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

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
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 finding 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)