

APS Pacific Division

DUTIES OF THE PRESIDENT

(Revised October 2012)

GENERAL DUTIES:

1. Read the Pacific Division constitution, and review the budget.
2. Prepare an article (with photographs) on recent annual meeting for *Phytopathology News*. Include information about the new slate of officers; Graduate Student Paper Competition and Graduate Student Travel Grant winners; the Early Career, Distinguished Service, and Lifetime Achievement Award recipients; outgoing officers; and, other noteworthy news. Submit the article to the Secretary-Treasurer.
3. Work with the new President-Elect to make sure that plans for next year's meeting are underway. Organize a conference call with the Executive Committee to discuss such issues as proposed meeting content, fund-raising, advertising, timing the call for abstracts, and how to best include undergraduate students and industry members in meeting activities.
4. Nominate the Officer Nominating/Awards committee, Graduate Student Paper Competition Judging committee, Auditing committee, Newsletter committee, etc.) as per the constitution, and make sure that all committees complete their work on time.
5. Coordinate advertising for the upcoming divisional meeting. Work with APS main office, and APS Pacific Division President-Elect and Secretary-Treasurer on circulating multiple announcements via the divisional membership mailing list (maintained by APS main office and Secretary-Treasurer), *Phytopathology News*, personal invitations, and via other venues. Information on calls for abstracts, graduate student travel grant applications, graduate student paper competition entries, Pacific Division award nominations, meeting and hotel registration, and travel details etc. need to be advertised to the membership well in advance of the meeting date.
6. Invite the current national APS president to attend the annual meeting of the Pacific Division.
7. Prepare agenda(s) for the Executive Committee meeting as well as the Pacific Division Business meetings. Make sure the business meeting takes place at a time when there will be good attendance. Present the awards (Distinguished Service, Early Career, Lifetime Achievement awards; Graduate Student Travel Grant and Graduate Student Paper Competition winners; outgoing officers) at the business meeting.
8. Periodic communication with other officers, especially the President-Elect, and Secretary-Treasurer, is essential to the completion of the overall goals and objectives of the Society. Remember that any item concerning policy is subject to approval of the division membership.

9. Communicate on a regular basis with APS Main Office and Secretary-Treasurer on keeping the Pacific Division website up-to-date.

SCHEDULE OF DUTIES:

1. Beginning ten to eleven months prior to Pacific Division meeting:

Work with the new President-Elect to make sure that plans for next year's meeting are underway. If division is meeting with national society make sure that there is coordination with the Annual APS Meeting Board (and, currently Betty Ford) beginning 11 months ahead of the National APS meeting time. Organize a conference call with the Executive Committee to discuss such issues as proposed meeting content, fund-raising, advertising, timing the call for abstracts, and including undergraduate students and industry in the meeting activities. Send-out first announcement(s) on upcoming meeting.

3. Six months prior to Pacific Division meeting:

- a. Determine what office(s) and/or committee positions, if any, need(s) to be filled during your term. Appoint an Officer Nominating/Awards committee(s) as per the constitution to select prospective officer nominees, and to nominate deserving candidates for Pacific Division awards. Appoint a Head Judge for the Graduate Student Paper competition. Give committees their instructions on how to proceed (the Pacific Division website is the resource base).
- b. Provide the Officer Nominating committee chair with copies of appropriate job descriptions, and the constitution. This information should be sent to prospective nominees, and also kept up-to-date on the division's website. Notify prospective officer candidates of their nomination, and make sure of their availability.
- c. Provide the Awards Nominating committee chair (may be the same person as in 'b' above) with descriptions of current award descriptions, and past awardees. This information should be kept up-to-date on the division's website. The Awards Nominating committee submits the letters of nomination and the President oversees voting on the nominees by the Executive committee.
- d. Provide the Graduate Student Judging committee chair with the graduate student paper competition judging form (see website), and make sure the chair is aware of the names of students who enter the competition.
- e. If the Secretary-Treasurer position expires during your term, the Executive committee, of which you are a chairperson, appoints a replacement.
- f. Invite the current APS President to attend the Division meeting. The APS President's expenses are paid by APS Headquarters.
- g. Coordinate with APS main office, President-Elect, and Secretary-Treasurer on circulating announcements for the upcoming annual meeting via divisional membership mailing list (maintained by Secretary-Treasurer and APS main office), *Phytopathology News*, personal invitations, and other venues. Information on calls for abstracts, graduate student travel grant applications, graduate student paper competition entries, Pacific Division award nominations, meeting and hotel registration, travel details etc. need to be

advertised multiple times and well in advance. Remember, that *Phytopathology News* call for articles is a couple of months in advance of publication date.

2. Three to four months prior to Pacific Division meeting:

- a. Continue to coordinate with APS main office, President-Elect, and Secretary-Treasurer on circulating multiple meeting announcements via divisional membership mailing lists (maintained by Secretary-Treasurer and APS main office), *Phytopathology News*, and other venues.
- b. Check with the Secretary-Treasurer to make sure that graduate student travel grant awards are advertised, and the applications collected and circulated to Executive Committee for voting. The Secretary-Treasurer contacts recipients, arranges for checks to be sent in advance of meeting, and prepares certificates for presentation at the meeting.
- c. Check with Divisional Forum Representative that plans are underway for proposed activities for undergraduate students at the annual meeting.

3. Two months prior to Pacific Division meeting:

- a. Work with APS Main Office to run the election for new Pacific Division officers.
- b. Contact all candidates and inform them of the outcome of officer election, prior to the annual meeting.
- c. Notify recipients of the Early Career, Distinguished Service and Lifetime Achievement Awards as soon as possible following balloting to allow them sufficient time to make plans to attend the annual meeting.
- d. Work with the Secretary-Treasurer to order: plaques for the recipients of the Pacific Division awards; plaque(s) for out-going officers; and, certificates for graduate student travel grant winners (all to be issued at the awards ceremony during the business meeting).
- e. If the Secretary/Treasurer's position expires during your term, appoint a committee as per the constitution, to audit the financial records.

4. One month before Division meeting

- a. Prepare the agendas for both Executive Committee and Division Business meetings. Include as agenda items: necrology report (can be obtained from APS Main Office), designation of next annual meeting location and local arrangements chair, divisional forum report.
- b. Send reminder to Secretary-Treasurer to prepare for a treasurer report and a reading of last year's business meeting minutes, and likewise to the Divisional Forum Representative for his/her report.
- c. Write thank you letters to donors, and make sure that donors will be acknowledged for their donations during the meeting.

5. During Division Meeting:

- a. Preside over Executive Committee and Division Business meetings. Make necessary additions, corrections, etc., to the agenda for the Division Business meeting based on Executive Committee meeting.
- b. Give necrology report; call for vote on location of next annual meeting location and local arrangements chair (if meeting will not be held in conjunction with National meeting); ask for Secretary-Treasurer and Divisional Forum Representative reports.
- c. Present awards (or have the chair of the Awards committee do this):
 - i. Lifetime Achievement Award recipient(s)
 - ii. Early Career Award
 - iii. Distinguished Service Award
 - iv. Graduate Student Travel Grant recipients
 - v. Graduate Student Paper Competition winners
 - vi. Outgoing Pacific Division officers
- d. Express appreciation to Local Arrangement Committee, special guests, session chairpersons, donors, etc.
- e. Make sure Secretary-Treasurer arranges for photos of new Pacific Division officers, Distinguished Service, Early Career, and Lifetime Achievement Award recipient(s); Graduate Student Travel Grant winners; Graduate Student Paper Competition winners.

6. Post-meeting activities:

- a. Send a thank you letter to the APS President (or his/her representative) for attending the Division meeting.
- b. Prepare an article (with photographs) for Phytopathology News about the Division meeting. Include information about the new slate of officers; Graduate Student Paper Competition and Travel Grant winners; the Lifetime Achievement Award, Early Career Award and Distinguished Service Award recipients; and, other noteworthy news. Also send a copy to the Division Newsletter editor.
- c. Make sure that the Secretary-Treasurer notifies the Divisional Forum Representative and Newsletter Editor of the Graduate Student Paper competition winners, and that the Secretary-Treasurer orders plaques/certificates for Graduate Student Paper competition winners, and that the students receive the plaques/certificates by mail.
- d. If needed, update job description, and send for posting on APS Pacific Division website. Remind the other officers to do likewise.