



2019

APS Committee Chair &  
Vice-Chair Orientation

# WELCOME

**Gary Munkvold**  
Senior Councilor-at-Large



**Peter Ojiambo**  
Councilor-at-Large



**Katy Stevenson**  
Councilor-at-Large



# INCOMING COUNCILOR AT LARGE

David Gent. USDA-ARS



# CHAIR & VICE-CHAIR INTRODUCTIONS





# APS IS NOTHING WITHOUT ITS VOLUNTEERS

More than 1300+ APS members volunteer to:

- Run the society's governance
- Inform public policy
- Develop program content
- Review manuscripts
- Edit/review journals and other publications
- Conduct outreach activities
- Organize research, networking and development activities



# THANK YOU!

APS is a non-profit organization that would not exist were it not for the dedication and tireless work of member **volunteers like you**

The health and success of our scientific society relies on the efforts of our committee volunteers



# QUICK OVERVIEW

## Committee Chair & Vice-Chair Webinar on July 8

- Reviewed APS vision and priorities
- Discussed committee priorities/activities & your role in leading APS
- Outlined logistics
- Reviewed committee meeting schedule at Plant Health 2019
- Answered your questions

## Purpose of this Orientation on August 3

- Council Talking Points
- Session Planning and Annual Reports
- Annual Meeting Board Update
- 2020 International Year of Plant Health
- Councilors' Challenge for 2019-2020

# APS VISION

The American Phytopathological Society is a diverse, global community of scientists that:

- Provides **credible and beneficial information** related to plant health;
- Advocates and participates in the **exchange of knowledge** with the public, policymakers, and the larger scientific community; and
- Promotes and provides **opportunities for scientific communication**, career preparation, and professional development for its members.



# CURRENT APS STRATEGIC PRIORITIES

- Secure the future of APS as a leading source of plant health knowledge dissemination
- Strengthen APS as a global professional organization for plant health science
- Foster innovative conference strategies to meet member needs and expectations for knowledge exchange and networking

# 2018-19 COUNCIL KEY MESSAGES

## Growth & Innovation: Progress toward strategic priorities

### 1.APS as a leading source of plant health knowledge

#### Investment in APS publications

- Develop a revised strategy for PMN integration into APS system
- Implement initiatives to draw business for APS Press
- Transition *Phytopathology News* to electronic format
- Journal strategy implementation
- Consultant engaged to increase library subscriptions
- Trademark established on all APS journals
- Develop Emerging Diseases Organizational Strategy
- Working group to prepare whitepaper outlining needs and potential initiatives

# 2018-19 COUNCIL KEY MESSAGES

## 2. APS as a global professional organization for plant health science

### Enhance membership programs

- Increase engagement of plant health professionals living outside the U.S. in APS by developing and/or strengthening ties with sister societies
- Increase membership in APS
- Increase industry engagement in APS
- Deliver high-value member benefits
- Enhance outreach efforts
- Implement Foundation fundraising priority

# 2018-19 COUNCIL KEY MESSAGES

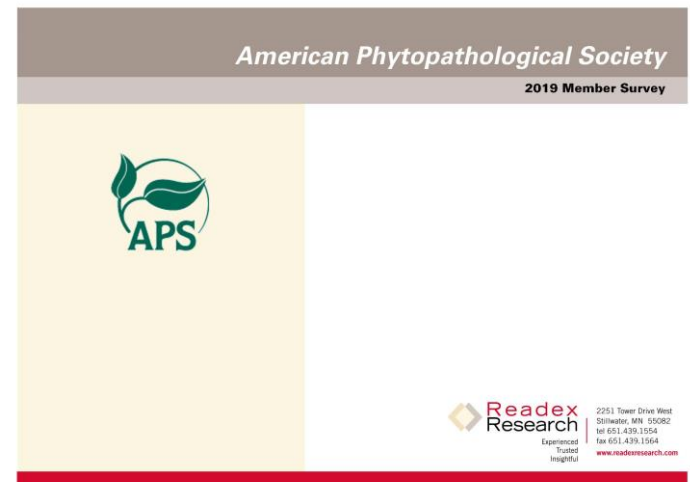
## 3. Foster innovative conference strategies

### Re-imagine the annual meeting

- Virtualized sessions incorporated into the Annual Meeting (2018 ICPP)
- Completion of highly successful 2018 ICPP
- Implement final phase of Annual Meeting Roadmap innovation and enhancements
  - New meeting branding: PlantHealth2019
  - ePosters implemented

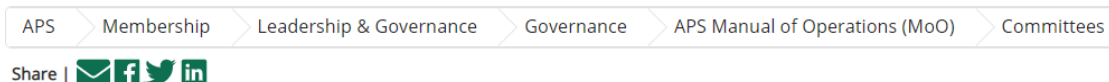
# APS 2019 MEMBER SURVEY

- Results are in!
- Sixth periodic survey of APS membership
- 902 responses (23%)
- Questions regarding involvement and perceived value of APS activities and services
- Results will be used to enhance the APS experience
- Summary will appear in Phyto News in the fall of 2019
- Full results available on APS website





# A KEY COMMITTEE WEBSITE



## Guidelines for General Policy and Subject Matter Committee Chairs

1. Attend, with vice-chairs, the orientation session for committee chairs at the annual meeting of the society.
2. Prepare the agenda for committee meetings, notify all current and incoming members of the time and place of meetings, take minutes of meetings, and chair the meetings. The vice-chair or other representative will assume these responsibilities in the chairs absence.
3. Fulfill the following reporting requirements:
  - a. Submit Annual Committee Report Form before the end of the annual meeting each year. This form is provided by headquarters and will include nominees for committee membership as outlined in section 29 below. Failure to submit a report for two consecutive years may result in termination of the committee.
  - b. Maintain the committee splash page on APSnet annually to include activities, records, minutes, conference calls, etc. and see to the orderly transfer of all records and information to the incoming chair.
  - c. Inform headquarters staff and the appropriate program coordinator (see section on Annual Meeting Board) of the proposed use of funds collected from outside sources in support of programs and arrangements for disbursement for the annual meeting.
4. Serve on the Annual Meeting Program Committee and attend, along with the vice chair, all of its meetings at the annual meeting of the society.
5. Coordinate plans for meetings ancillary to the annual meeting with the Director of the Annual Meeting Board.
6. Be aware of and inform committee members of legal ramifications their actions may have upon APS. Any action or commitment in the name of the society, or any commitment of funds of the society, must have prior written approval of Council.
7. Appoint new members to committee and adhere to APS policy in doing so. (*See next section below.*)
8. Ensure effective chair rotation/appointment:
  - a. Lead committee in vice chair appointment before the end of the annual committee meeting and include the newly appointed vice chair on the Annual Committee Report Form.

<https://www.apsnet.org/members/leadership/governance/MoO/Committees/Pages/GuidelinesforCommittess.aspx>

# BRIEF GUIDE

## Prior to committee meetings at the APS Annual Meeting

- Developed meaningful, reasonable agenda with input from members
- Obtained Vice-Chair nominations
- Utilized APS videoconferencing or phone conferencing capabilities as needed
- Delegated a representative if chair/vice-chair cannot attend annual meeting

## Maximize the face-to-face committee meeting time

- Completed routine agenda items prior to this meeting
- Focus on strategic planning, brainstorming, networking...

## During your face-to-face committee meeting

- Welcome & introductions; focus on the agenda, encourage broad participation, clarify points
- Record decisions & action items, assign tasks to members for action items

## After your face-to-face committee meeting

- Record & post minutes within one week of annual meeting
- Communicate with CALs, initiate agenda planning for next meeting and year-round

<https://www.apsnet.org/members/leadership/governance/MoO/Committees/Pages/GuidelinesforCommittess.aspx>

# DURING THE ANNUAL MEETING

Saturday, August 3

**Chair & Vice Chair Orientation** | 1:30-3:00 PM

- CALs: Talking Points, 2019-20 CAL Challenge, AMB update

**Committee Meetings** | 6:00-7:00 pm, 7:15-8:15 pm, 8:30-9:30 pm

- Make sure someone is there to lead your meeting!
- Discuss specific aspects of interest to your committee, exchange information
- Special Sessions of relevance to committee leadership?

Sunday, August 4

**Moderator Orientation** | 8:30-9:00 am

# SESSION PLANNING FOR PLANT HEALTH 2020

- Topics with broad appeal
- Sensitive to 2020 themes
  - Plant Health 2020 theme: “Scientific Credibility – Changing the Climate”
  - Int. Year of Plant Health
- Quality & diversity of speakers
- Co-sponsor with other committees
- Complete proposal submitted  
(All authors, titles, and session abstracts submitted)
- The submission website will be open July 23 – Aug 30

# ANNUAL MEETING BOARD UPDATE

## **Incoming AMB Director: Paul Esker**

- All proposals for special sessions are reviewed by AMB
- AMB reviews 40-45 proposals for 16-18 available time slots
- Proposals that are too narrowly focused or need further development may be suggested as Idea Café topics
- If similar proposals are submitted, organizers are encouraged to combine as one session
- AMB makes use of years of meeting survey data and broad expertise of members to aid in the selection process



# ANNUAL COMMITTEE REPORTS

PLEASE submit your completed Annual Committee Report within **one week** after the end of the annual meeting

**Annual Report DUE August 14**

Submit your Annual Report online:

<https://www.apsnet.org/layouts/15/apsforms/commreports.aspx>



# YOUR ANNUAL REPORT IS IMPORTANT

- Keeps APS Council informed (scientific issues, your activities, ideas, etc.)
- Allows CALs to connect committees with common interests or proposed activities
- CALs present a summary of committee reports & action items to Council in the fall, & give Council feedback to committees
- Questions about report contents?  
Ask your CAL!



# ANNUAL REPORT WEBSITE

<https://www.apsnet.org/ layouts/15/apsforms/commreports.aspx>

## How to submit your 2019 Annual Committee Report

Submit your annual report online

- 1) Make sure you are logged in on the APS website
- 2) Go to <https://www.apsnet.org/ layouts/15/apsforms/commreports.aspx>
- 3) Choose your committee name from the drop down box
- 4) Enter name of person submitting report
- 5) Follow each prompt for information required.
- 6) For your committee roster, NEW members can complete the form at <https://www.apsnet.org/ layouts/15/apsforms/comminvite.aspx>. For renewing members, only include the full name and position they will be serving on the committee (i.e., Vice-chair, Member) - that's all that's needed!
- 6) Click submit

The data from your annual report will be entered into a database of information for action steps to be taken and referenced in the future. Any action items will be discussed by Council and a response will be communicated by the appropriate CAL.

## Submit your Annual Report

Name Committee/Board:

Choose your Committee/Board



Submitted by:

Which of the goals from the APS strategic plan does your group most currently align with? (select all that apply)

- ☐ Goal 1: Secure the future of APS as a leading source of plant health knowledge dissemination
- ☐ Goal 2: Strengthen APS as a global professional organization for plant health science
- ☐ Goal 3: Foster innovative conference strategies to meet member needs and expectations for knowledge exchange and networking

Please provide a brief narrative, encapsulating your recent activities since last August. This content will be published in the online APS Annual Report for use by council and historical purposes: (Maximum 2500 characters)

The next three sections provide opportunity for brief, focused and bulleted points

What are the key scientific or societal **objectives** you are currently focusing on (Maximum 2500 characters):


Please provide brief highlights of your **expected outcomes** for next year with target milestones, resources required, and member lead if applicable: (Maximum 2500 characters)

Share any **actionable items** where you would like Council action or response: (Maximum 2500 characters)

# APPOINTING NEW COMMITTEE MEMBERS:

## Submit names of new members along with annual report

← → ↻ [https://www.apsnet.org/\\_layouts/15/apsforms/commreports.aspx](https://www.apsnet.org/_layouts/15/apsforms/commreports.aspx)



MembershipMeetingsPublicationsEducation

characters)

**Appointments**

(For a current roster visit <https://www.apsnet.org/members/leadership/apsleadership/>)

List all members for the next term. Only include committee position, full name and affiliation (do not include member address or e-mail):  
New members can [join online](#)

Additional comments:


Submit

The American Phytopathological Society (APS)  
3340 Pilot Knob Road  
St. Paul, MN 55121 USA  
Phone +1.651.454.7250  
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# GUIDELINES FOR COMMITTEES

**Manual of Operations (MoO) provides full details & job description**

<https://www.apsnet.org/members/leadership/governance/MoO/Committees/Pages/GuidlinesforCommittess.aspx>

**Committee roster is always available on APS website**

<https://www.apsnet.org/members/leadership/apsleadership/Pages/default.aspx>

**2019 Chair and Vice Chair Committee Webinar**

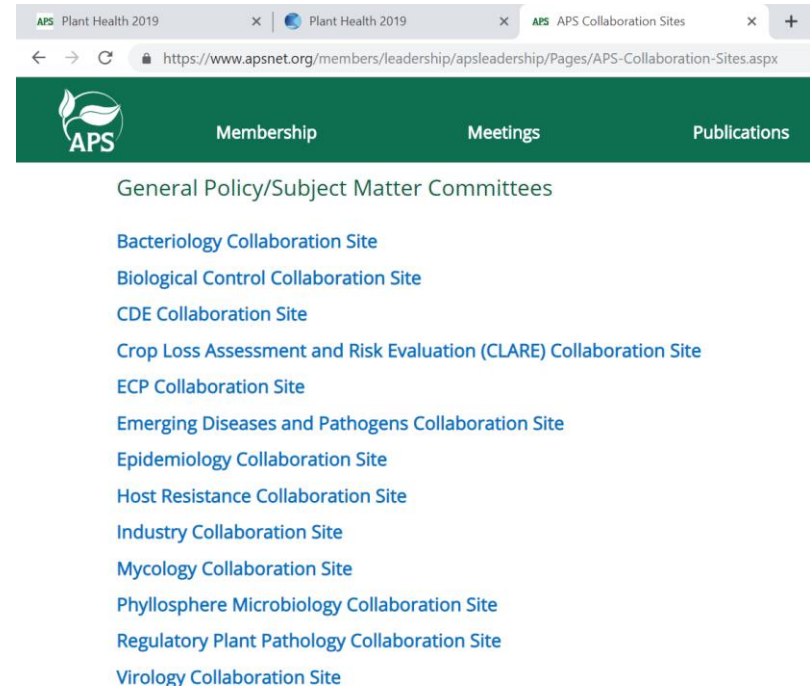
<http://videos.scientificsocieties.org/aps/APSCmteWebinar0719.mp4>

# COMMITTEE COLLABORATIVE SITES

SharePoint collaborative websites can be designed for your committee

- Track minutes/reports
- Announce activities
- Share files
- Retrieve current committee roster
- Access for committee members only

Contact Cindy Scheller ([cscheller@scisoc.org](mailto:cscheller@scisoc.org)) if you want to start your site.



<https://www.apsnet.org/members/leadership/apsleadership/Pages/APS-Collaboration-Sites.aspx>

# 2020 INTERNATIONAL YEAR OF PLANT HEALTH

International Year of Plant Health 2020



INTERNATIONAL YEAR OF  
**PLANT HEALTH**  
2020

Healthy plants constitute the foundation for all life on earth, making up the oxygen we breathe and over 80% of the food we eat. Plant health is the key to the sustainable intensification of agriculture to feed the growing global population by 2050. Thus, recognition, advocacy, and support for the promotion of plant health is of paramount importance if the international community is to guarantee plant resources for a food secure world based on stable and sustainable ecosystems. With this in mind, in July 2017, the FAO Conference approved a draft resolution requesting the General Assembly of the United Nations to consider declaring 2020 as the International Year of Plant Health (IYPH).

[Read more about the International Year of Plant Health along with the Official Press Release](#)

<https://www.apsnet.org/members/engagement/IYPH2020/Pages/default.aspx>



- APS is taking this opportunity to communicate the importance of healthy plants and how our work is important for plant health
- Undergraduates, millennials, and Congress are key audiences
- Past-President Mary Palm is leading a task force to coordinate APS activities
- Committees, Boards, Offices and individuals are encouraged to plan and lead activities to communicate our message
- Your podcasts are one way to do this!!

# 2020 INTERNATIONAL YEAR OF PLANT HEALTH

10 monthly themes identified by the APS IYPH Task Force:

- Plant Health for a Healthy Planet
- Plant Health in a Changing Climate
- Plant Health for Urban Gardens and Your Backyard
- Plant Health for Sustainable Forests
- Plant Health to Combat World Hunger
- Plant Health and Bugs
- Healthy Plants for Healthy Humans
- Healthy Plants and your Kitchen table
- Technological Advances for Plant Health
- Plant Health and Treasure Troves from the Past

# 2019-2020 COUNCILORS' CHALLENGE

## International Year of Plant Health Podcasts

**Goal:** Develop new podcast content for APS in recognition of 2020 as the International Year of Plant Health (IYPH). The goal is to promote awareness of the importance of healthy plants to ensure a sustainable food supply for the growing global population.

**Challenge:** Committees submit ideas for one or more short podcasts on a topic related to one of the 10 themes identified by the APS IYPH Task Force. Proposed podcast topics will be submitted online and the committee with the most submissions will be awarded a cash prize. All entries will be evaluated and ranked by the APS IYPH Task Force. The top 10 will be developed into finished podcast products that will be featured on the APS website.

**Submission requirements:** APS Committee, podcast title, description of topic, relevant IYPH theme, contact person, and target audience.

**Deadline:** Applications must be submitted by October 18, 2019

**Questions:** Contact Katherine Stevenson, [ks@uga.edu](mailto:ks@uga.edu)





# QUESTIONS

Additional questions,  
comments or ideas?

- Contact any Councilor-at-Large
- Committee info on APS website at <https://www.apsnet.org/members/leadership/apsleadership/Pages/default.aspx>
- Contact Cindy Scheller at [cscheller@scisoc.org](mailto:cscheller@scisoc.org)



# THANK YOU

For your Service to our Society

