

Section Chair Responsibilities - 2017-2018

(One year term of office)

Reminder: The 2018 VAS Annual Meeting will be held at Longwood University from Wednesday afternoon, May 23 through Friday noon, May 25. All oral and poster presentations will be scheduled on Thursday May 24.

| Action | Additional Information |
|---|---|
| 1. Encourage colleagues who are not current VAS members to join VAS and participate in the upcoming Annual Meeting. | The VAS Individual Membership Form is available on the VAS website. http://vacadsci.org/vas-membership/join-and-become-a-member/individual-membership-form/ |
| 2. Encourage section members to submit titles for presentations, attend the Annual Spring Meeting, and participate in all meeting activities (Section Sessions, Poster Session, Academy Conference & Negus Lecture, and Banquet). | If you do not receive a list of your section's current members and their contact information from Associate Executive Officer Carolyn Conway by the end of December, please contact her directly and request a list. |
| 3. In collaboration with the Vice-Chair and other section officers, arrange for 1 or 2 Invited Speakers of interest to all section members to give oral presentations at the Annual Spring Meeting. Remember that Invited Speakers are not required to be VAS members. While all sections are encouraged to include Invited Speakers in the section's program, each section's officers can decide whether to do so. NOTE: Approximately \$100 per section has been approved by Council to support Invited Speakers at the Annual Meeting. Contact Executive Officer Phil Sheridan for more information regarding this. | Send Invited Speaker information to Section Secretary as soon as possible and no later than January 29, 2018 , so that the appropriate Invited Speaker information can be included in Section Program Excel File. There will be a separate page in the printed program with a photo and brief information about each Invited Speaker. The section officers will be asked to provide this information to both the Vice President and Associate Executive Officer for inclusion in the program. Email to: gdisaacs@liberty.edu cconway@vacadsci.org |
| 4. Communicate with the rest of the section officers to determine if the needs of the section are being met and that actions already agreed upon are being carried out. | |

| Action | Additional Information |
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| <p>5. After consultation with other section officers, appoint a Nominating Committee charged with presenting a slate of section officers for 2018-2019 at the section's Business Meeting at the Annual Meeting.</p> | <p>The Instructions for the Nominating Committee (in separate document) should be sent to members of the Nominating Committee.</p> |
| <p>6. In collaboration with the Secretary and other section officers, arrange for a judging system to choose potential recipients of the Best Student Presentations Awards/BSPAs.</p> <p>BSPAs can be given for both oral presentations and poster presentations. If desired by the section, BSPAs can be given to both a graduate student and an undergraduate student. If desired by the Section, one or two Honorable Mention Awards can also be given.</p> | <p>NOTE: The Executive Officer will send out a reminder to those sections with an endowment for a monetary award for one or more of the awardees.</p> <p>Reminders: To be eligible to compete for the BSPAs, students (undergraduate or graduate) must be VAS members <i>"in good standing"</i> (i.e., must have paid dues for 2018 - preferably by January 29, 2018, and no later than April 30, 2018). For presentations with several student co-authors who will also be presenting authors, each student co-author must join VAS as a student member.</p> |
| <p>7. Set up an agenda for section's Business Meeting and conduct Business Meeting at the time scheduled during the Annual Meeting.</p> | <p>Remember that this year the section sessions including the Business Meeting and Poster Session will be on Thursday, May 24, 2018.</p> |
| <p>8. Send names of 2018-2019 Section Officers along with their institutional affiliations and email addresses to the Associate Executive Officer by Monday May 28, 2018.</p> | <p>Email to: cconway@vacadsci.org</p> |
| <p>9. After Associate Executive Officer has confirmed 2018 VAS student membership for the section's potential Best Student Presentation Awardees and/or other section awardees, send out congratulatory letters via email to the students selected for these awards. Send copies of the letters to the Executive Officer.</p> <p>The initial notification of the BSPA or other section award should come from the Section Chair regardless of whether there is a monetary award for the section or not.</p> | <p>If there is a monetary award for the recipient of the section's BSPA, the Executive Officer will mail the award check to the student.</p> |

| Action | Additional Information |
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| <p>10. If there are questions, please contact Executive Officer Phil Sheridan or Associate Executive Officer Carolyn Conway.</p> | <p>Email addresses for Executive Officers: psheridan@vacadsci.org cconway@vacadsci.org vasoffice@vacadsci.org</p> <hr/> <p>Phone numbers for the VAS Office at Science Museum of Virginia: 804-864-1450 804-864-1451</p> |

12-16-2017
cmc

Section Vice-Chair Responsibilities - 2017-2018

(One year term of office)

NOTE: This position is optional but strongly recommended.

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| 1. Encourage colleagues who are not current VAS members to join VAS and participate in the upcoming Annual Meeting. | The VAS Individual Membership Form is available on the VAS website. http://vacadsci.org/vas-membership/join-and-become-a-member/individual-membership-form/ |
| 2. Encourage section members to submit titles for presentations, attend the Annual Spring Meeting, and participate in all meeting activities (Section Sessions, Poster Session, Academy Conference & Negus Lecture, and Banquet). | If you do not receive a list of your section's current members and their contact information from Associate Executive Officer Carolyn Conway by late December, please contact her directly and request a list. |
| 3. Be prepared to take over the responsibilities of the Section Chair if the Section Chair will not be able to complete his/her term of office and responsibilities. | |
| 4. In collaboration with the Section Chair and other section officers, arrange for 1 or 2 Invited Speakers of interest to all section members, to give oral presentations at the Annual Spring Meeting. Remember that Invited Speakers are not required to be VAS members. While all sections are encouraged to include Invited Speakers in the section program, each section's Officers can decide whether to do so. NOTE: Approximately \$100 per section has been approved by Council to support invited speakers at the Annual Meeting. Contact Executive Officer Phil Sheridan for more information regarding this. | Send Invited Speaker information to Section Secretary as soon as possible and no later than January 29, 2018 , so that the appropriate Invited Speaker information can be included in Section Program Excel File. There will be a separate page in the printed Program with a photo and brief information about each Invited Speaker. The Section Officers will be asked to provide this information to both the Vice President and Associate Executive Officer for inclusion in the Program. Email to: gdisaacs@liberty.edu cconway@vacadsci.org |

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| <p>5. In collaboration with the Chair, Secretary and other section officers, arrange for a judging system to choose potential recipients of the Best Student Presentations Awards/BSPAs.</p> <p>BSPAs can be given for both oral presentations and poster presentations. If desired by the section, BSPAs can be given to both a graduate student and an undergraduate student. If desired by the Section, one or two Honorable Mention Awards can also be given.</p> | <p>NOTE: The Executive Officer will send out a reminder to those sections with an endowment for a monetary award for one or more of the awardees.</p> <p>Reminders: To be eligible to compete for the BSPAs, students (undergraduate or graduate) must be VAS members “<i>in good standing</i>” (<i>i.e., must have paid dues for 2018 - preferably by January 29, 2018, and no later than April 30, 2018</i>). For presentations with several student co-authors who will also be presenting authors, each student co-author must join VAS as a student member.</p> |
| <p>6. If there are questions, please contact Executive Officer Phil Sheridan or Associate Executive Officer Carolyn Conway.</p> | <p>Email addresses for Executive Officers: psheridan@vacadsci.org cconway@vacadsci.org vasoffice@vacadsci.org</p> <p>Phone numbers for the VAS Office at Science Museum of Virginia: 804-864-1450 804-864-1451</p> |

12-16-2017
cmc

Section Secretary Responsibilities - 2017-2018

(One year term of office)

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| 1. Encourage colleagues who are not current VAS members to join VAS and participate in the upcoming Annual Meeting. | The VAS Individual Membership Form is available on the VAS website. http://vacadsci.org/vas-membership/join-and-become-a-member/individual-membership-form/ |
| 2. Encourage section members to submit titles for presentations, attend the Annual Spring Meeting, and participate in all meeting activities (Section Sessions, Poster Session, Academy Conference & Negus Lecture, and Banquet). | If you do not receive a list of your section's current members and their contact information from Associate Executive Officer Carolyn Conway by late December, please contact her directly and request a list. |
| 3. Send out a reminder email (ideally in early January) to your section's membership about the January 29, 2018 deadline for online submission of titles for oral and poster presentations at the upcoming Annual Spring Meeting at Longwood. | Presentation titles, along with supporting information, must be submitted via the VAS website. http://vacadsci.org/vas-meetings/annual-spring-meeting/online-submission/ |
| 4. Generate the schedule for your section's Oral Presentations Session(s) according to the format specified in the Section Program Schedule File (Excel file received from either the VAS Vice President or Associate Executive Officer). This should be done using information in the Section Presentation Submission File for your section (Excel file received from either the VAS Vice President or Associate Executive Officer). The titles (along with author's names, departmental, & institutional affiliations) for all oral presentations included in the Section Presentation Submission File should be incorporated into the Section Program Schedule File (along with all other requested information for this file). | Section Program Schedule File will be sent to you (an email attachment) in mid-late January. The Section Program Schedule File will be used to generate the schedule of presentations for your section's oral presentation session(s). Section Presentation Submission File will be sent to you (as an email attachment) shortly after the January 29 submission deadline (i.e., in early February). |

| Action | Additional Information |
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| 5. Invite section officers or section members to chair the Oral Presentation Session(s) at the Annual Meeting. | There will be place in the Section Program Schedule File for entering the names and departmental & institutional affiliations of the session chairs. |
| 6. Send (via email) the Section Program Schedule File to Vice President, Gary Isaacs by the February 13, 2018 deadline. | Email to: gdisaacs@liberty.edu |
| 7. Check the information for each of the submissions in the Section Presentation Submission File and determine if there are any presentations that do not have “at least one author who indicated that he/she is a VAS member “in good standing” (i.e., has paid dues for 2018). | <p>In the event such presentations are identified, please remind the authors (via email) of the requirement that “at least one author of each presentation (oral or poster) must be a VAS member “in good standing” (i.e., must have paid dues for 2018).</p> <p>For those presenters who have not paid 2018 VAS dues should pay dues no later than April 30, 2018.</p> |
| 8. Send Abstract Preparation and Submission Instructions to all authors by March 21, 2018. | NOTE: The Abstract Preparation and Submission Instructions will be sent to you as an email attachment in late February or early March. |
| 9. Forward (via email) information about 2018 Annual Meeting Registration to the authors of all Oral Presentations and Poster Presentations. | <p>NOTE: Preregistration information will be made available on the 2018 VAS-VJAS Meeting website in the spring (probably in March) prior to the Annual Meeting. Information about 2018 Annual Meeting registration website will be emailed to you as soon as it is available.</p> <p>Please remind all authors of the requirement that “all authors of each presentation (oral or poster) who attend the Annual Meeting must register for the meeting”.</p> |

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| <p>10. In collaboration with the Chair, Vice-Chair and other section officers, arrange for a judging system to choose potential recipients of the Best Student Presentations Awards/BSPAs.</p> <p>BSPAs can be given for both oral presentations and poster presentations. If desired by the section, BSPAs can be given to both a graduate student and an undergraduate student. If desired by the Section, one or two Honorable Mention Awards can also be given.</p> | <p>Reminders: To be eligible to compete for the BSPAs, students (undergraduate or graduate) must be VAS members <i>“in good standing” (i.e., must have paid dues for 2018 - preferably by January 29, 2018, and no later than April 30, 2018)</i>. For presentations with several student co-authors who will also be presenting authors, each student co-author must join VAS as a student member.</p> <p>For presentations with several student co-authors who will also be presenting authors, each student co-author must join VAS as a student member.</p> |
| <p>11. Receive abstracts from authors/presenters (via email) by May 21, 2018 deadline.</p> <p>Review abstracts as they come in to make sure they are in the required format. If there are revisions that should be, please request that authors email you a revised version of the abstract.</p> | <p>If you have not received all abstracts by May 21 deadline, please send follow up (via email) with the appropriate authors/presenters.</p> |
| <p>12. Take minutes during the section’s Business Meeting at the Annual Meeting.</p> | <p>ASAP after the Annual Meeting, finalize minutes and email copies to the following: 2017-2018 Section Officers, 2018-2019 Section Officers, Associate Executive Officer, and Executive Officer.</p> |
| <p>13. After the conclusion of the section’s session(s), provide the Section Councilor with the attendance figures for the Annual Meeting so he/she can report this information at the Council Meeting the following day.</p> | <p>Include the number of oral and poster presentations and Invited Speakers, number of attendees at the section’s sessions and section Business Meeting along with any other pertinent section information.</p> |

| Action | Additional Information |
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| <p>14. After the Annual Meeting send a list of potential Best Student Presentation Awardees (by email) to the Associate Executive Officer by May 28, 2018.</p> <p>NOTE: Since VAS Membership must be confirmed before notifying any of the awardees, please DO NOT contact the awardees until after their current VAS Membership has been confirmed by the Associate Executive Officer.</p> | <p>Email to: cconway@vacadsci.org</p> |
| <p>15. If not previously done by Section Chair, send names of 2018-2019 Section Officers along with their institutional affiliations and email addresses to the Associate Executive Officer by Monday May 28, 2018.</p> | <p>Email to: cconway@vacadsci.org</p> |
| <p>16. Send section's abstract file (via email) to the Section Editor no later than Monday June 11, 2018.</p> <p>Prior to emailing this file, assemble all abstracts for those oral and poster presentations that were given at the Annual Meeting into a single Word file. Organize the abstracts in alpha-order by last name of author (or 1st author for multi-author papers).</p> | <p>NOTE: If there is no Section Editor then the Section Secretary or other section officer should assume the responsibility of the final editing the section's abstract file and sending the final version to the VJS Editor by the stated deadline.</p> <p>Please refer to the document outlining the Section Editor Responsibilities.</p> |
| <p>17. Contact the Section Editor and confirm that the abstracts for all oral and poster presentations at the Annual Meeting have been sent to the VJS Editor, by Monday July 2, 2018.</p> | <p>Please follow up immediately with the Section Editor if section's abstracts have not been sent to the VJS Editor.</p> |
| <p>18. If there are questions, please contact either Executive Officer Phil Sheridan or Associate Executive Officer Carolyn Conway.</p> | <p>Email addresses for Executive Officers: psheridan@vacadsci.org cconway@vacadsci.org vasoffice@vacadsci.org</p> |
| | <p>Phone numbers for the VAS Office at Science Museum of Virginia: 804-864-1450 804-864-1451</p> |

12-16-2017
cmc

Section Editor Responsibilities - 2017-2018

(Three year term of office)

Reminder: The 2018 VAS Annual Meeting will be held at Longwood University from Wednesday afternoon, May 23 through Friday noon, May 25. All oral and poster presentations will be scheduled on Thursday May 24.

| Action | Additional Information |
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| 1. Encourage colleagues who are not current VAS members to join VAS and participate in the upcoming Annual Meeting. | The VAS Individual Membership Form is available on the VAS website. http://vacadsci.org/vas-membership/join-and-become-a-member/individual-membership-form/ |
| 2. Encourage section members to submit titles for presentations, attend the Annual Spring Meeting, and participate in all meeting activities (Section Sessions, Poster Session, Academy Conference & Negus Lecture, and Banquet). | If you do not receive a list of your section's current members and their contact information from Associate Executive Officer Carolyn Conway by the end of December, please contact her directly and request a list. |
| 3. Receive (via email) abstract file for oral and poster presentations at the 2018 Annual Meeting from the Section Secretary by Monday June 11, 2018 . | If you have not received the abstracts by this deadline, please follow up immediately with the Section Secretary. If any abstracts are missing please check with the Section Secretary and/or the author(s) to see if there is a reason for the omission. |
| 4. Review and edit the abstracts for all oral and poster presentations at the 2018 Annual Meeting. Check each abstract to make sure that the abstract is in the correct format and that the abstract is free of errors. Where necessary, edit the abstract. <i>If an abstract has been edited, email edited abstract to the author(s) for approval.</i> | NOTE: The instructions for reviewing the section's abstracts and preparing them for subsequent submission to the VJAS Editor will be sent to you subsequently via email. |

| Action | Additional Information |
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| <p>5. Send (via email) edited file of section's oral and poster presentations to the VJS Editor by Monday July 2, 2018.</p> | <p>NOTE: The instructions for sending the section's abstracts to the VJAS Editor will be sent to you subsequently as an email attachment.</p> <p>You will need to let the VJS Editor know if there were any oral or poster presentations that were "No Shows" because abstracts for these presentations will not be published in VJS.</p> <p>You will also need to make a list for the VJS Editor of any additional oral or poster presentations that were given at the Annual Meeting but were not listed in the printed Program; abstracts of these additional presentations will be published.</p> <p>Email to: cosgood@odu.edu</p> |
| <p>6. If there are additional questions, please contact Executive Officer Phil Sheridan or Associate Executive Officer Carolyn Conway.</p> | <p>Email addresses for Executive Officers: psheridan@vacadsci.org cconway@vacadsci.org vasoffice@vacadsci.org</p> <p>Phone numbers for the VAS Office at Science Museum of Virginia: 804-864-1450 804-864-1451</p> |

12-16-2017
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Section Councilor Responsibilities - 2017-2018

(Three year term of office)

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| 1. Encourage colleagues who are not current VAS members to join VAS and participate in the upcoming Annual Meeting. | The VAS Individual Membership Form is available on the VAS website. http://vacadsci.org/vas-membership/join-and-become-a-member/individual-membership-form/ |
| 2. Encourage section Members to submit titles for presentations, attend the Annual Spring Meeting, and participate in all meeting activities (Section Sessions, Poster Session, Academy Conference & Negus Lecture, and Banquet). | If you do not receive a list of your section's current members and their contact information from Associate Executive Officer Carolyn Conway by the end of December, please contact her directly and request a list. |
| 3. Attend the VAS Council Meeting that occurs on the morning of the final day of the Annual Meeting, Friday, May 25, 2018 . | The Section Councilor should attend this meeting and report on the section's activities at the Annual Meeting including attendance at Section Session(s) and Business Meeting, number of oral and poster presentations, as well as any other information that the section would like Council to know about or consider. This information should be obtained from the section's officers and members. If the Councilor cannot attend this meeting, the Executive Officers should be notified, and another section officer or section member should attend as his/her representative. |
| 4. In addition to the above responsibilities, all section councilors are expected to attend the VAS Council Meetings in November 2017 and March 2018 . | NOTE: All current section councilors should have previously received a listing of all 2017-2018 Council Meeting and other meeting dates from the Associate Executive Officer. That information can be found on the VAS website via the Meetings link. |

| Action | Additional Information |
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| <p>5. If there are questions, please contact Executive Officer Phil Sheridan or Associate Executive Officer Carolyn Conway.</p> | <p>Email addresses for Executive Officers: psheridan@vacadsci.org cconway@vacadsci.org vasoffice@vacadsci.org</p> <hr/> <p>Phone numbers for the VAS Office at Science Museum of Virginia: 804-864-1450 804-864-1451</p> |

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