

# Our Mission



- Sponsor training courses, workshops and seminars
- Promote exchange of information between persons working in the field of laboratory animal care.
- Promote improvements in the humane care and use of laboratory animals.
- Recognize outstanding persons in the field of laboratory animals
- Provide current information on laboratory animal science to interested members of the general public, news media, or governmental organizations.
- Support other nonprofit organizations with similar goals.



Find us online at:

<http://www.ncabaalas.org>

# National Capitol Area Branch (NCAB) AALAS

## How can I become more involved?

- Attend monthly meetings, trainings and workshops
- Attend the annual seminar
- Join the council or a standing committee
- Run for office!

## NCAB Council

- Governing body of the NCAB/AALAS; Conducts all affairs of the organization
- Composed of the officers, Chairpersons of the standing committees, districts 3 AALAS Trustees, and two members appointed at large

## How can I become more involved in NCAB?



## Officers

*(elected positions)*

### President

- 3-year obligation (President-Elect, President and Past-President)
- Preside at general and scientific meetings of the Branch and meeting of the Council
- Appoints the Chairperson of each standing committee

### Immediate Past President

- Serves as parliamentarian by maintaining file of established Branch policies and precedent-setting actions taken by the Branch or Council
- Serve as Chairperson of the Nominations Committee

### President-Elect

- Assume office of the President at the expiration of the latter's term or upon the President's resignation or inability to serve
- Review and revise the Constitution and/or By-Laws as necessary

### Secretary

- 2-year term
- Keep minutes of the meetings of the Branch and Council
- Supply a list of the Branch members to the Executive Director of AALAS annually and the names of its officers within 3 weeks of election

### Treasurer

- 3-year term (Treasurer-elect, Treasurer, Past-Treasurer)
- Responsible for all financial matters of the Branch.
- Bonded during term of office
- Report to Council at each meeting a statement of current income, expenses and balance

## Standing Committees

*(Committee Chairs appointed by NCAB president)*

### Awards

- Inform general membership of awards activities
- Solicit applications and determine recipients for NCAB Awards at Seminar
- Present special recognition awards, memorials and scholarships for the Branch

### Education

- Establish and supervise any training programs or workshops offered by the Branch

### Financial Advisory

- Composed of at least 3 members; one member will be the immediate Past President
- Ensure all previous years' bookkeeping material are transferred to the auditor by February 15
- Verify inventory of capital equipment or other specific tangible assets as directed by the council

### Government Relations

- Inform the branch and its members of any pending animal welfare or animal rights legislation and promote/assist in letter writing campaigns to support or prevent proposed legislation

### Historian

- Prepare an annual report on the year's activities of the branch
- Maintain a list of past award winners and update the list annually

### Individual Membership

- Accept applications for membership in the Branch
- Promote NCAB membership
- Maintain the membership list

### Institutional Membership

- Accept applications for membership in the branch
- Promote NCAB membership
- Maintain the membership list

## Management Information System

- Planning and acquisition of equipment and supplies necessary to maintain branch records and to produce required data and reports
- Develop policies and procedures for scheduling and proper use of equipment and formulate or review proposed new branch information systems
- Maintain NCAB website

## Nominations

- Immediate Past President serves as Chairperson
- Solicit nominations for open officer positions
- Receive and tally all ballots cast

## Program

- Arrange the general meeting programs and other Branch sponsored activities

## Public Outreach

- Provide information about NCAB and laboratory animal science in general to the membership and/or interested persons and organizations within the public sector
- Maintain awareness of those activities which might influence NCAB goals and objectives and regularly report findings to the membership

## Publicity

- Disseminate information concerning the Branch and AALAS to appropriate individuals and organizations
- Publish a newsletter
- Notify members of election results and committee appointments
- Examine and approve any publications of the Branch

## Seminar

- Plan the annual NCAB seminar

## Technician

- Promote technical involvement in local and national AALAS activities through direct interaction with Branch educational programs and liaison with Committee on Technician Awareness and Development (CTAD)