

American Arachnological Society
Duties and Responsibilities of Society Officers
Drafted Paula E. Cushing & Al Cady, September 2007
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The operational rules of the American Arachnological Society, hereafter referred to as the AAS, are codified in the Constitution and By-Laws of the AAS (posted at http://www.americanarachnology.org/governance/documents/AAS_Constitution_2014.pdf). The purpose of the present document is to codify the duties and responsibilities of the society officers – including duties already codified in the Constitution as well as additional duties and responsibilities as indicated below. This document also identifies the various standing committees and the duties and responsibilities of standing committee chairs.

Elected Executive Committee (EC) Members (Voting Members of the EC)

President, President-Elect, Treasurer, Secretary, and three Directors

EC Members Appointed by the President with Approval of the EC (Voting Members of the EC)

Webmaster, Membership Secretary, *Journal of Arachnology* Editor-in-Chief

EC Members Appointed by the President with Approval of the EC (Non-voting Members of the EC)

Archivist, Graduate Student Representative, Parliamentarian, and standing committee chairs

Duties and Responsibilities of all EC members:

All voting EC members are expected to attend the annual EC meeting at the AAS conference if possible. All non-voting EC members are strongly encouraged to attend this annual meeting. All EC members are expected to read and be familiar with the AAS Constitution and By-Laws.

President – duties

- All duties outlined in the Constitution.
- Presides over the annual EC meeting.
- Presides over the annual AAS business meeting.
- Appoints standing committee chairs.
- Appoints graduate student representative.
- Works with various committees and officers to promote the society and its products.
- Keeps EC informed by email of new issues that arise between the annual meetings, and arrange voting by email of the EC when deemed necessary.

President-Elect – duties

- All duties outlined in the Constitution.
- Presides over the annual EC meeting and/or business meeting in the absence of the president.
- Assumes responsibilities of President in the event of the President's incapacitation.
- Appoints judges for the student presentation award competition at the annual meeting.

- Contacts meeting host to get a list of all student competitors.
- Sends judges instructions, score cards (that can be given to students as feedback), list of student presenters, and presentation abstracts.
- Contacts student competitors to request their curriculum vita and to send them links to the student paper guide posted online.
- Arranges future venues and hosts for annual AAS meetings.

Treasurer – duties

- All duties outlined in the Constitution.
- Maintains separate records for general society finances and society products or projects in which society is involved (e.g., *Spiders of North America* manual, Bradley’s field guide project).
- Files federal and state tax forms for the society.
- Works with Director-past-president to audit society financial records once a year or no less than once every two years.

Secretary – duties

- All duties outlined in the Constitution.
- Works with subcommittee researching investment strategies for the society.
- Distributes minutes from EC meeting directly after annual meeting so action items can be completed in a timely fashion.
- Distributes minutes from annual Business Meeting to membership prior to annual meeting so discussion and corrections can ensue at that year’s Business Meeting.
- Records minutes from current year’s EC meeting. Minutes should include: clearly demarcated Action Items, names of awardees of AAS research awards (from committee report), and other committee reports presented at the EC meeting.
- Records minutes from current year’s Business meeting and include as an addendum to Business Meeting notes names of student presentation award winners (announced at the banquet).
- Creates the election ballot with assistance of Directors and help Membership Secretary. Distribute it at least one month before the annual meeting.
- Updates this document (codification of duties) when necessary.

Senior Director

- Serves as the chair of the nominating committee (made up of newly elected director and one other appointed member) – seeks qualified and willing nominees for upcoming election.
- Works with President to select non-Director member of nominating committee.
- Communicates with Secretary when nominees have been chosen so ballot can be created.
- Serves as chair of Travel Grant Award Committee for next upcoming meeting(s) – AAS only or AAS and ISA.
- Selects two additional committee members for Travel Grant Award Committee.
- Hosts the informal arachnological evening (casual presentations) at annual meeting if requested to do so by meeting host.

Director – past President

- Serves as auditor of society financial records with assistance by committee formed for this purpose with help of the AAS Executive Committee. Society financial records should be audited once a year or no less than once every two years.
- Assists other directors and committees as needed.

Director – newly elected

- Serves with Senior Director on nominating committee.
- Serves as a liaison with chair of Student Research Award Committee to get updates and information about award selection (should be done one month prior to application deadline).

Membership Secretary

- Duties as outlined in the Constitution.
- Sends letter to new members that includes information about the AAS website and the new access codes for the current online issues of JoA.
- Checks membership status of students participating in annual meeting student competition and communicates membership status of participating students to President Elect.

Archivist

- Maintains* records of past meeting minutes (EC and business meetings).
- Maintains* historical records pertaining to society (meeting photos, correspondence, procedural documents, etc.).
- Reminds Secretary to send documents for the archives.
- Provides information or copies of documents about the society when requested*.
- *AAS material is periodically transferred to the archivist at the Smithsonian Institution in Washington, D.C. Thus, requests for materials made through the Archivist will be forwarded to the Smithsonian archivist.

Graduate Student Representative

- Attends EC meetings.
- Provides input and feedback on all issues but especially issues impacting graduate student membership.
- Writes a report about graduate student topics related to AAS to be included in EC meeting minutes (e.g., AAS business of direct concern to student membership).
- Works with membership secretary to communicate with student members (e.g, reminders to students about AAS products, request for student involvement in AAS committees, information about student socials at upcoming annual meetings).
- Coordinates with the meeting host to organize a general student social for the annual meeting and a lunch meeting for doctoral students and early career professionals.
- Assists other committees on ad hoc basis.

Parliamentarian

- Duties as described in Constitution.

***Journal of Arachnology* Editor-in-Chief**

- Duties as described in the Constitution.
- Provides annual report about JoA to the Executive Committee and at the AAS Business Meeting with data on acceptance rate, rejection rate, # articles submitted, impact factor, and publication costs.
- Also provides written publication report including: editor information, summary of journal statistics, summary of other JoA-related data.

Webmaster

- Duties as described in the Constitution and By-Laws.
- Works with annual meeting hosts to advise on and coordinate meeting registration tasks.
- Works with the Secretary to update the website content regularly.

Standing Committees

Standing committees and goals include:

- Student Research Award Committee (current Chair – Deborah Smith): select student research awardees, including for Vince Roth Memorial awards in taxonomy and systematics.
- Travel Grant Award Committee (Chair – Senior Director): select student awardees for attendance at annual AAS meetings and for attendance at ISA meetings.
- SNAIM (*Spiders of North America: an Identification Manual*) Production Committee (Chairs – Cushing and Ubick): work with printer (Bookmasters) to ensure that sufficient copies are available for purchase and to maintain revision schedule for the manual.

Duties of standing committee chairs

- Student Research Award Committee: identify reviewers for student research and Roth proposals; produce an annual report submitted to the EC before each AAS annual meeting; submit a list of awardees, their affiliation, and proposal titles to the Secretary for inclusion in EC meeting minutes.
- Travel Grant Award Committee: identify reviewers for travel grant proposals; produce an annual report submitted to the EC before each AAS annual meeting; submit a list of awardees their affiliation, and titles of their presentations to the Secretary for inclusion in EC meeting minutes.
- SNAIM (*Spiders of North America: an Identification Manual*) Production Committee: secure and maintain the source files for SNAIM, other duties described above, and produce an annual report submitted to the EC before each AAS annual meeting for inclusion in EC meeting minutes.