



DUTIES OF ACADEMY ELECTED OFFICERS

PRESIDENT:

1. Serve as the directing head of V.A.S. (By-Laws)
2. Preside over all meetings of Academy, Council, and Executive Committee. (By-Laws) See Attachments for template/samples
3. Represent the Academy at all meetings at which a representative is required unless others are so designated by Council.
4. Appoint all committee chairmen and members when vacancies occur. (By-Laws)
5. Serve as ex-officio member of all committees.
6. With the Executive Committee set dates for all Council and Executive committees meetings.
7. Engage a speaker of national prominence for the annual Sidney S. Negus Lecture at the Academy Conference.
8. Include the President-elect in as many of the Academy's transactions as possible and give any aid possible to president-elect in preparing for his year as president.
9. Work with all officers of Academy, Council members, and officers of sections in developing and carrying forward the program of the Academy.
10. Handle such official correspondence as may be received by the Academy.
11. Update and present "Schedule of Responsibilities" to council at May meeting.
12. Remind officers of their duties in time for the to act and keep them on course.
13. Remind Council members of meetings, several times (6, 4, and 2 weeks).

PRESIDENT-ELECT:

1. Assist the President in carrying out any duties that he may assign. (By-Laws)
2. Appoint for his term of office as President,
 - (a) Chairmen and fill any vacancies occurring on standing committees, and
 - (b) any ad hoc committee deemed desirable in order to advance the work of the Academy, such appointments being completed, usually, prior to his assuming office of the President. (By-Laws) See Attachments.
3. Serve as President in the latter's absence (By-Laws), and assume the duties of the office of President in the event it is vacated.
4. Familiarize himself with all the activities of the Academy and the duties of the President in order that a smooth transition to the presidency may be accomplished.
5. Serve as coordinator of the scientific program for the annual meeting at which he will assume the presidency. Prepare and run the "Fall Undergraduate Research Meeting." See web site for templates/examples

VICE PRESIDENT:

1. The Vice President shall be responsible for coordinating the scientific programs of the Annual Meeting. This includes preparing the "Call for Papers" and Annual Meeting program book.
2. The Vice President shall serve as a member of the Membership Committee.

SECRETARY:

1. Take, compile, and distribute the minutes of all Council meetings, Executive Committee meetings, assemblies, etc., and prepare reports of the proceedings of these meetings for publication. (By-Laws)
2. Keep the official minute book up-to-date and in order. (By-Laws) Send to Office for transmission to Archives
3. At the direction of the President, send out notices of Council meetings and any official correspondence directed by the President or Council.

TREASURER:

1. Oversee the financial activities of the Academy, especially as conducted by the Executive Officer.
2. Report the financial status of the Academy at the Academy Conference at the annual meeting.
3. Serve as a member of the Finance and Endowment Committee.