TO: Executive Board, Western Section of the Wildlife Society  
FROM: Cynthia Perrine, Program Director  
Date: April 17, 2013 for Board Meeting on April 28th

Program Director Hours January to March = 156 Hours

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Members' Survey</th>
<th>Social Networking/ Facebook</th>
<th>Operations Manual Revision</th>
<th>PDC Planning</th>
<th>Conservation Education</th>
<th>Training Needs Assessment</th>
<th>Annual Conference Planning</th>
<th>Student Affairs Support</th>
<th>Other Tasks as Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Ann. Hrs</td>
<td>40</td>
<td>70</td>
<td>32</td>
<td>34</td>
<td>40</td>
<td>60</td>
<td>40</td>
<td>60</td>
<td>80</td>
</tr>
<tr>
<td>Quarter 1 (Invoiced)</td>
<td>15.25</td>
<td>3.2</td>
<td>2</td>
<td>4.5</td>
<td>12.25</td>
<td>1.5</td>
<td>15.25</td>
<td>0</td>
<td>13</td>
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<tr>
<td>Quarter 2 (Invoiced)</td>
<td>15</td>
<td>4</td>
<td>3.5</td>
<td>17.75</td>
<td>0</td>
<td>10</td>
<td>61.25</td>
<td>5.5</td>
<td>39</td>
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<tr>
<td>Quarter 3 (Estimated)</td>
<td>12</td>
<td>20</td>
<td>25</td>
<td>10</td>
<td>0</td>
<td>30</td>
<td>4</td>
<td>5</td>
<td>10</td>
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</tbody>
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Summary of Program Director Duties, January to April, 2013:

Brief Summary of Tasks Completed – Quarter 3
- Members’ survey - circulate survey to membership, compile initial report for board review (8.5 hours)
- Advanced Field Techniques – Develop list of instructor/field technique needs for course, market course, correspond with prospective mentor-instructors, revise instruction schedule, paperwork for facilities (14 hours)
- Other - Review liability paperwork, prepare forms and submit required items to Mike Chapel; review newsletter; TWS TWP article draft, revision (14.5)
- Social Networking – updates and notices to facebook, correspondence about social network policy (1.5)
- Professional Development – draft MOU for Camera Workshop (1.75)
- Operations Manual Revision – compile and update sections (1)
- Conservation Education - AFWA Conservation Strategy “Blazing Natural Pathways” web conference (1)
Brief Summary of Tasks Completed – Quarter 2

- Members’ Survey – Circulate Final Draft for Review by ad hoc survey subcommittee, Survey Best Practices review, circulate survey to membership, compile initial report for board review (15 hours)
- Operations Manual Revision – Gather policies, procedures, informal business practices and incorporate into operations manual.
- Professional Development Planning – Outline 2-year plan for PDC, coordinate with Camera Workshop Instructors to set 2013 workshop dates, Hunter Education for Conservation Professionals Workshop Development and Implementation – thank you to partners and instructors, survey, cohort follow-up plan, facilitate quarterly meeting (17.75)
- K-12 Wildlife Conservation Education – Calendar Grant Application Deadlines, Google Drive listings, on-hold until executive board review of objectives (0)
- Scientist Citizen Needs Assessment Survey/Citizen Science Engagement/Advanced Field Techniques – Develop list of instructor/field technique needs for course (2 hours)
- Annual Conference planning – Conference calls and follow-up coordination; Program Development; CDFG (CDFW) videotaping; volunteers (hours)
- Student Affairs Committee Outreach Support (1 hours)
- Other General tasks – allboard and TWSWSMembers management; General E-mail Correspondence about Western Section; Board Reporting, Packard Grant, Scope of Work Revision, Yoakum Memorium Management, Transactions Subcommittee (4)

Brief Summary of Tasks Completed – Quarter 1

- Members’ Survey Development – Draft Questions, Circulate to Executive Board for Comment, Revise Questions, Upload into SurveyMonkey and Design Questions (15.25 hours)
- Social Networking – Develop Editorial Calendar for October to December. Post updates. Reply to comments and recommendations (3.2 hours)
- Operations Manual Revision – Continue building file of additional items for inclusion in Operations Manual (2 hours)
- Professional Development Planning – Draft Schedule and Announcement Hunter Education for Conservation Professionals (4.5 hours)
- K-12 Wildlife Conservation Education – Build local partnerships for applying to granting institutions, AFWA Webinar, Portland 2012 Conservation Education Working Group participation and networking (12.25 hours)
• Scientist Citizen Needs Assessment Survey/Citizen Science Engagement/Advanced Field Techniques – Submit proposal for 2013 Summer Field Course at Swanton Pacific, secure instructor-of-record (J. Perrine) and draft daily schedule and begin application for Cal Poly unit approval (1.5 hours)
• Annual Conference planning – Conference calls and follow-up coordination; Program Development; CDFG (CDFW) videotaping; volunteers review (15.5 hours)
• Student Affairs Committee Outreach Support (0 hours)
• Other General tasks – Executive Board meeting; allboard and TWSWSMembers management; General E-mail Correspondence about Western Section; Board Reporting, Packard Grant, Newsletter review, Scope of Work Development, Yoakum Memorium Management (13)