting.</p>
Checklist:	<p>Luncheons</p> <ul style="list-style-type: none"><li>- request from members suggestions for speakers</li><li>- send invitation to speakers</li><li>- arrange for audio visual aids for speakers</li><li>- send notices to members at least a week beforehand</li><li>- book lunch and meeting room</li><li>- check meeting room for suitability</li><li>- arrange for someone to introduce and thank speaker</li><li>- send thank you letters to speaker and site of meeting</li></ul> <p>New Members' Social</p> <ul style="list-style-type: none"><li>- prepare notices to get the number of people who will be coming</li><li>- set price, prepare and sell tickets</li><li>- arrange for speaker and audio visual aids</li><li>- advertise social</li><li>- book room, food arrangements, bar</li><li>- arrange for introduction and thank you of speaker</li><li>- introduce new members and announce student achievement award</li></ul> <p>Banquet for Annual General Meeting</p> <ul style="list-style-type: none"><li>- book site 4 months beforehand (check prices in other locations)</li><li>- book entertainment 1-2 months before</li><li>- decide on price of meal including tax and gratuities</li><li>- know exact number of people day before allowing free gratis tickets for special guests (~6)</li><li>- check audio visual needs if speaker booked</li><li>- arrange of MC at banquet to give student prize</li></ul>

- arrange honorarium, send thank you letters

### Treasurer

- Appointment: By the President of the ESM.
- Term of Office: One year. Successive appointments may occur.
- Objectives: To serve as a financial officer of the Society.
- Duties:
- 1) To maintain custody of the Society's funds and monies.
  - 2) To prepare, or arrange for the preparation of, financial statements in consultation with the Finance Committee as required by the President and Executive.
  - 3) To pay the annual Corporations fee by the end of August.
  - 4) Complete the Information Return for Charities and mail Revenue Canada before the end of February (6 mos. after end of fiscal year).
  - 5) To arrange for the audit of the Society's books of account in sufficient time for the auditor's report to be submitted at the Annual General Meeting.
  - 6) Apply for the GST rebate for charitable organizations in September.
  - 7) Bill members for payment of annual dues in October. Notify in writing all members 4 months delinquent in payment of dues, as informed by the membership chair.
  - 8) Process applications for membership, and inform the membership chair.
  - 9 ) Serve as a member of the Endowment Fund Board.
  - 10) Invest monies for the Endowment Fund according to a directive from the Chair of the Endowment Fund and written confirmation from the President.

## Internet Site

Composition	A chairperson with power to add to the committee.
Term of Office:	One year. Successive appointments may occur.
Appointment:	By the President of the ESM.
Objective:	To develop and maintain web pages for the ESM.
Duties:	<ol style="list-style-type: none"><li>1) To ask the membership for input for the content of the web site.</li><li>2) To update the web site with then names of the new executive each year.</li><li>3) To place copies of the newsletter and the proceedings on the web site.</li><li>4) To present a report on activities to the Annual General Meeting.</li></ol>

## Youth Encouragement and Public Education

Composition: A chairperson who is an active member of the ESM, with power to add to the committee.

Appointment: By the Executive of the ESM.

Term of Office: One year. Successive appointment may occur.

Objectives: Youth Encouragement

Disseminate entomological knowledge to young people.

Organize field trips and workshops during the year.

To work with Youth Encouragement Committee of the ESC.

Public Education

To provide entomological information to the general public.

Duties: Disseminate newsletter to members of Youth Encouragement.

Organize workshops, field trips, school presentations, mall displays, etc. with respect to entomological information.

Organize special projects and collections for members with prizes.

To present a report on activities to the Annual General Meeting.

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