

OPERATIONS MANUAL

for

NALMS Officers, Directors, Committees,
Liaisons, and Programs

NALMS



**NORTH
AMERICAN
LAKE
MANAGEMENT
SOCIETY**

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FOREWORD

The North American Lake Management Society’s Operations Manual is based on the experience of previous officers, board members, committee chairs, programs, liaisons and committee members. The purpose of the Manual is to assist new leaders of the Society by providing a set of expectations and procedures associated with their role in the organization.

This Manual represents guidelines—ones that will evolve as the organization grows. These guidelines do not replace the Society’s Bylaws and will at all times be interpreted within the formal rules of procedure promulgated by these governing documents.

Suggestions for modifications to the Manual should be directed to the Society’s Secretary. Periodically, the Manual will be revised to reflect new experiences and changing conditions. The revision date appearing in the lower left corner of each page indicates the most recent revision date.

NALMS OPERATIONS GUIDELINES

CODE OF CONDUCT

NALMS commits to promoting a welcoming environment while fulfilling its mission, and as such, has adopted a Code of Conduct to guide daily operations, including NALMS Symposia, by fostering environments that are safe, collaborative, supportive, and productive. All members and attendees are required to abide by the Code of Conduct as approved by the Board of Directors (BOD) when conducting or participating in NALMS activities and functions.

DIVERSITY STATEMENT

Diversity for NALMS means creating a community of inclusion. We respect and value the unique contributions and perspectives of all members, employees, event participants, students, volunteers, and our local and international communities. Diversity includes age, culture, disability, ethnicity, gender, national origin, color, race, religion, sexual orientation, diversity of thought, ideas, and more. Diversity maximizes our true potential for creativity, innovation, and collaborative problem solving. NALMS strives to cultivate a Society built on mentorship, encouragement, tolerance, and mutual respect, thereby engendering a welcoming environment for all. NALMS promotes diversity in all areas of activity, including fostering diversity in membership, leadership, committees, staff, outreach, public engagement, recruitment, and all other areas of Societal activity.

CODE OF PROFESSIONAL ETHICS

This Code of Professional Ethics (Code) provides guiding principles of conduct for all members of the North American Lake Management Society (Society) and all Lake Managers, including provisional, certified by the Society. It is the desire and purpose of the Society to support and encourage the responsible management of, research of and education about lakes and lake management. Towards these ends, this Code is intended to further these goals through the open and honest communication of knowledge; to assure appropriate accessibility of accurate and reliable information to employers, policy makers, and the public; and to encourage effective education and training in the science of lake management. Individuals aware of breaches of this Code are encouraged to communicate with the Society's Ethics Committee or Board of Directors who will explain the Code and investigation process.

GENERAL

All members of the Society and all Lake Managers certified by the Society should observe the following principles in the conduct of their professional affairs:

- Offer professional advice and guidance only on those subjects in which they are informed and qualified through professional training or experience. They will strive to accurately represent the state of the science of understanding and knowledge and to avoid and discourage dissemination of erroneous, biased, or exaggerated statements about lake ecology.

- Members of the Society and those certified as Lake Managers or Professionals will not represent themselves as spokespersons for the Society without express written authorization by the Society's President or BOD.
- Members will cooperate with other researchers whenever possible and appropriate to assure rapid interchange and dissemination of lake management knowledge and practices.
- Members will not plagiarize in verbal or written communication but will give full and proper credit to the works and ideas of others and make every effort to avoid misrepresentation.
- Members will not fabricate, falsify, or suppress results, deliberately misrepresent research findings, or otherwise commit scientific fraud. This commitment to honesty and accuracy also applies to the communication of consulting efforts.
- Members will conduct their research and management so as to avoid or minimize adverse environmental effects of their presence and activities, and in compliance with legal requirements for protection of researchers, human subjects, or research organisms and systems.
- Members will, to the extent practicable, engage meaningfully with the communities in which they practice to promote teaching, learning, and an understanding of their practice; broaden the participation of underrepresented groups; enhance local infrastructure for research and education; and disseminate results broadly to benefit the local community.
- Members will not discriminate against others in the course of their work on the basis of gender, sexual orientation, marital status, creed, religion, race, color, national origin, age, economic status, disability, or organizational affiliation.
- Members will not practice or condone harassment in any form in any professional context.
- In formal and informal communications, members should clearly differentiate facts, opinions, hypotheses, and established practices.
- Members will not seek employment, grants, or gain, nor attempt to injure the reputation or professional opportunities of another scientist or professional lake practitioner by false, biased, or undocumented claims, by offers of gifts or favors, or by any other malicious action.

CERTIFIED LAKE MANAGERS

Lake Managers certified by the Society are expected to adhere to all sections of the Code; with the following principles particularly applicable to such individuals:

- Lake Managers will present evidence of their qualifications, including professional training, publications, and experience, when requested in connection with their work as a certified Lake Manager.
- Certified Lake Managers will inform a prospective or current employer or client of any professional or personal interests which may impair the objectivity of their work, and, upon request, provide clients and employers with this Code.
- Certified Lake Managers will respect requests for confidentiality from their employers or clients, provided that such confidentiality does not require violation of

this Code or of legal statutes. Should conflicts arise between maintenance of confidentiality and legal or ethical standards, clients or employers should be advised of the conflict in writing.

- In seeking employment through bids, Certified Lake Managers will describe salaries and fees and the extent and kinds of service to be rendered as accurately and fully as possible.
- Certified Lake Managers should use resources available to them through institutional employment, in performance of work contracted independently of their employing institution, only with the full knowledge and consent of the employing institution. Inappropriate use of access to institutional resources should be avoided; the appropriateness of particular uses of institutional resources should be addressed by the employing institution.
- Certified Lake Managers will accept compensation for a particular service or report from one source only, except with the full knowledge and consent of all concerned parties.
- Certified Lake Managers will utilize or recommend utilization of appropriate experts whenever such action is essential to solving a problem.
- Certified Lake Managers will not knowingly associate professionally with, or allow the use of their names, reports, maps, or other technical materials by any enterprise known to be illegal or fraudulent.
- Certified Lake Managers may advertise their services, but may not use misleading, false, or deceptive advertising. If Society certification is noted in an advertisement, the level of certification must be included along with the following statement: "Certification by the North American Lake Management Society recognizes documentation of a set of specific skills. It does not indicate endorsement by the Society of the certified individual."

PUBLICATIONS

The following principles of ethical professional conduct apply to members reviewing, editing, or publishing grant proposals and papers in the professional literature in general, and particularly to all seeking publication in the Society's publications, including but not limited to, Lake and Reservoir Management and LakeLine.

Researchers will claim authorship of a paper only if they have made a substantial contribution. Authorship may legitimately be claimed if researchers:

- conceived the ideas or experimental design;
- participated actively in execution of the study;
- analyzed and interpreted the data; or
- wrote the manuscript.

Researchers will not add or delete authors from a manuscript submitted for publication without consent of those authors.

Researchers will not include as coauthor(s) any individual who has not agreed to the content of the final version of the manuscript.

Researchers will not submit for publication any manuscript containing data they are not authorized to use. The Society assumes the principal investigator(s) of a research project retain the right to control use of resulting unpublished data unless otherwise specified by contract or explicit agreement.

Researchers will not represent research results as new if they have been published or submitted elsewhere, or submit a manuscript for publication while it is under review for possible publication elsewhere.

Editors or reviewers will treat manuscripts under review as confidential, recognizing them as intellectual property of the author(s).

When using ideas or results of others in manuscripts submitted for publication, researchers will give full attribution of sources. If the ideas or results have not been published, they may not be used without permission of the original researcher. Illustrations or tables from other publications or manuscripts may be used only with permission of the copyright owner.

Individuals will not serve as editors or reviewers of a manuscript if present or past connections with the author or the author's institution may prevent objective evaluation of the work.

Individuals will not purposefully delay publication of another person's manuscript to gain advantage over that person.

Authors submitting manuscripts for publication will promptly report to editors any errors in research results or interpretations discovered after submission or publication.

This Code of Professional Ethics is adapted with permission from the Code of Ethics for the Ecological Society of America, as amended May 2013 (<https://www.esa.org/about/code-of-ethics/>).

ORGANIZATION

NALMS leadership is by a core group of elected members that make up an Executive Committee and a Board of Directors, supported by NALMS staff.

The President serves as the chief of staff, therefore the NALMS staff report directly to the President, but for the purposes of communication the President and the staff are primary points of contact. The other members of the Executive Committee include the Society officers, i.e., the President-Elect, Past President, Secretary, and Treasurer. The remainder of the BOD is comprised of 12 Regional Directors, a Director-At-Large, and a Student Director.

PRESIDENT

The President of NALMS recommends priorities for the Society, implements the decisions of the BOD, and ensures the Society's continued operation. In this regard, the President generally oversees the affairs of the Society.

The President presides at all Society Symposia and other conferences, meetings of the BOD and Executive Committee, including conference phone calls or emailing procedures. The President is responsible for calling meetings, scheduling conference calls, and leading email procedures of the Executive Committee. The Executive Committee is charged with conducting the affairs of the Society between Board meetings. The Executive Committee also is responsible for approving all contracts not part of the annual budget approved by the Board, which commit the Society to receiving or expending monies greater than \$5,000.

The President may delegate various duties and tasks relevant to the Society but must take final responsibility for such actions.

Specific expectations of the role include: coordinate organization of NALMS' annual symposium (e.g., select Conference Chair and Program Chair), coordinate NALMS committees, assist with the annual budget, implement NALMS policies, set agendas, chair meetings of the BOD, and testify before Congressional committees.

Whenever possible, the President gives at least 30 days advance notification to all Board members of upcoming BOD meetings.

The President appoints all committee chairs and approves committee members and serves as an ex-officio member of all committees. The President may ask committee chairs to provide recommendations for appointments to each committee. In appointing chairs/members, the President is responsible for ensuring that each chair and member is provided with a copy of the NALMS Operations Manual and Conflict of Interest Policy and that each committee member completes the online Conflict of Interest affirmation. The President shall take disciplinary action, when necessary, as recommended by the Board, if an Officer or Director fails in his/her functions or duties.

PRESIDENT-ELECT

The President-Elect is available to assist the President in any Society matter. The President may delegate oversight of one or more committees to the President-Elect since the President-Elect may be an ex-officio member of any committee. In this capacity, the President-Elect may receive periodic reports from committees, summarize the reports, and forward them to the President.

The President-Elect serves on the Executive Committee.

The President-Elect should accompany the President when possible to meetings and hearings to ensure continuation of NALMS' goals and objectives in matters of national legislation when the President-Elect succeeds the President.

The President-Elect shall become familiar with the operation of the NALMS business office to understand the Society's administrative functions.

The President-Elect may assist the President in state or regional visitations with state, regional, and provincial Affiliate members, lake associations, or other professional organizations and may share or divide speaking duties with the President as necessary. In the absence or at the direction of the President, the President-Elect may preside at NALMS Board meetings, plenary sessions, or conferences.

The President-Elect should establish personal contacts with water-oriented organizations and government agencies.

The President-Elect, along with the President, Treasurer, and others assist in developing the annual budget, including soliciting input from NALMS committees and subcommittees regarding financial needs for the coming year prior to the Annual Meeting of the BOD. The President-Elect must develop the NALMS budget for their tenure year, for presentation and approval at the Annual Meeting of the BOD. The President-Elect will present this budget at the annual membership meeting.

SECRETARY

The Secretary prepares the minutes of all meetings of the Society and the Board, as well as summaries of Executive Committee meetings, conference calls or emailing procedures. NALMS Board meeting minutes, annual membership meeting minutes, and semi-annual reports should be forwarded to all officers, Board members, NALMS staff, and committee chairs. The Secretary shall perform such other duties as may be assigned by the Board.

The Secretary serves on the Executive Committee and may also function on other NALMS committees as designated. The Secretary is responsible for ensuring that this Operations Manual is periodically updated.

The Secretary prepares the minutes of the Board meetings and annual business meeting of the Society within 30 days of each meeting. These minutes should be provided in draft form

to the NALMS Officers, Board and NALMS staff for review and comment prior to final distribution and posting on the NALMS website.

In general, the Secretary is responsible for ensuring that committees are kept aware of Board policy and directives. The Secretary can facilitate the Society's operations by periodically reviewing the status of Board-directed activities and contacting the designated and/or appropriate individuals.

The Secretary coordinates the solicitation of semi-annual reports from all Board members and committee chairs. These reports are compiled, together with other appropriate information and submitted to NALMS officers, directors, NALMS staff, and committee chairs via email, for their review at least 14 days prior to each Board meeting.

The Secretary maintains staff records including reviews, position descriptions, salary history and other relevant documents (excluding hire dates and personal financial information such as W2s and Social Security Numbers which are maintained in accounting records).

TREASURER

The Treasurer is responsible for the financial affairs of the Society. The Treasurer provides oversight to the NALMS Executive Committee to ensure that all funds paid to the Society are received and all bills incurred by the Society are paid promptly, as authorized by the Board. The Treasurer reviews the detailed set of accounting reports provided by the NALMS Business Manager, at least monthly. At semi-annual Board meetings, the Treasurer shall provide annual or semi-annual accounting summaries of NALMS fiscal condition. The Treasurer will provide reports to the President as requested. The Treasurer will utilize accrual accounting procedures with conservative cash flow projections for future income and expenditures.

The Treasurer serves as a member of the Executive Committee and provides input in planning or adjusting the NALMS annual budget. The Treasurer performs such other duties as may be assigned by the Board.

The Treasurer reviews all conference and workshop budgets sponsored by the Society and may require additional information or make specific recommendations to ensure that these events have a positive cost projection.

The Treasurer prepares and files a federal income tax return with the IRS by May 15 of each year, and files appropriate annual tax returns to the state where the business office is incorporated. The Treasurer maintains records for the nonprofit and tax-exempt status of the Society. Applications are made and renewed as necessary by the Treasurer to state departments of revenue for exemption from paying sales tax for those states where significant expenditures will be made (e.g., workshop and conference sites). The Treasurer should order a periodic financial review of the Society's financial records by an independent accounting firm.

The Treasurer meets with the incumbent Treasurer following their Election and prior to taking office on January 1. All materials necessary to maintain a smooth transition should be made available during this period.

The Treasurer shall ensure that the person(s) in charge of receiving money for registration, proceedings, donations, or other remunerations at Society functions has some financial responsibility; if appropriate this person(s) shall be bonded.

REGIONAL DIRECTORS

Each Regional Director serves on the BOD as an elected representative of the entire Society. As a member of the Board, a Regional Director has a responsibility in the overall management of the affairs of the Society.

Currently, the Board holds two (2) formal meetings in spring and fall. Thirty days prior to these meetings, each Regional Director is required to provide a summary of their NALMS activities within their region for the six-month period prior to the Board meeting. Each Director is expected to attend all formal meetings of the Board, whenever they should meet. At such meetings, a Regional Director should act and vote in the interests of the Society as a whole, while bringing regional concerns to the attention of the Board. A Regional Director must therefore become familiar with those issues that are relevant to NALMS within their own region.

A Regional Director should promote the Society at all appropriate opportunities within the region. Acting as an ambassador for the Society, a Regional Director should advance the objectives of the Society whenever possible. A Regional Director should serve as a liaison between the BOD and the region. There should be periodic communication with the members in the region on issues of general interest.

A Regional Director should actively seek to enlist new members of the Society from their region, and from elsewhere whenever possible.

Each Director is expected to volunteer for Society-wide assignments and should carry out directives of the BOD or the President throughout their region.

OTHER ELEMENTS

Much of the work of the Society is carried out by volunteers who serve on NALMS committees, in NALMS programs, or as NALMS liaisons. The following table summarizes the role of each working element, as well as activities that fall under each element:

Element	General Description	List
NALMS Committees	The NALMS committees are either required by the bylaws or they were created to support activities associated with ongoing and generally non-lapsing activities of the	Articles of Incorporation/Bylaws* Communications Conference Advisory Development Ethics* Executive*

Element	General Description	List
	Society. The NALMS bylaws require that each standing committee have a minimum of three active directors among their membership.	Financial Advisory* Nominating* Outreach and Education Policy* Publications* *Committees required by NALMS By-Laws
NALMS Liaisons	Board liaisons are NALMS members who oftentimes single-handedly coordinate some aspect of NALMS business. They generally do not have a working committee to aid them in their work, and their work is not necessarily related to a NALMS Program. Board Liaisons carry out the work of NALMS, and are responsible for maintaining a dialogue with the NALMS Executive Committee and at times the BOD as a whole.	Awards Affiliates CASS Conference Advisory (Coordinator) Corporate Affairs
NALMS Programs	NALMS programs are those that coordinate ongoing activities or certifications for the Society.	Freshwater Harmful Algal Bloom (HAB) Justice, Equity, Diversity and Inclusion Secchi Dip-In/LAM Partners Professional Certification Student
NALMS ad hoc groups	NALMS groups that are formed or arranged for a particular purpose	314 WG Reservoir WG

Further details on the make-up and roles of each element outlined in the table above will be provided in this document.

COMMITTEE CHAIRS, LIAISONS AND PROGRAM LEADS

Individuals appointed to these roles should:

- Maintain communication and coordination with the designated Directors, in accordance with the NALMS Communications Tree;
- As requested, make recommendations to the President regarding committee member appointments;

- Maintain an accurate listing of committee/program/liaison members and provide such information, as necessary, to the President, Secretary, business office, and other members, and others as appropriate;
- Prepare semi-annual reports to the Board, more frequently when appropriate;
- Develop a list of objectives at the onset of each fiscal year;
- Actively promote membership in NALMS;
- Ensure that deliberations and recommendations/decisions have considered the full range of opinion relating to each issue;
- Relay budgetary requests to the NALMS President and NALMS staff prior to each BOD meeting;
- Attend Board meetings whenever possible to provide information as needed by the Board, as well as to gain a better understanding of issues and opportunities for the Society.

COMMITTEE MEMBERS

Committee Members must:

- Be a NALMS member in good standing;
- Become familiar with the functions and duties of the committee;
- Maintain coordination with the committee chair, and directly contact the committee chair if no communication has been received from him/her in some time;
- Thoughtfully consider issues before the committee and provide recommendations to the chair in a timely manner;
- Suggest new ideas or projects for committee activity;
- Review the NALMS Conflict of Interest Policy and complete the online affirmation form;
- Present views on behalf of NALMS as articulated in NALMS position statements or white papers, as published on the NALMS website, or as cited in the NALMS mission statement.
 - Any materials presented on behalf of NALMS for dissemination to technical or public audiences must be vetted by the entire committee or the Board.
 - If material is presented by a committee member on behalf of NALMS, only their NALMS committee affiliation and title can be listed on the presentation material. This will reduce the potential of construed relationships between NALMS and other entities.
 - All presentations made on behalf of NALMS should only carry the NALMS official logo to clearly identify the talk visually with NALMS.
- Promote membership in NALMS; and
- If possible, attend Board meetings to gain a better understanding of issues and opportunities for the Society.

COMMUNICATIONS

OBJECTIVE

Regular and effective communications are essential to the functioning of a largely volunteer organization like NALMS. The NALMS Executive Committee serves as a communications point of contact for all Officers, Directors, Committee chairs, programs, liaisons and NALMS staff. In addition, the Board has established an annual contact list that is maintained by the Secretary, to facilitate communications. All committees have Board representation as members, who can communicate activities back to the entire Board.

RESPONSIBILITIES

Because the Society's business is day-to-day in nature, most business will not wait for the semi-annual BOD Meetings. The Executive Committee usually meets weekly via conference call or email to conduct the "affairs" of the Society as described in the By-Laws. The Executive Committee should be apprised of the important activities of the committees and Directors at regular intervals. There are monthly meetings of the entire Board of Directors via conference call. This helps keep NALMS volunteer and office work on schedule and provides important feedback to the committees.

NALMS COMMITTEES

The NALMS Committees are either required by the bylaws or they were created to support activities associated with ongoing and generally non-lapsing activities of the Society. The NALMS bylaws require that each standing committee have a minimum of three active directors among its membership. The standing committees of NALMS are:

- Articles of Incorporation and By-Laws*
- Communications
- Conference Advisory
- Development
- Ethics*
- Executive*
- Financial Advisory*
- Nominating*
- Outreach and Education
- Policy*
- Publications*

*Committees required by NALMS By-Laws

Below is a summary of each NALMS Committee:

ARTICLES OF INCORPORATION AND BYLAWS COMMITTEE

OBJECTIVE

The Bylaws are the underlying foundation for the Society and as such do not require frequent changes. The Bylaws, however, allow for flexibility and provide the vehicle for keeping the Society abreast of the times. The mission of this committee is to review the structure of the Society and to organize ideas and proposals for changes and present them at the Midterm Board Meeting. If approved by the Board, the committee prepares a draft of proposed changes to the Bylaws that is then presented to the membership as per the Bylaws amendment procedures.

ORGANIZATION

The Committee chair is appointed by the President. Committee members may be recommended to the NALMS President by the committee chair. Three members are usually sufficient, and it is logical to include the secretary in all committee activities. Because this is a standing NALMS Committee recognized in the Bylaws, three current Directors of the Society must sit on this committee.

ACTIVITIES AND PROCEDURES

The committee should solicit ideas or proposals for changes to the Bylaws. The committee also develops changes to the Bylaws as directed by the Board. The chair is responsible for providing communication (minimum thirty days before the annual meeting) to the membership about any proposed Bylaws changes.

The committee chair should be present at annual membership meetings to assess and provide comment on Bylaws amendments that are introduced from the floor. The chair should prepare and deliver a presentation to the membership on the proposed changes at the annual membership meeting. If the membership approves changes to Bylaws, the committee presents the change(s) to the NALMS staff and LakeLine Editor for posting on the NALMS website and inclusion in LakeLine.

COMMUNICATIONS COMMITTEE

OBJECTIVES

The communications committee is responsible for communicating about NALMS to improve the visibility of the Society to members, potential members, and the general public. The committee is also responsible for developing an annual communications calendar and implementing the communications manual with the help of the NALMS office staff.

ORGANIZATION

The President or President-Elect appoints the committee chair and if required the co-chair. The Committee members may be similarly appointed or selected by the committee chair. The chair should attend Board meetings and report on planning activities as needed.

ACTIVITIES AND PROCEDURES

The committee will follow the communications manual guidance to develop an annual communications calendar. The committee will work with regional directors to develop and populate target membership and communications lists; create a standard press release program; and develop long-term media relationships to place NALMS as the go to source for lake and watershed management information.

CONFERENCE ADVISORY COMMITTEE

OBJECTIVES

The Conference Advisory Committee functions in an oversight and advisory capacity to ensure that Society-sponsored conferences and workshops are planned and conducted in a manner consistent with the mission and goals of the Society as set forth in the Constitution and as directed by the Board of Directors.

ORGANIZATION

The committee chair shall be designated by the President and in most cases, there will be a co-chair. At least the chair or the co-chair will also be a member of the host committee for each annual symposium. This is to ensure that the details associated with a single conference do not rest entirely with a single person. The committee members should include:

- One (or more) of the NALMS Executive staff with experience in planning, chairing, or assisting with past NALMS annual symposia
- The Conference Advisory Liaison (also called the Conference Coordinator)

- Two NALMS BOD members (if not satisfied by the chair and co-chair)
- Three to five NALMS members, preferably those with experience organizing a scientific conference

ACTIVITIES AND PROCEDURES

The primary activities of the Conference Advisory Committee are to act as a conduit for the Board of Directors in the initial screening of future sites for annual conferences and workshops and communicate with the Board of Directors as proposals for future sites are received. Under direction of the Board of Directors and/or Executive Committee, and the Conference Advisory Liaison, the committee shall investigate proposed sites, analyze them in relation to the Society's site selection criteria, and make recommendations to the Board regarding specific site negotiation services that will be provided by the NALMS business office in coordination with the Conference Advisory Committee Chair. At a minimum the Conference Advisory Committee chair(s) must review all recommended and alternative meeting proposal packages (e.g., hotel) before any contract is signed by the Society's President. The Conference Advisory Committee also provides support for the NALMS business office in the planning and preparation for NALMS sponsored conferences and workshops.

DEVELOPMENT COMMITTEE

OBJECTIVES

The Development committee is responsible for identifying and helping the Board and staff develop fundraising and marketing activities in support the Society's vision, mission and goals. The committee will develop a fundraising strategy to increase and diversify funding from various revenues sources, including membership, sponsorships, annual giving, government and foundation grants, and events. The committee will guide marketing activities for NALMS to improve the visibility of the Society in those areas where there is potential for developing financial support and promoting programs and educational activities. The committee is also responsible for identifying and pursuing grants to carry out NALMS projects or activities, and for fundraising for the Society, with the help of the NALMS board, staff and volunteers.

ORGANIZATION

The President or President-Elect appoints the committee chair and if required the co-chair. The Committee members may be similarly appointed or selected by the committee chair. The chair should attend Board meetings and report on planning and development activities as needed.

ACTIVITIES AND PROCEDURES

The committee will follow up on any leads suggested by the Board with respect to developing financial support or sponsorship for activities of the Society, including any that are developed and proposed by any NALMS standing committees or programs. In addition, the committee should act independently to explore and develop beneficial relationships

with corporate, foundation and other sponsors and individual donors to develop marketing strategies in general for board approval.

ETHICS COMMITTEE

OBJECTIVE

The Ethics Committee works to raise awareness about the NALMS Code of Conduct and promotes the NALMS mission by fostering environments that are safe, collaborative, and productive for all members and event attendees. The Committee also supports NALMS members and event attendees in addressing missteps related to the Code. To respect the need for confidentiality, issues are discussed in general terms during Committee meetings. Subcommittees consider details of specific situations and develop recommendations for responses. The Ethics Committee provides regular high-level updates to the NALMS Board.

ORGANIZATION

This standing committee is comprised of two co-chairs and NALMS members in good standing. The President appoints the co-chairs, who then select members of the committee. There is no limit to the number of members who may participate in this committee, but at least three must be active board members of NALMS. Subcommittees may form under this committee to address specific issues as they arise.

ACTIVITIES AND PROCEDURES

The Ethics Committee reviews complaints or concerns regarding any potentially ethical infractions reported to NALMS, the board, or the committee directly. The Ethics Committee will work as a whole, or in subcommittee, to investigate and work to ameliorate the root cause of the infraction, and evaluate and implement options for preventing future infractions. The committee will develop procedures and confidentiality protocols as applicable and necessary to carry out their work, and will keep the NALMS board apprised of their work at regular intervals, as it relates to the functions and standing of the Society as a whole.

EXECUTIVE COMMITTEE

OBJECTIVE

The objective of the Executive Committee is to provide leadership for the Society, the BOD and to the NALMS Staff.

ORGANIZATION

The Executive Committee is comprised of the NALMS President, Past-President, President-Elect, Secretary, and Treasurer. Because this is a standing NALMS Committee recognized in the Bylaws, three current Directors of the Society must sit on this committee.

ACTIVITIES AND PROCEDURES

The Executive Committee meets weekly as needed via conference call to review NALMS business and initiatives, and to set actions and directives for the upcoming month or more. Each member of the Executive Committee is responsible for individual tasks as defined in the Operations Manual.

FINANCIAL ADVISORY COMMITTEE

OBJECTIVE

The Financial Advisory Committee shall assist the President in preparing a budget for the next fiscal year and provide investment alternative recommendations to the Board and monitor all investments.

ORGANIZATION

The budget is the responsibility of the President-Elect and the Treasurer with the assistance the President, the Past President, the conference coordinator, the NALMS staff, and by others who may have insight into relevant budget details. Because this is a standing NALMS Committee recognized in the Bylaws, three current Directors of the Society must sit on this committee.

ACTIVITIES AND PROCEDURES

It is important for the President-Elect to receive feedback from any individuals who have knowledge about realistic costs and incomes for the following year, to aid in preparing the budget for the year they will serve as President. These amounts will be used to produce a balanced budget or preferably one that will show an increase in the Society's net worth. Deficit budgets should be avoided unless they are part of an approved strategic plan. There are many sources of information including the actual budget from the previous year that will help to develop a budget for membership consideration at the annual membership meeting. It is recognized that there are several large budget items such as conference or membership income that are difficult to be precisely forecast. However, there are still ways to be objective about these items and it is unwise to use these items to balance a budget if the amounts are not realistic.

NOMINATING COMMITTEE

OBJECTIVE

The Society needs active, dedicated leaders to grow and function effectively. Identifying these people and encouraging them to seek positions of leadership in the Society are the primary functions of the Nominating Committee.

ORGANIZATION

The committee chair and members are appointed by the President. There is no limit to the number of members who may serve on the committee. Because this is a standing NALMS Committee recognized in the Bylaws, three current Directors of the Society must sit on this

committee. The committee makeup should provide a balanced geographic range as well as representatives from various membership/affiliation categories of the NALMS membership.

ACTIVITIES AND PROCEDURES

The Nominating Committee identifies potential candidates and solicits nominations from the membership for the expiring Officers and Board of Director positions according to the following procedures:

1. A call for nominations should appear in two issues of LakeLine (approximately 120 days before the date of the Board's Annual Meeting).
2. Nominations should be made in writing to the Nominating committee. Each potential candidate must be nominated and seconded by an active NALMS member. Candidates must be current NALMS members. Nominations are due no later than 90 days before the Annual Meeting of the Board.
3. Prior to accepting any nomination, the nominee should review the Operations Manual portions relevant to the prospective position and discuss the responsibilities of the position with the current officer or director representing their region.
4. The committee reviews all nominations for compliance with the Bylaws.
5. The committee reviews the qualifications of all nominees, and prepares a ballot with a maximum of three candidates per position. Uncontested races are strongly discouraged. Criteria for screening nominees should include, but is not limited to:
 - i. demonstrated interest in the Society and leadership capability as shown by prior experience and performance on committees or as a Board member;
 - ii. acceptance by the nominee of the duties outlined in the Operations Manual, particularly with respect to willingness and ability to attend Board meetings; and
 - iii. membership history.
6. Furthermore, the committee shall attempt to ensure that:
 - i. the ballot fairly represents all of the various interest groups which comprise NALMS' membership such as lake homeowners, laypersons, academia, government, consultants, industry, etc., and
 - ii. the ballot fairly represents all geographic areas in the choice of officers.
7. Each candidate shall be given the opportunity to present his/her qualifications, goals, and views to the membership in a written biosketch that accompanies the ballot. The requirements of the biosketches are laid out in NALMS Operational Procedure 2 in the NALMS Policies and Procedures Manual.
8. Any major editing of the biosketches should be done by the Nominating Committee, with only very minor editing by the NALMS staff. The NALMS staff shall send proofs of the final ballot and biosketches to the Nominating Committee Chair for approval prior to electronic balloting.
9. The ballot shall include a space for write-in candidates.
10. Notification of the opening of the balloting period shall be sent to all NALMS members in good standing and to each state, provincial or regional chapter of NALMS. Notification methods should include a post to all members, a notice in the

LakeLine and on the NALMS website. The balloting period must end no later than 15 days before the annual meeting of the Board.

11. Balloting shall be conducted electronically as directed by the NALMS Board and coordinated by the NALMS staff.
12. The ballots should be counted by the NALMS staff and/or chair of the Nominating Committee.
13. Ties will be broken by random drawing.
14. Results of the election must be forwarded by mail or email to all candidates and all members of the BOD immediately after the election results are determined. Successful candidates should be encouraged to attend the upcoming Annual Meeting of the Board.

OUTREACH AND EDUCATION COMMITTEE

OBJECTIVE

The Society will benefit by engaging associations, professional societies, industry, lake and reservoir stakeholders and international groups who share similar objectives with NALMS. These initiatives should also include aspects of education and the technical transfer of materials that are central to the NALMS Mission Statement.

The function of the Outreach and Education Committee is to aid the Society's goal in forging partnerships among citizens, scientists, and professionals to foster the ongoing management and protection of lakes and reservoirs. To do this, the Education Committee promotes the awareness and appreciation of lakes, ponds, and reservoirs through various multi-media activities. Target audiences include various groups, including NALMS members, special interest groups, and the general public.

ORGANIZATION

The committee chair and members are appointed by the President. There is no limit to the number of members who may serve on the committee. The committee makeup should provide a balanced geographic and professional/nonprofessional representation of the NALMS membership. The composition of the Education Committee should reflect varying disciplines within NALMS (academia, government, consulting, and lay members) and the geographic coverage of NALMS (NALMS regions).

ACTIVITIES AND PROCEDURES

This committee concerns itself with all aspects of outreach that may serve NALMS' mission statement. In general, all activities where NALMS would benefit from a closer working relationship with outside groups that share an interest in lake and reservoir management or in the outcomes that follow the proper management of lake and reservoir resources will come under the umbrella of the Outreach committee.

NALMS currently has several activities related to education, including the NALMS website, the NALMS Bookstore, Lakes Appreciation Month activities, the image library project, the lake management database, tech transfer projects, student travel awards for conference

attendance, the Jody Connor Student Award Competition for oral and poster presentations at annual symposia, and developing and disseminating educational curricula about lakes and reservoirs.

The Education Committee also works on projects at the request of the BOD.

Work plan items are assigned to members of the Education Committee, either individually or as part of a special sub-committee, and these individuals act as leads in carrying out individual project tasks. Deliverables are reviewed by the Education Committee as a whole, and are presented to the NALMS BOD either via e-mail or at NALMS BOD meetings for input.

Annual and On-Going activities include:

Lakes Appreciation Month

July is recognized as Lakes Appreciation Month, and each year the NALMS Education Committee, with support from the NALMS Staff, recognizes this month by reaching out to NALMS members to encourage them to hold events locally to educate the general public about lakes and other freshwater resources. Recommendations about celebrations are provided, as well as for press releases, obtaining proclamations from local, state or provincial governments. NALMS also promotes participation in the Annual Secchi Disk Dip-In, which overlaps into Lakes Appreciation Month.

POLICY COMMITTEE

OBJECTIVE

The Policy Committee establishes guidance to ensure that all activities of the Society are consistent with the Purposes and Objectives of the Society as well as the operational aspects of NALMS set forth in the Bylaws. In addition, the committee is expected to formulate recommendations on emerging policy questions.

ORGANIZATION

The committee chair and members of the committee are appointed by the President. Because this is a standing NALMS Committee recognized in the Bylaws, three current Directors of the Society must sit on this committee. There are no established limits on the number of committee members. It is desirable to have Past-Presidents and/or former Board members on the committee to lend their expertise from having led Society business. Experience shows that a committee of four to five adequately serves the Society.

ACTIVITIES AND PROCEDURES

All activities of NALMS are open to review by the Policy Committee. Of particular interest to this committee are official position statements; contracting, hiring, and accounting procedures; new program initiatives; cooperative programs; and endorsements.

To ensure that policy is sufficient to handle the changing requirements of the Society, the committee shall periodically review existing policy statements and may make recommendations to the Executive Committee for additional policy or policy changes. Where clarification of policy is appropriate, it is the responsibility of this committee to develop policy proposals for presentation to the BOD. Also, the Executive Committee, Board, or committee chairs can and should, as necessary, request that the Policy Committee review policy statements and prepare recommendations to make the organization more accountable and effective, and reduce the possibility of creating situations that could damage the Society's credibility.

All requests to and from the Policy Committee should be through the committee chair. In the case of significant differences of opinion, the majority opinion of the members will constitute the committee recommendation. Minority reports should be solicited by the committee chair.

The committee chair will present a report at each BOD meeting which includes a summary of committee activities, revisions to existing policy documents for BOD approval, and new policy proposals for BOD approval.

PUBLICATIONS COMMITTEE

OBJECTIVE

The Publications Committee is responsible for maintaining the quality of all NALMS publications. This refers primarily to the major publication initiatives of the Society, namely the Journal of Lake and Reservoir Management, and LakeLine.

ORGANIZATION

The committee chair and members are appointed by the President. Because this is a standing NALMS Committee recognized in the Bylaws, three current Directors of the Society must sit on this committee.

ACTIVITIES AND PROCEDURES

The committee chair should work closely with the NALMS LakeLine and Journal editors to ensure technical excellence in these flagship NALMS publications

LakeLine shall be prepared and published by the NALMS business office, under the direction of the LakeLine editor. The magazine shall be published on a timely basis, with a target date of the first day of each stated month of publication.

The NALMS journal, Lake and Reservoir Management, is now an electronic format journal and all aspects of publication and distribution are managed by Taylor and Francis. NALMS maintains both an editor and a redactory editor to oversee content in the Journal. The Journal shall be published on a quarterly basis.

Both the NALMS LakeLine magazine and the Journal are now offered in electronic versions through the NALMS website. Some hard copies of both publications may continue to be printed and mailed to libraries and members who prefer paper copies.

Note that certain aspects of technical transfer which are overseen by the Education and Outreach Committee may involve publications that are also managed by the Publications Committee from time to time.

BOARD LIAISONS

Board liaisons are NALMS members who oftentimes single-handedly coordinate some aspect of NALMS business. They generally do not have a working committee to aid them in their work, and their work is not necessarily related to a NALMS Program.

Board Liaisons carry out the work of NALMS, and are responsible for maintaining a dialogue with the NALMS Executive Committee and at times the BOD as a whole.

Board liaisons that are recognized by NALMS are:

- Awards
- Affiliates
- Conference Advisory
- Industrial Relations
- International Outreach

AWARDS LIAISON

OBJECTIVE

The function of the Awards Liaison is to secure nominations, ensure that minimum criteria are met, poll the selection sub-committee, and tally the results to identify award recipients. The intent is to recognize contributions to NALMS and outstanding individual achievement with respect to lake management. Secondary goals include facilitation of continued action by recipients (see APPENDIX A - SUPPORTING MATERIALS FOR COMMITTEES - North American Lake Management Society Awards).

ORGANIZATION

The Awards Liaison is an active member of NALMS appointed by the NALMS President. The NALMS BOD should actively seek out and recommend candidates for awards to the Awards Liaison. The NALMS staff aid in the logistics of procuring the awards.

ACTIVITIES AND PROCEDURES

NALMS currently has several awards categories and types of awards for which no official vote of the Awards Committee is needed:

- Plaques are given to outgoing board members and officers;
- Certificates or other suitable awards are given to other LEADERSHIP & SERVICE AWARDS (e.g. Volunteers or Education and Outreach);
- Certificates or other suitable awards are given to the photo contest winners and the winners of the Jody Connor Student Paper Award;
- A gavel is presented to the President-Elect;
- Plaques or other suitable awards are presented to the scholarship winners;
- The "social" awards (Clean Lakes Classic) are typically certificates.

A more formal awards process recognizes outstanding effort in a number of categories. Recipients are selected by the BOD as recommended by the Awards Liaison:

- The Secchi Disk Award for Outstanding Contribution to NALMS by an Individual and Jim Flynn Award for Outstanding Support of NALMS by an Organization are the most prestigious awards given by NALMS. Each consists of a plaque that is awarded to the individual/corporation perceived by the Awards Committee and BOD to have contributed the most to the success of NALMS and the achievement of its goals.
- Certificates or plaques are given to nominees for "Friends of NALMS."
- The "James LaBounty Award for the Best Paper in Lake and Reservoir Management" is recognized each year with a plaque or certificate (recipient is selected by the Editorial Board).
- A single plaque is given for each Lake Management Success Stories Award and Advancements in Lake Management Technologies Award, although additional certificates may be presented where several individuals are responsible for a project. Awardees may also be given the chance to have additional plaques made at their expense. Awards are given to no more than three nominees in each of the two categories.

The Awards Liaison, with assistance from the BOD and NALMS staff, is responsible for the coordination of all NALMS award functions, including:

- Seeking out qualified nominees for awards, including the publication of a Call for Nominations in LakeLine, Lakes-L, the NALMS E-Newsletter, Affiliate Communications and other suitable media (see attached Sample Call for Award Nominations in Appendix A);
- Receiving and vetting (making sure award criteria are met) nominations;
- Ascertaining that awards handled by other committees (e.g., scholarship, photo contest) are in order;
- Screening nominees for eligibility;
- Preparing ballots for voting by selection subcommittee members and ensuring fair, impartial, and equal coverage in any accompanying descriptive materials;
- Voting on all vetted nominees;
- Receiving and tallying votes;
- Arranging for the production of plaques, certificates, and any other necessary awards, and their shipment to the conference venue;
- Contacting award recipients, if necessary, to ensure attendance at the annual Awards Banquet ("surprise" is preferred, but recipients sometimes must be informed prior to the conference);
- Assisting with preparations for the Awards Ceremony;
- Addressing concerns regarding awards policies, reviewing current procedures on an annual basis, and preparing appropriate reports and recommendations for the BOD; and
- Maintaining the past award recipient history.

IMPORTANT DATES

Based on an early-November Awards Ceremony date, the following key dates are offered:

- A Call for Nominations should appear in the spring issue of LakeLine (usually early May). Letters to committee members are appropriate at this time.
- August 15: stated closing date for nominations; most nominations will be received just before or even beyond this date; unless overwhelmed with nominations, allow several extra weeks for nominations to filter in before preparing ballots.
- September 15: distribute ballots to BOD; request return by early October.
- October 15: Tally ballots, declare winners, arrange for awards, check on registration of award recipients, take any other actions necessary to ensure a successful Awards Ceremony.

AFFILIATES LIAISON

OBJECTIVE

The function of the Affiliates Liaison is to serve as a bridge between NALMS and the Affiliate groups. The intent is to work with both to ensure the relationship is mutually beneficial.

ORGANIZATION

The Affiliate Liaison is an active member of NALMS appointed by the NALMS president.

ACTIVITIES AND PROCEDURES

- Work with the BOD to identify and understand expectations of the NALMS- Affiliate relationship.
- Work with the BOD and staff to identify ways to both retain and recruit Affiliate members.
- Work with NALMS staff to develop an Affiliates communication plan. This will serve as a guidance document to ensure meaningful & adequate communication occurs between Affiliates and the appropriate Regional Directors.
- Work with NALMS staff to periodically survey Affiliate groups to determine what needs or concerns the groups have.
- Contact all Affiliates no less than twice annually to provide semi-annual updates to the BOD in advance of mid-term and annual board meetings.

CONFERENCE ADVISORY LIAISON

OBJECTIVE

The Conference Advisory Liaison functions in an oversight and advisory capacity to ensure that Society-sponsored conferences and workshops are planned and conducted in a manner consistent with the mission, and goals and policies of the Society as set forth in the Bylaws and as directed by the BOD.

ORGANIZATION

The Liaison (also referred to as Conference Coordinator) shall be designated by the President and, in most cases, there will be an assistant who is also a member of the host

committee. This is to ensure that the details associated with conference(s) do not rest entirely with a single person.

ACTIVITIES AND PROCEDURES

The primary activity of the Conference Advisory Liaison is to act as a conduit for the BOD in the initial screening of future sites for annual conferences and workshops. As proposals for future sites are received, the BOD will be notified by the Conference Advisory Liaison. Under direction of the BOD and/or Executive Committee, the Conference Advisory Liaison shall investigate proposed sites, analyze them in relation to the Society's site selection criteria, and make recommendations to the Board regarding specific site negotiation services that will be provided by the NALMS business office in coordination with the Conference Advisory Liaison. At a minimum the Conference Advisory Liaison must review all recommended and alternative meeting proposal packages (e.g., hotel and meeting facilities) a before any contract is signed by the Society's President. The Conference Advisory Liaison provides support for the NALMS business office in the planning, and preparation and facilitation for NALMS sponsored conferences and workshops. The Liaison should be in regular communication with the NALMS business office, Local Host Committee and with the NALMS Executive Committee regarding conference planning. The Liaison shall work with the President, President-elect, Treasurer and NALMS business office to assist in the development of the annual budget, specifically for providing estimates of conference income and expenses.

GOVERNMENT AFFAIRS LIAISON

OBJECTIVE

The Government Affairs Liaison promotes restoration and protection of lakes and reservoirs by involving NALMS in activities conducted by all levels of government: local, state/provincial, regional, and federal. Advocacy is very important to the NALMS mission. It is how we utilize our scientific knowledge, member concerns, and policy statements to change government policies for the betterment of lakes.

ORGANIZATION

The President appoints the Government Affairs Liaison. There is no limit to the number of Liaisons who may serve in this role.

ACTIVITIES AND PROCEDURES

The Government Affairs Liaison(s) is generally involved with five principal activities. For those activities conducted on a regular basis, target dates are provided.

COLLECT INFORMATION

- Collect information on national issues, Congressional Bills, or federal regulations affecting lakes and reservoirs.
- Collect, compile, and disseminate information on state legislation or policies affecting lakes and reservoirs.

- Track status and progress of federal legislation or regulations of interest to NALMS.
- Collect information about chapter and member concerns regarding lake-related legislative issues and concerns.

DISSEMINATE INFORMATION

- Notify Officers, Directors, affiliate representatives, members, and staff of government activities that may affect lake and watershed resources.
- Provide no less than one mid-term and one annual report to the Officers and BOD on the status of national legislation and activities of the committee.
- Provide webpage updates to the staff.
- Prepare comments for NALMS on proposed legislation or regulations. Comments will reflect policy positions that have been approved by the BOD, and will be sent to the President for consideration and approval by the BOD if appropriate.

FORMULATE POSITIONS ON FEDERAL LEGISLATION

- Prepare draft comments or position statements for NALMS on federal legislative or regulatory issues related to lake restoration and protection. Drafts are sent to the President for approval by the BOD unless the comments are technical or unless NALMS has already developed a formal position on the issue.
- Notify officers, directors, affiliates, and members of opportunities to comment on federal legislation or regulations, and provide suggestions on appropriate content for correspondence.

PARTICIPATE IN ADVOCACY ACTIVITIES

- Provide written testimony to Senate and House Committees on legislation of interest to NALMS.
- Contact key Congressional members or staff persons to inform them of current lake management needs and issues.
- Assist in preparing the President's testimony to be delivered in person or by NALMS' designated representative, before the U.S. Congress or Canadian/Mexican governments as appropriate.
- Organize various aspects of NALMS' efforts to provide information to members of legislative bodies at all levels of government. This educational effort, focusing on nonpartisan analysis of the issue in question to lake resources, is under the direction of the President.
- Provide informational updates on the legislative process, current issues, and opportunities for action to NALMS officers, directors, chapters, and members.

OTHER ORGANIZATIONS

- Identify opportunities for coordination with other interest groups in the development of positions on federal issues of mutual interest.
- Communicate with federal agency staff on current issues, concerns, and policies regarding lakes and reservoirs.

- Arrange meetings as necessary with federal agency staff or representatives of other organizations interested in lake and reservoir protection.

INDUSTRIAL RELATIONS LIAISON

OBJECTIVE

Lake protection, restoration, and management require industrial products and services. Industries and organizations providing these products and services should be informed of the Society and invited to help the Society promote these objectives.

A major objective of the Industrial Relations Liaison is to identify these industries and service organizations and the appropriate individuals in these groups. Both written and oral communication should be established with the initial objective of gaining new members and the ultimate objective of enhanced support for the Society.

ORGANIZATION

The Liaison is appointed by the President. Subcommittees may be formed to carry out specialized activities.

ACTIVITIES AND PROCEDURES

Exhibitors at NALMS' conferences and workshops are excellent sources of information on other industrial groups, and they represent candidates for long-term support of the Society.

The Industrial Relations Liaison should promote the involvement of these industries in Society committees and activities. For industry to remain active, however, there must be a business or profit incentive.

The Industrial Relations Committee should promote exhibitors for the meeting. The Society now has and continues to develop a history and an excellent reputation of service and it is the role of the Industrial Relations Liaison to promote this record to industry.

The Industrial Relations Liaison should coordinate an industrial relations/exhibitors function at the Annual Conference. This function should serve as a forum for the exchange of ideas and formulation of desired activities and involvement for the next fiscal year.

INTERNATIONAL OUTREACH LIAISON

OBJECTIVE

The International Outreach Liaison serves the Society by working with the international lake management community to promote the exchange of information and experiences that may be mutually beneficial.

ORGANIZATION

The liaison is appointed by the President. There is no limit to the number of liaisons that may be appointed. All appointed liaisons should share in accomplishing the tasks at the direction NALMS President or BOD.

ACTIVITIES AND PROCEDURES

To engage the international lake management community as a resource for information, the following should be accomplished:

- Expand the realm of communications with our non-North American counterparts,
- Increase non-North American membership in NALMS,
- Determine the extent of similar societies or associations in other parts of the world,
- Identify curricula and degrees aimed toward lake management, and
- Sponsor a function for international members and participants at the Annual Symposia.

International promotion of the Society to accomplish these tasks may be best done by utilizing contacts of NALMS members.

NALMS PROGRAMS

NALMS Programs are those that coordinate ongoing activities or certifications for the Society.

Current NALMS Programs are:

- Freshwater Harmful Algal Bloom (HAB) Program
- Justice, Equity, Diversity, and Inclusivity (JEDI) Program
- Lakes Appreciation Month and Secchi Dip In Program
- Partners Program
- Professional Certification Program
- Student Program

Below is a summary of each NALMS Program:

FRESHWATER HAB PROGRAM

OBJECTIVE

Harmful algal blooms (HABs) impact lakes and reservoirs worldwide and algal toxins can cause illness and death of humans and domestic and wild animals. Resource managers, lake associations, and local, state, and provincial governments are beginning to address problems associated with HABs and potential toxicity. These organizations need easily accessible, current information to effectively make decisions and minimize human health risks. Most of the information available about inland HABs in North America is diffuse and there is a need for a centralized information resource. At the NALMS BOD meeting in November 2004, the BOD adopted an initiative to take a leadership role in furthering the understanding and management of HABs in inland waters and in educating people about this emerging area of concern. The NALMS Inland HAB Program is a direct result of this initiative. NALMS aims to serve as an information clearinghouse for all HAB issues, including, but not limited to Cyanobacteria, Dinoflagellate, Haptophyte, and Euglenoid driven blooms in freshwater and brackish inland systems. The long-term vision for the HAB Initiative is to provide an internet-based network where information about HAB occurrences, cyanotoxins, risk assessment, monitoring programs, and management options can be obtained and shared.

ORGANIZATION

The President appoints individuals to assist with this program work. There is no limit to the number of members who may serve in this program, but enough are needed to provide valid feedback and voting on website updates as well as new and existing initiatives. The chair(s) send applicable information to committee members for review, approval and action. The committee may also review opportunities for appropriate collaboration/partnership with other organizations and governmental agencies (e.g. EPA Harmful Algal Bloom Awareness Campaign).

ACTIVITIES AND PROCEDURES

Program activities include information and resource sharing, planning special sessions for NALMS, and serving as liaisons to other organizations interested in HAB-related issues. Program participants should be present at annual NALMS conferences, if possible, to provide a contact for other members and interested individuals. The Program lead should also organize committee meetings at the annual conference. The Program lead should update committee members and maintain the committee contact information. They should also request input on thoughts, ideas, and leadership on how to grow and strengthen the program. The Program participants should discuss Requests for Proposals and grant opportunities as they pertain to the objectives of the Inland HAB Program. The Program participants should solicit ideas or proposals for expanding and updating the NALMS Inland HAB website, including adding additional information as state/federal and international HAB and toxin information becomes available. The NALMS staff will be responsible for overseeing changes to the website. The Program will plan special sessions for NALMS, and organize special issues of Lake and Reservoir Management and LakeLine to summarize special sessions or by request of the BOD and/or editors. The Program will support NALMS in the development of educational and outreach materials such as brochures.

JUSTICE, EQUITY, DIVERSITY AND INCLUSIVITY (JEDI) PROGRAM

OBJECTIVE

NALMS is an organization of citizens, scientists, and professionals with a mission to foster the management and protection of lakes and reservoirs for today and tomorrow. We advocate for sustainable management of surface waters, provide opportunities for citizen scientists to gain knowledge of their environment, and work to disseminate information about current practices in lake management and science. Our efforts are enhanced by the inclusion of a diversity of people and voices.

Historically, racism has reduced opportunities for individuals to participate in science and safely practice environmental stewardship. NALMS can do better to bring an end to racial injustice and promote racial diversity in our organization and the lake management community. In recent years we have adopted policies to address racial inequality, including a Diversity Statement and Code of Conduct, but we acknowledge that more actions are needed. NALMS commits to continuing our efforts to create an equitable, diverse, and inclusive organization while we advance lake management and science.

ORGANIZATION

To be successful NALMS must ensure diversity is considered in every Program and Committee activity; therefore, the JEDI Program strives to touch every other Program and Committee in NALMS. To facilitate these connections, the JEDI Program membership will include representatives from the Communications, Nominations, Outreach and Education, Policy, and Publications Committees.

ACTIVITIES AND PROCEDURES

- Communications Committee: Make sure there are lines of communication open between underserved communities and NALMS. This is going to involve working with Affiliates familiar with organizations in their regions. Communication will include the regular NALMS outreach efforts, plus topics relevant to minority communities.
- Conference Committee: During conference planning this committee will make sure to reach out to underserved communities to provide access to NALMS professionals. Stories from the local community may be included in the conference program to highlight the struggles some community members have with accessing freshwater resources (as well as successes).
- Nominating Committee: As NALMS develops a more diverse membership the Nominations Committee needs to consider their contributions to lake science.
- Outreach and Education Committee: Make contact with high school, community colleges, and undergraduate institutions, particularly those serving black or indigenous students. Encourage their interest in aquatic sciences and provide mentorship to guide their efforts.
- Policy Committee: Make sure NALMS is upholding its goals of increasing diversity.
- Publications Committee: Encourage publication of articles by young and/or minority scientists who are making significant contributions in their communities.
- Freshwater HABs Program: Encourage outreach to minority communities who often visit lakes and reservoirs. Solicit their help with identifying and making their community aware of the danger posed by cyanotoxins.
- LAM and Secchi Dip-in Program: Reach out to underserved communities and make sure information is language appropriate.
- Partners Program: Continue working with Consortium of Aquatic Science Societies (CASS) and other organizations to share diversity progress
- Professional Certification Program: Encourage diversity in the certification program
- Student Program: Reach out to undergraduate, high school and Historically Black Colleges and Universities to provide mentorship.
- Affiliates Liaison: Work with affiliates to make sure they are working with NALMS on our common diversity goals.
- International Outreach Liaison: Will be involved with making sure connections to developing countries are maintained and encouraged.

LAKES APPRECIATION MONTH AND SECCHI DIP-IN PROGRAM

OBJECTIVE

The objective of the Lakes Appreciation Month (LAM) and Secchi Dip-In Program is to annually promote July as Lakes Appreciation Month, and encourage participate in the Secchi Dip-In. The Secchi Dip-In is a citizen science based, lake monitoring program. Efforts include advertising the program, distributing program results, compiling the Dip-In database, managing Dip-In participants and volunteers. Because the Dip-In occurs during July's Lakes Appreciation Month (LAM) celebrations, it is often an activity that is labeled as an official LAM event.

ORGANIZATION

The program is coordinated by the LAM/Secchi Dip-In Coordinators and NALMS members in good standing. The President appoints the program coordinator, who selects members. There is no limit to the number of members who may implement this program, but enough are needed to provide valid feedback and assist the coordinator with guiding the Secchi Dip-In with ten to twelve (10-12) as a recommended number.

ACTIVITIES AND PROCEDURES

NALMS generally promotes Lakes Appreciation month by sending out emails, post cards, letters or via other media to announce LAM. Along with the announcement, NALMS makes suggestions about how to celebrate lakes. Past activities have included asking Governors and Ministers to designate July as Lakes Appreciation Month; doing lake clean-ups; holding festivals, participating in the Secchi Dip-In, and much more.

PARTNERS PROGRAM

OBJECTIVE

The Partners Program serves as a communication and coordination hub for our partners such as the Advisory Committee on Water Information, National Water Quality Monitoring Council, Source Water Collaborative and Consortium of Aquatic Science Societies and a network of collaborators, including federal, state and local agencies, Corporations, the Global Lake Ecological Observatory Network (GLEON), and Citizen Science Association.

ORGANIZATION

The Program is coordinated by a standing NALMS member.

ACTIVITIES AND PROCEDURES

Partner organizations are critical to the success of NALMS, as we strive to connect our members with organizations, resources, and events that support state-of-the-art professional development in lake management. The Partner Program coordinates existing partnerships, tracks activities of our collaborators, provides timely updates to NALMS members, communicates information about NALMS to partner organizations, and where appropriate, creates new partnerships with our collaborators.

PROFESSIONAL CERTIFICATION PROGRAM

OBJECTIVE

The Professional Certification Program (PCP) manages the Certified Lake Manager (CLM) and Lake Management Associate (LMA) program. PCP recognizes individuals who demonstrate the appropriate level of training and professional experience in lake management.

PCP also recognizes individuals who satisfy the educational requirements for a CLM/LMA but have not earned sufficient full time professional experience, with a term-limited

provisional CLM/LMA status (pCLM/pLMA). The purpose of this recognition is twofold: 1) acknowledge that an individual possesses the proper background to perform the associated tasks, and 2) promote continuing education for professionals to advance the science of lake management and the proficiency of its practitioners.

ORGANIZATION

The President appoints the PCP Lead, who selects the PCP members. The PCP Lead and members must be a CLM or LMA and required to maintain confidentiality for all application materials that they handle in PCP. At least ten (10) members are needed to provide valid feedback and voting on initial certification and recertification applications. The PCP Lead sends applications to members for review in accordance with the Professional Certification Handbook program guidelines, which can be found on the NALMS website. Concerns and complaints brought to the attention of PCP regarding professional conduct of (p)CLMs and (p)LMAs will be relayed to the Ethics Committee for evaluation, and appropriate actions, including possible sanctions, are determined in consultation with the Ethics Committee.

ACTIVITIES AND PROCEDURES

The Program is responsible for review of applications and generation of benefits for approved (p)CLMs or (p)LMAs. Details of the procedures are described in the latest edition of the NALMS CLM/LMA Handbook, publicly available on the NALMS web site and regularly updated by the PCP Lead and the NALMS Office in consultation with the NALMS BOD. More details on PCP Operations can be found within the PCP Handbook.

STUDENT PROGRAMS

OBJECTIVE

The Student Programs are meant to support student activities within NALMS and any initiatives developed by the student board member, including advertising student awards and travel grants, organizing the silent auction at the NALMS conference, organizing the NALMS Student Mentorship Program, and recruiting students for publication in the Student Corner of LakeLine.

ORGANIZATION

The Program is coordinated by a standing NALMS member.

ACTIVITIES AND PROCEDURES

NALMS student members are an important part of our future. In addition to attending annual and mid-term board meetings, the Student Director position while on the BOD is responsible for communicating student needs and coordinating student events and activities at the annual symposium, such as the Student Silent Auction and the Student Luncheon (including the resume review). The Student Director is responsible for acquiring donations for the Silent Auction and for organizing the event during the symposium. The Student Director is also responsible for recruiting students for publication in the Student Corner of LakeLine, which at a minimum includes four student- (or recently graduated

student-) written articles focusing on their research and/or their lab or graduate experience, due January, April, July, and October 1st of each year.

Additional responsibilities of the Student Director include the oversight of the Student Mentorship Program, Student Video Series, and Student Sponsorships. These activities aim to build relationships between students and NALMS members while increasing the involvement of student members within the NALMS community.

Student Mentorship Program

The NALMS Student Mentorship Program coordinates mentor-mentee arrangements between NALMS members and helps facilitate student involvement in NALMS, ultimately helping retain student members.

Student Travel Grants

The committee for Student Travel Grants evaluates student applications to attend the annual NALMS symposium. Those awarded the travel grants must be NALMS student members and have an accepted abstract in order to receive the award which can be used to cover the cost of symposium registration, hotel, and travel. Funds will be allocated based on need and quality of the award application submitted by the student. See Appendix A for further details

Important dates for Student Travel Grants

- August 1: send each applicant notification confirming receipt of his/her application
- August 30: notify all applicants of award status; provide announcement of travel grant awardees for publication in LakeLine

Jody Connor Student Contest

This annual contest recognizes excellence among NALMS student presenters.

Undergraduate and graduate students that present orally or in poster format at NALMS Symposia are reviewed and ranked against other each other, and each year students in the oral and poster category are selected as winners. Cash prizes from sponsors, as well as certificates are provided to student winners after the symposium.

A team of NALMS Education Committee Members and other volunteers serve as organizers and judges for the contest. Diversity is encouraged among team members. The team of reviewers is chaired by one or two NALMS members, and all participants on the team must be members in good standing of NALMS.

Each year, before the annual contest, the chair(s) will coordinate the review team and share with them NALMS' Code of Conduct and ethics guidelines as outlined in the NALMS Policy and Procedures Manual. The team must comply with the conduct and ethics guidelines as outlined by NALMS during the paper/poster review process and during any interactions with the student presenters. Check boxes will be added to the registration form to allow students to determine whether or not they want to have their presentations/posters included in the judging and whether or not they want to receive reviews at the end of the contest.

The team members will meet in advance of the presentations to assign the review of student presentations, based on the list provided in the conference program (student presentations are denoted by a * in the conference program). At the time of that meeting, the chair(s) will remind the reviewers of the NALMS Code of Conduct and ethics policies with regards to interactions with student presenters. Each reviewer will volunteer to review a variety of oral and poster presentations, and using a standard scoring sheet supplied by the chair(s), rank each presentation based on the categories outlined on the scoring sheet. Redundancy is encouraged, whereby more than one review team member can review a student presentation, and scores can be averaged. Review team members may ask questions of the student presenters after their presentations to better inform their ranking. Reviewers are encouraged to make notes relative to score determination on the scoring sheets, and any helpful pointers for student presenters that they would like shared with the students. Reviewers will determine if they want their reviews to remain anonymous or if they are willing to share their names and contact information with the students that they judge.

Scoring sheets will be turned in to the chair(s) for ranking and determination of the winner(s) of each category (oral or poster). The chair(s) will then prepare a short summary of the contest for LakeLine, to include the number of student papers and poster that were evaluated, a list of review team members, and the selected winners in each category, to include the talk/poster title for each winner. The summary will be shared with the NALMS Executive Director for the awarding of prizes, and the Editor of LakeLine for publication in the conference wrap-up article in the winter issue of LakeLine.

For any student that so requests, the review forms will be shared with the student at the end of the contest. Any concerns or grievances that result from the contest will be addressed following protocols outlined by the NALMS Ethics Committee.

Student Video Series

The video series is aimed to help teach citizen scientists, students, and the general public about lake management, the equipment used to monitor lake processes, and how to use limnological equipment. Videos are submitted each quarter covering a different topic and requirements. Videos approved and selected by the student program committee and the BOD will be eligible to receive a \$500 award to attend a future NALMS meeting after the video is live online. Awardees need not be a student when they use the award to attend a NALMS meeting; however, the fund expires 2 years after the date of the award letter. Additionally, two videos will be selected as runners-up and winners awarded a one-year NALMS student membership.

Student Sponsorships

NALMS Student Sponsorships are awarded to applicants based on funds available and quality of application. Applications are submitted through the NALMS website student page and evaluated on a case-by-case basis by Student Programs.

APPENDIX 1 - SUPPORTING MATERIALS FOR COMMITTEES

STUDENT TRAVEL GRANT

INTRODUCTION

The NALMS Travel Grant/Graduate Student Internship Program is intended foremost to increase the knowledge and participation of individuals in all aspects of lake and reservoir management by promoting exchange of technical information as well as by providing opportunities for practical work experience. The Program is composed of three subprograms: graduate student travel grants, international speaker travel grants, and graduate student internships. All three components of the Program are designed to further facilitate communication and cooperation among lake managers, practitioners in private industry or government, researchers, and individuals with an interest in lake and reservoir management.

OBJECTIVES

The purpose of the travel grant programs is to provide travel monies to eligible graduate students and international speakers so that they may present results of significant lake management studies to the NALMS membership at its annual symposium/meeting. The intent of the international travel grant component is to attract notable international lake managers and researchers to the annual meetings to add a global perspective to the realm of lake management. The intent of both the graduate student travel grant and internship components is to stimulate the interest of future professionals in the field of lake and reservoir management. The internship segment specifically provides a vehicle for qualified students to obtain technical competence and practical hands-on experience in solving problems associated with management of freshwater.

GRADUATE STUDENT TRAVEL GRANT PROGRAM

ELIGIBILITY

An applicant for the program must: (a) be currently enrolled as a full-time student in a lake and reservoir-related curriculum in an accredited college or university, (b) be a graduate student in good standing, (c) be in the second year or further as a graduate degree candidate, and (d) have submitted a paper for consideration for presentation at the NALMS annual symposium and publication in the symposium proceedings. Recipients may be enrolled in such courses of study as aquatic ecology, limnology, aquatic botany, chemistry or zoology, fisheries management, soil and water conservation, engineering, hydrogeology, resource policy, urban planning, scientific journalism, or environmental economics. Applicant should have a NALMS member as a sponsor.

APPLICATIONS

Applications for travel grants must reach the Society by June 1, and must consist of the following in addition to the completed application form: (a) a cover letter from the student to NALMS summarizing the area of specialization; (b) two letters of recommendation from

those who know applicant's potential professional capability; (c) abstract of paper to be considered for presentation at Annual International Symposium; (d) two-page summary of paper to be presented, stating situation leading to the study, objectives, general approach used, and potential management application of results; (e) copy of complete transcripts (graduate); and (f) copy of personal/professional resume.

REVIEW AND SELECTION

Candidate selection will be based on: (a) significance of work to be presented regarding lake and reservoir management, and (b) professional and/or academic qualifications of the individual. Papers should present results either evaluating lake-management practices or providing better understanding of lake ecosystem processes.

Using the criteria listed under this section and other criteria deemed appropriate, the Scholarship Committee will select the annual recipients of the Graduate Student Travel Grant Program. The number of recipients and the amount awarded to each recipient will be determined by the Scholarship Committee, and will be based on the grant funds available in any given year.

NOTIFICATION

Recipients will be notified of their selection by August 1. Names of winners will be published in the LakeLine issue preceding the annual symposium/meeting.

AWARD AMOUNTS

Student travel grants are directly related to the Society's Annual Symposia, and will endeavor to pay in the year awarded the actual cost of the recipient's travel to the symposium site, symposium registration fee, and lodging. The number and individual amount of graduate student travel grants to be awarded each year is not pre-determined, but is based on funds available through a revolving travel account supplemented by annual contributions. Thus, the individual award amount maximum may change from year to year. A goal of two to six graduate student travel grants per year is suggested.

NORTH AMERICAN LAKE MANAGEMENT SOCIETY AWARDS

NALMS awards are given to recognize the contributions of individuals, groups, corporations, or projects to the management of lake resources in North America. Awards are given for actions or results directly attributable to the recipients. It is in the best interest of the Society to have a strong slate of nominees for any award that is to be made. It is therefore the responsibility of the BOD, the Executive Committee, the NALMS staff, and all other members of the Awards Committee to submit received nominations of people, organizations, or projects deemed worthy of recognition by NALMS, and to solicit nominations from knowledgeable parties and NALMS members.

Anyone who believes a potential conflict of interest may occur in nominating (or voting) should refrain from nominating (or voting). However, he/she are encouraged to bring the matter to the attention of the Awards Committee Chair so that appropriate action may be taken (e.g., alternate nomination by others).

In serving this purpose, the current awards structure is as follows:

LEADERSHIP AND SERVICE AWARDS

- Outgoing officials of NALMS (e.g. BOD Members)
- Outgoing Associate Editor of Lake and Reservoir Management
- Leadership & Service Awards should be automatic in response to a list prepared by the business office. Goal is to present Leadership and Service Awards at the NALMS Membership Meeting.
- Others, as applicable (e.g. Volunteers or Education and Outreach)

Descriptions for Leadership & Service Awards

Volunteers

Awards may be given to individuals or groups for significant volunteer efforts devoted to lake management. Professionals (i.e., anyone paid to work on the project) are ineligible. Selection criteria include the level of local involvement, creative use of methods or materials, and demonstrable lake-related improvements.

Education and Outreach

Awards may be given to individuals or groups for the design, facilitation or performance of exceptional education and outreach activity that furthers the understanding of and appreciation for lake management science. Selection criteria include innovativeness, creativity, impact, and dedication.

SPECIAL APPRECIATION AWARDS

- Secchi Disk Award for Outstanding Contribution to NALMS by an Individual
- Jim Flynn Award for Outstanding Support of NALMS by an Organization
- Friends of NALMS Award
- James LaBounty Award for the Best Paper in Lake and Reservoir Management
- Lake Management Success Stories
- Advancements in Lake Management Technologies

The goal is to present Special Appreciation Awards at the NALMS banquet. If possible, presentation of the award should be made by the nominating party.

Descriptions for Special Appreciation Awards

Secchi Disk Award for Outstanding Contribution to NALMS by an Individual

The category Secchi Disk Award is the Society's most prestigious individual award and should be a committee decision. All nominees for the Secchi Disk Award must be NALMS members. Nominations are received by the Awards Committee Chair, who is responsible for sending supporting information and ballots to the selection subcommittee. This selection subcommittee is composed of the entire BOD, Executive Committee, NALMS staff, and the regular members of the Awards Committee. The subcommittee ranks the nominees in order of preference (first to last). The listing is turned into a point score, with each first-place vote

worth a number equivalent to the number of nominees. Thus, the first choice on any ballot will get the highest score (e.g., 5 if there are 5 nominees), and the last choice will receive 1 point. Any nominee not appearing on the list will receive no points. The nominee with the highest total points will receive the award.

[Jim Flynn Award for Outstanding Support of NALMS by an Organization](#)

The recipient of the Jim Flynn Award for Outstanding Support of NALMS by an Organization is selected in the same manner as the Secchi Disk Award recipient. Nominees must hold a corporate membership in NALMS.

[Friends of NALMS Award](#)

Awards given to "Friends of NALMS" could be considered a catch-all category, whereby contributions by individuals, groups, or corporations are recognized. Major donors, helpful governmental officials or agencies, and other supporters may be given awards as warranted. These awards constitute a special "thank you" to people who otherwise might not be recognized but should be. Discretion must be exercised by voters in deciding whether a Special Appreciation Award or letter from the President is more appropriate. Space for comments is provided on the ballot. It is unlikely that any nominee will be unworthy of recognition, but the nature of the deserved recognition may vary. A list of nominees is prepared by the Awards Committee Chair and submitted to the full committee for approval. A simple "yes" or "no" vote on each nominee is sufficient, with a majority rule invoked. Criteria to be considered by voters include length of service, magnitude of contribution, and consistency of the nominees' actions with respect to NALMS' policies and goals.

[The James LaBounty Award for the Best Paper in Lake and Reservoir Management](#)

Award given to individuals or group for the year's best journal paper. Selection criteria are based on the impact of the work on the advancement of the current knowledge of lake management science and the research effort put forth. The journal editor is responsible for deciding this award with the assistance of the journal editorial board.

[Lake Management Success Stories](#)

The Lake Management Success Stories Award emphasizes demonstrable success in improved lake condition through lake or watershed management. Awards may be given to successful projects without regard to the funding source or professional status of participating individuals or groups. Projects are evaluated as objectively as possible with respect to demonstrable success in achieving lasting improvements in water quality or recreational utility through lake or watershed management in a cost-effective manner. Those associated with the project may decide who should accept the award on behalf of the project. Nominations are received by the Awards Committee Chair and selections are made by the selection subcommittee.

[Advancements in Lake Management Technologies](#)

The Advancements in Lake Management Technologies Award should recognize those who refine, develop, or discover new, innovative, or improved methods, technologies, or

processes useful for achieving lake or watershed management outcomes in manners that are safer, cheaper, or more effective. Awards may be given to individuals or groups for the performance of research projects which contribute to the science of lake management. Nominations should be accompanied by copies of resulting journal papers. Selection criteria are relevance, approach, and applicability. Nominations are received by the Awards Committee Chair, with selections based on balloting by the selection subcommittee.

SPECIAL EVENTS AWARDS

These miscellaneous awards are given by the sponsoring organizations (Host Committee, NALMS Staff, Officers, Committees, etc.), independently of the Awards Committee Awards and given in connection with other NALMS events, usually of a social nature. These awards create a much-needed personal touch and informal atmosphere that set NALMS conferences apart from most other professional/academic meetings. Such activities are encouraged and supported by NALMS.

OTHER AWARDS

The remaining three classes of technical merit awards (student paper, student poster, and photography contest) are typically handled by other committees.

- The Best Student Paper Award
- The Best Student Poster Award
- Photography Contest Award

SAMPLE CALL FOR AWARD NOMINATIONS

North American Lake Management Society 2015 Achievement Awards & Call for Nominations

Each year NALMS recognizes individuals, organizations, and programs, corporations and projects that have contributed to the Society and to the science of lake and watershed management. Presented at the annual NALMS international symposium banquet, these awards were established to encourage the advancement of NALMS' goals. These awards recognize outstanding efforts of our colleagues and encourage similar activities and will be presented this year at the Society's 35th Annual Meeting in Saratoga Springs, New York. Nominations should be sent to NALMS Awards Liaison from these categories:

- Secchi Disk Award – for the individual member considered to have contributed the most to the achievement of NALMS' goals. Recipient must be a NALMS member.
- Jim Flynn Award – for the organizational member considered to have contributed the most to NALMS's goal. Recipient must be a NALMS Corporate member.
- Friends of NALMS Award – awarded to individuals or corporations making major contributions to NALMS. Recipients do not have to be NALMS members, and "contributions" extend beyond monetary donations.
- Lake Management Success Stories – Individuals or organizations who have accomplished successful lake or watershed management efforts. Nominees must show demonstrable improvements in lake condition as a result of their efforts. Up to three projects may receive awards each year.

- Advancements in Lake Management Technologies – Individuals or organizations, who have refined, developed or discovered new, innovative or improved methods, technologies or processes for achieving lake or watershed management outcomes in manners that are safer, cheaper or more effective. Objective documentation should accompany the nomination. Up to three projects may receive awards each year.

The Award Liaison appreciates the assistance of nominators in ensuring that recipients are present at the Annual Banquet to receive their awards. The Awards Liaison may also request photographs or other graphic materials be made available for the Award Presentation.

Eligibility

Current NALMS board members and members of the NALMS Awards Committee are not eligible for nomination.

Nominations

Any individual or organization may make nominations for these awards. To submit nominations please provide the following information on the enclosed form:

1. Your name, title, mailing address, telephone number, and email.
2. Full name of the nominee (or project), present position, organization or affiliation, mailing address, telephone number, and email.
3. A 500-word, clear, concise, and complete description of the achievement to be recognized and statement of how the efforts of the individual or organization meet the award criteria.
4. Electronic transmission of the nomination form and supporting materials in preferred, but paper copies may be sent, but please send them early so that they can be converted to electronic format by the nomination deadline.

Deadline for Nominations

August 15, 2015

We know that there are many individuals, organizations, programs and corporations working hard each day to protect and enhance our lakes, ponds and reservoirs. Be sure that they receive the recognition that they so justly deserve by sending a nomination, with supporting documentation, to:

Awards Liaison, insert name

Email: insert name

Please contact [insert name] with questions.

IMPLEMENTATION OF THE ANNUAL PLANNING PROCESS

The attached NALMS Planning Process Template is used to implement the annual planning process.

NALMS PLANNING PROCESS TEMPLATE (AUGUST 2004)

Development of objectives, following this template, will take place before the Annual Board Meeting. Work on the objectives begins in November, after the Annual Board meeting.

<p>May or April Mid-Year Meeting</p>	<p>Committee, BOD, and office staff objectives are developed previous to the Mid-term BOD Meeting or are developed at the Mid-term Planning Session.</p> <p>Objectives are emailed from the Planning Committee to the BOD for further input.</p>
<p>May</p>	<p>Objective input compiled by the Planning Committee; objectives emailed to the Executive Committee for final approval and to the directors for informational purposes.</p>
<p>June/July</p>	<p>Subsequent year’s committee chairs appointed by the President-Elect; approved objectives emailed from the President-Elect to the committee chairs; appointments communicated to the Planning Committee and staff.</p>
<p>August</p>	<p>Committee co-chair and/or members appointed by the President-Elect or the committee chair (and approved by the President-Elect, if necessary).</p> <p>NALMS budget developed considering approved objectives</p>
<p>September</p>	<p>Committees develop action items to accomplish objectives.</p>
<p>October</p>	<p>Action items emailed to the Planning Committee for inclusion with objectives.</p> <p>Objectives, with action items, emailed to the BOD for review.</p>
<p>November</p>	<p>BOD action on objective action items: approve, oppose, or return to the committee for more work.</p>
<p>Dec.- Oct.</p>	<p>Committees work toward completion of action items</p>
<p>January</p>	<p>Action items that have been returned to committee are reworked and returned to the Executive Committee.</p>
<p>February</p>	<p>Executive Committee action on reworked committee action items: approve or oppose.</p>

APPENDIX 2 – DOCUMENT CONTROL TABLE

Date	Initials	Change
1/2/21	DJW	Created new document to fix broken table of contents
		Updated CLM section
		Added bylaws
4/14/23	DJW	Removed bylaws and made other edits discussed with BOD