



## Virginia Academy of Science

### Suggested Job Descriptions for Section Officers and Committees

#### Chair (One-year Term)

1. Set up an agenda for the section business meeting and conduct the business meeting at time scheduled during the annual meeting.
2. After consultation with section officers, appoint a nominating committee instructed to report with a slate of officers at the annual business meeting of the section.
3. If the section councilor cannot be present, introduce the new officers of the section to the Academy Conference at the annual meeting. At the President's luncheon or Academy Conference, **present to the president-elect a written copy of names, addresses, telephone numbers, and E-mail addresses of section officers for the new Academy year.**
4. Communicate with the rest of the section officers to be sure that the needs of the section are being met and that actions already agreed upon are being carried out.
5. In collaboration with the vice-chair, arrange for 1 or 2 invited papers of interest to all section members to be presented at the annual meeting of the Academy (some sections do not do this).
6. (Chair or Secretary) Contact department chair at host institution with regard to overall section program. Some host departments may wish to schedule activities such as an open house, a reception, etc.
7. If section has an endowment for awards to outstanding student (or other) papers, arrange with Trust Committee chair to obtain the cash or check for the award.
8. Recruit new members to the section and encourage new members to participate in the section and the Academy.
9. Encourage section members to attend the annual meeting and to present papers.

## **Secretary (One-year Term)**

1. Be responsible for an additional (or second) Call for Papers, as needed, for the Annual Meeting and encourage participation by all section and Academy members. The Vice President of the Academy is responsible for the first Call for Papers.
2. Arrange the schedule of papers for the annual meeting in the format specified by the Vice President and Local Arrangements Committee chair. Invite section officers or others to chair the sessions. Arrange also for a judging system to choose the best student-presented paper; if possible, winner and one or two honorable mentions should be chosen in time for them to be announced at the Academy Conference.
3. Send section program (e-mail) to Vice President by the date specified in the Schedule of Responsibilities. Also, communicate with the chair of the Local Arrangements Committee concerning equipment and space needs for the section at the annual meeting. Send abstract instructions to authors.
4. Keep the minutes of the business meeting and send copies to the section officers. If not done by Section Chair, send names, addresses, phone number and e-mail of new officers to president-elect. The president-elect should also be sent the attendance figures for the section sessions and the names of the best student presenters.
5. Work with section Editor to check each abstract to assure correct format and that the abstract is free of errors. Be sure that the abstracts of papers presented at the annual meeting are conveyed to the editor of the Virginia Journal of Science by the secretary or by the section editor.
6. Recruit new members to the section and encourage new members to participate in the section and the Academy.
7. Encourage section members to attend the annual meeting and to present papers.

### **Representative to Council - Councilor (Three-year Term)**

1. Attend the meetings of the Council of the Virginia Academy of Science and convey to the Council the activities and needs of the section. Council usually meets in November, March and at the annual meeting in May.
2. Introduce the new officers of the section to the Academy Conference at the annual meeting. If not already done, at the Academy Conference present to the president-elect a written copy of the names, addresses, telephone numbers, and e-mail address of all section officers for the new Academy year.
3. Convey to the section the actions and needs of the Council of the Virginia Academy of Science.
4. Represent each group, the section and the Council, in the best way possible and serve as a means of communication between the two groups.
5. Recruit new members to the section and encourage new members to participate in the section and the Academy.
6. Encourage section members to attend the annual meeting and to present papers.

### **Editor (Three-year Term)**

1. Work with the editor of the Virginia Journal of Science to help with the review of manuscripts and with suggestions of persons qualified to review specific manuscripts.
2. Assist the secretary with the work pertaining to abstracts of papers presented at the annual meeting. Check each abstract to assure correct format and that the abstract is free of errors.
3. Be sure that the abstracts of papers presented at the annual meeting are conveyed to the editor of the Virginia Journal of Science by the secretary or by the section editor.
4. Recruit new members to the section and encourage new members to participate in the section and the Academy.
5. Encourage section members to attend the annual meeting and to present papers.

### **Vice-Chair (One-year Term; position is optional)**

1. Be prepared to take over the responsibilities of the chair if needed.
2. Recruit new members to the section and encourage new members to participate in the section and the Academy.
3. Encourage section members to attend the annual meeting and to present papers.
4. In collaboration with the chair, arrange for 1 or 2 invited papers of interest to all section members to be presented at the annual meeting.

### **Nominating Committee (One-year Term)**

1. The chair of the committee and two other members are appointed by the section chair.
2. The committee selects a slate of officers to be presented at the annual business meeting of the section. (It has been the custom of some sections that the present secretary be asked to be the chair on the slate and the present vice-chair to be the secretary. A new person is asked to serve as vice-chair.)
3. The councilor and the editor may be re-nominated when their first 3-year term is up, or new people be named. The person nominated to be Councilor should be someone willing to attend all the Council meetings, which are normally held in November, in March and at the annual meeting in May.
4. In case the present vice-chair and/or secretary will not be available for service as secretary and chair, respectively, then the nominating committee shall fill these positions on the slate with names of persons willing to serve in these capacities.