Symposium Planning Committee . . . . . .

The Symposium Committee plans and organizes the annual Symposium. The Committee reviews the evaluations soon after the Symposium each year and identifies any changes needed for the next Symposium. Starting in June, the Committee plans the events and identifies topics and speakers for sessions. In September, the roster of sessions is finalized. Members of the Committee are also responsible for making facility and hotel arrangements and for producing advertising, registration documents, certificates, and evaluations. This Committee, working with the WRNC Treasurer, resolves invoices for Symposium expenses.

***Fundraiser Committee (*Raffle, Sales Table, & GotSneakers) . . . . . .**

The Raffle Committee coordinates and maintains the annual Symposium raffle by procuring raffle items either in person or through correspondence. Committee members write letters asking for donation of items, transport raffle items to the Symposium, set up tables, group items and assemble them attractively for display. Then, take down the tables after the symposium and help to write thank you letters to those who donated to the WRNC Raffle. Raffle item procurement tasks are ongoing throughout the year to ensure the success of the event. Raffle Committee members may be solicited from the entire WRNC General Membership. The money generated by the raffle is used to fund three (3) Cage Grants and three (3) Chimney Swift Tower Grants per year. The General Membership looks forward to the raffle as a means of entertainment, as well to procure items of interest or need. Ensure the Sales Table at the symposium is manned appropriately and that donated (old) sneakers are bagged at the symposium and delivered to the post office.

T- Shirt Committee . . . . . .

The T-Shirt Committee orders WRNC t-shirts & sweatshirts as needed or requested by the Board. Ordering includes providing color choices to Board Members for selection, turning in a size distribution & color choice(s) to our chosen vendor, picking up the t-shirt and/or sweatshirt order from vendor and forwarding the invoice to the WRNC Treasurer to ensure payment to vendor is made in a timely manner. WRNC apparel must be stored in a temperature controlled and safe space to prevent damage from elements of weather or infestation. Inventory of WRNC apparel must be made upon order pick-up, again prior to delivery to Symposium and within two weeks following the symposium. Inventories are forwarded to the Treasurer. T-shirts must be transported to the Symposium prior to the commencement of the Friday night activities, and the unsold inventory must be transported back to appropriate storage following the Symposium. T-shirts & sweatshirts are available throughout the year; therefore, this Committee is responsible for sales that occur, which includes charging the appropriate amount for items purchased, adding a shipping and handling charge if the items are mailed and mailing the invoice with check to the Treasurer. If the shirts are mailed, the Committee member's out-of-pocket costs for shipping and handling will be reimbursed by the Treasurer. If a new applique is requested by the Board, the T-shirt Committee will initiate and follow through with the process of procuring designs and the ultimate selection will be made by a Board of Directors' vote.

***Grant Committee* (Cage, Chimney Swift Tower & Scholarships) . . . . . .**

A. The Grant Committee administers the Cage Grant Program. The Committee posts the application and requirements forms on the WRNC website and asks members applying to send their completed forms and supporting documents to the Cage Grant Coordinator for review. Two (2) cage grants, in the amount of $1,000 each, may be awarded per year. Cage Grant applications must be received by November 1st, annually. Upon receipt, the Committee reviews the application submission for accuracy and eligibility within the guidelines set forth and calls each reference listed. A reference via email is requested, printed, and added to the applying member's application package. The Committee follows up with the applicant if information is missing and answers any questions the applicant may have. The applicants are directed to the appropriate formal guidelines for cage sizes and recommendations of designs if they are unsure of this (current edition of Minimum Standards for Wildlife Rehabilitation / University of Minnesota). Once all the information in an application has been checked, reviewed, and

deemed complete, it is forwarded via email to the Board for a voting decision prior to awarding a grant. This Committee ensures grant award recipients have completed the construction of their cage within three months after the receipt of their award and supporting documents and photographs have been provided to the WRNC, Cage Grant Committee.

B. This Committee encourages WRNC members, non-members, and civic organizations within the state of North Carolina that qualify in accordance with guidance and requirements provided on our website, to apply for one of three (3) Chimney Swift Tower Grants awarded annually by WRNC. This Committee takes calls throughout the year to answer questions about Chimney Swift Towers and provides information when requested. Upon receipt of an application prior to the deadline of November 1st, annually, the Committee reviews the submission for accuracy and eligibility within the guidelines set forth and calls each reference listed. A telephonic reference is taken, typed, and added to the applying individual's application package. The Committee follows up with the applicant if information is missing and answers any questions the applicant may have. Once all the information in an application has been checked, reviewed, and deemed complete, it is forwarded via email to the Board for a voting decision prior to awarding a grant. Upon awarding a grant, this Committee ensures the award package (letter from WRNC, the Kyle book "Chimney Swift Towers, New Habitat for America's Mysterious Birds" and the monetary award of $500) are mailed or delivered to award recipient. This Committee also ensures the appropriate number of Kyle books are on hand prior to the grant award process. This Committee ensures award recipients have completed the construction of their tower within three months after the receipt of their award and supporting documents and photographs have been provided to WRNC. The Committee also writes and submits news releases and letters to a variety of newspapers and online news sites in support of the WRNC Chimney Swift Tower Grant Program.

C. Scholarships, as proposed and approved by the BOD, are processed through this committee.

WRNC Emergency Disaster Fund . . . . . .

The Emergency Disaster Committee establishes and executes a program to respond to disasters in the state of North Carolina.

1. Allocated funds of $2,000 will be primarily used for expenses associated with the need to transport wildlife both from rehabilitators / centers in areas hit by natural disasters, for rehabilitation and to then return rehabilitated wildlife back to their original geographic area for release. Funds will also be used to assist in offsetting the burden of increased costs of formula and lost or damaged supplies to rehabbers / centers willing to take on the care of these displaced animals to include:

   a. Fuel costs associated with transport
   b. Costs of transport cardboard crates if necessary
   c. Costs of formula / supplies generated by displaced animals

2. Funds will not be used to rebuild caging, replace equipment damaged or lost by disaster, as these would be covered by the center's or rehabilitator's insurance.

3. Provide assistance / logistics in determining the affected rehabbers and to help find other rehabbers willing to take in animals displaced. This assistance gives the affected rehabilitators a chance to deal with rebuilding / reorganizing their lives.

   Attempt to:
   a. contact with rehabilitators in disaster areas to see if assistance placing animals is needed.
   b. find foster rehabilitators to take animals.

4. It is impossible to pre-determine every need that may arise and warrant assistance in a disaster; therefore, the committee will have at its discretion the ability to vote on whether to provide assistance or not on a case-by-case basis for any need that might arise but does not meet the above criteria.

Newsletter Committee . . . . . .

The Newsletter Committee produces the quarterly newsletter. The Committee copy editors assist the editor in identifying topics for articles, contacting, and providing guidance to potential authors, editing, proofreading and rewriting articles when requested. Members of this Committee proofread and edit the final version of the quarterly newsletter when presented by the WRNC newsletter editor. Spelling, formatting, appropriate word usage, dates, bylines, and photo credits are scrutinized for accuracy. The Committee works to ensure that WRNC produces a quality publication with valuable information for wildlife rehabilitators and wildlife enthusiasts throughout the state.

Education & Training Committee . . . . . .

The Training Committee schedules and conducts the Basic Rehabilitation and the Refresher classes throughout the year. For these classes, the Committee tries to identify areas of the state where a wildlife rehabilitation class is not currently available and where WRNC can help build the local network of rehabilitators. The Committee also conducts avian care classes for rehabilitators working to get their federal permit. The Committee produces the PowerPoint presentations and other materials for the classes. The Committee is responsible for revisions to the classes and for creating new ones. The Committee seeks out a host for each class to recruit students. The host also coordinates the facility to be utilized to hold the classes.

Rabies Vector Species Rehab Committee (RVS) . . . . . .

The RVS Rehab Committee will work to monitor the changes in state policy that will now issue special permits for the rehabilitation of rabies vector species, to include maintaining contact with the North Carolina Wildlife Resources Commission. The Committee will ensure relevant education and information is provided to NC wildlife rehabilitators, especially our general WRNC membership, pursuant to the eligibility to apply for and receive NC RVS permits.

Membership Committee . . . . . .

This Committee recruits membership to WRNC by providing information about the resources WRNC makes available to members. The Committee is tasked with increasing WRNC's membership by setting and meeting retention goals of current members, recruitment of new and former members. The Committee keeps in contact with general membership throughout the year and encourages them to rejoin if membership dues have not been received by due date. Committee members actively recruit members in all field classes taught by WRNC members. The Committee Chair continually updates the Membership Roster.

Infectious Disease Committee (CWD, Avian Influenza, etc.) . . . . . .

This committee passes the most current information regarding ID's to the board to ensure NC wildlife rehabilitators are kept in the know and apprised of species affected, location and spread of diseases impacting wildlife. This committee also maintains contact with NCWRC to keep abreast of changing laws and regulations that impact the rehabilitation of these animals. This committee serves as a resource for rehabilitators, especially fawn rehabilitators regarding CWD which is a highly contagious and deadly disease found in white-tailed deer. Committee members stay abreast of NC's current containment and management efforts and disseminates relative information to membership. CWD and AI is widespread and will continue to adversely impact rehabilitation efforts. The committee makes recommendations to the Board of Directors about education and training as new regulations and restrictions impact the wildlife rehabilitation community.

Board Nominations Committee . . . . . .

The Nominating Committee is a continuous member committee, instead of an annually appointed one. It will be the responsibility of the Nominating Committee to recruit throughout the year and prepare a list of nominations to fill vacant or upcoming vacant Board positions, with every effort being made to represent all areas of the state. The Nominating Committee will finish its work in time to allow the names of the nominees to be included

in the notice of the annual meeting which takes place during the Symposium. The Nominating Committee members will gather each nominee's application, bio, picture, and references which will be formatted on a display board by the morning of the first day of the Symposium. The Committee will also ensure that ballots are prepared and delivered to the WRNC President for distribution before the Symposium banquet. Opportunity will be given to the members at the annual meeting to make additional nominations from the floor as write-ins.

Bylaws Revision Committee . . . . . .

The Bylaws Revision Committee is different in that it is not a standing committee, but instead is a *Special* Committee to review current bylaws, correct inconsistencies and recommend any amendments / revisions that best serve the Organization to the Board for approval. Members will collaborate to determine what changes or additions should be made and have a good understanding of why and how they will affect the Organization. Once the work of the Committee is complete and the Board approves the proposed changes/revision, the Committee will be dissolved.

Technology Committee (Social Media – FB, Titter, Instagram, Website, MailerLite, Google Workspace, ZOOM) . . . . . .

A. FaceBook grows WRNC online presence by posting wildlife rehabilitation information pursuant to education, training, and knowledge. One to two posts, with narrative and appropriate images, will be made weekly or as needed to disseminate announcements and information valuable to our membership and wildlife rehabilitators within our region. The SM Committee will closely monitor reactions to posts made and ensure if questions are being asked, comments are appropriate and accurate information provided and if not, someone on the Committee will provide the information desired. The Coordinator of the SM Committee will maintain a record or chart with; title of post, date, # people reached, # engagements and # shares. The SM Committee will also check the instant message section / meta business suite of the WRNC Facebook page routinely to respond to questions or concerns posted there by WRNC followers.

B. The Website Maintenance Committee administers and monitors the WRNC website. Tasks will include resolving any technical issues that arise, ensuring the content is kept current by the people assigned and responsible for various pages and making sure responses to questions received through "Contact Us" are made in an accurate, efficient, and timely manner.

Mentor Program Committee . . . . . .

The Mentor Program Committee serves as a resource for NC rehabilitators seeking guidance and direction while serving as a mentor to an apprentice pursuing a Captivity for Wildlife Rehabilitation Permit. The goal of the committee is to develop and deliver a state-wide uniform Mentor Program that will identify the expectations, skills, and abilities needed to meet the Wildlife Resources Commission's (WRC) permit requirement. Uniformity is paramount so that the same level of expectations is defined and met by individuals participating in the certification process. The Committee serves as a resource to individuals searching for mentors by providing contact information for qualifying rehabbers. Providing organized training to mentors and apprentices is a key element in developing and maintaining a successful Mentor Program.