

Section Chair Responsibilities

(One year term of office)

Action	Additional Information
1. Encourage colleagues who are not current VAS members to join VAS and participate in the Annual Meeting.	The VAS Individual Membership Form is available on the VAS website .
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 the Executive Officer and Membership Committee.
3. In collaboration with the 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. All sections are encouraged to include Invited Speakers. NOTE: \$100 per section has been approved by Council to support Invited Speakers at the Annual Meeting.	Send Invited Speaker information to EO as soon as possible. There will be a separate page in the meeting 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.
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.	
5. After consultation with other section officers, appoint a Nominating Committee charged with presenting a slate of section officers at the section's Business Meeting at the Annual Meeting.	The Instructions for the Nominating Committee (in separate document) should be sent to members of the Nominating Committee.

Action	Additional Information
<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: There is a possibility that the recipients of the section BSPAs will be honored as part of the Academy Conference on Friday afternoon.</p>	<p>NOTE: The Associate Executive Officer or 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” (paid dues before the meeting)</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>7. Set up an agenda for the section’s Business Meeting and conduct the Business Meeting at the time scheduled during the Annual Meeting.</p>	<p>Reminder: The section must include Oral Presentation and the Business Meeting.</p>
<p>8. Send names of Section Officers along with their institutional affiliations and email addresses to the Executive Officer by June.</p>	<p>Email to the Executive Officer</p>
<p>9. In early June, send out congratulatory letters via email to the students selected for the section’s Best Student Presentation Awards and/or other section awardees. Send copies of the letters to the Executive Officer.</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>
<p>10. If there are questions, please contact Executive Officer.</p>	<p>Email addresses for Executive Officers.</p>

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Section Vice-Chair Responsibilities

(One year term of office)

NOTE: This position is optional but strongly recommended.

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 .
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).	If you do not receive a list of your section's current members and their contact information from the Executive Officer and Membership Committee.
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 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.	Send Invited Speaker information to the Executive Officer as early as possible. 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.
5. In collaboration with the other section officers, arrange for a judging system to choose potential recipients of the Best Student Presentations Awards/BSPAs.	See the details above in the Chair section.
6. If there are questions, please contact Executive Officer, or VP.	

Section Secretary Responsibilities

(One year term of office)

Action	Additional Information
1. Encourage colleagues who are not current VAS members to join VAS and participate in the Annual Meeting.	The VAS Individual Membership Form is available on the VAS website .
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 Executive Officer and Membership Committee.
3. Send out a reminder email (ideally in early/mid January) to your section's membership about deadline for online submission of titles for oral and poster presentations at the upcoming Annual Spring Meeting.	Presentation titles, along with supporting information, must be submitted via the VAS website.
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 VAS Associate Executive Officer). This should be done using the information in the Section Presentation Submission File for your section (Excel file received from VAS Executive Officer and/or Vice President).	Section Program Schedule File will be sent to you (as 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 submission deadline.
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 both the VP and Executive Officer by the deadline .	
7. Check the information for each of the submissions and determine if there are any presentations that do not have at least one author "in good standing" .	
8. Send Abstract Preparation and Submission Instructions to all authors by two weeks before the annual meeting .	NOTE: The Abstract Preparation and Submission Instructions will be sent to you as an email attachment in March.

Action	Additional Information
9. Forward (via email) information about Annual Meeting Registration to the authors of all Oral Presentations and Poster Presentations.	NOTE: Registration information will be made available website in the spring. Please remind all authors of the requirement that “all authors who attend the Annual Meeting must register for the meeting” .
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.	See instructions for the Chair, Vice-Chair above.
11. Receive abstracts from authors/presenters (via email) by deadline . 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.	If you have not received all abstracts by the deadline, please send follow up (via email) with the appropriate authors/presenters.
12. Take minutes during the section’s Business Meeting at the Annual Meeting.	ASAP after the Annual Meeting, finalize minutes and email copies to the following: new and past Section Officers, and the Executive Officer.
13. After the conclusion of the section’s session(s), provide the Executive Officer with the attendance figures for the Annual Meeting so he/she can report this information at the Council Meeting the following day.	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.
14. If not previously done by Section Chair , send names of the elected Section Officers along with their institutional affiliations and email addresses to the Associate Executive Officer no later than June 5 .	
15. Send section’s abstract file (via email) to the Section Editor by June 15 . Assemble all abstracts that were given at the Annual Meeting into a single Word file.	NOTE: If there is no Section Editor then the Section Secretary or other officer should assume the responsibility of the final editing and sending to the VJS Editor by the stated deadline. Please refer to the document outlining the Section Editor Responsibilities.
16. 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.	Please follow up immediately with the Section Editor if section’s abstracts have not been sent to the VJS Editor.

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Section Editor Responsibilities

(Three-year term of office)

Action	Additional Information
1. Encourage colleagues who are not current VAS members to join VAS and participate in the Annual Meeting.	The VAS Individual Membership Form is available on the VAS website .
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).	You may request this list from the Vice President or Executive Officer.
3. Receive (via email) abstract file for oral and poster presentations at the Annual Meeting from the Section Secretary by June 15 .	If you have not received the abstracts by this deadline, please follow up immediately with the Section Secretary. If any abstracts are missing check with the Section Secretary and the author to see if there is a reason for the omission.
4. Review and edit the abstracts for all oral and poster presentations at the 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 the 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.
5. Send (via email) edited file of section's oral and poster presentations to the VJS Editor by July 15 .	NOTE: The instructions for sending the section's abstracts to the VJS Editor will be sent to you subsequently as an email attachment. 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. Also 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 Program; abstracts of these additional presentations will be published. Email to: cosgood@odu.edu

Section Councilor Responsibilities - 2019-2020

(Three year term of office)

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 .
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 Executive Officer and the Membership Committee.
3. All section councilors are expected to attend the VAS Council Meetings that usually occur on a Saturday in November, March, and on the Friday after the annual meeting .	NOTE: All current section councilors should have previously received a listing of all Council Meeting and other meeting dates from the Executive Officer. That information can be found on the VAS website via the Meetings link.
4. All section councilors are expected to attend the VAS Council Meeting that occurs on the morning of the final day of the Annual Meeting.	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. If the Councilor cannot attend this meeting another section officer or section member should attend as his/her representative.

Instructions for Section Nominating Committee

Note: For smaller sections, a nomination committee may not be necessary every year.

Action	Additional Information
<p>1. The Chair of the Nominating Committee and the two other members should be appointed by the Section Chair after consulting with the other section officers.</p>	
<p>2. The Nominating Committee should generate a slate of section officers to be presented at the section's Business Meeting at the Annual Meeting.</p>	<p>The following Section Officers have 1-year terms of office: Chair, Vice-Chair, and Secretary.</p> <p>The following Section Officers have 3-year terms of office: Editor and Councilor.</p>
<p>3. In some sections it has been customary to ask the current year's Secretary to be the Chair on the slate and to ask the current Vice-Chair to be the Secretary on the slate. Another section member is asked to be the Vice-Chair on the slate.</p>	<p>If the current Secretary and/or Vice-Chair 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 section members willing to serve in these capacities.</p> <p>NOTE: For officers with 1-year terms, terms for newly elected section officers will begin at the end of the Annual Meeting and continue through the end of the next Annual Meeting.</p>
<p>4. In the event that the term of office for either the Editor or Councilor ends at the conclusion of the Annual Meeting then a person should be asked to be the Editor or Councilor on the slate.</p> <p>NOTE: The person currently serving as the Councilor, or nominated to be Councilor, should be someone willing to attend all VAS Council Meetings, which are normally held in late early November and March and at the Annual Meeting in May.</p>	<p>If desired, the current Editor and/or Councilor can be asked to serve another 3-year term. Alternatively, other section members can be asked to serve in these capacities.</p> <p>If the current Councilor and/or Editor will not be available to complete his/her 3-year term of office, another section member should be asked to be the Councilor and/or Editor on the slate.</p> <p>NOTE: For officers with 3-year terms, terms for newly elected section officers will begin at the end of the Annual Meeting and continue through the end of the Annual Meeting 3 years later.</p>