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**AFS Unit Leaders**

**2023 Administrative Checklist**

|  |  |  |
| --- | --- | --- |
| **Task** | **Due or Available Date** | **Link** |
| Chapter Officer Update | Immediately following annual meeting/as officer changes take place | [Change of Officer Form | American Fisheries Society](https://fisheries.org/about/units/change-of-officer-form/) |
| Indicate contact or provide changes to payments mailing address or email – will require new docusign form | May 10 | Email Dan Cassidy at [dcassidy@fisheries.org](mailto:dcassidy@fisheries.org). |
| Share Unit Leaders Resource Guide with your officers | Available now – share as soon as a new slate of officers occurs | Resource Center: [Unit Resource Center | American Fisheries Society](https://fisheries.org/about/units/guidelines/)  [Unit Leaders Guide](Unit-Leaders-Guide-Feb-2017%20(3).pdf) |
| Affiliate List Submission | Deadline: May 10 | Send to Kelly Kotche at [kkotche@fisheries.org](mailto:kkotche@fisheries.org) |
| Download Chapter Insurance certificate | Available now and annually by December | Unit Insurance Program and Policy: [f91c47d3-81fb-49de-9eca-f93124ccf113.pdf (constantcontact.com)](https://files.constantcontact.com/a83e8b84901/f91c47d3-81fb-49de-9eca-f93124ccf113.pdf) |
| Annual AFS Committee and Unit Reporting process | July of each year approx. Link to be sent to unit leaders before annual meeting |  |
| Post AFS Annual Meeting link on your unit website | Available now | [153rd Annual Meeting of the American Fisheries Society – August 20-24, 2023, Grand Rapids, Michigan](https://afsannualmeeting.fisheries.org/) |
| Share AFS membership information throughout your unit | Always available on the AFS website | [Membership | American Fisheries Society](https://fisheries.org/membership/) |
| Consider AFS Annual Meeting sponsorship | Available now. Opens approximately one year prior to annual meeting. | [Sponsorship – 153rd Annual Meeting of the American Fisheries Society](https://afsannualmeeting.fisheries.org/sponsors/) |
| Unit Taxes   Consider Hutton Student Mentoring Program support | Due May 15 each year Mentor applications open in September each year.  Student applications close in February; Hutton funding must be secured prior to review process. | [Tax Filing Responsibilities | American Fisheries Society](https://fisheries.org/about/units/guidelines/reporting-requirements/tax-filing-responsibilities/)  [IRS Guidance](https://americanfisheriessociety-my.sharepoint.com/personal/kkotche_fisheries_org/Documents/Documents/AFS/Leader%20Line/Annual%20Electronic%20Notice%20(Form%20990-N)%20for%20Small%20Organizations%20FAQs:%20How%20to%20File%20|%20Internal%20Revenue%20Service%20(irs.gov))  Hutton Program Info: [Hutton Junior Fisheries Biology Program – American Fisheries Society Summer Program for High School Students](https://hutton.fisheries.org/) |
| Unit Meeting Planning – using hotel contracting service available from AFS | Contact prior to starting your unit’s next meetings event | Contact Shawn Johnston at [sjohnston@fisheries.org](mailto:sjohnston@fisheries.org) |
| Promote Award Opportunities to your members | Start promoting at beginning of each year; deadlines are usually April - May | [Awards & Recognition | American Fisheries Society](https://fisheries.org/about/awards-recognition/) |
| Order Plaques and Awards for your Unit Awardees | Available now, to be phased out and be sure to order before Sept. 1, 2023. | To order awards: [Order Form For Award Certificates | American Fisheries Society](https://fisheries.org/about/awards-recognition/award-ordering/)  Contact Lauren Maza at [lmaza@fisheries.org](mailto:lmaza@fisheries.org). |

**Unit Staff Liaisons:**

**Primary Contact: Lauren Maza**Awards (Plaques and Certificates)  
[lmaza@fisheries.org](mailto:lmaza@fisheries.org)

Tax filing, insurance, e-banking, refund/rebate payments:

Dan Cassidy, [dcassidy@fisheries.org](mailto:dcassidy@fisheries.org)

Officer list changes/tracking, Unit monthly lists, Membership, invoicing, payments:

Kelly Kotche and Mia Ferguson – Membership Team  
[kkotche@fisheries.org](mailto:kkotche@fisheries.org) or [membership@fisheries.org](mailto:membership@fisheries.org)

Sponsorships, Development:

Jenna Hanks, [jhanks@fisheries.org](mailto:jhanks@fisheries.org)

Communications (Website, Listservs, Social Media)

Beth Beard, [bbeard@fisheries.org](mailto:bbeard@fisheries.org)