

Pacific Seabird Group



DEDICATED TO THE STUDY AND CONSERVATION OF PACIFIC SEABIRDS AND THEIR ENVIRONMENT

PSG LOCAL COMMITTEE APPLICATION PROCEDURE Version 1.5

26 April 2016

INTRODUCTION

PSG hosts an annual meeting nearly every year to share scientific information and advance the conservation of seabirds and their environment. A Local Committee hosts the annual meeting and a Local Committee Chair is the point person or responsible party that works with Executive Council to develop and host the meeting. The Executive Council is always interested to hear from members about hosting an annual meeting and encourages members to think about, and propose, great locations for this annual event.

On 10 Feb 2016, a motion was passed to create a Local Committee Application Form to make it easy for members to submit ideas to the ExCo and for ExCo to discuss and review those ideas during discussions about future meetings.

Before starting the short survey, applicants must familiarize themselves with the general duties of the Local Committee Chair, and the timeline for hosting an annual meeting. This information is found in the PSG Handbook pages 36-50; Appendix 22, Appendix 27, Appendix 29, Appendix 30. Confirmation that the applicant is familiar with the duties outlines in the PSG Handbook will be required once a full proposal is submitted to the ExCo.

In this document, instructions for completing the survey are below, plus the survey questions, and a list of Frequently Asked Questions (FAQs).

APPLICATION INSTRUCTIONS

The application can be found here and uses the Survey Monkey platform. Please provide the most complete information possible at this time; if the answer to a question is not yet known, please note this in your response. See below for other Frequently Asked Questions.

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SURVEY QUESTIONS

1. Name of person submitting proposal
2. How can ExCo contact you? Please provide email and/or phone number.
3. Are you submitting this proposal as an individual? If no, name of organization/institution.
4. Proposed location: city and state/province
5. Proposed location: country
6. Briefly describe why this location would be a good location for the annual meeting
7. What support would you bring to the planning of the annual meeting? Provide the name and organization/institution of all team members who are willing to assist.
8. What experience do you and your team have in regards to organizing a large meeting (approx. 300 people)? Provide a list of past experiences including what, when, where, size.
9. Is there a specific time frame that you would want to hold the meeting? PSG typically meets Jan/Feb – list potential weeks or portions of months).
10. What hotels are available in the area? List options, including capacity, previous working experience with them, meeting space specifics and approximate costs.
11. What are possible field trip options? List potential options and any experience you have with field trip leaders/field trip providers.
12. Is there a) public transportation to/from airport(s) b) affordable shuttle to/from airport(s)? In the survey, list transportation options to/from the airport(s), approximate time and cost.
13. How far is the location from the major airport(s)? (List miles/km and approximate drive time.

PROPOSAL REVIEW

Applicants will see a “Thank you for taking this survey” screen at the end of a successful proposal submission. The PSG Secretary is notified of new proposal submissions and will get back to applicants within one week (7 days) of submission.

Before the proposal is presented for review by the ExCo the proposed Local Committee Chair(s) must provide the Past Chair with written confirmation of the following:

- I/we have read the PSG Handbook for the General Duties of a Local Committee Chair
- I/we confirm that I/we can meet those responsibilities

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FREQUENTLY ASKED QUESTIONS

1. What is the process for submitting an application for an annual meeting? Do I/we just have to fill in this form?

No. All members that are interested in being a local committee should first read the PSG Handbook sections for Annual Meeting (including Appendices) to understand the general duties of the local committee and the timelines. Interested members should identify one or two possible venues for the annual meeting and affordable hotel accommodation options for students and professional members. If there are any questions, or if a member would like to speak with a previous local committee to get more information, contact the PSG Past Chair (email below). After the application has been submitted, the Past Chair will review the form, and ask the applicant additional questions before presenting the proposal to the PSG Executive Council (EXCO).

2. Where does the form go? Are my/our answers confidential?

The responses are received by the PSG Secretary via the password protected PSG Survey Monkey for Business account. The responses are saved as a PDF and only viewed by ExCo members. The PSG Past Chair is responsible for identifying future meetings (as per Handbook) and compiles all meeting suggestions during their tenure. Yes, all survey answers are confidential.

3. What happens after I/we complete the form? Who decides that I/we can host an annual meeting?

After the survey is completed, the PSG Past Chair and other ExCo members will review it. The ExCo look at annual meeting options one to four years in advance, ideally, and try to determine the best locations for members and PSG revenue given past meeting locations. Decisions about locations for the next annual meeting are made by the ExCo (majority vote, quorum, as per bylaws) based on a few factors:

(1) confirmed local committee chair and committee members;

(2) annual meetings are held in the core area three of every five years, as most members are in the core area and these meetings are very well attended (i.e., 300+ participants) – core area is Washington, Oregon, California;

(3) estimated costs of the annual meeting are such that it will post a profit (ideal) or break even (minimum) (note: PSG relies on meeting profits to cover society operating expenses and donations from the meetings to contribute to travel awards, small-grants conservation program, unrestricted donations, new membership, and endowment fund);

(4) venue or conference center meets the requirements for holding a PSG meeting (see Handbook) and it is available in January or February;

(5) affordable and appropriate hotel accommodation options are very close to the venue;

(6) field trips of interest to members are available, affordable, and close by;

(7) other meetings scheduled that year that might be an option for PSG to co-host, or that might create a conflict such that members might be choosing between a PSG meeting versus this other meeting (given restrictions on their funding for travel and conference expenses);

(8) future meeting surveys to members;

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(9) input from Former Chairs; and

(10) other factors specific to that calendar year.

4. How long will I/we wait before getting a reply?

The PSG Secretary will usually respond within one week (7 days) to let you know that your completed survey has been received. The decision-making process for future meetings is fairly lengthy, on the order of 2-8 months, depending on how many factors need to be considered and how close the timing is to the next annual meeting. The PSG Secretary and/or PSG Past Chair will maintain contact with all applicants to keep them updated on the process and timing for decisions.

5. What if I/we don't have confirmation from everyone I'd/we'd like to have on the proposed local committee?

This is fine. The ExCo does not expect all members of a local committee to be identified at the time of submitting the application. It is important for the ExCo to know that there will be at least 5-6 individuals interested and available to be on the local committee to help the Local Committee Chair, and that you have approached two or three before completing the survey. Quite a lot of the planning can be done remotely so not all members of the local committee need to be at that location (e.g., fund-raising, merchandise, meeting program).

For the PSG EXCO to approve a Local Committee, the Local Committee Chair(s) must give their written confirmation to the PSG EXCO that they have read and meet the requirements outlined in the PSG Handbook (2012), "General Duties of a Local Committee Chair" (pages 36-50; Appendix 22, Appendix 27, Appendix 29, Appendix 30)
<http://pacificseabirdgroup.org/publications/PSG.Handbook2012.pdf>.

6. If my application is not approved, can I/we apply again?

Yes. Several situations may arise where the ExCo may not consider an application for a given year, e.g., if the meeting location proposed was too far and/or too expensive for members to attend; the location was not safe for PSG members to travel to; or the location proposed would have a very low probability of breaking even or posting a profit. The same location may however be appropriate for another year.

7. Who do I/we contact for more information or questions?

*For more information about annual meetings, contact PSG Past Chair:
pastchair [at] pacificseabirdgroup dot org*

*For questions about the Local Committee survey, contact PSG Secretary:
secretary [at] pacificseabirdgroup dot org*