

# **Federation of American Aquarium Societies**

## ***Delegate Duties***

### **1. RESPONSIBILITY**

- A. The FAAS Delegate shall be responsible to the administrative groups of both the Federation and the local society.
- B. The FAAS delegate shall be elected / appointed by the local member society.

### **2. DUTIES— GENERAL**

- A. To act as the official contact and spokesman for the local society in all matters related to FAAS activities and business.

### **3. DUTIES— SPECIFIC**

- A. To accept, keep safe, and surrender to your successor, all local society copies of the Federation Report that are published during your term as Delegate.
- B. To accept, keep safe, and surrender to your successor, the FAAS Member Handbook.
- C. To accept all amendments to the handbook and to ensure that they are inserted into the handbook as per instructions, in order that the handbook maybe kept up to date.
- D. To bring to the attention of the local society workers any articles appearing in the Federation Report, or information in the handbook, which may be pertinent to the worker's area of concern.
- E. To keep the FAAS Membership Chairperson and BOD up to date on such critical items as:
  - 1. Address changes effecting the mailing of the Federation Report, handbook amendments, etc.
  - 2. Activities within your society
  - 3. Post activity reports, especially those involving the use of FAAS awards, such as the Special Award Medallion, Sanctioned Show Awards, etc.
  - 4. Ensure that the FAAS Editor and the President's addresses are included on your society exchange list in order that FAAS will be kept abreast of your society's activities.
- F. To respond to questions, ballots, questionnaires or other correspondence mailed to the society in care of the local delegate and as related to FAAS business to the society.
- G. To keep the local administration fully informed of all FAAS activities and of all communications received from FAAS.
- H. To keep the local membership fully informed of all FAAS activities through reports in the local society publication and/or by frequent reports at local society meetings.

- I. To advise local society administrators of ways in which the local society can become involved in FAAS activities and programs. This should be accomplished on a timely basis so that the local society might enjoy all benefits of the FAAS membership.

#### **4. SUGGESTION:**

- A. It is suggested that the local FAAS Delegate be a member of the local society administrative group. In this way, the local society will see FAAS representation at each business meeting.
- B. This procedure will also help to ensure that all local administrators are kept fully informed of FAAS activities and of any FAAS communications received since their previous meeting.

#### **5. BENEFITS OF SOCIETY MEMBERSHIP**

- A. One copy of each issue of the Federation Report ( six issues yearly).
- B. One copy and subsequent amendments of the FAAS Member's Handbook for the duration of continued membership.
- C. Access to educational programs held in the FAAS Slide / Tape Program Library.
- D. Access to FAAS Special Publications.
- E. Frequent membership lists, exchange mailing lists, society supporters lists, speaker and judges lists in either the Federation Report or the handbook.
- F. A FAAS Special Medallion on each annual membership renewal to be used at the discretion of the Society.
- G. Ability to participate in FAAS programs and activities such as BAP, HAP, APAP, and Show Awards Competition.
- H. Ability to receive FAAS sanction for shows at the local level. This includes receipt of two FAAS Special Medallions for a nominal fee.
- I. National level advertising of your major activities on request.
- J. Access to reports issued by FAAS committees on matters of current interest to the hobby.
- K. The opportunity to provide direction and guidance for FAAS as a voting member society, or more directly by providing volunteers to run for elected office or to fill FAAS committee positions.
- L. Access to vast amounts of experience and knowledge of our combined membership and the FAAS administrative group as it might pertain to problems being experienced within the local society operations.
- M. The opportunity to ADD YOUR VOICE to the membership of FAAS in all matters related to the hobby as affected by legislation.

#### **6. GENERAL**

- A. It has been demonstrated in the past that those societies which engage the assistance of a dedicated and willing FAAS Delegate will realize a more fruitful association with FAAS through the efforts of this dedicated hobbyist.
- B. Benefits of membership are many and varied but cannot be fully exploited unless an active role is assumed by the local FAAS Delegate. It has also been found that those Delegates who are active and involved will carry out frequent and meaningful communications with members of the FAAS administrative group and this is to be encouraged'