

ASPB Midwestern Section Duties of Officers

Term of service: All elective offices run for terms from Oct 1 to Sept 30 annually. But new officers are highly encouraged to get involved as soon as they are elected to 'learn the ropes.'

Chair (elected as either VP or S/T)

The Chair of the ASPB-MW section is responsible for oversight and coordination of the responsibilities of the officers and for management of all activities within the section, including organization of the sectional meeting which is held annually in mid to late March. **Prior to the annual meeting**, s/he is specifically responsible for the program, including invitation of the keynote speaker (in consultation with the local organizer and other officers), determination of the final schedule, selection and scheduling of speakers, moderators, poster sessions, meals, breaks, ASPB publicity talks/activities, the annual business meeting and for the compilation and printing of the abstract books. **During the meeting**, s/he is also responsible for the introductory remarks, introduction of the keynote speaker, presentations of awards and final remarks, and chairing the annual business meeting that should address selection of meeting venues, candidates to run for open offices, potential new activities for the section and any other new business. S/he should work with the other officers to select the meeting venue, identify local organizers for the upcoming years, announce open offices within the section, and, if necessary, find candidates to run for election. **After the meeting**, s/he is responsible for writing and submitting a summary of the annual meeting for the national newsletter within 30 days or as appropriate for the newsletter deadline and following up on any unresolved business.

Vice Chair (elected)

The Vice Chair should work with the Chair as needed to organize the annual meeting but is specifically responsible for coordinating advertising (e-mails sent to membership via national or other list serves, fliers sent to faculty/universities in the section, etc) for the meeting and organizing and facilitating the judging of student oral and poster presentations. The VC should identify which presentations are eligible for awards (i.e. grad or UG), the number of awards to be given, select and notify judges, provide evaluation sheets and print certificates, arrange time for meetings to make final decisions, complete the certificates and provide the chair with the certificates and names for the presentation of awards at the final lunch. The VC is also responsible for providing the names and mailing address for all award winners to the secretary/treasurer for payment.

Secretary/Treasurer (elected)

The secretary/treasurer is responsible for coordination of all payments and oversight of the finances of the section. The section bank account is held at national headquarters, and the S/T will maintain a working relationship with the financial officer at ASPB headquarters to handle all financial matters. The S/T should coordinate fund raising efforts for the annual meeting in coordination with the local organizers, chair and other officers. ASPB sections may request

funding from national ASPB (up to \$5000 each, annually) specifically to offset their meeting costs. These requests should include an estimated budget for the meeting and justification. The S/T will be responsible for writing this request and if funded, the S/T will provide ASPB with a financial report on how the funds were used. The S/T is responsible for review and awarding of the travel grants for the annual meeting and for on-site registration if allowed (which should be done through the ASPB MW website). Finally, the S/T will run all elections for open offices in the section. S/he will collect information from each of the candidates and e-mail the membership with the ballot of candidates, tally the ballots and report the final results to the other officers and membership at large.

Representative to the Executive Committee of ASPB (elected)

The Representative to ExCom is elected to a 3 year term of office and is responsible for facilitating and maintaining communication between the section and national society. The Representative should attend the formal meetings of the Executive Committee (spring and summer) to represent the section at those meetings. The representative also serves as a member of the Membership Committee for ASPB and should participate fully in the meetings and activities of that committee. S/he should not only represent the section in the activities and duties of the Executive and Membership Committees but should also communicate information back to the section officers and membership.

Publications Manager (appointed)

The publications manager is responsible for the content and distribution of the section's publications: the web site and tri-annual newsletter (Nov., Jan., April). S/he will collect articles, meeting notifications/advertisements and student opportunities for the newsletter and web site, format the content and upload or distribute them via the web site and/or as an attachment to e-mail.

Local Meeting Organizer (ad hoc appointment)

The local organizer is responsible for reservation of the rooms for all events for the sectional meeting, making arrangements for meals and refreshments, providing name tags at registration, and arranging accommodations for attendees. They should coordinate their efforts with the Chair, who is responsible for the program. They may also be involved in selection of keynote speaker(s) or suggesting/organizing optional tours, activities or other enhancements to the meeting that would be specific to the location.

Role of the national organization of ASPB dealing with the sectional meeting

National will provide meeting registration and abstract submission for the sectional meeting through the ASPB-MW website for a fee. National handles the bank account for the MW, will collect all membership fees, pay all bills and travel and presentation awards and provide the section with a financial statement annually and with a membership list upon request. Bills can be sent directly to the national headquarters, and the names and mailing addresses for all

student award recipients can be sent to the ASPB Financial officer who will cut and mail checks directly.