

The Delaware Valley Branch of AALAS



Information Manual

Updated 2/19/2025 through virtual BOD meeting

Preface

The Delaware Valley Branch of AALAS Information Manual was composed as a guide to the policies and procedures of the branch. This document was intended for use as a reference manual by the members of the board of directors or committee chairpersons. The manual remains the property of the DVB. It is the responsibility of the outgoing branch president and board to update the information in the manual prior to passing it on to the succeeding president. The outgoing president should also coordinate the upload of the manuals to the website so that they may be accessed by all board members.

Joan C. Kelly, DVB AALAS President 1988-89

Updated 2/19/2025

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Important Dates

March 30, 1960 – First meeting of the Delaware Valley Branch

August 15, 1960 – Official affiliate of the American Association of Laboratory Animal Science (AALAS)

Manual Updates

Prepared by Joan C. Kelley	1989
Revised by Deborah Wenger	1991, 1993
Revised by Denise DiFrancesco	1994, 1995
Revised by Ann Marie Dinkel	1997, 1999, 2000, 2003
Revised by Deborah Shepherd	2001, 2002
Revised by Paula Samalonis	2004, 2005, 2006
Revised by Paula Clifford	2007, 2008
Revised by Stacy Pritt	2008
Revised by Linda Fritz	2009
Revised by Lisa Panchella	2011, 2013, 2014, 2016, 2017
Revised by Joan Yeager/Ann Marie Dinkel	2021
Revised by Joan Yeager/Ann Marie Dinkel	2023
Revised by joint BOD collaboration	2025

Past DVB Officers

Year	President	President Elect	Secretary	Treasurer
1960	A. James Fendrick*	Dr. Allen Hayn*	Georgia Kirkpatrick	Clyde Lorde*
1961	A. James Fendrick*	Dr. Allen Hayn*	Georgia Kirkpatrick	Clyde Lorde*
1962-1963	Dr. George Wolfff	Dr. Henry Schneider*	Georgia Kirkpatrick	Clyde Lorde*
1963-1964	Dr. Henry Schneider*	John Benigni	Ruth Cinaglia	John Corbett
1964-1965	John Benigni*	Dr. Simon Levin	Ruth Cinaglia	John Corbett
1965-1966	John Benigni*	Glen Wrigley*	Ruth Cinaglia	John Corbett
1966-1967	Glen Wrigley*	Vincent DiFiglia	Darlene Miller	Arlan Stetzler
1967-1968	Vincent DiFiglia	Gilbert Slater	Darlene Miller	Arlan Stetzler
1968-1969	Benjamin Berry	Stewart McDonough	Darlene Miller	Arlan Stetzler
1969-1970	Gilbert Slater	Nicholas Franchini*	Darlene Miller	Janet Neamand*
1970-1971	Nicholas Franchini*	Dr. Richard Knauff*	Darlene Miller	Janet Neamand*
1971-1972	Dr. Pierre Conti	Jack Moss	Darlene Miller	Janet Neamand*
1972-1973	Robert Burns	Dr. Richard Steelman	Darlene Miller	Janet Neamand*
1973-1974	Jack Moss	J. Rodger Heaton	Darlene Miller	Janet Neamand*
1974-1975	Dr. Richard Steelman	Lawrence D'Angelo	Darlene Miller	Janet Neamand*
1975-1976	Dr. Gary Brubaker	Dr. David Phelan*	Arlan Stetzler	Janet Neamand*
1976-1977	Dr. David Phelan*	Jack Moss	Arlan Stetzler	Janet Steelman
1977-1978	Jack Moss	J. Rodger Heaton	Arlan Stetzler	Janet Steelman
1978-1979	John Benigni*	Carl Pinto	Ruth Cinaglia	Janet Steelman
1979-1980	Carl Pinto	Dr. LeRoy Erickson	Ruth Cinaglia	Janet Steelman
1980-1981	Dr. LeRoy Erickson	Dr. Elizabeth Feussner*	Ruth Cinaglia	Janet Steelman
1981-1982	Dr. Elizabeth Feussner*	Dr. Gordon Eaton	Sharon Swift	Janet Steelman
1982-1983	Dr. Gordon Eaton	Dr. Gary Brubaker	Sharon Swift	Jean Dimmler

*Deceased

1983-1984	Dr. Gary Brubaker	Dr. Margaret Landi	Joan Kelly	Deborah Benner
1984-1985	Dr. Margaret Landi	Roy Tietjen	Joan Kelly	Deborah Benner
1985-1986	Roy Tietjen	Dr. Richard Knauff*	Joan Kelly	Deborah Benner
1986-1987	Dr. Richard Knauff*	Michael Sidelsky	Joan Kelly	Deborah Benner
1987-1988	Michael Sidelsky	Joan Kelly	Deborah Wenger	Deborah Benner
1988-1989	Joan Kelly	Frank Ali	Deborah Wenger	Deborah Benner
1989-1990	Frank Ali	Dr. Gary Brubaker	Deborah Wenger	Deborah Benner
1990-1991	Dr. Gary Brubaker	Dr. Tom Goodwin	Deborah Wenger	Deborah Benner
1991-1992	Dr. Tom Goodwin	Michael Sidelsky	Deborah Wenger	Deborah Benner
1992-1993	Michael Sidelsky	Dr. Dave Johnson	Deborah Wenger	Deborah Benner
1993-1994	Dr. Dave Johnson	Dr. Peter Jepsen	Denise Monastero	Deborah Benner
1994-1995	Dr. Peter Jepsen	Dr. Robert Jackson	Denise DiFrancesco	Deborah Benner
1995-1996	Dr. Robert Jackson	Mark Garrett	Denise DiFrancesco	Deborah Benner
1996-1997	Mark Garrett	Steve Benigni	Ann Marie Dinkel	Deborah Benner
1997-1998	Steve Benigni	Michael Sidelsky	Ann Marie Dinkel	Deborah Benner
1998-1999	Michael Sidelsky	Deborah Wenger	Ann Marie Dinkel	Deborah Benner
1999-2000	Deborah Wenger	William Clarke	Ann Marie Dinkel	Deborah Benner
2000-2001	William Clarke	Deborah Wenger	Deborah Shepherd	Deborah Benner
2001-2002	Deborah Wenger	Ann Marie Dinkel	Deborah Shepherd	Deborah Benner
2002-2003	Ann Marie Dinkel	William C. Cole	Deborah Shepherd	Deborah Benner
2003-2004	William C. Cole	Robert Jackson	Paula Samalonis	Deborah Benner
2004-2005	Robert Jackson	William Clarke	Paula Samalonis	Deborah Benner
2005-2006	William Clarke	Stephen Fecik	Paula Samalonis	Deborah Benner
2006-2007	Stephen Fecik	Paula Samalonis	Stacy Pritt	Deborah Benner
2007-2008	Paula Samalonis-Clifford	Linda Fritz	Stacy Pritt	Beth Lotocki
2008-2009	Linda Fritz	Stacy Pritt/Denise DiFrancesco	Karen Richmond-Mato	Beth Lotocki
2009-2010	Denise DiFrancesco	Lisa Panchella*	Karen Richmond-Mato	Beth Lotocki
2010-2011	Lisa Panchella*	Susanne Jendrowski	Karen Richmond-Mato	Beth Lotocki

*Deceased

2011-2012	Susanne Jendrowski	Heather Price	Karen Richmond-Mato	Carol Burns
2012-2013	Heather Price	Pamela Straeter	Lisa Panchella*	Carol Burns
2013-2014	Pamela Straeter	Britannia Robinson	Lisa Panchella*	Carol Burns
2014-2015	Britannia Robinson	Stephany Silva	Lisa Panchella*	Troy Hillanbrand
2015-2016	Stephany Silva	Leah Schmidt	Kim Gilmore	Troy Hillanbrand/Deborah Benner
2016-2017	Leah Schmidt	Pamela Straeter	Kim Gilmore	Deborah Benner
2017-2018	Pamela Straeter	Stacy Ly	Kim Gilmore	Deborah Benner
2018-2019	Stacy Ly	Erin Vogelsong	Joan Yeager	Deborah Benner
2019-2020	Erin Vogelsong	Lewis Holt	Joan Yeager	Raina Rigoli
2020 -2021	Lewis Holt	Meredith Dixon	Joan Yeager	Raina Rigoli
2021-2022	Meredith Dixon		Joan Yeager	Raina Rigoli
2022-2023	Lynette Oguntayo		Joan Yeager	Raina Rigoli Carol Burns (took over -(8Feb2023)
2023-2024	Francis Karani	Drew Minenna	Jillian Hash	Carol Burns
2024-2025	Drew Minenna	Julia Krout	Talulla Palumbo	Jillian Hash

Current Year Board of Directors Contact Info:

Role/Position	Voting Role	Name	Email	Cell
President	X	Drew Minenna	drew@lspinc.com	410-708-5119
President Elect	X	Julia Krout	julia.krout@delval.edu	267-450-6677
Secretary	X	Talulla Palumbo	ptalulla@gmail.com	732-567-5536
Treasurer (2024-2027)	X	Jillian Hash	hashj@chop.edu	610-908-4674
District II Trustee	X	Erin Vogelsong	Erin.vogelsong@drexel.edu	267-337-0450
Alternate Trustee ***		Karen Froberg-Fejko	kfroberg@bio-serv.com	
Immediate Past President	X	Francis Karani	fkarani@udel.edu	302-983-2470
Counselor (2023-2025) *		Erin Vogelsong	Erin.vogelsong@drexel.edu	267-337-0450
Counselor (2023-2025)	X	Ann Dinkel	adinkl@comcast.net	302-381-4220
Counselor (2024-2026)	X	Rick Huneke	rbh25@drexel.edu	215-498-8159
Counselor (2024-2026)	X	Deb Benner	deb@animalspecialties.biz	215-327-8891
Program	X	Claudia Moore	programs.dvbaalas@gmail.com	817-807-6062
Education	X	Rebecca Spangenburg	rjayspangenberg@gmail.com	610-220-1219
Publicity & Membership	X	Denise DiFrancesco	difrancesco@wistar.org	215-239-7665

*Deceased

Nominating Chair *		Francis Karani	fkarani@udel.edu	302-983-2470
Awards	X	Lewis Bright	dvbawards@gmail.com	215-285-5633
Public Awareness & Regulatory	X	Tom Leach	tom@psbr.org	
Webmaster **	X	Melissa Hostrander	newsletter.dvbaalas@gmail.com	570-337-1477
* All positions above are stated to have voting rights per the DVB manual, if a member occupies multiple roles, they only get 1 vote.				
** Newsletter traditionally had a vote, since that role is now combined with webmaster the vote will move to webmaster				
*** Only gets voting privilege if they are in home branch				

DVB Lifetime Members

Any member who has reached 65 years of age and has been a continuous member in good standing for 10 years shall be granted Lifetime Membership in DVB with all rights and privileges and shall be exempt from dues. (see Bylaws, Chapter I.4) If you or a member meets this criterion, please reach out to the current Membership Chair

1994	Dr. Robert Roosa*
1994	Dr. Richard Knauff*
1995	Mr. John Benigni*
1998	Mrs. Janet Neamand*
1998	Mr. Everett Martin*
2005	Dr. Harry Rozmiarek*
2005	Dr. Pierre Conti
2010	Dr. William Cole
2010	Mr. Michael Sidelsky
2014	Dr. Milton April
2017	Amy Ingraham
2017	Ann Dinkel
2017	Carlton Pryor
2018	Doug Penvose
2018	Dr. Richard Boscoe
2018	William Clarke
2019	William Kintigh
2022	Ed McCabe
2023	Dr Judith Daviau
2024	Joan Farwell
2024	Steve Fecik
2024	Deb Benner
2024	Dr. Rick Huneke

Honorary Members

See bylaws, chapter 1

1. Honorary membership may be bestowed on individuals who have made outstanding contributions to the Delaware Valley Branch of AALAS.
2. The primary criteria of selection shall be based on specific acts or achievements which have made a significant contribution to the branch. Those awarded this honor can be expected to continue such contributions to further benefit the branch.
3. Nominations may be made at any time by any member of the DVB/AALAS.
4. Nominations will be forwarded to the President and contain the following:
 - 4.1. A letter clearly stating the specific acts or achievements of the individual being nominated and how such have made a significant contribution to the Delaware Valley Branch/AALAS.
 - 4.2. Letters from at least three DVB/AALAS members to second the nomination and referring to specific acts and accomplishments.
 - 4.3. A curriculum vitae or resume of the individual being nominated.
5. The President will forward the nomination packet to the Awards Committee for review and recommendation.
6. A unanimous vote of the Board of Directors is necessary for election to honorary membership.

<u>YEAR</u>	<u>MEMBER</u>
1979	*Mr. Gerald Lockart
1980	*Mr. John Noonan
1980	*Mrs. Elizabeth Noonan
1982	*Dr. Samuel E. Scheidy
1985	*Dr. Henry Schneider
1987	Mr. Paul Ciaccia
1988	*Mr. Nicholas Franchini
1990	Mr. Carl Pinto
1998	Mr. Michael Sidelsky

Board of Directors

All Board members are expected to make every effort to attend branch meetings and functions

President

1. Appointment
 - 1.1. Immediately following year as President-Elect
 - 1.2. One year term of office begins 6/1
 - 1.3. Branch Officer and member of the Board of Directors
 - 1.4. Voting privilege
2. Membership Requirements
 - 2.1. DVB Membership
 - 2.2. Member in good standing of National AALAS
 - 2.3. Should have previous committee or BOD participation in DVB
3. Responsibilities
 - 3.1. Presides at business, professional and scientific meetings of the DVB and at meetings of the BOD following accepted professional standards.
 - 3.2. Select and confirm BOD by 7/1
 - 3.3. Schedule initial late summer Board meeting +/- 2 week of 8/31
 - 3.4. Convenes the BOD at least twice each year and as often as the business of the DVB may require its action.
 - 3.5. Appoints two Counselors to serve on the BOD.
 - 3.6. If an office becomes vacant, appoints an appropriate person to fill the vacancy for the duration of the unexpired term OR if the unexpired term is for one year or longer, may appoint or call for a special election for that office as described in the Constitution (see Chapter V).
 - 3.7. Ensures all committee chairs are fulfilling their responsibilities and meeting deadlines.
 - 3.8. Appoints the Chairpersons for the following committees and with BOD approval may combine the functions of committees as appropriate.
 - 3.8.1. Program
 - 3.8.2. Education and Networking
 - 3.8.3. Publicity and Membership
 - 3.8.4. Awards
 - 3.8.5. Regulatory Affairs/Public Outreach
 - 3.8.6. Webmaster or Web Committee
 - 3.8.7. Other Committees (Ad hoc)
 - 3.9. In the event where the Bylaws indicate a good standing committee (see Chapter IX), membership approval is required in order to merge positions or functions, and the Bylaws must be amended to reflect this change.
 - 3.10. At least once per week check bank statements online for the DVB checking account, savings account and any investment savings.
 - 3.11. Along with the Treasurer, has access to ALL on-line banking information 24/7. All checks (credits and debits to the account) over \$1000.00 require a second signature by the President of DVB. Any check not cashed prior to 180 days is null and void.
 - 3.12. Requests budget input on committee financial requirements at the BOD meeting prior to the September branch meeting. Presents proposed fiscal operating budget to the membership for approval at the September branch meeting.
 - 3.13. Attends the District Caucus meeting during the National AALAS Annual Meeting, if in attendance. If not attending, appoints a delegate.

- 3.14. Arranges for the purchase of a gavel to be inscribed with the name of the President-Elect which will be presented to him/her at the September DVB meeting when the Presidency ceremoniously changes.

President-Elect

1. Appointment
 - 1.1. DVB Membership election
 - 1.2. One year term of office
 - 1.3. Branch Officer and member of the BOD
 - 1.4. Voting privilege
 - 1.5. Assumes presidency on July 1 of the end of the term as President-Elect
2. Membership Requirements
 - 2.1. DVB Membership
 - 2.2. Member in good standing of National AALAS
 - 2.3. Should have previous committee or BOD participation in DVB
3. Responsibilities
 - 3.1. Learn and understand the Board activities and functions in preparation for the presidency.
 - 3.2. Attends business, professional and scientific meetings of the DVB and at meetings of the BOD.
 - 3.3. In the absence of the President, acts as the presiding officer.
 - 3.4. Gathers information on the functioning of the branch necessary to take over responsibilities as President the following year.

Secretary

1. Appointment
 - 1.1. DVB Membership election
 - 1.2. Three-year term of office
 - 1.3. Branch Officer and member of the BOD
 - 1.4. Voting privilege
2. Membership Requirements
 - 2.1. DVB Membership
 - 2.2. Member in good standing of National AALAS
3. Responsibilities
 - 3.1. Keeps the minutes of the meetings of the DVB and BOD.
 - 3.2. Reads, publishes or distributes the minutes at the next meeting of the DVB or the BOD.
Distribution methods are determined by the BOD.
 - 3.3. Verifies all records of the DVB are uploaded to the website, other than financial records, but will keep a copy of financial records.
 - 3.4. Notify members of BOD meetings and informs the BOD on all matters that have come to the Secretary's attention, and which require consideration of the BOD.
 - 3.5. Submits a request for an operating budget for the fiscal year at BOD meeting prior to the September branch meeting.
 - 3.6. Updates the DVB-AALAS Information Manual, as needed.
 - 3.7. Monitors accuracy of DVB-AALAS website.
 - 3.8. Provide National AALAS with the DVB Officer names by 2/1 (see Chapter III of Bylaws).

Treasurer

1. Appointment
 - 1.1. DVB Membership election
 - 1.2. Three-year term of office
 - 1.3. Branch Officer and member of the BOD
 - 1.4. Bonded
 - 1.5. Voting privilege
2. Membership Requirements
 - 2.1. DVB Membership
 - 2.2. Member in good standing of National AALAS
 - 2.3. Will undergo a background check and be bonded following election.
3. Responsibilities
 - 3.1. The primary responsibility of the Treasurer is overseeing the management and reporting of DVB's finances. This includes keeping all financial records, all interest accruing and paid on invested or other funds of the DVB, and all other donations or income to the DVB and receives membership dues. The Treasurer acts as an information and reference point for the Board.
4. Specific responsibilities include:
 - 4.1. Prepare with input from each Committee Chair the official annual DVB budget and clarify financial implications of budget proposals, confirm legal requirements, and outline the current financial status.
 - 4.2. Prepares an annual fiscal report for presentation at the BOD meeting prior to the September branch meeting.
 - 4.3. Ensures that all financial information is accurate and presented to the Board in a timely fashion. The entire Board shares responsibility and accountability to ensure the financial health of DVB.
 - 4.4. Along with the President, has access to ALL on-line banking information 24/7.
 - 4.5. Pays all bills against the DVB subject to provisions of the BOD as listed in the Constitution and Bylaws. All checks (credits and debits to the account) over \$1000.00 require written preauthorization by the President of DVB. Any check not cashed prior to 180 days is null and void.
 - 4.6. Prior to each board meeting provide an up-to-date financial update (expenses vs. revenue) along with the most recent bank statement.
5. Maintain Financial Policies and Statuses:
 - 5.1. Compliance for Non-Profit Status
 - 5.2. Compliance for Tax-Exempt Status
 - 5.3. Insurance policy for liability and property damage
 - 5.4. Security bond
 - 5.5. Named on the Criminal Protection Policy
6. File an annual Tax Return, as a tax-exempt educational organization, with the Internal Revenue Service (IRS).
7. Monitor and retrieve payments from the online payment processing system on a regular basis.
8. Prepare Reports as requested by the BOD or Committees (e.g., Committee requested expense reports)
9. Submits a request for an operating budget for the fiscal year to the BOD meeting prior to the September branch meeting.
10. Notifies the bank each year of the new Officers of the DVB and obtains the necessary signatures for banking transactions.

District Trustee (1) and Alternate Trustee

1. Appointment
 - 1.1. Elected by National AALAS members from within District 2 (Delaware Valley, New Jersey and Three Rivers) or appointed by National AALAS
 - 1.2. Three-year term of office
 - 1.3. Members of the National AALAS BOD and DVB BOD (if DVB is their home branch),
 - 1.4. Voting privilege
2. Membership Requirements
 - 2.1. DVB membership or affiliate branch membership
 - 2.2. Member in good standing of National AALAS
3. Responsibilities
 - 3.1. Attend the Board of Trustees meetings during the National AALAS Annual Meeting, Mid-Year Meeting and Winter Teleconference.
 - 3.2. Trustee presides, and is accompanied by the Alternate Trustee, at the District Caucus meeting during the National AALAS Annual Meeting.
 - 3.3. Acts as a liaison between the District 2 branches and National AALAS. Conveys National AALAS announcements and activities to the district 2 branches.
 - 3.4. Provides Trustee Summary Reports to the District 2 branches.

Immediate Past-President/ Nominating Committee Chairperson

The Nominating Committee is a standing committee according to the Bylaws.

1. Appointment
 - 1.1. Immediately following year as President
 - 1.2. One year term of office
 - 1.3. Member of the BOD
 - 1.4. Voting privilege
2. Membership Requirements
 - 2.1. DVB Membership
 - 2.2. Member in good standing of National AALAS
3. Responsibilities
 - 3.1. Attends business, professional, and scientific meetings of the DVB and meetings of the BOD.
 - 3.2. Serves as chair of the Nominations Committee
 - 3.3. Acts in the capacity of an advisor to the President in matters relating to the branch that require their past experience as President of the DVB.
 - 3.4. Establish the Nominating Committee to assist in the solicitation of members to run for open positions and to assist in the election procedures as needed. The Nominating Committee should consist of the, the Immediate Past President as Chair and one Counselor, and others as needed, all of whom are DVB members in good standing.
 - 3.5. Solicits candidates for open positions and submits the proposed slate to the board for approval by February 1.
 - 3.6. Proposes a slate of at least two candidates for all offices to be filled. Presents the slate at the February meeting, accepts further nominations from the floor and closes all nominations at the adjournment of the February meeting,
 - 3.7. Sends out electronic ballots including a brief biography of the candidates by April 1. Election will remain open for 30 days.
 - 3.8. Notifies all candidates of their elected appointment and announces the election results at the May meeting of the DVB. Results of the election are also shared to all members via email.
 - 3.9. Submits a request for the operating budget for the fiscal year at the BOD meeting before the September branch meeting.

Counselors (4)

1. Appointment
 - 1.1. Appointed by the President – 2 per year
 - 1.2. Two-year term of office
 - 1.3. Members of the BOD
 - 1.4. Voting privilege
2. Membership Requirements
 - 2.1. Participating DVB member for at least 8 years
 - 2.2. Member in good standing of National AALAS
3. Responsibilities
 - 3.1. Attends business and BOD meetings of the DVB.
 - 3.2. Function as branch historians and advisors providing guidance from their past experience to the Officers and BOD in matters relating to the branch.
 - 3.3. One counselor is appointed to the Nominating Committee.
 - 3.4. The counselors shall receive and keep DVB related files, property, or records and provide them to the succeeding counselors (see Chapter V).

Program Committee Chairperson

The Program Committee is a standing committee according to the Bylaws.

1. Appointment
 - 1.1. Appointed by the President
 - 1.2. One year term of office
 - 1.3. Member of the BOD
 - 1.4. Voting privilege
2. Membership Requirements
 - 2.1. DVB membership
3. Responsibilities
 - 3.1. Appoints individuals (Routinely two) who are DVB members in good standing to serve on the committee.
 - 3.2. Submits a request for the operating budget for the fiscal year at the BOD meeting before the September branch meeting.
 - 3.3. Arranges meeting sites and speakers for local meetings.
 - 3.3.1. Meetings are generally scheduled for the second Wednesday of the months of September, November, February, April and May. Organizations with historical support of the branch should be offered the right of first refusal for hosting meetings.
 - 3.3.2. Locations and speakers confirmed by 10/1 for November and February meetings
 - 3.3.3. Locations and speakers confirmed by 2/1 for April and May meetings
 - 3.4. Prepares and distributes Continuing Education (CE) certificates at all DVB meetings.
 - 3.5. Responsible for the set up and break down of the registration table, including DVB table drape, DVB banner, and applicable raffles
 - 3.6. Responsible for ordering a light dinner, refreshments, etc. when dinner is not provided by the host. The committee must seek resources that will provide necessary food to RSVP'd members spending a maximum of \$500. If expense is expected to exceed this amount, the committee must notify the board.
 - 3.7. Responsible for sourcing vendor sponsorship. Possible structure can be as follows:
 - 3.8. **Gift cards:** To celebrate those who attend the meetings, acquire gift cards (\$25-50) that would be awarded by a raffle drawing. Promote this to vendors by offering company advertising in social media, website, and email blasts. On the day of the meeting, the company and representative will be acknowledged verbally and by signage. The representative may be invited to draw the winners and present the gift card. Companies may provide us with the actual gift cards or the money to purchase them. To summarize, this would be 4 gift cards that are \$25-50 each so a minimum commitment of \$100 and a maximum of \$200 and can be done by multiple companies working together.
 - 3.8.1. **Dinner:** Sponsors may contribute money to offset the cost of the meal at meetings; request donations starting at \$500. Multiple companies may be involved. Like the gift cards, the company is acknowledged in meeting advertisements in social media, DVB website, and email blasts. The day of the meeting, the company and representative will be acknowledged verbally and by signage.
 - 3.8.2. Entire Meeting Sponsorship: A vendor may choose to sponsor the entire meeting including the gift cards and dinner
4. Arranges meeting sites for local meetings.
 - 4.1. Meeting Setup
 - 4.1.1. Usually held at area institutions in the Delaware Valley
 - 4.1.2. Sample Schedule
 - 4.1.2.1. 5:30 – 6:30 pm: Technical training session
 - 4.1.2.2. 6:00 pm – 7:00 pm: Light supper and social hour

- 4.1.2.3. 7:00-8:30 PM: General meeting which will include an educational presentation by a guest speaker. Speaker presentations should be limited to less than one hour including a question-and-answer period.
 - 4.2. Arrange Speakers for local meetings. Make transportation and lodging arrangements for speakers from outside of the area of the DVB, if needed.
 - 4.3. DVB provides transportation costs: coach class or mileage according to current IRS limits if by private automobile (round trip).
 - 4.4. The DVB provides overnight lodging, if required, and other travel related expenses as approved by the President.
 - 4.5. An honorarium may be offered to the speaker(s), not to exceed \$100.00.
- 5. Annual Social Event Sponsorship Possibilities
 - 5.1. Silver \$100: Small sized logo located on last row on all advertising and fliers and Vendor recognition on meeting announcements/reminders before, during, and after event
 - 5.2. Gold \$250: Medium sized logo located on middle row on all advertising and fliers, Vendor recognition on meeting announcements/reminders before, during, and after event, highlight in DVB AALAS website and social media as social sponsor
 - 5.3. Platinum \$500: Larger sized logo on all advertising and flier, Vendor recognition on meeting announcements/reminders before, during, and after event, highlight in DVB AALAS website and social media as social sponsor, Ability to be a sponsor of a special guest experience (specific item to be determined when planning event)

Education and Networking Committee Chairperson

The Education Committee is a standing committee according to the Bylaws.

1. Appointment
 - 1.1. Appointed by the President
 - 1.2. One year term of office
 - 1.3. Member of the BOD
 - 1.4. Voting privilege
2. Membership Requirements
 - 2.1. DVB membership
3. Responsibilities
 - 3.1. Appoints individuals who are DVB members in good standing to serve on the committee.
 - 3.2. Responsible for providing educational training programs to members.
 - 3.3. Manages membership in the AALAS Learning Library to prepare members for the AALAS certification examinations and accruing CEUs.
 - 3.4. This chair is responsible for coordinating DVB member accounts and coordinating payment of annual fees to AALAS for use of the Learning Library.
 - 3.5. Review membership of the Learning Library to ensure members are in good standing at least annually.
4. Submits a request for an operating budget for the fiscal year to the BOD meeting prior to the September branch meeting.
5. Schedules and coordinates annual networking event - insert additional info from Rebecca
6. Organize optional networking events to foster professional relationships, encourage knowledge sharing, and enhance member engagement.
 - 6.1. Ensure events align with the organization's mission and provide valuable opportunities for informal connections.
7. Plan and coordinate event themes, logistics, and overall alignment with the organization's educational goals.
 - 7.1. Work with board members to identify strategic opportunities that support educational initiatives.
 - 7.2. Manage key event details, including securing venues, arranging guest speakers, promoting the event, and collecting feedback for future improvements.
 - 7.2.1. While attendance is voluntary, events should be designed to maximize participation and offer meaningful professional and academic benefits.

Publicity and Membership Committee Chairperson

The Publicity and Membership Committee is a standing committee according to the Bylaws.

1. Appointment
 - 1.1. Appointed by the President
 - 1.2. One year term of office
 - 1.3. Member of the BOD
 - 1.4. Voting privilege
2. Membership Requirements
 - 2.1. DVB membership
3. Responsibilities
 - 3.1. Appoints other members who are DVB members in good standing to serve on the committee.
 - 3.2. Updates the DVB membership form annually and requests that it be posted on the DVB website.
 - 3.3. Accepts and solicits applications for individual and commercial memberships in both the DVB.
Forwards advertisement information to the Webmaster from the commercial membership applications.
 - 3.4. Place an application on the DVB website to bill for annual membership dues.
 - 3.5. and/or updates the DVB membership directory and requests that it be posted on the DVB website annually.
 - 3.6. Submits a request for an operating budget for the fiscal year to the BOD meeting prior to the September branch meeting.
 - 3.7. Sends announcements to the DVB membership.

Award Committee Chairperson

The Awards Committee is a standing committee according to the Bylaws.

1. Appointment
 - 1.1. Appointed by the President
 - 1.2. One year term of office
 - 1.3. Member of the BOD
 - 1.4. Voting privilege
2. Membership Requirements
 - 2.1. DVB membership
3. Responsibilities
 - 3.1. Appoints other members who are DVB members in good standing to serve on the committee (See Awards section for more information). Selection of the committee should be rotated to prevent the same individuals from serving on the committee continuously.
 - 3.2. Solicits nominations from the general membership for various awards presented from both local and National sources.
 - 3.2.1. Announcements are made at the branch meetings encouraging members to submit nominations for the various awards.
 - 3.2.2. Information describing the various awards is posted on the website and otherwise advertised starting in the fall.
4. Forwards letters to the qualified area schools describing the J.J. Noonan Scholarships to promote and encourage the submission of deserving candidates for these awards.
5. Maintains a current listing of all awards offered through this committee and updates it as needed to accommodate additions and deletions.
6. Submits a request for an operating budget for the fiscal year to the BOD meeting prior to the September branch meeting.
7. Refer to awards manual for additional details and past award winners
8. Conflict of Interest –The Awards Chair and Awards Committee members should not be considered for the award(s) should they be nominated as this may present a perceived conflict of interest.

Regulatory Affairs/Public Outreach Committee Chairperson

The Regulatory Affairs/Public Outreach is a standing committee according to the Bylaws.

1. Appointment
 - 1.1. Appointed by the President
 - 1.2. One year term of office
 - 1.3. Member of the BOD
 - 1.4. Voting privilege
2. Membership Requirements
 - 2.1. DVB membership
3. Responsibilities
 - 3.1. Appoints other members who are DVB members in good standing to serve on the committee.
 - 3.2. Responsible for keeping the membership informed of all newly proposed or impending regulations and legislation that concerns laboratory animals and any other pertinent animal welfare activities.
 - 3.3. Works with the Legislative Action Coordinator (LAC) of AALAS' Government Relations Committee (GRAC) to distribute regulatory and legislative information to the branch.
 - 3.4. Responsible for coordinating branch related activities which will favorably promote to the general public the use of animals in biomedical research.
 - 3.5. Selects an item to be included in the AALAS Foundation Silent Auction at the National AALAS annual meeting on behalf of the DVB.
 - 3.6. Submits a request for an operating budget for the fiscal year to the BOD meeting prior to the September branch meeting.

Webmaster and Content Coordinator

1. Appointment
 - 1.1. Appointed by the President
 - 1.2. Two-year term of office
 - 1.3. Voting privilege
2. Membership Requirements
 - 2.1. DVB membership
3. Responsibilities
 - 3.1. Prior to the September Meeting update the following pages:
 - 3.1.1. Leadership page with new BOD.
 - 3.1.2. Awards page with updated link for awards submission. Meetings page with all known locations, addresses and speaker information for the upcoming year's meetings.
 - 3.1.3. Submit request for operating budget for the fiscal year to the BOD meeting.
4. Maintain website as needed for accuracy and information to share.
5. Additional responsibilities to be confirmed and added after implementation of new website in April 2025