

AFA BOD Welcome Letter

8/2023

Welcome to the AFA Board of Directors. We appreciate your willingness to serve and share your time and talents with AFA. Our organization fills an important need in the Avian community. We believe you will find serving on the Board to be a rewarding experience.

As a Director or Committee Chair, you and your fellow Board members are responsible for handling the Organization's operations while maintaining our commitment to our mission.

We are all here for a common cause. When exercising your responsibilities, you are welcome and encouraged to draw from the expertise of your fellow directors. There are other useful resources available to help you carry out your work. Links to the By-laws and Policies and Procedures, as well as other pertinent information and copies of useful documents, will be provided in a future email.

As a Board member you are expected to attend all Board meetings. Our By-laws require us to hold quarterly meetings yearly. Two are in person. One, at our annual conference (generally August/September) and one is normally at Parrot Festival (last week in January) in Houston, Texas. The other two are Zoom meetings, normally in May and November. Board Reports are required for quarterly meetings. More information on these meetings and Board Reports will also be included in a future email.

We also have a Zoom check in meeting on the second Thursday of each month if necessary. These are scheduled as needed due to current events, legislative issues, etc. Notice will be emailed to the AFA Board and Chairs io.group email with call in details.

You will be installed as an official Board Member at our annual conference. We are looking forward to your participation and contributions to our Board.

Thank you for your willingness to serve AFA and uphold our mission.

Welcome aboard! We are glad you are here.

Sincerely,

AFA Officers, Board of Directors and Staff

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AFA BOARD OF DIRECTORS ORIENTATION MANUAL

WELCOME LETTER

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Mission and Purpose

The mission and purpose of AFA shall be to promote the advancement of Aviculture through educational programs that support the advancement and improvement of breeding practices, husbandry practices, and living conditions for exotic birds, conservation, research and legislative awareness.

The goal of AFA is to insure long-term, self-sustaining populations of exotic birds both in captivity and in the wild.

American Federation of Aviculture
CONFIDENTIAL AGREEMENT and MEMBERSHIP LIST
AGREEMENT

Upon signature of this Agreement, the undersigned member of theThe American Federation of Aviculture, Inc. ("AFA") BOD agrees to keep all AFA Information not approved for public release confidential . AFA will furnish to the undersigned from time to time lists of AFA members.

The purpose of this Agreement is to set out the conditions, upon which the business and the List(s) will be furnished to, held and used by and returned to AFA by the undersigned. It is required as a part of his or her job to sign this agreement. The undersigned acknowledges the furnishing by AFA and the receipt by the undersigned of sufficient consideration for the agreements herein contained upon receipt of the List from AFA.

Upon receipt of the List(s), the undersigned agrees to the following:

1. The undersigned will use the List(s) only for AFA purposes as authorized by the AFA Board of

Directors from time to time. The undersigned may rely upon a written statement from any Executive Officer (President, First or Second Vice President) or the Executive Director s to this authority.

2. The undersigned will keep and hold the List(s) in strict confidence and will not disclose the List(s) or their contents to any party, except as may be required by court order. The undersigned agrees and acknowledges that the List(s) are and will remain the property of AFA.

3. The undersigned will not retain the List(s) in any form, a copy or copies of the List(s) or the names or information therein upon request of or by an AFA Executive Officer or the AFA Board of Directors or in any event upon the undersigned ceasing to hold the position.

4. The undersigned will never use the List(s) for personal use or allow another to use it (them) for any use.

5. The undersigned will hold AFA harmless and indemnified from all loss, cost, damage and

expense, including reasonable attorneys' fees, on account of any breach by the undersigned of his/her agreement upon this Agreement or in connection with any enforcement by AFA of the undersigned agreements under this Agreement.

6. This Agreement will remain in full force and effect during and after the term in office of the

undersigned and will be binding upon the undersigned and be binding upon his/her heirs, executors, legal representative, successors and assigns.

7. The undersigned agrees that this Agreement may be enforced in and shall be construed under the laws of the State of California and the undersigned agrees to the jurisdiction of the California courts.

WITNESS my hand and seal this

day of

Signature

Print Name

AFA STATEMENT OF “CONFLICT of INTEREST” POLICY

THE AMERICAN FEDERATION OF AVICULTURE’S OFFICERS, DIRECTORS, COMMITTEE CHAIRS AND COMMITTEE MEMBERS, SHALL AVOID ANY CONFLICT BETWEEN THEIR OWN RESPECTIVE INDIVIDUAL, PROFESSIONAL OR BUSINESS INTERESTS AND THE INTERESTS OF THE FEDERATION, IN ANY AND ALL ACTIONS TAKEN BY THEM ON BEHALF OF THE FEDERATION IN THEIR RESPECTIVE . CAPACITIES

In the event that any Officer. Director. Committee Chair. Committee Member, contracted staff or paid Staff of the Federations shall have any direct or indirect interest in or relationship with, any individual or organization which proposes to enter into any transaction with the Federation, including but not limited to transactions involving,

- a. the sale, purchase. lease or rental of any property or other asset;
- b. employment. or rendition of services, personal or otherwise;
- c. the award of any grant, contract, or subcontract.
- d. the investment or deposit of any funds of the Federation;

such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which he has an interest, or otherwise attempting to exert any on the Federation, or its members to affect a decision to participate or not participate in such transaction.

SEE FULL CONFLICT OF INTEREST POLICY IN POLICY AND PROCEDURES

Complete the Abstention form when necessary.

AFA Record of Abstention with Conflict of Interest Policy

As a member of the BOD or Committee Chair, the following is a record of my disclosure of a direct or indirect conflict of interest and abstention from discussion and voting on the matter at this meeting.

Conflict

Name of Board or Committee

Signature

Date

Print Name

Link to Leadership Page on AFA Website

AFA Board and Chairs Yahoo Group

All Board members and Committee Chairs are included on the AFA Board and Chairs Yahoo email group. This is where ideas are exchanged and discussed prior to board meetings. It is also a place to ask questions and seek guidance.

It is an official meeting. It helps get things done more efficiently and effectively rather than waiting for the quarterly board meeting.

When it is or is not appropriate to use your AFA title

As a club delegate, state coordinator, regional director, elected or appointed Board member, you are an integral part of the AFA organization. Of course, with this position comes responsibility...

If you are providing membership information to someone else or communicating purely factual information about AFA in your capacity as a state coordinator, delegate, etc. then you may use your "AFA State Coordinator" (or other) designation in such communications.

However, when you communicate with others about other issues, whether it be by regular mail, e-mail, posting on chat boards or in internet groups, you should not use your AFA State Coordinator designation in such communications.

You see, AFA is its own separate legal entity. Your own personal statements and opinions, as well-meaning as they may be, are not those of AFA.

AFA's only official opinions and statements come from its Board of Directors, after discussion, deliberation and a vote. **You should NEVER make any communication to anyone, in any forum, that would cause confusion between your own opinions, views or expressions and that of AFA.**

To avoid any such confusion, you should not use your "AFA State Coordinator" (or other) title or the AFA logo on any non-factual, non-sanctioned communication.

Remember, unless the Board of Directors has so authorized, you do not speak for AFA.

AFA Meeting Info

Monthly check in calls

The monthly check in calls are tentative providing we have an agenda that makes the call necessary. A call for agenda items will happen the week before the scheduled call. Call in credentials are emailed to Board members a few days before the call.

Check in Conference Calls will be held the second Thursday of each month
if necessary at:

8:30 p.m. Eastern

7:30 p.m. Central

6:30 p.m. Mountain

5:30 p.m. Pacific

Quarterly Board meetings

The actual dates of our Board meetings are discussed and voted on during the 'after conference' meeting.

The following is a general guideline for planning purposes.

January - usually held in conjunction with Parrot Festival in Houston, Texas
the last full weekend of January

May - normally held via Zoom

August - held the day before and the day after the conference.

November- our yearly budget meeting, could be an in- person meeting or a
Zoom call

AFA Chain of Command

Coming Soon

Checklist To Assist Boards Of Directors In Their Responsibilities

Background

Over the years, legislative bodies and the courts have clarified and defined the degree of diligence expected of volunteer officers and directors. A definite standard of conduct is imposed by law or regulation upon officers or directors of nonprofit organizations. Generally, there are three basic elements which should be present before volunteer officers and directors render a decision on behalf of the organization:

- A reasonable effort to become adequately familiar with the facts, subject to reliance on advice of persons with the expertise expected of specialists in their field.
- A reasonable period of deliberation prior to making any decision; and
- Good faith and reasonable belief that the decision is in the best interest of the organization being

**DUTIES, RESPONSIBILITIES AND RIGHTS OF
BOARD MEMBERS** There are three widely recognized duties of
Officers and Directors, These are:

- A Duty of Loyalty: Officers and Directors owe an undivided and unqualified loyalty to the affiliate corporation and its best interests. Volunteers must avoid conflicts of interest or otherwise permit him/her private interests to conflict with those of the corporation. They should refrain from engaging in personal activities which would injure or take advantage of the organization. Officers and Directors are prohibited from using their position to further their private interests.

- A Duty of Care: Officers and Directors must act with the same care as an ordinarily prudent person would employ in their position. Their duties should be performed in good faith, in an informed and deliberate manner, and in the best interests of the corporation as a whole. Volunteers need to inform themselves of the business and activities of the corporation, and other relevant matters necessary to make decisions. Officers and Directors should act with proper stewardship, assure fund raising activities are conducted honestly, with integrity, and in compliance with legal restrictions. Finances must be managed appropriately.
- A Duty of Obedience: Officers and Directors will perform their duties in accordance with applicable statutes and the terms of the organization's charter, bylaws and policies. Further, Officers and Directors must ensure that the corporation obeys the law and acts pursuant to its governing documents. This requires a general familiarity with state not-for-profit corporation laws, and the organization's articles of incorporation, bylaws and policies.

In order to carry out the legal responsibilities as a board member, Officers and Directors must be able to make informed judgments about important matters. They should have a copy of and be familiar with the bylaws and policies of the organization. They should attend Board meetings and the meeting of committees on which they serve. They should read all the material received related to the meeting and prepare themselves to ask questions. The law permits Officers and Directors to reasonably rely on information from the organization's staff, its accountants, attorneys, outside advisors and board committees in making those judgments. If they do not have adequate information, they have the right to get it. This means Officers and Directors have the right to:

- Have reasonable access to management.
- Have reasonable access to internal information of the organization.

- Have reasonable access to the organization's principal advisors, such as consultants and attorneys.
- The Executive Committee must be willing to facilitate communications between the board and the principal advisors of the organization.

In summary, board members have the right to obtain the information needed to carry out their responsibilities as a board member with reasonable boundaries.

House of Delegates

The HOD consists of club delegates, state coordinators, standing committee chairs and elected and appointed members of the board of directors.

It is the governing body of AFA. All bylaw changes must be approved by the HOD. All members of the HOD vote in the AFA Officer elections and during any HOD meetings.

JOB DESCRIPTIONS
for
AFA OFFICERS

AFA President Job Description

8/2023

The President shall oversee all work done within the organization and ensure the organization is operating effectively and efficiently within the guidelines of the bylaws.

The following list includes, but is not limited to duties performed by the President

Support and aid in the AFA mission and vision.

Maintain internal ethics and accountability.

Attend, participate and preside over all Board meetings.

The President is a member of the Executive Committee.

Can form committees and appoint committee chairs.

Is a member of all committees by virtue of the office.

Handles public relations.

AFA First Vice President Job Description

8/2023

The main duty of the First Vice President is to assist and advise the President and other officers in completing their duties. It is also the First Vice President's job to effectively contribute to the organization's operations. In the absence of the President, the First Vice automatically assumes authority, duties and responsibilities of the President and shall have such other authority as may be delegated by the President. The First Vice President shall act as a mentor and trainer for other Board members.

AFA Second Vice President Job Description

8/2023

The main responsibility of the Second Vice President is to assist the President and other officers in completing their duties. They are to attend and participate in all meetings. The Second Vice President serves as manager for the Regional Directors and is their mentor and trainer.

In the event the President and First Vice President are unavailable to complete their duties the Second Vice President assumes their responsibilities.

Secretary Job Description

Outline of Secretary Duties and Time Lines:

Request Quarterly Reports from Officers, RDs and Committee Chairs	Three to Four weeks prior to BOD meeting
Combine Reports into the Quarterly Secretary Report, then send to BOD.	Just prior to Board meeting
Request AGENDA items from the BOD including the President. Identify possible conflicts, i.e. Budget meeting in November has little time for additional items to be discussed. Identify the agenda items in the Secretary Report.	Two weeks prior to Board meeting.
Attend Board Meetings	As required
Take notes of in session activities.	During meetings
Prepare Draft Minutes and submit them to the Board.	As soon as possible after BOD meeting
Revise minutes with the Board input.	
If any more Board input is received, revise and resubmit to the Board. Otherwise these minutes are considered final and may be distributed. Final Board vote of acceptance is done at the next quarterly meeting.	
Tally, validate and record electronic votes by Board Members. Record vote in the next Secretary Report.	Votes should be received within one week of request
Support Officers and Regional Directors requests for information	As required
Arrange Executive Committee Telecon, notify EC members, request agenda items and write the agenda. Call at the appropriate time.	As required
Get election nominee contact data from election manager and notify all nominees of the election results after the vote is counted.	
Distribute RD, SC, and CD job responsibilities, copy of Bylaws and Policies and Procedures, along with a welcome letter, to all new Board members after their approval.	
Send Oath of Obligation to all Board and Committee Chairs yearly.	
Send thank you to outgoing Board Members.	
AFA volunteer applications are sent to the secretary, who checks the database to determine if the volunteer is an AFA member, then forwards them (after deleting street address) to the Board and Committee chairs.	
Obtain the member database monthly, keep addresses confidential, but look up information as needed for the Executive Committee and the webmaster.	

Submission of Board Reports

Prior to the Board meeting, the Secretary will electronically request Board reports from ALL Board members, with the exception of the President and CFO, to be submitted by a specific due date, two weeks prior to the Board meeting.

Board members will submit their report electronically by the specified date. Reports that are not submitted by that date ***will not be included in the Secretary's report or read at the meeting unless extraordinary circumstances exist.*** The President may request additional information from the Regional Director or Committee Chair or critical updates as required to be presented at the Board of Directors meeting.

The Secretary will compile the Board Reports into the "Secretary's Report" and electronically send the draft back to the Board members for perusal and comments. The members will check to ensure their reports have been included in the Secretaries Report.

The Secretary will submit the final report to the Board members electronically. The Board members are responsible for reading all reports, being prepared to discuss the reports and "Actions for the Board" at the Board of Directors Meeting.

- ...In the past Regional Director Reports have focused primarily on the activities of the Regional Director...While the Board does need to be kept informed on your individual activities as a portion of the report, the more important purpose of these reports is to provide specific information on what is occurring within your Region....these reports include three basic sections; (1) Demographics of your Region, (2) Regional Activities and (3) Action items in the form Issues and Motions requiring Board actions...Please provide specific information and try to limit your report two pages...This approach to Regional Directors Reports should help improve communications within AFA and provide the Board with a much better understanding of what is actually occurring on a regional level around the country...a copy of your Regional Report should be forwarded to each of your State Coordinators and Club Delegates...As these Reports are to contain summaries of regional activities, this process should help facilitate improved communications within the regions. Poor communication is one of the greatest enemies of our organization.....the American Federation of Aviculture is recognized as the “grassroots” organization for US aviculture. If we are to indeed fulfill this role, it is essential that we start cultivating our grass roots. This on-going type of regional reporting system is a step in that direction. We have to create a strong sense of allegiance and belonging if we are to be successful in our efforts to nurture this organization. If we ignore our membership, our membership will ignore us.

Board Report Example

BOARD REPORT: (Name of Region)

Director's Name: (_____)

Date: (Month/Year)

Part I

Region Demographics:

Number of :	Regional Recruitment	
Information (YTD)	State Coordinators: ()	New Clubs: ()
Affiliated Clubs: ()	New Members: ()	
Status of Renewals: ()		
Delegates:()		

Part II

Regional Activities:

- (1) Overview: (General summary of activities)
- (2) Organizational Promotion: (List of specific activities)
- (3) Legislative Update: (Any legislative activities)

(4) State Reports: (List each State in your region include name of SC and summary of activities occurring)

(*5) Delegate Reports: (List each Club in your region include name of Delegate/s and summary of activities occurring)

(6) Director's Summary Report: (Summary of activities for preceding quarter including accomplishments, findings, recommendations, projections and needs)

*Optional

Part III

Board Issues: (Items that need to be brought before Board for discussion)

Motions Requiring Board Action: (Any motions relating specifically to your region)

Respectfully submitted,

Signature: _____

Mr./Madam Chairman: I move the acceptance of the reading of this report:

Motion by: _____

Seconded by:

AFA Treasurer Job Description

The Treasurer/CFO is responsible for the organization's finances.

The duties include overseeing all financial transactions, general bookkeeping, attending all meetings, paying and managing expense reports and writing checks, making deposits and reconciling bank statements. Also included are managing the budget, advising and managing budget preparation with the Board of Directors during the November Board meeting, preparing and presenting financial reports for meetings. Working closely with the Office, Store and Convention Coordinator on financial operations.

	Budget 2023	Budget 2022	Actual thru 10-31-22
Income			
40010 · DONATIONS - GENERAL	5,500	8000	4514
40020 · DONATIONS - DISASTER RELIEF	800	800	800
40030 · DONATION - LEGISLATIVE	361	500	301
40110 · AFA STORE BOOKS - NON TAXABLE	693	60	693
40115 · AFA STORE ART - NONTAXABLE	-	0	0
40120 · AFA STORE ITEM - NONTAXABLE	1,785	350	1488
40130 · AFA STORE SHIRTS - NON TAXABLE	1,301	500	1151
40150 · AFA STORE BOOKS - TAXABLE	34	0	34
40155 · AFA STORE ART - TAXABLE	-	0	0
40160 · AFA STORE ITEM - TAXABLE	70	0	70
40170 · AFA STORE SHIRTS - TAXABLE	25	25	25
40210 · BANDS - TAXABLE	1,614	500	1345
40220 · BANDS - NON TAXABLE	9,624	7000	8020
40230 · BANDS - SHIPPING	-	650	0
40240 · BANDS - REGISTRY	372	500	310
40290 · FAST AD SALES	295	800	245
40310 · FUNDAMENTALS OF AVICULTURE - I	855	2000	765
40320 · FUNDAMENTALS OF AVICULTURE - II	975	2000	825
40390 · MEMBER - FOA	565	480	485
40404 · MEMBER - INTRODUCTORY	790	0	790
40405 · MEMBER - NEW	1,920	2500	1640
40410 · MEMBER - RENEWAL	5,282	6000	4402
40415 · MEMBER FAMILY - NEW	765	810	630
40420 · MEMBER FAMILY - RENEWAL	1,440	1485	1215
40425 · MEMBER SUPPORTING - NEW	225	225	150
40430 · MEMBER SUPPORTING - RENEWAL	2,900	2075	2600
40432 · MEMBER SUPPORTING - SPONSOR	200	750	200
40433 · MEMBER NONCOMMERCIAL - NEW	75	75	75
40435 · MEMBER COMMERCIAL - NEW	1,000	500	875
40440 · MEMBER COMMERCIAL - RENEWAL	4,750	4650	4000
40445 · MEMBER FOREIGN - POSTAGE	100	180	80
40450 · MEMBER - LIFETIME	4,000	2000	4000
40455 · MEMBER - CORPORATE	-	1000	0
40510 · MEMBER CLUB (A) - NEW	-	0	0
40520 · MEMBER CLUB (A) - RENEWAL	2,125	2185	2000
40530 · MEMBER CLUB (B) - NEW	-	0	0
40540 · MEMBER CLUB (B) - RENEWAL	1,495	1750	1235
40550 · MEMBER SPECIALITY (50+) - NEW	-	0	0
40560 · MEMBER SPECIALITY (50+) - RENEW	500	500	375
40570 · MEMBER SPECIALITY (-50) - NEW	-	0	0
40580 · MEMBER SPECIALITY (-50) - RENEW	-	120	0
40610 · WATCHBIRD - ADVERTISING	-	0	0
40620 · WATCHBIRD - CLASSIFIED ADS	-	0	0
40650 · WATCHBIRD ARTICLE SALES	-	0	0
40660 · WATCHBIRD - BACK ISSUES	331	125	331
40710 · Media Services Income-You Tube, etc	-	200	0

40910 · POSTAGE & HANDLING	115	160	95
40920 · INTEREST INCOME	12	14	10
40990 · MISCELLANEOUS REVENUE	-	0	0
40000 · GENERAL & ADMINISTRATIVE INCOME - Other	-	0	0
Total 40000 · GENERAL & ADMINISTRATIVE INCOME	52,895	51469	45775

41110 · CONSV DONATIONS - GENERAL	500	100	4500
41120 · BIRD REGISTRY	-	0	0
41130 · DVD CONVENTION - NONTAXABLE	-	0	0
41140 · DVD CONVENTION - TAXABLE	-	0	0
41210 · CONSV DONATION - SISKIN	-	0	0
41320 · CITES PINS & MISC - TAXABLE	67	35	56
41330 · CITES PINS & MISC - NON TAXABLE	664	350	554
41340 · CITES ART	-	0	0
41350 · CITES - DONATION	-	0	0
41410 · RESEARCH DONATION - PDD	-	0	0
Total 41000 · CONSERVATION INCOME	1,231	485	5110

42020 · CONV ADS - PROGRAM	465	300	465
42110 · CONV BANQUET	4,650	2850	4650
42210 · CONV BOOTHS	2,875	7000	2875
42250 · CONV SPEAKER DVD - NONTAXABLE	-	0	0
42255 · CONV SPEAKER DVD - TAXABLE	-	0	0
42310 · CONV RAFFLE	14,029	13000	14029
42410 · CONV REGISTRATION	15,615	14000	15615
42510 · CONV SALES - PROCEEDINGS	-	0	0
42520 · CONV SALES - SHIRTS	3,476	3200	3476
42610 · CONV SPONSOR - BANQUET	-	0	0
42620 · CONV SPONSOR - BANQUET TABLE	375	375	375
42630 · CONV SPONSOR - BREAK	1,750	1000	1750
42640 · CONV SPONSOR - GALA/RECEPTION	1,890	760	1890
42650 · CONVENTION SPONSOR - SPEAKERS	650	500	650
42670 · CONV SPONSOR - TOTE BAG	850	850	850
42680 · CONV SPONSOR - TOURS	-	0	0
42690 · CONV SPONSOR - VENDOR GAME	-	0	0
42710 · CONV TOURS	-	0	0
42910 · CONV MISCELLANEOUS	6,573	0	6573
42000 · CONVENTION INCOME - Other	-	0	0
Total 42000 · CONVENTION INCOME	53,198	43835	53198
Total Income	107,325	95789	104082
Gross Profit	107,325	95789	104082

Expenses

60005 · ASSOCIATION MGMNT CONTRACT	22,800	22800	19000
60010 · BANKCARD FEES	2,609	1900	2174

60015 · BANK SERVICE CHARGES	20	0	20
60025 · EQUIPMENT	-	0	6743
60035 · INSURANCE - OFFICE	656	656	656
60050 · OFFICE SUPPLIES	250	300	68
60055 · OFFICE STORAGE EXPENSE	-	0	0
60065 · POSTAGE - GENERAL	1,700	1800	1221
60075 · TELEPHONE - HOME OFFICE	2,841	1620	2367
60090 · MISC FILING FEES	75	75	75
60110 · AFA STORE ART & GRAPHICS	-	0	0
60115 · AFA STORE SHIRTS	-	0	0
60120 · AFA STORE BOOKS	-	0	0
60130 · AFA STORE ITEMS	500	700	101
60140 · AFA STORE PROMOTION	-	0	0
60150 · AFA STORE SHIPPING	356	50	297
60160 · AFA STORE CONTRACT LABOR	-	0	0
60170 · SALES TAX	(10)	40	-9
60210 · FOA - COURSE DEVELOPMENT	-	0	0
60240 · FOA - GENERAL EXPENSE	675	950	644
60310 · FUND RAISING	543	550	543
60330 · DISASTER RELIEF FUND	845	750	845
60420 · LEG BANDS	4,900	4500	4040
60430 · LEG BANDS - POSTAGE	691	550	576
60505 · PRESIDENT	-	0	0
60510 · CFO	-	0	0
60515 · OUTSIDE ACCOUNTING	1,600	1500	1550
60520 · AUDIT/IRS FILINGS	-	0	0
60525 · EXECUTIVE COMMITTEE	-	0	0
60530 · BOARD OF DIRECTORS	-	1800	0
60535 · HOUSE OF DELEGATES	50	60	0
60540 · AWARDS	719	550	719
60545 · BIRD SHOW AWARDS	-	500	0
60550 · ELECTIONS COMMITTEE	90	90	0
60555 · LEGISLATIVE COMMITTEE	250	500	0
60558 · MEDIA SERVICES COMMITTEE	500	1200	0
60560 · MEMBERSHIP COMMITTEE	-	0	0
60565 · INSURANCE DIRECTOR/OFFICER	605	605	605
60570 · LEGAL EXPENSE	-	0	0
60575 · SPECIAL PROJECTS	-	0	0
60595 · WATCHBIRD WEBSITE	-	0	0
60610 · WEBSITE DEVELOPMENT	-	0	0
60630 · WEBSITE EXPENSE	1,797	1500	1498
60910 · ADVERTISING	-	0	0
60925 · BROCHURES	-	0	0
60930 · COMMERCIAL PLAQUES	701	475	584
60940 · FIDUCIARY TRAINING	-	0	0
60995 · MISCELLANEOUS EXPENSE	152	150	127
60000 · GENERAL & ADMINISTRATIVE EXP - Other	-	0	0
Total 60000 · GENERAL & ADMINISTRATIVE EXP	45,915	46171	44445

62010 · CONSERV COMMITTEE	1,000	1300	0
62020 · CONSERV GRANTS & PROJECTS	3,250	2000	1250
62030 · DVD CONVENTION	-	0	0
62110 · CONSERV BIRD REGISTRY	-	0	0
62210 · CONSERV SISKIN COMM EXPENSE	-	0	0
62310 · CONSRV MISC GRANTS & PROJECTS	-	0	0
62410 · CITES COMMITTEE	-	200	0
62420 · CITES PINS	450	625	405
62430 · CITES TRAVEL	1,000	500	1000
62000 · CONSERVATION EXPENSES - Other	960	0	960
Total 62000 · CONSERVATION EXPENSES	6,660	4625	3615
63010 · CONV ADVERTISING	-	500	0
63020 · CONV ARTWORK	972	2650	972
63030 · CONV AUDIO VISUAL	2,500	4000	2442
63040 · CONV BOOTH EXPENSE	657	2000	657
63050 · CONV DECORATIONS	-	0	0
63060 · CONV DRAWING	447	600	447
63070 · CONV ENTERTAINMENT	-	0	0
63080 · CONV BREAK EXPENSE	9,227	5200	9227
63090 · CONV FACILITY EXPENSE	1,500	1500	-2000
63100 · CONV FOOD COST	12,000	12000	6632
63110 · CONV GALA/RECEPTION EXPENSE	1,624	850	1624
63120 · CONV POSTAGE/SHIPPING	1,478	1613	1478
63130 · CONV PRINTING	1,508	500	1508
63140 · CONV PROCEEDINGS	-	0	0
63150 · CONV PROMOTION	-	0	0
63160 · CONV PROGRAM	-	600	0
63170 · CONV REGISTRATION	94	1000	94
63180 · CONV SECURITY	-	0	0
63190 · CONV SHIRTS	3,436	3000	3436
63200 · CONV SPEAKERS	500	500	2586
63201 · CONV SPEAKER DVD	-	0	0
63205 · CONVENTION SPONSORSHIP	-	0	0
63210 · CONV SUPPLIES	-	50	0
63220 · CONV TELEPHONE	-	0	0
63230 · CONV TOTE BAG EXPENSE	482	500	482
63240 · CONV TOURS	-	0	0
63910 · CONV MISCELLANEOUS EXPENSE	5,460	100	5460
63000 · CONVENTION EXPENSE - Other	-	0	0
Total 63000 · CONVENTION EXPENSE	41,885	37163	35045
64010 · WATCHBIRD ARTICLE FEES	-	0	0
64020 · WATCHBIRD ADVERTISING	-	0	0
64030 · WATCHBIRD ART/LAYOUT	-	0	0
64040 · WATCHBIRD EDITING	-	0	0
64050 · WATCHBIRD TYPESETTING	-	0	0

64110 · WATCHBIRD PRINTING	8,000	8000	6022
64120 · WATCHBIRD MAILING HOUSE	-		0
64130 · WATCHBIRD MAILING/POSTAGE	1,598	750	1073
64140 · WATCHBIRD PHONE/POSTAGE	-	0	0
64900 · WATCHBIRD MISCELLANEOUS EXPENSE	1,141	0	1141
Total 64000 · WATCHBIRD EXPENSES	10,738	8750	8236
66000 · Payroll Expenses	-	0	0
66900 · Reconciliation Discrepancies	-	0	0
69000 · NON-OPERATING FUNDS	-	0	0
69100 · ADJUSTMENT ACCOUNT	-		1100
69200 · ENDOWMENT REPAYMENT	-	0	0
69300 · RETURN CHECK SUSPENSE ACCT	-	0	100
Total 69000 · NON-OPERATING FUNDS	-	0	1200
	-	0	92540
Total Expense	105,198	96709	92540
Total Income	107,325	95789	104082
Total Expense	105,198	96709	92540
Net Profit/(Loss)	2,127	-920	11542

AFA Executive Committee

The Executive Committee is composed of the President, First Vice President, Second Vice President, Secretary, Treasurer and the Past President. The Committee has the latitude to take necessary measures to maintain the daily function and operations of the organization.

Any such act and any such action must be reported to the board as a whole prior to the action taking effect.

AFA RD Job Description

Assisting in the training of all State Coordinator's.

Consistent communication with SC's in relaying information pertinent to their job and area. Asking for input on BOD agenda items they receive from their region and about their region.

Securing a quarterly report from all your State Coordinators. Assisting State Coordinators in their work with Club Delegates.

Assist State Coordinator's with managing and contacting anyone with an expired membership for renewal.

Train and assist in the manning of an AFA booth at bird fairs, marts and related conferences and club meetings to solicit individual and club memberships.

Monitoring and evaluating the performance of the State Coordinators.

Recruiting and recommending to the AFA Board of Directors responsible aviculturists to fulfill open positions of State Coordinator for the states in his/her region.

Promote the annual AFA Educational Conference and the sale of Raffle Tickets.

State Coordinator AFA Job Description

8/2023

This position is about representing AFA and organizing AFA activities in your state. For two years you will serve as the communication link between the Board of Directors (BOD), Club Delegates and the individual members in your state. When you have questions about your duties or any other AFA related matters, contact your Regional Director (RD). All Coordinators must be an AFA member in good standing for the duration of their term. The job requires that you:

Disseminate information. You are the communications link between AFA and local members. Make sure that your Club Delegates are supplied with promotional material for the AFA table at club meetings. Make sure that Delegates are kept informed on time sensitive matters and are passing this information to their clubs.

Make regular contact with Club Delegates. Contact each Delegate prior to quarterly board meetings (monthly contact is recommended). Having club newsletters sent to you will help you stay aware of issues and events. Attend club meetings when possible.

Coordinate membership drives. Formulate plans to increase AFA membership. Coordinate membership drives with Delegates. Set up an AFA booth or display at local bird marts, fairs and seminars, etc. Ask local Avian Veterinarians if you can leave AFA material in their waiting rooms. Also ask pet stores to do the same.

Help your Regional Director - Contact anyone with an expired membership for renewal when asked.

Help with disaster relief when necessary.

Submit a quarterly report, even if no activity has transpired, to your RD prior to board meetings. Summarize your activities. Include details such as names, locations, dates and results.

Be alert for any new or proposed changes to state or local legislation or regulations that affects birds or animals. (Most laws say "animals". This often includes birds). You are the first line of action against overly restrictive laws and regulations. You are the experts who can educate lawmakers about the pros

and cons of what they are considering. Meet with your state and local elected & appointed officials. (The Legislative Committee can assist with protocols and procedures.) Provide avicultural material to educate them about birds as companions and captive breeding efforts. Make sure to leave your name, address and telephone number. Put your name on the State Fish and Game, and the State Legislature mailing lists to be notified of any new laws or regulations that relate to all animals, especially exotics. Obtain copies of proposed laws or regulations and inform your RD immediately of any legislative or regulatory activity. Organize efforts with your club delegates to assist with writing informational letters and avicultural opinions with the delegates and club members. Always coordinate your efforts with your RD.

Promote the annual AFA Educational Conference and the sale of Raffle Tickets.

State Coordinator Nominating Procedure

Any person nominated to become a State Coordinator must meet all the criteria set forth in the General Criteria for Appointed Officers within the AFA.

Any person nominated to become a State Coordinator must currently reside within the state and area to which that appointment is occurring, and must reside there throughout their tenure or be subject to replacement by the Regional Director of that state and area.

Any person nominated to become a State Coordinator for a specific area, must be nominated only by the Regional Director of that state.

Any person nominated to become a State Coordinator must submit a resume and list of qualifications to be included in the nominating Regional Director's quarterly board report. It is the responsibility of the nominating Regional Director, that the board report contain the qualifications of the nominee. Furthermore, the quarterly report must be made available to all members of the BOD for a period of not less than 2 weeks prior to the next scheduled board meeting. If any of these conditions are in abeyance, the consideration of the appointment of the nominee to state coordinator is left to the discretion of the BOD and any action on the appointment may be tabled until the following board meeting for further consideration.

The resume and list of qualifications for candidacy of the position of State Coordinator must include, but is not limited to:

Personal Information: Name and permanent address

Professional Information: Profession, educational background, extent and tenure of avicultural experience, relevant life and/or business experience.

AFA organizational Information: List AFA club memberships and positions; AFA promotional involvement; and AFA convention attendance or any type of AFA service. Non-AFA

Organizational Information: List all relevant avicultural non-AFA organizations such as non-AFA bird clubs, humane organizations, animal rights organizations, and conservation organizations.

The BOD shall review and consider the nominee's suitability for office upon presentation of the qualifications at the next board meeting. The RD shall act as the advocate/representative of the nominee if the nominee cannot be present.

It is at the discretion and judgment of the BOD, to determine whether the nominee's appointment will be approved. Denial of appointment may be based upon any substantiated criteria or information that the board deems as relevant to the successful and unencumbered operation of the AFA or any of its affiliates.

Any person nominated to become a State Coordinator who engages or has engaged in unethical or disruptive (but not necessarily illegal) activities, which the BOD deems at its discretion as relevant to the successful and unencumbered operation of the AFA or any of its affiliates, may be denied appointment.

The terms of office of all SCs will be concurrent with that of the RD, and SCs are subject to reappointment or dismissal when a RD is elected to office.

Reappointment: Reappointment of a State Coordinator is to occur at the pleasure of the RD of that state. All reappointments are subject to approval by the BOD.

Interim Appointments: An Interim Appointment of a State Coordinator may occur under the following conditions:

(a) The interim SC may only serve until the next board meeting at which time the RD must nominate the interim SC or some other nominee in accordance with these stated guidelines.

(b) The RD must have the approval of the board before the interim appointment can become effective.

Dismissal: A SC may be dismissed before their tenure of office is complete under the following conditions:

(a) The RD of the SC must submit evidence to the BOD that there is reasonable cause for dismissal in the judgment of the BOD

(b) The RD must, after the approval of the BOD, mail a certified/return-acknowledgement letter to the SC notifying them of their dismissal.

(c) After the letter has been delivered, the RD may then appoint an interim SC or leave the position vacant until a suitable replacement is made.

AFA General Criteria for Appointed Officers

Any person nominated to hold any office within the AFA must have been a member in good standing of the AFA for at least 1 year with the following exceptions:

Any AFA Club Delegate

Any committee member or chair appointed by the BOD

Any person appointed by the BOD to serve in an advisory or auxiliary capacity.

Any person nominated to hold office within the AFA must maintain current membership with the AFA throughout their tenure of office, or be subject to removal by the BOD with the following exception:

Any person appointed by the BOD to serve in an advisory or auxiliary capacity.

Any person convicted of a felony by a U.S. Court of Law may be denied office or be removed from office by the BOD pending review of the particular offense.

"Appointed Office" for the AFA is defined to be any State Coordinator, Committee Member, or any person appointed by the BOD to serve in an advisory or auxiliary capacity.

Officer Removal from the Board of Directors

Any officer of the AFA Board of Directors who is not functioning effectively within their defined area of responsibility, as evidenced by a lack of reports, uncompleted assignments or failure to attend two consecutive board meetings may be removed from office upon the recommendation of the President and/or Executive Director, followed by a vote of the Board of Directors.

The President and/or Executive Director has the power to dismiss and replace any committee chairman, project coordinator, paid staff member or appointed personnel not performing their assigned or assumed responsibilities or demonstrating insubordinate behavior.

Dismissal of personnel will be confirmed by a letter from the President and/or Executive Director to the Board of Directors within 72 hours of the action.

Club Delegate AFA Job Description

8/2023

This is an extremely important link in the information network, providing a mechanism to promote and protect the interests of aviculture. All delegates must be an AFA member in good standing for the duration of their term.

The job requires that you:

- 1) Keep your club members current on AFA activities and critical avicultural information. Take a few minutes at the beginning of each meeting to give a summary of the information from AFA in Brief, Fast News and any legislative issues. Sometimes people do not have time to read this information and would otherwise miss important, time-sensitive issues and events.
- 2) Promote AFA. Encourage people to become individual members of AFA. Have a display table with AFA membership applications, Watchbirds and other promotional material at each club meeting and club special events. The material is available from the AFA business office as needed.
- 3) Have AFA in Brief and/or Fast News printed in the club news letter. This is information your club pays for with the membership dues. If the AFA business office has your newsletter editor's address it will be sent directly to them. Please remember to notify the office of any changes in mailing address. Some clubs have solved this by renting a PO Box so that there will be a permanent address from year to year.
- 4) Print AFA contact information in your newsletter. Print the name, address, telephone and fax number of your state coordinator and regional director in your newsletter as well as your own. Please remember to notify the AFA office of any change of delegates' names and/or addresses. A change of delegate must be sent by letter or email by the club president.

- 5) Keep in touch with your State Coordinator. It is important to let him/her know of any pending legislation, regulation (county, city or state) or smuggling activity. Inform the state coordinator of your club's concerns and any misinformation concerning avicultural or legislative matters.
- 6) Send your club newsletter to your State Coordinator and Regional Director. By sending the newsletter each month you will help them be more knowledgeable about your club and its members and their interests.
- 7) Advertise your special club events in classified ads. AFA gives free advertising in the classified ads for affiliated club-sponsored events. Please be sure that the information reaches the AFA business office before the 25th of the month, at least 4 months in advance.
- 8) You are a voting member of the AFA House of Delegates. As a Delegate, you are entitled to vote the consensus of your club's opinion on matters up for vote at the annual House of Delegates meeting at the annual convention that is held every August. You will also be asked for nominations for candidates for the Board of Directors. This is how the leadership of the AFA is determined.
- 9) Attend the annual AFA Convention. Work with your club to raise funds if necessary so the club can send its delegate(s). The annual meeting is where your club gives direct input into the decisions made by the AFA Board of Directors. The Board needs and wants delegate input.

WORKING TOGETHER FOR THE FUTURE OF AVICULTURE

AFA Office

The AFA Office is manned by Rick Jordan and Mark Moore

This is the operation center for AFA. Headquarters if you will. All pertinent information goes to and through the office. All changes, addresses, emails, phone numbers, club changes, membership changes, any changes that affect the website.

The Office and the Treasurer both play an integral part of running the AFA business.

It is vital to the effective and efficient operation of the organization that all information from all members, clubs, SC's, RD's and Officers be reported to the office in a timely manner.

AFA Store Manager's Duties

(Outline Only)

To be updated on a regular basis..

Prior to Conference:

- Generate price tags and signage for store exhibit.
- Create signage for Fine Art to be auctioned at Final Banquet, and displayed with the original art in the Vending Hall during the Conference.
- Design exhibits for CITES merchandise.
- Arrange volunteers for set up, working the exhibit, and tear down of booth at convention.
- Folding T's – There are usually over 300 garments that need to be folded, arranged by size and displayed, in an organized fashion.
- Produce promotional inserts for Tote Bags highlighting new merchandise. 200 copies need to be printed, on average. Have available for Tote-bag stuffing with other items.

Pre Conference Tasks Upon Arriving at Hotel:

- Unload van and separate valuables, fragile items and boxed inventory.
- When Cash Register is unloaded, be sure to plug it in to an outlet.
- Secure easels for displays at Hotel site. The Vending Hall and final auction can require 4-6 easels for presentation of artwork.
- Identify with storage area at hotel. 24hr access is necessary for working after hours. This area is also used as a set up location for Tote Bags and staging area for packing items to be returned to the home office. Have a key in your possession.
- Inspect vending hall and verify drape layout for Store.
- Volunteer to help stuff tote bags with Office Staff – bring more helpers.
- Set up Conference Hall Store Booth and double check inventory.

- Verify that Electricity is provided and on for cash register and lighting.

Convention Days:

- On or before current Conference, meet with Artist and decide next year's design. AFA Store Manager usually only gets to meet with the artist once a year at the Conventions. A "Theme" can be developed around the Artwork to project a uniformed and organized event. This Artwork should be promoted and used consistently with each reference to the following year's program. So, when people see the "__Image__", they will immediately relate it with the 2XXX Conference.
- Presentation of new store merchandise for BOD and HOD.
- Display Fine Art for Final Banquet Auction in a secure location within view of the Store Booth.
- Man the AFA Store Booth and operate the Cash Register during Hall hours.
- Cut and sort Raffle Tickets as they are turned into Store.

- Cash out register on daily basis at convention and run activity report

to hand in at close of each day to CFO.

- Double check security for merchandise and artwork. Vendor Hall must be locked. Small items should be put away each night under the tables and large pieces of cloth can be used to conceal merchandise left on the tables. A Security Guard should be on duty when Vending Hall is closed.
- Assist at Banquet Dinner in the cutting and sorting of additional Raffle Tickets sold during the meal. (Your dinner will get cold)

Post Convention Tasks:

- Tear down of AFA Store Booth
- Pack merchandise to be returned to the Home Office
- Pack items to be returned with Store Manager, separately.
- Submit approved invoices to CFO for re-imbusement for out of pocket expenses accompanied with receipts after convention ~ on site. Average amounts are from \$500 to \$1000.

- Post Conference board meeting, present image and concept for the theme for following year.
- Day after Conference . Note errors to avoid repeating them the following year. Update Strawman for future use.
- Develop promos for remaining store merchandise after Convention.
- Request an inventory from Home Office to verify quantities sold and to help establish purchasing guidelines for following year.

Daily Tasks

- Promptly return all phone calls and emails regarding members questions. Some want to reserve shirt sizes, some want to inquire about CITES merchandise. Others want updated information on future designs and release dates.

Quarterly Tasks

- Help prepare updates for Web-site, a minimum of 4 times a year, or when new CITES merchandise becomes available. Pins – artwork – etc.
- Ad for store merchandise reviewed and updated for every issue of the Watchbird. Home office needs advance notice to make the necessary changes to prepare the new digital ad.

Time line for Store Manager:

September

- Prepare Store Budget for November board meeting. Calculate volumes sold, new merchandise to acquire, and adding new artwork to existing store items. Convention attendance numbers factor in quantities.

December

- Receive completed Artwork for digital scanning on or before January 1st.

January

- Seek and compare products from suppliers. Price shop and quality control.

- Seek new product market and implementing a new strategy plan.

February

- Provide digitized image of Artwork to publication committee and Management Company for use in thematic presentation for following year.

March

- Establish purchase orders for June shipments, July 15th dating net 30, when possible. It is best to have time to sell the merchandise before we have to pay for it.
- Selection of store location and drape layout in exhibit hall to be confirmed with the conference coordinator. Review floor plan of vendor's area for most visible and ease of access. Arrange for electricity at the AFA Store Booth.

April / May

- Acquire samples for artist's approval prior to June. This will allow time for corrections to be made or other sourced sought out.

June

- Arrange delivery of merchandise to convention sight, non-drayage. Or have shipped to self and hand transport to convention site.

- Get inventory prior to Conference to assess quantities on stock merchandise

to be delivery to the Conference site from the Home office.

- Framing artworks for display at Convention. Artist has final approval on frame style and matte design. These items must be displayed during the convention and then made available for the final auction at the banquet.

- Speaker gifts are to be arranged with Speaker Chair prior to Convention! NOT T-Shirts We don't give away items the

attendance would normally purchase. These items must be approved and charged to the Speaker Budget.

June / July

- Start packing and labeling boxes and totes to go to Conference

July

- Update payment program for new merchandise and sales tax if applicable when convention is held in California.

August

- Final review of check list.
- Make needed adjustments to travel schedule.

- Average of 10 days required for travel time, set up and convention dates

combined. Plan for up to a 2,200 mile round trip depending on where the Conference is held. A vehicle large enough must be available to transport merchandise, framed artwork and displays to Convention

site. A large passenger van has been barely adequate. In previous years, a full-size pickup pulling a trailer was used.

Other items needed for store

- Membership renewal forms
- Super Raffle tickets
- Back issues of Watchbird
- Other publications ~ African Parrot Book, Legislative Handbook, History of AFA Presidents, etc.
- Merchandise to be sold out of existing inventory from Home Office

Bags for purchased merchandise in store

- Paper to pack and protect fragile purchases, like cups and tiles

COMMITTEES and WORK GROUPS

American Federation of Aviculture

Avian Welfare Job Description

8/2023

Avian welfare's bottom line definition is how captive birds are cared for. It is the How, What, Where, When and Why of Avian Husbandry. The variables are limitless for each of these questions as are the factors to consider for each stage of life for each species.

The purpose of this position is to facilitate a dialogue between AFA and Re-homers, Rescues, Sanctuaries, Breeders, Companion Parrot Owners, Retailers and others who care for captive birds. The goal is to establish how AFA can better serve and support the Avian Welfare needs of those taking care of captive birds and serve as an educational and networking resource for Avian Welfare.

Start by reaching out to those who care for birds. Ask for their input on the How, What, Where, When and Why as it relates to them. Establish a positive rapport for future communications.

This position requires building an airplane while in flight with limited resources and direction. It has been done before and it can be done again!

AFA Awards and Avy Awards Committee

Bird Show Awards

Bird Show awards can be communicated by a member of the committee assigned by the awards chair. Work with the bird show host to get awards ordered and presented.

Procedure and Regulations for Awarding the AFA Award for Best Bird in Show Bred by and Banded by an AFA Member Exhibitors must be a current member in good standing with the American Federation of Aviculture. The designated show representative will confirm this with the AFA office. Arrangements will be made at least a week prior to the show dates to schedule a time for the confirmation call.

Exhibitor must have bred and closed-banded the bird as evidenced by the exhibitor's code on the band. AFA show representative will confirm the initials on the band as belonging to the exhibitor and that the bird is closed banded.

Exhibitor must complete a Registration Form and turn it in prior to the start of judging. Registration Forms may be turned in at the American Federation of Aviculture Booth or to the Show Secretary of each division. The AFA show representative will collect all the forms immediately after the start of judging so as not to inconvenience the show secretaries. The AFA show representative will copy the registration forms and submit them to the shows in time to have them included in the exhibitors' registration packages. Extra forms will be brought to the shows and made available at the AFA booth and show registration booths. The AFA show representative will make a place available at the AFA booth for exhibitors to return their completed forms. If possible, the awards should be on display. The awards

will be ordered by the show representative and brought to the shows. The award will contain the AFA logo, the name of the show, location and date. It will also contain the words "American Federation of Aviculture Award for Best Bird in Show Bred and Banded by an American of Federation of Aviculture Member." The award will be based on the exhibitor's bird's placement in overall Best of Show. The AFA show representative will check with judges' representatives to determine the winner. This will be done as quickly as possible after the conclusion of judging.

The AFA show representative will remember that this information is confidential and will not disclose it to anyone other than those necessary to calculate the winner of the award.

If no Best in Show birds qualify, the award will be given to the highest placement in Best of Division. The AFA show representative will take the top five division placements to determine the winner.

In the event of a tie, a separate award will be immediately mailed to the second winner. The award will be presented at the banquet following the show. The AFA show representative will speak for a few minutes on AFA and encourage membership prior to the presentation. The previous years' winner and birds will be mentioned and then the awards will be given to the current winners. The show representative will submit articles to the AFA Business Office and Watchbird regarding the awards, the winners and their birds. AFA show representatives are not eligible to receive the award, accept nominations for awards or research if they qualify.

AVY AWARDS

Committee Chair to publish AVY Award options in a timely manner proceeding the annual conference.

Nominations for awards need to be researched for qualification.

AVY awards committee votes on qualified applicants. If approved, the award is ordered and presented at

the upcoming annual conference.

Send any paperwork required for the award.

Request a Watchbird article from the award winner.

Bird Show Awards

Bird Show awards can be communicated by a member of the committee assigned by the awards chair.

Work with the bird show host to get awards ordered and presented.

Youth Awards

Youth Awards are considered by the Awards Committee and selected by the Awards Committee Chair and the Youth Program Chair. If the award is approved, it is ordered and presented at the upcoming annual conference.

Examples of the Youth Award would be an Accomplishment Award

Essay award, Drawing Award, or article for Watchbird.

AFA Convention Planning, and Management

General

- Provide AFA marketing ideas, and plans. Implement the plans as directed by the AFA..
- Develop Requests For Proposals, solicit, select and serve as contact person for outside service providers.
- Develop and mail “Super Drawing” letter and form to venders for donations.
- Develop overall framework. Handle all event coordination, both on and off site.
- Develop all convention signage with limits to be established.
- Develop and purchase reception and banquet decorations.
- Oversee and coordinate all convention room set-ups, food and beverage, AV needs, etc. with hotel and other providers..

Events and Sponsorship

- Sell exhibit booth space for Annual Convention.
- Develop and sell convention sponsorship opportunities.
- Design the exhibit hall floor plan or layout.
- Assign booth spaces.

Finances

- Develop and maintain total convention billing spreadsheets.
- Receive and track exhibit and convention payments.
- Review and approve invoices bases upon arrangements.

Site Selection and Contact Negotiations

- Develop and solicit Requests For Proposals for convention hotels and outside service providers. Report suggestions to BOD.
- Negotiate convention hotel contract on behalf of AFA with input by AFA President and CFO.
- Recommend site selection to AFA; visit site with prior Board approval.

On-Site Management

- Convention Coordinator and Assistant should be available onsite 1 day before the BOD meeting and during any scheduled activity for the convention, and 1 day after the events.
- Supervise all arrangements with the hotel, contracted suppliers and staff.
- Make room checks prior to all sessions to verify proper set up and AV checks.
- Handle all event coordination.
- Assist with the registration.
- Place signage.

Conservation and Research Committee (CRC) The Conservation and Research Committee is established in Section 2.5 of the AFA By-Laws.

The President appoints the chairperson. The chairperson, with approval of the Board, appoints the chairs of the subcommittees. The role of the chairperson is to "evaluate and coordinate all conservation and research related activities within AFA through the various associated committee chairs." In addition, the chairperson "examines and recommends programs for conservation and research of avian species and seeks and receives funds for AFA Board-approved programs designed to promote conservation and research of avian species." The current chairperson is: Rick Jordan. The CRC has four official subcommittees, which are: 1.) Cooperative Breeding Programs - chaired by Mary Ellen LePage. The provisions of the Wild Bird Conservation Act (WBCA) allow the US Fish and Wildlife Service to approve cooperative breeding programs of WBCA-protected birds, and subsequent import permits under such breeding programs. Every program must be overseen by an "appropriate avicultural, zoological or conservation" organization, one of which is the AFA. This subcommittee provides oversight, coordination, promotion and development of these programs. 2.) CITES Committee - chaired by Rick Jordan. The purpose of the CITES Committee is to monitor the positions and actions of the international CITES Commission (the Convention on International Trade in Endangered Species of Wild Fauna and Flora - see www.cites.org) and its associated Animals Committee, to propose positions and plans for representation at CITES Conferences, and to interface with other appropriate CITES entities. 3.) Avian Research Committee –acting chair is an open position. This subcommittee's official role is to solicit, review and recommend avian research programs to the Board for grant approval and to solicit and receive donations for avian research. In addition, the Exotic Bird Registry is often viewed as under the CRC. The Exotic Bird Registry was established in 1994 to serve as a central repository of demographic information on the various species of birds being kept and bred in aviculture. Jamie Whittaker heads up the Exotic Bird Registry effort.

CITES

The following explanation of CITES was prepared by Rick Jordan. The CITES Committee is a subcommittee of the Conservation and Research Committee.

What exactly is CITES?

1. The term "CITES" stands for "Convention on the International Trade in Endangered Species".
2. CITES is an international "treaty" that went into force in July of 1975. The aim is to ensure that international trade in certain species of plants and animals did not threaten their existence. Today more than 30,000 species are afforded certain protections under the treaty, ranging from live specimens of Panda bears to fur coats or alligator wallets. In the case of aviculture specifically, the treaty governs the trade in live birds that are traded from one country to another, or the feathers, blood or other parts of the body of a listed species. The signatories of the treaty have vowed to honor the "regulations" put forth under the Convention.
3. Today over 150 countries (Parties) worldwide have signed onto and vowed to honor the Treaty. Each country then assigns its own governmental agency that will monitor the Convention and enact any protections that are "passed" or "agreed" at the Convention of the Parties (COP). In the United States, the President has assigned the United States Fish and Wildlife Service (USFWS) as our representative to CITES. This makes the USFWS responsible for upholding the rules of the treaty and to make sure the United States abides by any "Resolution" (Agreed rule) of the Convention.

4. In addition to governmental Parties, others, called "Observers" or "Non governmental Observers" (NGOs) may attend the Convention or the subcommittee level meetings to provide input to the governing Parties. The purpose of the NGOs is to offer scientific data about the species or genera with which they have expertise. The American Federation of Aviculture, Inc. is an official Non Governmental Observer to the Convention. The AFA CITES Committee chairman provides input and makes comment to the USFWS with regard to avian species and the International trade of birds worldwide. This is why we need breeding data and census data of all birds kept in captivity.

5. Keep in mind that CITES is an International Treaty, and that the resolutions put forth at the Convention go to the many participating countries to be incorporated into their domestic laws. Although CITES cannot and will not get involved with domestic law or trade, its many resolutions must be used by all participating countries when they issue permits or participate in any International movement or trade of listed species.

6. CITES listings, the actual plants and animals that are covered by the Convention, are divided into three "Appendices". These appendices are conveniently numbered as Appendix I, Appendix II, and Appendix III. Those species listed on Appendix I to the Convention are the most critically endangered, where as those listed on Appendix II are there so that close monitoring of any trade will be accomplished to prevent them from becoming endangered. Appendix III is a list where each individual country can place a species if it has concerns about trade within or from its own country. All parrot species except the cockatiel, ring-necked parakeet, and budgie are listed on CITES Appendix II. Ring-necked parakeets were previously listed on Appendix III by Ghana, but have recently been down-listed to Non-CITES. This means that currently any Rose-ringed (ring-necked) parakeet can be imported and exported internationally without CITES permits. A certificate of origin is still required from a governing CITES

government to demonstrate that the birds originated in the exporting country.

7. Listing criteria for a species is based on its "range" in the wild, NOT on its populations in captivity around the world. This is often very frustrating for aviculturists as they do not understand why a "common" bird would require special permits for export. A good example of this would be something like the "Scarlet-chested parakeet" which is listed on CITES Appendix I due to its rarity in the wild. Yet, here in the United States, and virtually across the world, Scarlet-chested parakeets are very common and breed readily in captivity. The listing under CITES is to protect any further removal of this species from the wild. It has nothing to do with the successes of aviculture or the current status of this species in our aviaries.

8. The Difference Between CITES and the US Endangered Species Act.

1. Many aviculturists are confused about our wildlife laws and how they "interact" with each other. One of the most confusing points is that CITES Appendix I listed species are not always "US Endangered Species". This is because the USESA or United States Endangered Species Act protects or lists species that meet certain criteria, not necessarily the same as the criteria to list them on CITES Appendix I.

2. Many of the larger macaws are listed on CITES Appendix I, and therefore their International trade is prohibited except as captive-bred birds. CITES Appendix I includes the Spix's macaw, Lear's, Scarlet, Military, Buffon's, Caninde, Hyacinth, Red-fronted, Blue-headed, and Illiger's macaws. Yet the USESA does not include any of these except the Spix's and Lear's macaws. So, for all intents and purposes here in the United States, we can freely exchange, breed, or possess any of these birds except the Lear's or Spix's macaw within our State, or in interstate

commerce. To trade or sell a Spix's or Lear's macaw from one State to another would require federal permits. The arms of the CITES Convention only affect International movements at this point in time. The USFWS is working on incorporating many of the resolutions into our domestic laws for the future and we must keep an eye on the regulations to make sure that these commonly kept and bred species are not restricted internally within the United States. The American Federation of Aviculture, Inc. monitors the Federal Register for any pending legislation that would affect bird keeping here in the U.S.

3. Currently the United States Endangered Species Act includes the following parrot species (found here in aviculture) and any movement across a State line that involves money or commerce would require federal permits. To loan or donate one of these species to another breeder in another State, or within your own State does not require the federal permit. It is also legal to sell these birds within your own State! NOTE: All of these species are also listed on CITES Appendix I and would require US Federal and CITES permits to ship in International Commerce. Lear's and Spix's Macaws, Vinaceous, Red-browed, Puerto Rican, Red-necked, Red-tailed, St. Vincent's, Cuban amazons. Golden Conures, Thick-billed parrots, Pileated Parrots (South American), Hooded parakeets.

4. Even though we call many of the parrot species now found on CITES Appendix I, Endangered, for our purposes here in the United States, with the exception of the short list above, they are not regulated unless we plan to ship them across an International border. The list of CITES Appendix I parrots is extensive and includes many of the birds we breed and sell into our domestic pet trade. For a complete list, you can contact the USFWS in Washington, at 800-358-2104, or visit www.cites.org.

Some of CITES resolutions pertaining to Parrots.

1. Parrots are an important focus under CITES. Literally every meeting of the Parties involves some discussion about parrots and their International trade under the treaty. The many NGO groups provide data pertaining to

parrots in the wild, and the current status of their habitats and numbers. Many of the NGO groups that attend would be familiar to bird breeders. Some of them include the North American Falconer's Association, The Humane Society of the United States, PETA, Pet Industry Joint Advisory Counsel, Save the Whales, Animal Welfare Institute, Environmental Investigation Agency, AFA, WWF, Traffic, European Falconer's Association, and many, many more. These and other NGO organizations contribute their input to each and every discussion regarding the trade in birds and other animals.

2. CITES also has subcommittees. The one that would include birds is called the "CITES Animal's Committee". These committees are charged with gathering information to be presented at the formal Convention of the Parties. Much of the work that would pertain to the AFA is accomplished at this committee level. Thankfully the committee level is a little more personal than the COP meetings, and it is easier to raise concerns or present information that will then be used to formulate suggestions to the COP Parties.

3. One of the most important resolutions affecting parrot breeders pertains to International Trade in Appendix I species that were bred in captivity. The Convention provides for trade in Appendix I species as if they were on Appendix II- if they are bona fide captive-bred animals. On the surface it sounds like something very easy to qualify, however, the Parties have had much trouble defining "Bred in Captivity" in such a way that it would not affect "wild" birds and animals covered under Appendix I. Technically, the definition used can not affect any animal that was taken from the wild. Therefore, the definition that has been adopted eliminates all F1 (first generation captive-bred animals from qualifying because their parents were wild-caught). This way, to qualify as an animal "bred in captivity", an animal must be F2 (second generation captive-bred) or higher to be considered for trade as an Appendix II listed species. Furthermore, CITES has devised a "system of facility registration" where governmental organizations can verify that animals are actually being bred to the second generation. Unfortunately, the rules under these resolutions have been so confusing

and so rigid that there are only a handful of registered bird breeding facilities that have even registered for this exemption under CITES. The whole system is being reviewed and will probably be changed at some point in the future.

4. Another subject of heated debate at these meetings is the term "for commercial purposes". Under the Convention, a government must ascertain whether a facility breeds its animals for "primarily commercial purposes" or whether they are a "non-commercial" entity. After many discussions it has been agreed that unless you breed an animal species for a direct release program or approved conservation program, you are considered a commercial breeder and therefore must qualify under the current registration scheme in order to engage in International trade with an Appendix I species...traded as Appendix II. On the surface this angers many breeders as they often consider themselves as a non-commercial breeder. But technically all breeding is commercially driven unless all offspring are placed back into a conservation program that directly benefits the wild population of the same species. This means that if you have only one pair of Appendix I birds, and you breed them and sell your offspring to other breeders or the pet trade, you are a commercial breeder! Even many zoos are considered "commercial facilities" if they do not participate in "Species Survival Plans" that eventually will directly benefit the species in the wild. Under CITES, the trade in CITES Appendix I species for commercial purposes is strictly controlled.

5. Habitat preservation and restoration is not a primary part of CITES and its resolutions at this time. However there have been several important discussions about how the Convention can begin to include such conservation. It will be very interesting to see just how they resolve this issue.

The AFA CITES Committee

1. The AFA has a committee devoted to CITES. This is not a new committee, but has been in existence for many years. If you research some of the old Watchbird Magazines, you will see that this

committee

goes way back, back to the time of the late Val Clear, and more recently, it was headed by the late Al McNabney.

2. The committee has been designing and selling lapel pins and artwork in order to fund attendance to the Animal's Committee meetings and the COP. MUCH of the credit and work is being accomplished by Lyrae Perry and Mark Moore, also of the AFA Store. The original concept of selling pins to fund the committee was the idea of Rick Jordan, but with input from the committee members it has become a major project including art prints of each pin subject, and limited edition prints, matted and framed and even sterling silver coins depicting the Spix's macaw. To see all the available products, visit the AFA's website at www.afabirds.org.

3. The purpose of the committee is to participate in the CITES meetings and to assist the USFWS when information about parrot breeding is needed. Of course this input often goes directly to the CITES Animal's committee, but you would be surprised how often we agree with what the USFWS offers on the same subjects. The USFWS has granted the AFA official NGO status, and the chairman of the Animal's committee has extended an official invitation for the AFA committee chair to attend the Animal's committee meetings.

4. If you have any specific questions as to the function of the AFA CITES Committee, please forward them to the moderators so we can answer them. I am very excited about AFA's participation in the International Conventions, and I am very proud of the accomplishments of this committee...we are virtually the ONLY U.S. parrot breeders that attend the CITES Conventions and Committee Meetings.

Red Siskin Project. Paula Hansen, Northwest Regional Director and head of the Red Siskin

Project offers her comments regarding the Red Siskin Project:

A little more to this regarding the my experience with the Red Siskin...It's on CITES 1 list and a Captive Breeding Permit (CBP) is required when shipping interstate and selling. This permit also requires a yearly report of any and all activity to USFWS and is renewable every three years. Some states also require their permit to keep this bird. Prior to applying for USFWS CBP you need to check your individual state's regulation and obtain that permit first then apply for the USFWS permit. To loan or donate requires documentation from one party to the other in order to prove the birds were not wild caught.

AFA Disaster Relief Committee

The AFA Disaster Relief Team is composed of Regional Directors and others who are located throughout the United States. This expedites response times and notifies local volunteers who are monitoring the weather conditions as the need arises in their immediate areas.

Membership to AFA is NOT required to receive assistance. If you are in a disaster area needing assistance with your birds or know of anyone in need of help with their birds, reach out to our disaster relief team here!

We provide immediately needed emergency supplies and volunteers. Typically we provide food for your birds, cage wire, water, and carriers (for temporary housing). We have supplied chain link pipe when cage racks were destroyed or 4×4 beams. Tarps when needed for shade and protection from the elements.

Education Vice President Job Description

Developing education programming with the help of a selected committee.

Selects all members of committees tasked with different program creation and/or implementation.

Networking and building professional relationships with members of the organization and the community.

Determining whether to pursue programs and monitor the progress of new and existing programs.

Evaluating programs to determine effectiveness.

Supervising all committee member recruitment and vetting prospective partnerships and potential resources.

Identifying areas for improvement and scheduling potential educational events.

The American Federation of Aviculture, Inc., promotes the advancement of aviculture through educational programs that support improved husbandry practices, conservation, research and legislative awareness.

Resources available:

ABC

Avian Biology Classroom

(ABC) is available to anyone eager to learn and share the science of aviculture. Bird clubs, teachers and others who are dedicated to the education of others can download this program and begin learning about the biology of the feathered species with which we share our lives.

Fundamentals of Aviculture I and II

AFA's development of the Fundamentals of Aviculture courses I and II was made possible by a grant from Pet Care Trust, and by funding and other support from the Schubot Exotic Bird Health Center, and the College of Veterinary Medicine at Texas A&M University.

Fundamentals of Aviculture is completely self-paced in a "read-and-test" format. Each quiz is scored and recorded automatically, so there is no need to wait for results. No additional materials, books or workbooks are required.

ABC Avian Biology Classroom

Go to afabirds.org tap the Education button on the menu bar. That will take you to the ABC page. Lots to learn from this informative course. Designed from a Biology curriculum it can be used by teachers and shared with age appropriate students and adults. Or Bird like Nerds like us!

Thank you to Dr. Jason Crean for his help and expertise.

Fundamentals of Aviculture

I and II

Go to afabirds.org tap the Education tab and click on the Fundamentals of Aviculture. This series of online courses covers many aspects of aviculture in detail. Upon completion of each course you will have gained valuable knowledge and a better understanding of aviculture and its complexities.

Ethics Committee

The AFA Ethics Committee is currently composed of the Chair and two other members. We are charged with receiving, investigating and reporting on alleged violations of AFA's Code of Ethics to the Board of Directors.

AFA's Code of Ethics can be found in the last two pages of the By- laws document that has been posted in the files section of this Group. The Code describes six distinct categories of unethical activities that fall within the Committee's jurisdiction. The Ethics Committee does not investigate claims that fall outside the scope of these six articulated categories, nor does it investigate claims against non-AFA members.

Once a potential ethics complaint is submitted to AFA by one of its members, it is sent to the Ethics Committee Chair. If the complaint falls within one of the six articulated categories of unethical activities, an investigation file is opened and the party against whom the complaint has been made is contacted, in writing, with a request for "their side" of the dispute or controversy. An interchange of written communications then takes place between the Chair, the complaining party and the responding party, all in an attempt to secure as much factual information as possible regarding the complaint.

If, after this fact-finding is complete, the complaint still appears to be valid, the entire package of factual information is then forwarded to the Ethics Committee members for Committee review and deliberation. After the Committee reviews and deliberates any given complaint, a report is then forwarded to the Board of Directors regarding the particular matter. If there has been a violation of AFA's Code of Ethics, the Ethics Committee can recommend appropriate disciplinary action against the violating member. However, the Committee's conclusions are only recommendations – per the Code of Ethics, only the AFA Board may take appropriate disciplinary action after further discussion, deliberation and, at its option, investigation.

Most complaints received by the Committee do not fall within the limited scope of the Code of Ethics and, therefore, are not actionable by the

Committee or the Board. The Ethics Committee is not, and cannot, be a substitute for a court of law as it relates to controversies between members. For example, many of the complaints that have been received in the past deal with purchase and sale transactions. These types of disputes revolve around very specific factual and legal principles, all of which are well-outside the scope of the AFA Code of Ethics. The Ethics Committee is not a court of law and will not adjudicate disputed factual information or render legal opinions.

In the past, the Committee has received a couple of complaints regarding member's comments and communications in e-mail or on chat boards that are viewed as being false, slanderous or otherwise inflammatory.

Again, the Ethics Committee is limited in its investigation by the articulated scope of the Code of Ethics.

We cannot, and will not, adjudicate first amendment rights of free speech, nor will we attempt to adjudicate claims of libel, slander or the like. These are matters that may be actionable in a court of law as between the affected parties, but they are clearly outside the scope of the Ethics Committee.

AFA Director of Internet Technology

Job Description

Create and maintain digital collections of AFA materials. Archives include:

1. Watchbird issues, supplements, and Conservation Newsletter.
2. Conference records including photos, speaker videos, and posters. member drive materials including brochures, hand-outs, and informational buckslips (1/3 to 1/4 page envelop sized paper slips) about AFA.
3. Create and maintain website and materials
4. Work with office to create routine update procedures for donor lists, staff lists, and store inventory,
5. Create pages, menus, and insert and edit content for different AFA areas,
6. Work specifically with Publishing committee to coordinate Watchbird and other access, as well as mailing list drives,
7. Research and implement plug-ins, subscription services, and methods to keep the website up to date.
8. Track website, Watchbird, Watchbird Archives, Youtube, and store viewership and report to relevant committees to assist in decision making.
9. Work with social media committee on Google AdSense campaigns and Youtube Channel maintenance and advertisement as needed.

10. Work to implement new technology that allows archived material (art, photos, posters) to become merchandise on the Store whether through online printers or increasing Store capacity for AFA self-publishing and printing of merchandise.

AFA LEGISLATIVE VICE PRESIDENT Job Description

The AFA Legislative Vice President is appointed by the AFA President and approved by the AFA Board of Directors, following the AFA Bylaws.

The AFA Legislative Vice President selects potential members of the legislative committee. These members are then presented to the AFA Board for approval. The legislative committee members assist the AFA Legislative VP in reviewing laws and drafting responses.

Information on proposed local ordinances and proposed state laws or regulations is received by the AFA Legislative VP from AFA State Coordinators, AFA Regional Directors, AFA Club Delegates, AFA members and other members of the avicultural community. The AFA Legislative VP does not routinely search records in states to obtain information on state laws, but depends on the work of the AFA State Coordinators in that regard.

Information on proposed national laws and regulations is routinely sought by the AFA Legislative VP, from various sources, including individuals, the Federal Register, Pet Advocacy Network (was PIJAC) , news announcements in the print and television media, and animal rights organization announcements.

The AFA Legislative VP reviews the proposed laws and regulations, consults with appropriate entities re the proposed laws, and where response is needed, writes an analysis for the AFA Board of Directors, with recommendations for appropriate actions to be taken, drafts a news release for AFA members and the avicultural community at large, drafts sample letters, and may draft a letter for the AFA President. These materials are provided to the AFA President for approval. Upon approval the information is provided to the AFA BOD and to the AFA webmaster. The AFA Legislative VP may also post appropriate information to various internet bird lists and websites.

From time to time, the AFA Legislative VP will write a report on the situation with regard to the animal rights organizations and their plans and activities with regard to animals and birds.

The AFA Legislative VP will join and participate in other animal interest organizations that have been formed to fight against restrictive legislation in order to strengthen the lines of communication and increase shared actions in regard to fighting restrictive laws and regulations.

The AFA Legislative VP will write a quarterly report to the AFA Board of Directors with regard to the activities conducted during the previous quarter and include proposed activities or points of interest regarding laws and regulations and organizations or entities working to restrict or control avicultural activities.

The AFA Legislative VP will participate in internet discussion lists, seminars, committees, meetings and/or in organizations that deal with

laws and regulations on animals and birds in order to better serve the needs of the avicultural community and the AFA.

The AFA Legislative VP will also perform other duties as assigned by the AFA President.

MEMBERSHIP and AFFILIATES COMMITTEE

All BOD Officers, Members, Club Delegates and Committee Chairs are members of the Membership Committee by default. It is the responsibility of all to continually solicit new members and to reach out to expired members to join AFA.

Maintaining membership is not just a one person job or just a committee job. It is a job we all need to do.

The Membership Committee develops and administers new ways to attract new members, retain current members and renew expired memberships.

Membership Benefits-

Watchbird

Member to Member Shopping

Yahoo Members List

Networking opportunities with like minded members and professional members

Conference discounts

Levels of Membership

There are several levels of AFA membership:

Individual Membership -

Individual members receive all of the benefits of membership.

Family Membership - Receive all of the benefits of AFA membership for a family of two adults and children under the age of 18 residing at the same address. Benefits include discounts on AFA annual conferences for family members.

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Supporting Membership - Show your support of AFA and receive special recognition with a Supporting Membership

Commercial Membership - Available to businesses and organizations serving the avicultural community. Commercial members are recognized in the AFA Watchbird and on the AFA Website (with a link to your business).

Individual "Jewel" Sponsors - Individual sponsor memberships are available in five levels. Become a sponsor member today and receive special recognition in our journal and on the website.

Lifetime Member - Join the growing number of supporters who support the AFA through a lifetime membership. All lifetime members are recognized on the AFA website.

Nominations and Elections Committee AFA

8/2023

The Nomination and Election Committee will send out a call for candidates.

Interested candidates need to submit a biography limited to 250 words. Candidate biographies will be prepared in a standard format ensuring information presented to voters is in a uniform and professional manner.

Negative campaigning or personal attacks will not be accepted.

Due to critical timeliness, if a candidate misses the deadline for submission of his or her biography, the list of eligible candidates will be sent to the voters without the biography included.

After the voting deadline the votes will be validated and the election results will be presented to the President (for first vice president if the president is indisposed) by the nominations and elections committee chairperson. The president will release the results of the election.

Under no circumstances or any of the individuals on the nominations and elections committee or those otherwise involved in the receiving, validating or counting of the ballots to divulge any information about the election process count of the votes or any other detail this announcement will be made by the President or the First Vice President.

AFA Publication Chair Job Description

1. Participate in monthly zoom calls and quarterly board meetings.
2. Respond to questions for publications etc.
3. Review and respond as needed to Board emails.
4. Draft and/or review publications as needed such as donation letters, advertising flyers, etc.
5. Arrange for commercial printing as needed.
6. Prepare and/or proof flyers such as Conference flyer, Super 8 flyer, Super 8 tickets, etc.
7. Serve as editor of **Watchbird** and produce 4 issues yearly to include: solicit articles; select cover story; evaluate pictures for print quality, size, content, and suitability; enhance photo quality as necessary for print and convert format as appropriate; add captions and credit for all photographs; edit and proofread story content; design ads as needed; obtain/prepare list of commercial members for inclusion as required by by-laws; create and test links for all commercial members and in other stories as needed; design layout of each issue; proofread content; prepare in suitable format for upload to printer; review for mistakes and approve printer proof; request and review spreadsheet with mailing list, remove unnecessary fields and timely submit to printer; prepare digital issue and upload; provide digital links to appropriate parties.
8. Provide non-profit mailing status information to the printing house as needed for any mailings to obtain a non-profit mailing rate from USPS.
9. Review and respond as necessary to emails to advertising@afabirds.org and watchbird@afabirds.org.
10. Prepare the annual **conference program** to include: coordinate with speaker chair, conference chair and others as needed to obtain necessary information; obtaining or creating ads for sponsors and vendors; converting formats as needed for inclusion; preparing layout; designing cover based on conference artwork; proofread content, preparing in suitable format for upload to printer; reviewing printer proof.

11. Publish **FastAds** on the 1st and 3rd Tuesday of each month in Constant Contact. Solicit ads, prepare and send invoices for same. Review emails for submissions. Check member status for those requesting line ads. Review suitability of content for inclusion. Design and add special content. Set up and proof all links. Review and respond to emails to fastads@afabirds.org.

12. Update list of contacts in Constant Contact to add new members and evaluate and delete undeliverable email contact information. Assign contacts to lists and add tags as necessary.

13. Maintain files with pictures, logos and information as needed from time to time.

AFA Convention Speaker Chairperson

Job Description

Revised 8/2023

1. Select committee members.
2. Update and distribute Call for Presentations. The Call for Presentations is to be placed in the convention program. The Speaker Committee is responsible for setting the deadline for papers. May 1 usually allows enough time for review, discussion and acceptance. The Call for Presentations is to be mailed/posted/submitted to the appropriate internet lists, avian magazines and any other appropriate media. The Call for Presentations may also be sent to individuals.
3. The Call for Posters is to be handled in the same manner as the Call for Papers. Deadlines set by the Chair can be different from the Call for Presentations.
4. Set up a Yahoo group for the Speaker Committee. All speaker submissions are uploaded to this group for review, discussion, voting and proofreading. All communications in this group are confidential and not to be shared. This is to spare any hard feelings if information is leaked prior to proper notice to the speakers from the Speaker Chairperson.
5. Send a list of the committee accepted speakers to the Executive Committee for review and approval. Abstracts can be included for clarification if necessary.
6. Send the letter of regret to those speakers whose abstracts were not chosen. Extend an invitation to viable applicants to please submit again for next year, explaining that space is limited.
7. Send the acceptance letter and contract to all accepted speakers. All speakers must complete and

return the contract(s) to be able to present their paper(s) at the convention.

8. AV for speakers is covered in the contract. Coordinate any special requests or AV issues with the Convention Coordinator and the AV Manager.
9. Compose a spreadsheet for easy tracking and dissemination of speaker information. Suggested columns are first name, last name (with post-nominal letters), email address, title of talk, sponsor(s). Suggested smaller columns for x when info received would be abstract, bio, pic, talk, registered and contract received. Also include a column for special requests from the speaker and comments. This is a useful tool for follow-up!!
10. Assemble schedule and tract designation for speakers (not all presentations need to be opposed) and send to the Publications Chair.
11. Proofread and correct abstracts, bios (need to be in third person) and papers.
12. Send Publications Chair a folder for each speaker containing their abstract, bio, pic (300 dpi or greater) and sponsor(s) for the convention program.
13. Download presentations to jump drives split by room and speaker following the schedule. This will be used by the AV coordinator in each room.
14. Prepare a podium card for each speaker and attach a copy of his/ her bio. Sort by room and speaker following the schedule. These are used for announcements, speaker introductions and room counts by speaker moderators.
15. Prepare speaker survey forms for each room.
16. Prepare speaker moderator instruction forms.
17. Prepare speaker foraging bags. Please note, this is optional and at your own expense.
18. Prepare speaker thank you cards.
19. Solicit and select individuals to introduce each speaker and monitor the room, this includes making sure the speaker survey forms are available for attendees, giving

the speaker a 5 and 2 minute warning and presenting the speaker with their gift and thank you card. The speaker moderator and the person introducing the speaker can be different individuals. If a Speaker runs over slowly bring up the lights and tactfully explain to the audience that he or she will be available for questions in the hallway.

20. Coordinate a hospitality event for speakers at the convention site (This is optional and can be last minute.) Make every effort to meet each individual speaker and introduce yourself, welcoming them, asking if they have any special needs. Offer assistance with any convention issues that may arise. Keep the Convention Coordinator apprised of any issues.
21. After the convention assemble stats and comments from room counts per speaker and survey forms. Advise BOD of results, comments and suggestions.
22. Change the Call for Presentations with the next year's info and submit to the Publications Chair for the current year program.

See examples of the Call for Presentations, abstract, bio and picture form, Call for Posters (same as Call for Presentations) and the Speaker Contract.

These can all be updated with current info year to year.

2023 CALL FOR PRESENTATIONS

The American Federation of Aviculture, Inc.

49th Annual Conference

September

28th, 29th & 30th, 2023

Hilton Hotel Richardson

701 E Campbell Rd

Richardson, TX 75082



The American Federation of Aviculture, Inc. (AFA) is a 501(c)3 non-profit, educational organization established in 1974 whose purpose is to represent all aspects of aviculture and to educate the public about keeping and breeding birds in captivity.

We invite you to submit a proposal for a presentation to be made at our annual conference. Proposals should be submitted in the form of an abstract of two hundred (200) words or less, accompanied by a brief biographical sketch of one hundred (100) words or less, identifying the author's experience with the topic to be presented and other relevant information. Please consider submitting multiple abstracts as you may have the opportunity to give more than one presentation.

Abstracts are short summaries of your presentation and should be no more than 200 words. They must include the name of the author(s),

mailing address (s), email and all phone contact information for the author(s). Please include the name of your company, organization, aviary or other affiliations. If there is more than one author, please indicate if one or both will present. Accepted abstracts will be published in the program with the author's biography and picture. No personal contact information will be made public.

Abstracts will be accepted now through May 1, 2023. Receipt of abstracts will be acknowledged and applicants will receive timely updates from the speaker committee. If the abstract is accepted, you will be required to sign a speaker's contract and return the contract promptly. A short bio and a current, high resolution photograph are also required if they have not previously been submitted. In addition to that info we ask you send a copy of your presentation to be downloaded to a flash drive for use at the conference.

Speakers will not be officially confirmed without receipt of a signed contract. Speakers are asked to submit an article of their presentation to possibly be published in the Watchbird, the official journal of the AFA. This is not a requirement.

AFA will provide a complimentary conference registration package and one banquet ticket to each confirmed speaker. All other arrangements, including guests, transportation and hotel accommodations are the responsibility of the speaker and/or the speaker's sponsor.

Abstracts are short summaries of your presentation and should be no more than 200 words. A submission form has been attached for your convenience. It must include the name of the author(s), mailing address (is), email and all phone contact information for the author(s). Please include the name of your company, organization, aviary or

other affiliations and any sponsors you may have. If there is more than one author, please indicate if one or both will present. Accepted abstracts will be published in the program with the author's biography and picture.

Presentations will be allotted 50 minutes and may include a brief question and answer period. Audio-visual equipment will be made available and will be specified in the contract. Abstracts, biographies and final papers may be submitted by mail, as an email, or as an MS Word email attachment (no .pdf files please) to the Speaker Chair, or faxed to the AFA office. Please identify it as "AFA 2023 Conference Abstract." Please note all deadlines are firm.

AFA requires exclusive publication rights to the accepted presentations and/or articles to be included in the Watchbird, the official journal of AFA.

Speaker Chair Georgia Hayes, speakerchair@afabirds.org

AFA Office P.O. Box 91717. Austin, TX 78709-1717

Phone: 512-585-9800

Fax: 512-858-7029 www.afabirds.org

The American Federation of Aviculture, Inc.

is a 501 (c)3 non-profit educational organization

American Federation of Aviculture

Conference Speaker Contract 2023

Thank you for agreeing to speak at the 2023 AFA Conference. This contract outlines the agreement between you and the American Federation of Aviculture, Inc. for your presentation(s) at this conference.

Speaker's Name:

(With post-nominal letters.)

Title:

Company/Organization:

Phone:

Email:

Title of Presentation(s):

(Please limit length of title for printing purposes.)

Please list any sponsor or sponsors so we can recognize them in the program and at your presentation.

Please be advised that this presentation is to be educational in nature and should in no way contain an endorsement of a particular product, service or company.

Compensation:

1. One complimentary full convention registration and Saturday Banquet ticket. All other costs are separate, and are not compensated under this contract.
2. Please register online as a speaker using the link below.

https://afabirds.org/2018_WordPress/conference/Conference-Speaker-Registration-p354025765

This is a private link for speakers only. You can make your hotel reservations when you register using this link.

Please submit your completed presentation to the Speaker Chair by email no later than July 15, 2023. This will allow us to resolve any technical issues that may occur.

4. You are responsible for arranging your own travel and hotel reservations. There is a link for the hotel on the speaker registration form at the link listed above.
5. Audio-visual Equipment:

6. The AFA will provide the basic audio-visual equipment for your presentation including a PC with sound amplifier, LCD projector, microphone and one (1) projection screen. Presenters using a MAC should bring their own adaptor cable. Our standard room set-up is theater style.

Promotional materials may be distributed at a designated table in the registration area. Please check the equipment you need for your presentation.

7. LCD Projector _____ Will you be using a MAC? _____ Other _____

8. If a specialty organization, club, business or individual is sponsoring you, please work directly with them for further compensation. Please list any sponsorship so we may recognize and thank them.

Agreement:

As a speaker at the AFA conference 2023 you agree to:

1. Provide the following materials to the AFA Speaker Chair if you have not already provided them.

a. A good quality photograph or a high-resolution digital image (300 dpi or greater, not less than 1 megabyte in size) of yourself to be included in the convention program and web site.

- b. A brief biographical sketch (**100 words or less**) for the convention program and other promotional purposes.
- c. An abstract of your presentation to be published in the convention program. The abstract should be a summary of your talk and should not exceed **200 words**.
- d. You may submit all of the above electronically to Georgia Hayes at speakerchair@afabirds.org.

2. It is optional to provide a manuscript of your presentation(s). The Contributor allows AFA the non-exclusive right to reproduce and distribute the work, in whole or part, for use in the AFA convention proceedings, the AFA Watchbird and electronic media, including online publications, magazines, databases and CD-ROMs, (including foreign language rights), which are owned and/or operated by the American Federation of Aviculture, Inc. Please submit your paper electronically as an MS Word document to Georgia Hayes at speakerchair@afabirds.org.

3. Personally present speech(s) outlined above. If you are unable to present please notify Georgia Hayes (cell # 713-816-9670) as soon as possible.

4. Accept compensation as indicated.

5. Participate in roundtable or other discussion where applicable.

6. Not use the presentation to solicit funds or promote a cause, product or company.

7. Permit video or audio taping of presentation(s).
8. Complete a convention registration form. You can do this online at:

https://afabirds.org/2018_WordPress/conference/Conference-Speaker-Registration-p354025765

The AFA will provide you with one (1) full convention registration and one (1) banquet ticket. **Please note your banquet meal preference on your registration.**

9. Additional items may be purchased online at the AFA Store, tickets for offsite tours, convention t-shirts, etc... items may not be available if you wait to purchase onsite at the conference.

10. Please sign and return this agreement to the AFA office or submit it electronically (as an image file or pdf) to Georgia Hayes at speakerchair@afabirds.org no later than July 15, 2023. Please retain a copy for your records.

Signed: _____ Date: _____

Mailing Address:

If you wish to mail your speaker contract or please send it to:

American Federation of Aviculture, Inc.

PO Box 91717

Austin TX 78709-1717

Web site: <http://www.afabirds.org>

SAMPLE

American Federation of Aviculture, Inc

The American Federation of Aviculture, Inc.

2021 Presentation Abstract From



Title	
Name of Presenter(s) Affiliation Mailing Address E-mail address Phone	
Abstract (200 words max)	
Biographical sketch (100 words max) Please include a high resolution photo.	

49th Annual Conference

"Aviculture United"

September

27th, 28th, 29th & 30th, 2023

Hilton Hotel Richardson

701 E Campbell Rd

Richardson, TX 75082

Dear

On behalf of the American Federation of Aviculture, Inc. I would like to thank you for submitting an abstract for our upcoming 2023 educational conference. Congratulations! Your abstract has been selected for presentation. The committee reviewed many wonderful proposals and has selected those that would best balance what is going to be an amazing lineup of aviculturists, veterinarians, and other avian professionals. Please keep this information confidential until AFA makes their formal announcement.

Your speaker contract is attached to this email. Please review, complete and return it to me no later than July 1, 2023. Information regarding compensation, registration, audio/video equipment and deadlines are included in the contract. Please keep in mind our deadlines are firm and your cooperation is greatly appreciated.

As a friendly reminder, if you have not already sent a photo, we will need a good quality photograph or a high-resolution digital image (300 dpi or greater, not less than 1 megabyte in size) of you to be included in the

conference program and on the conference web page. If you have not submitted a brief biographical sketch (100-150 words) please provide it with your photo or digital image as soon as possible.

Please remember although your convention registration is complimentary you will still need to complete the registration form using the private speaker only registration link below.

https://afabirds.org/2018_WordPress/conference/Conference-Speaker-Registration-p354025765

Completed presentations are due July 15, 2023 . This is a firm deadline. All information can be sent electronically to Georgia Hayes at speakerchair@afabirds.org or georgia101449@gmail.com

Completed presentations are your powerpoint. This gives us the opportunity to resolve any technical issues prior to the day and time of your presentation.

Please do not hesitate to contact me with any questions or concerns you may have. Again, thank you and we are looking forward to seeing you in Richardson, TX.

Sincerely,

Georgia Hayes

AFA Speaker Committee Chairperson

**AFA Speaker Committee 2015
41 Annual AFA Convention**

"Celebrating the Diversity of Aviculture"

Hyatt Regency - O'Hare
9300 Bryn Mawr Ave, Rosemont, IL 60018
July 30th thru August 3rd, 2014

Dear

We appreciate your interest in speaking at the American Federation of Aviculture's 2015 convention. The Speaker Committee has worked hard selecting those abstracts that would best balance the 2015 speaker slate. It was a difficult process as all submissions covered interesting subjects. Unfortunately, your abstract was not chosen for this year's convention. The Speaker Committee appreciates the time and energy you invested in your abstract and we encourage you to submit abstracts for future conventions.

Thank you for your interest in and support of the American Federation of Aviculture. We hope you will join us in Chicago. We are looking forward to seeing you there.

Best regards,

Georgia Hayes

2014 AFA Speaker Committee Chairperson

Specialty Organization Director Job Description

Liaison between AFA and its affiliated Specialty Organizations.
Represents Specialty Organizations on the Board of Directors. Also sends official AFA communications to the Specialty Organizations.

General Responsibilities

Provide Board Reports on Specialty Organizations.

Submit all official communication from AFA to Specialties.

Solicit support for AFA's activities & projects.

Notify Specialties of legislative activities & other concerns.

Submit communications from Specialties to AFA.

Submit Board reports to Secretary by due dates, prior to Board meetings.

Attend monthly conference call meetings and quarterly Board Meetings.

Promote the annual AFA Educational Conference and the sale of Raffle Tickets.

Conference Responsibilities

Attend the conference.

Schedule Specialty meetings — with Speaker Chair.

Arrange booth reservations with Vendor Coordinator.

Thank all Specialties & speakers who participate.

Solicit speakers and speaker sponsorships for the annual conference.

AFA Ways and Means Committee

It is the responsibility of Ways and Means to secure funding to help supplement the organizations budget beyond membership dues, affiliations and sponsorships. This can be done through reoccurring, ongoing or one-time fundraising projects. Even though Ways and Means is ultimately responsible for all aspects of fundraising, Ways and Means Committee duties are not exclusive to the committee. It is the organization's responsibility to support Ways and Means in every way possible to ensure the committee's success and ultimately the organization's success.

Youth Director Job Description

Develop educational programs mentoring youth, such as:

- AFA Essay contest, winning essay to be published in the Watchbird and the youth who wins given an award and recognized at the convention.
- Youth program at the convention.
- Youth division at bird shows.
- Exhibit birds at the convention to help people of all ages learn more about the different species of birds.
- Include youth in the youth program development committee.
- Develop educational programs to be put in the schools.