

*2005 Accomplishments
River Management Society*

Office Staff

- Performed website maintenance and development
 - Managed online Interagency Workshop and River Ranger Rendezvous registration databases
 - Posted 2005 newsletters and created archive of newsletter abstracts
 - Added web counter software
 - Maintained merchandise inventory and photos
 - Added new server for BLM floatable rivers database
 - Enabled scholarship application previews
 - Created online member renewal forms and comment field
 - Set event and job postings to automatically expire
 - Posted 2004 Symposium proceedings
 - Posted 2005 work plan and accomplishments
 - Developed Northwest Chapter website (NW President/ Website Coordinator)
- Processed registration monies (~\$5500) and new members from Interagency Workshop (63); provided onsite registration assistance
- Processed registration monies (\$1235) and new members from River Ranger Rendezvous (2)
- Conducted annual Membership Renewal Survey
- Produced Spring, Summer, Fall and Winter RMS newsletters
- Supervised Intern Program:
 - U of Idaho intern (populated/maintained online listserve archive)
 - U of Montana intern (wrote newsletter abstracts, updated online river permits, worked as office assistant)
 - Montana FWP intern (populated online newsletter abstract archive)
- Supervised Administrative Assistant (8.5 hrs): completed online database project (updated expiration dates)
- Shipped RMS display to Idaho Whitewater Association (ID), Interagency Workshop (UT), Whitewater courses (CO)
- Moderated listserve
- Prepared 2005 Work Plan report card
- Served on Awards and Elections Committee
 - Solicited nominees, prepared ballot, tallied results (mailed 294, 53% response)
- Served on Scholarship Committee
- Served on Symposium Committee
 - Prepared Call for Papers and registration materials
- Attended 2-day Excel workshop
- Assisted NE, SW and NW with chapter elections
- Provided new Board members with orientation materials
- Administered grant for BLM Technical Paper on Allocation
 - Assembled review panel, conducted meeting, drafted contract, awarded grant
- Participated in NW chapter float and annual Board of Directors meeting

Committees

- Personnel: completed 2004 Program Director evaluation
- Awards and Elections: bestowed 2005 awards, conducted 2006-2008 national officer elections
- Symposium: performed pre-planning for joint meeting with MRNRC
- Scholarship: awarded 2 RMS scholarships (~\$1200)
- Drafted Strategic Plan 2006-2010
- Drafted 2006 work plan
- Drafted 2006 budget

Board

- Approved job description for legal advisor
- Approved job description for financial advisor
- Approved Merchandise Policy
- Approved Consultant Policy
- Approved Request for Funding Policy
- Approved Student Paper Contest for 2006 Symposium
- Planned annual Fall Board Meeting (October, Jackson, WY)
- Acted as administrative organization for New River WSR study
- Finalized FS/RMS MOU