



## VIRGINIA ACADEMY OF SCIENCE SCHEDULE OF RESPONSIBILITIES 2010-2011

### ACADEMY CALENDAR

SMV = Science Museum of Va - Richmond

\*to be set by next president

#### 2010

June 30 VJAS Summer meeting, SMV  
Sept ?? Virginia Naturally 5K Run (VJAS) ??????  
Oct 16 VAS Undergraduate Research Presentations 9 am-2 pm, SMV  
Nov 13 Fall Council Meeting – JSRCC – building and room to be announced  
Exec. Comm. Continental Breakfast 9:30 am  
Council 10:30 am - Lunch following Council

#### 2011

Jan 22 VJAS Winter Committee Meeting – SMV  
Mar 19 Spring Council - Exec. Committee 10 am - Council 11 am.  
May 24-27 Annual Meeting - University of Richmond  
May 24 Exec. Comm. Mtg - 3:00-3:30 pm  
May 27 Council Meeting. 8:30 or 9:00 am continental breakfast  
June 25 VJAS Summer meeting, SMV  
Sept ?? Virginia Naturally 5K Run (VJAS) ???  
Oct 15\* VAS Undergraduate Research Presentations 9 am-2 pm, SMV  
Nov 12\* Fall Council Meeting - SMV 4<sup>th</sup> floor Conference Room  
Exec. Comm. Continental Bkfst 10 am  
Council 10:30 am - Lunch following Council

#### 2010

**21 May** PRESIDENT, PRESIDENT-ELECT, VICE PRESIDENT, VJAS DIRECTOR, OFFICERS AND SECTION REPRESENTATIVES. Incoming President presents draft Schedule of Responsibilities for coming year and list of committee members and committee chair.

**21 June** SECTION SECRETARIES to The Virginia Journal of Science Editor. Abstracts of all papers presented in Sections for Summer PROCEEDINGS issue of the Journal. Instructions can be found at [www.vacadsci.org/ameeting.htm](http://www.vacadsci.org/ameeting.htm)

**21 June** PRESIDENT to Virginia Scientists Editor. President's message, last meeting's highlights and confirmed Academy Calendar should be submitted. Provide Officer and committee membership for the directory to the Editor, Virginia Journal of Science.

AWARDS COMMITTEE CHAIR to Virginia Scientists Editor and Journal editor. Names/citations of Awardees and new Fellows honored at the 2010 Annual Meeting.

LOCAL ARRANGEMENTS CHAIR AND VJAS DIRECTOR to Virginia Scientists Editor. Last meeting's highlights, demographics, photos.

RESEARCH COMMITTEE CHAIR to Virginia Scientists Editor. Paragraphs on Horsley Awardee; grantees/titles should be submitted.

**30 June** SUMMER VJAS COMMITTEE MEETING. PRESIDENT, PRESIDENT-ELECT, VICE PRESIDENT and IMMEDIATE PAST PRESIDENT attend. SMV

**28 June** PRESIDENT to Council and Section Officers. Schedule of Responsibilities for coming year. Provide officer and committee membership for the directory.

**July** VAS Office and Editor of Directory to Members. 2010-2011 Directory

**July** PROCEEDINGS issue of Virginia Journal of Science published

**14 July** PRESIDENT sends letter to host institution (President) for outlining needs for Annual Meeting the following spring.

**13 Aug** Deadline for materials submitted for (Fall) Virginia Scientists and The Virginia Journal of Science

PRESIDENT ELECT to all members. Announcement of Fall Undergraduate Meeting, applications, deadlines, and guidelines for proposals. Secure judges for **Oct 16** meeting.

**14 Sept** SECRETARY -- May minutes e-mailed to Council

**?? Sept** The Phil Robinson Virginia Naturally 5K race ([www.vacadsci.org/5K.htm](http://www.vacadsci.org/5K.htm)) ???

**23 Sept** Virginia Scientists. Issued. Recaps 2010 Meeting (Awardees, new Fellows, etc.), President's message, Academy Calendar, lists of 2010 meeting donors, announcement of 2011 Annual Meeting, VA Outstanding Scientist/Industrialist deadlines.

**1 Oct** MEMBERS to Executive Officer. Nominations for VAS Fellows.

NOMINATIONS AND ELECTIONS COMMITTEE CHAIR to Executive Officer, Virginia Scientists Editor, and Web Master. Final copy of Call-For-Nominations/petitioning information for Academy offices to be sent to all Members with membership renewal forms (plus to any prepaid members).

RESEARCH COMMITTEE CHAIR to Vice President - Invitation for Horsley

Award Competition; with deadline and procedures

AWARDS COMMITTEE CHAIR to Vice President and Web Master. Request for nominating Fellows, note for procedure.

VICE PRESIDENT. Verifies accuracy of Section Secretaries addresses, etc.

**16 Oct** **Fall Undergraduate Research Meeting** for student papers—Science Museum of Virginia

**29 Oct** Membership invoices first mailing.

**11 Nov** VICE PRESIDENT to Executive Officer, VAS Office, and Virginia Scientists Editor. Final copy of **Call-For-Papers** (to include student award indication), Horsley Award Competition, nomination of Fellows, current membership form and list of all Section Secretaries' addresses, phones, etc. (Preliminary Call will be published in Dec. Virginia Scientists.)

**13 Nov** FALL COUNCIL MEETING at JSRCC: PRESIDENT, PRESIDENT-ELECT, VICE PRESIDENT, DIRECTOR OF VJAS, OFFICERS, AND SECTION REPRESENTATIVES. JSRCC – building and room to be announced. 9:00 - Continental Breakfast Executive Committee Meeting at 9:30 am, Council Meeting at 10:30 am. Report from 2010 Local Arrangements Chairs. Lunch at noon following Council meeting.

**19 Nov** Deadline for material to be submitted to December (Winter) Virginia Scientists

PRESIDENT to Virginia Scientists Editor and VJAS DIRECTOR to president and Virginia Scientists Editor. Names and paragraphs about Jeffers and Negus Lecturers. Request photographs of Jeffers and Negus Lecturers.

SECRETARY to Virginia Scientists Editor. Highlights of November Council Meeting.

VICE PRESIDENT and 2011 LOCAL ARRANGEMENTS CHAIRS to Virginia Scientists Editor. Preview articles on 2011 UR meeting.

**24-30 Nov** Virginia Scientists winter issue published. Preview of 2011 Annual Meeting, Preliminary Call-For-Papers, Call-For-Nominations/petitioning information, highlights of November Executive Committee and Council meetings.

VICE PRESIDENT to Section Chairs and Section Secretaries. Memo referring to web site outline of procedures to be followed for handling of papers plus responsibilities for development of Section Programs. Urge Section Secretaries to arrange any symposia, special sessions, invited speakers early enough for Feb 17, 2011 deadline for Spring issue of Virginia Scientists.

**26 Nov** VJAS DIRECTOR to VJAS. Winter meeting notices mailed electronically

## **2011**

**3 Jan** NOMINATIONS AND ELECTIONS CHAIR to Virginia Scientists Editor, WebMaster, and Executive Officer. Mail slate of candidates with data and biographies.

EXECUTIVE OFFICER to ALL MEMBERS. Call-For-Papers, Call-For-Nominations/petitioning information, information on Horsley Award and nomination of Fellows, Section Secretaries' info, and current membership form. Titles of papers have a **February 11 Deadline**.

SECTION SECRETARIES to Virginia Scientists Editor. Submit names of invited speakers, symposia in a brief descriptive paragraph. PRESIDENT to Virginia Scientists Editor. Names, finalized paragraphs, and photos about Jeffers and Negus Lecturers.

LOCAL ARRANGEMENTS CHAIR to Virginia Scientists Editor. Submit campus photo; meeting highlights; attractions, events, etc.

SECTION SECRETARIES. As warranted, a call or letter to chairs of departments of those institutions which traditionally provided papers and others, reminding them of deadline for paper titles. Section Secretaries may request from the Executive Officer Excel files for their Section members if special Section information is to be mailed or if a reminder of the **February 11** deadline is sent by the Section Secretary.

**14 Jan** Nominations due

**22 Jan** WINTER VJAS COMMITTEE MEETING. PRESIDENT, PRESIDENT-ELECT, VICE PRESIDENT and IMMEDIATE PAST PRESIDENT attend. Science Museum of Virginia.

**4 Feb** SECRETARY TO PRESIDENT: Minutes of November Council Meeting for the President to mail to Council

VICE PRESIDENT to Section Secretaries. E-mail and Letter or postcard reminding Section Secretaries to send to Vice President by Monday, March 8, 2010, a copy of Section Program in final form for direct printing.

**11 Feb** MEMBERS to Research Committee Chair. Three copies of papers for Horsley Award Competition.

MEMBERS to Section Secretaries. Titles of papers for presentation at Annual Meeting, including titles of any paper entered in the Horsley Award Competition.

Late titles cannot be accepted.

PRESENTERS WHO ARE NOT ALREADY MEMBERS send dues to VAS office.

**17 Feb** Deadline for March (Spring) Virginia Scientists.

SECTION SECRETARIES to Local Arrangements Chair. List of equipment and space needs for the Annual Meeting. All items must be requested in advance by individual members through their Section Secretary by this method. In addition, names of any individuals who are to be guests of the Section for the Banquet should be sent to the Local Arrangements Chair by this date. A section is required to purchase Banquet tickets for its guests. Council has made a limited fund available for Section expenses and application must be made to the President by April 1, 2011.

**2 Mar** LOCAL ARRANGEMENTS CHAIR to Vice President. A list of room assignments for all Section and other meetings. Copies of campus and local area maps, campus photo, University President's photo/letter and all other materials to be included in Program.

**9 Mar** EXECUTIVE OFFICER to All Members. Election ballot with return envelope (if there are any contested offices), pre-registration forms, hotel reservation information, and general information regarding the Annual Meeting.

Host Institution to VAS Office and Web Master. Send preregistration/hotel reservation forms, etc., information concerning the Annual Meeting, ready for reproduction.

[VAS office to members. Mail information to members and post on web]

SECTION SECRETARIES to Vice President Copy of Section Program in final form for direct printing. Please follow the sample program detailed instructions of the Vice President/Program Chair. Secretaries must meet deadline if the entire program is to be assembled and mailed on schedule.

**16 Mar** VICE PRESIDENT to Executive Officer, Virginia Scientists Editor, and President. Final copy of VAS Program. (Executive Officer checks for membership and sends electronic message to non-members informing them to send their VAS dues to the VAS office.

**19 Mar** SPRING COUNCIL MEETING: PRESIDENT, PRESIDENT-ELECT, VICE PRESIDENT, VJAS DIRECTOR, OFFICERS, and SECTION REPRESENTATIVES. Executive Committee Meeting at 10 am, Spring Council Meeting at 11 am, at JSRCC/SMV.

EXECUTIVE OFFICER, VJAS DIRECTOR, AND OFFICE SECRETARY TO EXECUTIVE COMMITTEE. Provide copies of self-evaluation to members of the

Executive Committee in accordance with established forms and procedures.

**23 Mar** Virginia Scientists. ISSUED. Highlights/reminders of 2011 Annual Meeting including announcement of Jeffers and Negus Lecturers, reports on any Committee and Council Meetings received, slate of nominees and petitioning procedure.

**1 April** SECTION SECRETARIES to Authors of Papers. Send web instructions for preparation of abstracts. (Abstracts are to be turned in to session presidors at the time of presentation.)

**8 April** EXECUTIVE OFFICER to All Members. Send copy of printed VAS Program.

VICE PRESIDENT to Section Chairs and Secretaries. Invitation to President's Luncheon; instructions for late papers and abstracts; forms for section officers and VAS Committee nominees; registration information.

**13 April** SECRETARY TO PRESIDENT: Minutes of March Council Meeting for President to Mail to Council.

**27 April** RESEARCH COMMITTEE CHAIR to President. Horsley Award winner, grants recipients.

MEMBERS to Nominations and Elections Committee Chair. Ballots for any contested Academy offices (if this occurs).

**24-26 MAY, 2011** **70th VJAS ANNUAL MEETING, University of Richmond.**

**25-27 MAY, 2011** **89th VAS ANNUAL MEETING, University of Richmond.**

**25 May** EXECUTIVE COMMITTEE MEETING 3:00-3:30 pm Evaluations of Personnel  
COUNCIL MEETING: PRESIDENT, PRESIDENT-ELECT, VICE PRESIDENT,  
DIRECTOR VJAS, OFFICERS, and SECTION REPRESENTATIVES. 3:30-4:15  
pm **Place TBA**

**26-27 May** AUTHORS TO VAS SESSION PRESIDERS: Copy of completed abstract turned in on disc at the time of presentation or e-mailed within the next seven days.

**26 May** 12:00 NOON. VAS PRESIDENT'S LUNCHEON for all outgoing and incoming Section Officers. PRESIDENT, PRESIDENT-ELECT. VICE PRESIDENT. SECTION OFFICERS. SECTION SECRETARIES to President-Elect. Names and addresses of Section Officers for 2011-2012

4:30 P.M., PRESIDENT. PRESIDENT-ELECT. VICE PRESIDENT, VJAS DIRECTOR. SECTION OFFICERS and SECTION REPRESENTATIVES, and MEMBERS. UR Presidents Reception

6:00 PM ACADEMY CONFERENCE. All Section Representatives or Section Chairs, as alternates, will announce and introduce their Section Officers to the

Academy at the afternoon Academy Conference. New officers are elected, and Academy business is conducted.

SECTION PRESIDENTS to Section Secretaries. Abstracts (on disc or by e-mail) of all papers presented at the annual meeting.

7:30 BANQUET

- 27 May** COUNCIL Meeting. 8:30 or 9:00 am continental breakfast  
PRESIDENT, PRESIDENT-ELECT, VICE PRESIDENT, VJAS DIRECTOR,  
OFFICERS AND SECTION REPRESENTATIVES. Incoming President presents-  
Tentative Schedule of Responsibilities for coming year and list of committee  
members and committee chairs for confirmation. **Place TBA**
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Instructions can be found at [www.vacadsci.org/meetings.htm](http://www.vacadsci.org/meetings.htm)
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