

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

Tasks	Members' Survey	Social Networking/ Facebook	Operations Manual Revision	PDC Planning	Conservation Education	Training Needs Assessment	Annual Conference Planning	Student Affairs Support	Other Tasks as Assigned
Estimated Ann. Hrs	40	70	32	34	40	60	40	60	80
Quarter 1 (Invoiced)	15.25	3.2	2	4.5	12.25	1.5	15.25	0	13
Quarter 2 (Invoiced)	15	4	3.5	17.75	0	10	61.25	5.5	39
Quarter 3 (Estimated)	12	20	25	10	0	30	4	5	10

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 (8.5hours)
- 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)

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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)
- Social Networking – Develop Editorial Calendar for January to March, April to June. Post updates. Reply to comments and recommendations. Draft new section for Operations Manual regarding Social Networking (4 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)