

# **NORTH CAROLINA ACADEMY OF SCIENCE HANDBOOK OF RESPONSIBILITIES FOR OFFICERS AND COMMITTEES**

## **Part 1. Elected Officers**

### **President -term one year**

1. Function as the principal officer of the Academy and represent the Academy at meetings and in correspondence with other organizations or government entities
2. Supervise all affairs of the Academy, subject to the control and advice of the Board of Directors (BOD)
3. Call and preside over Board of Directors meetings.
  - a. Set the time and place of each BOD meeting
  - b. Make sure that facilities are available for each meeting and that refreshments are provided
  - c. Draw up the agenda for each BOD meeting and distribute it to BOD members prior to the meeting
4. Preside at the annual business meeting.
5. Preside at the general session of Annual Meeting and at other general functions of the Annual Meeting, where appropriate
6. Recommend persons to the BOD for appointment as chairs of standing committees
7. Appoint standing committee members in consultation with committee chairs
8. Appoint members of ad hoc committees
9. Sign, together with any other proper officer of the Academy, any contracts, deeds, mortgages, or other legal instruments authorized by the BOD except where this is expressly delegated to some other officer or agent by the By-Laws, by action of the BOD, or by law
10. Appoint a representative to the AAAS and to the National Association of Academies of Science
11. Give records to Executive Secretary at Annual Meeting

### **Vice-President - term one year**

1. Serve on Board of Directors.
2. Serve as President in the absence of the President.
3. Serve as member of Steering Committee
4. Preside at Banquet or Luncheon of Annual Meeting of the Academy

### **President-Elect - term one year**

1. Serve on Board of Directors.
2. Serve on Annual Meeting Committee
  - a. Solicit exhibitors for Annual Meeting
  - b. Coordinate exhibits with Local Arrangements Committee
  - d. Assist Treasurer at Annual Meeting. Give records to Executive Secretary at Annual Meeting
3. Serve as ex officio member of
  - a. Membership Committee
  - b. Finance Committee
4. Be prepared to present choices for chairs of standing committees for coming year to BOD for approval at BOD meeting held at Annual Meeting
5. Obtain and be prepared to present token of appreciation from Academy to outgoing president at business meeting of Annual Meeting

### **Immediate Past President - term one year**

1. Serve on Board of Directors.
2. Serve as Chair of Section Chair's Advisory Committee.
  - a. Convene committee on Saturday afternoon at Annual Meeting.
3. Chair Nominating Committee.
4. Give records to Executive Secretary at Annual Meeting.

### **Secretary - term three years**

1. Serve on Board of Directors.
2. Maintain Academy files and records of all activities
  - a. Keep minutes of meetings of BOD
  - b. Keep minutes of meetings of members (Annual Business Meeting).
3. Provide clerical assistance to the Board.
  - a. Furnish copy of Bylaws and handbook to each new officer and to each new committee chair
  - b. Furnish a list of BOD members with addresses and phone numbers to each Board member and committee chair
  - c. Announce meetings of the BOD at least ten days prior to each meeting.
  - d. Write letters for the BOD as directed.
4. Prepare annual printed program.
  - a. Receive titles and arrange in program form.
  - b. Arrange for printing of program.
  - c. Circulate printed programs.
5. Handle annual proceedings.
  - a. Receive material for proceedings.
  - b. Prepare a report of the Board for the proceedings.
  - c. Prepare final proceedings copy and send to Journal Editor.

### **Executive Secretary - term three years**

1. Serve on Board of Directors.
2. Act as liaison with organizations sharing Academy's goals
  - a. Represent NCAS on NCSAS Board.
  - b. Handle routine clerical communications with other organizations.
4. Seek grants to fund special Academy interests.
  - a. Submit grant ideas to the Board.
  - b. Write grant proposals on approval topics.
5. Arrange for continuity in the Academy's affairs by transferring committee records
  - a. Obtain records from all outgoing officers and chairpersons at Annual Meeting
  - b. Give records to new officers or chairpersons
  - c. Transfer inactive records to the Manuscript Collection (Academy Archives) at East Carolina
6. Edit Constitution, By-Laws and Handbook
  - a. Review annually
  - b. Submit proposed changes to the Board
7. Serve on:
  - a. Finance Committee
  - b. Membership Committee
  - c. Steering Committee
8. Coordinate efforts of various Academy committees

### **Treasurer -term three years**

1. Serve on Board of Directors.
2. Maintain records of all Academy monies received and disbursed.

3. Handle dues
  - a. Keep records on all classes of members
  - b. Prepare dues notice for fall newsletter
  - c. Supervise dues collection at Annual Meeting.
  - d. Provide final dues notices to Office Manager following Annual Meeting
  - e. Coordinate with Office Manager.
4. Disburse funds in payment of just demands against the Academy and as may be ordered by the Board.
  - a. Determine N.C. and Federal withholding tax from salaries; report and pay withholding quarterly.
  - b. Determine N.C. and Wake Co. sales tax; report and pay quarterly
5. Coordinate with appropriate officers regarding finances of NCSAS and CASCAS, special contracts (such as Office Manager), and other entities, receive their reports, and include reports in NCAS books and IRS reports
6. Prepare internal financial reports
  - a. For each BOD meeting.
  - b. For each Annual Meeting
  - c. Annual report for publication in Journal
7. Prepare annual reports for IRS. and for N.C. Dept. of Revenue in the fall.
8. Choose an independent auditor and, yearly, present records to the independent auditor
9. Serve as ex officio member of Finance Committee.
10. Serve on Membership Committee.

**Elected Director - term three years**

1. Serve on Board of Directors.
2. Serve on Annual Meeting Committee.
3. Senior Director chairs Annual Meeting Committee.
  - a. Give records to Executive Secretary at Annual Meeting
4. Middle Director serves as member of Steering Committee
5. Junior Director drafts resolution thanking the host of the Annual Meeting and presents resolution at business meeting

**Part 2. *Ex Officio* Members of BOD**

**Academy Historian - appointed by BOD**

1. Manage the periodic collection and transfer of NCAS materials to the East Carolina University (ECU) Archives for consideration for permanent preservation.
2. Contribute information about the history of NCAS as requested by the BOD for inclusion on the NCAS website or for other purposes.
3. Submit a written annual report to the BOD at the annual meeting.
4. Attend the NCAS BOD meetings.
5. Appointment may be reviewed periodically by the BOD.

**Part 3. Paid Staff**

**Office Manager - contracted position**

1. Maintain mailing lists
  - a. Journal subscribers and subscription records
  - b. Journal exchanges, including notification to Serials Dept., Davis Library, UNC-Chapel Hill of address changes, cancellations, and inquiries about setting up new exchanges
  - c. Membership
    - i. Maintain list of current members
    - ii. Delete names of members with unpaid dues for three consecutive years after notification
2. Handle all bulk mailing
  - a. Newsletters, call for papers and grant proposals, annual meeting program
  - b. Membership renewals
    - i. Generate 2nd dues notice March 1

- c. Renew bulk mailing permit if not able to use that of mailing service
- 3. Institutional Journal subscriptions
  - a. Invoice agencies and libraries for Journal subscriptions
  - b. Send follow-up letters on unpaid accounts
- 4. Fill orders for back issues of the Journal
- 5. Fill claims from agencies and libraries for the Journal
- 6. Produce sets of mailing labels for Journal circulation
- 7. Forward checks and invoices that are received to Treasurer and maintain a separate log of each mailing
- 8. Manage information about sustaining, institutional, and associate members
  - a. Send names and addresses of sustaining, institutional, and associate members for acknowledgment to President and Membership Chair
  - b. Annually, send notification to sustaining, institutional, and associate members requesting renewal of dues
  - c. Solicit financial support for sustaining, institutional, or associate members who have allowed their membership to lapse or have not been recent members
- 9. Maintain supply of letterhead stationery and envelopes and make these available to members of the BOD as needed
- 10. Produce a Membership Directory every three years with two supplements between revisions
- 11. Assist President in maintaining communication with BOD
- 12. Maintain Academy office, including all forms of correspondence and the Academy web pages

**Part 4. Officers of Collegiate Academy and Student Academy**

**President of the Collegiate Academy of the North Carolina Academy of Science(CANCAS) - term one year**

- 1. Serve on the BOD.
- 2. Advise the BOD on all actions regarding CANCAS

**Executive Director(s) of CANCAS - appointed by BOD - term five years, subject to annual review by BOD**

- 1. Serve on the BOD
  - a. Report annually to NCAS Board.
- 2. Serve as CANCAS Treasurer.
  - a. Serve on NCAS Finance Committee.
- 3. Oversee CANCAS activities in conjunction with CANCAS Board
  - a. Production of CANCAS Newsletter.
  - b. Field trips and fall research workshop
  - c. Serve on Yarbrough Research Grants Committee
- 4. Coordinate CANCAS Annual Spring Meeting with CANCAS Board and NCAS Annual Meeting Committee.
- 5. Train incoming Executive Director during transition year (5<sup>th</sup> and/or last year of term).

**Executive Director of North Carolina Student Academy of Science (NCSAS) - appointed by BOD - term two years, eligible for reappointment**

- 1. Serve on BOD
- 2. Serve as NCSAS Treasurer.
  - a. Direct fund raising for NCSAS in cooperation with NCAS Finance Committee.
  - b. Serve on NCAS Finance Committee.
- 3. Oversee NCSAS activities in conjunction with NCSAS Board
  - a. Production of NCSAS Newsletter.
  - b. Field trips and fall research workshop
- 4. Coordinate NCSAS Annual Spring meeting with NCSAS Board and NCAS Annual Meeting Committee.

## **Part 5. Section Chairs and Science Education Liason**

### **Section Chairs - terms one year**

1. Elected at sections business meetings.
2. Attend meeting of Section Chair's Advisory Committee at Annual Meeting on Saturday afternoon.
3. Notify NCAS Secretary of election and give telephone numbers and addresses for Section Chairs and Alternates
4. Solicit papers for paper sessions (during year of service)
5. Preside at paper sessions and business meetings the year after election (end of year of service)
6. Give brief written summary report to the immediate Past President at the Annual Meeting.

### **Section Chairs Alternates - terms one year**

1. Elected at sections' business meetings
2. Attend meeting of Section Chair's Advisory Committee at Annual Meeting on Saturday afternoon
3. Take over for Section Chair as necessary
4. Preside at any extra paper sessions that may have to be created because of overflow numbers of papers in a section

### **Science Education Liason - appointed by President**

1. Inform and advise BOD about activities in science education in N.C.
2. Represent Academy and BOD in relationships with appropriate groups.
  - a. N.C. School of Science and Math.
  - b. Governor's Task Force on Science & Technology.
  - c. N.C. Science Teachers Association
3. Give brief written summary report to BOD at Annual Meeting.

## **Part 6. Committees**

### **Membership Committee - standing committee with voting representation on BOD**

1. Composition.
  - a. BOD-appointed Chair
  - b. Executive Secretary
  - c. Treasurer.
  - d. Chair of Publications Committee
  - e. President-Elect is ex officio member
  - f. Other members may be appointed by President
2. Responsibilities
  - a. Chair serves on BOD
  - b. Develop membership forms
  - c. Contact and solicit potential members
    - i. Individual.
    - ii. Associate.
    - iii. Institutional.
  - d. Arrange publicity to increase awareness of the Academy
  - e. Chair serves on Finance Committee
  - f. Give brief written summary report to BOD at Annual Meeting
  - g. Give all records to Executive Secretary at Annual Meeting

### **Publications Committee - standing committee with voting representation on BOD**

1. Composition.
  - a. BOD-appointed Chairman serves on Board
  - b. Other members appointed by President
2. Responsibilities
  - a. Chair serves on BOD
  - b. Write, edit, and print at least two Academy Newsletters per year
    - i. Fall (September/October) issue, which will include first Dues Notice as well as pertinent news and announcements
    - ii. January issue which will include materials for Annual meeting (Call For Papers, General Program for Annual Meeting, campus maps, banquet reservation forms, second Dues Notice) as well as pertinent news and announcements
  - c. Produce one-time Publications as needed
    - i. Plan needed one-time publications and obtain approval by BOD
    - ii. Assist with or help arrange for production and publication
  - d. Give brief written summary report to the Board at Annual Meeting
  - e. Give all records to Executive Secretary at Annual Meeting

### **Editorial Board - three year terms; standing committee with voting representation on BOD**

1. Composition
  - a. Ten Board-appointed members
  - b. Chair is Editor-in-Chief
  - c. Other members appointed by President upon recommendation by the Editor-in-Chief (all must be members of the Academy)
2. Responsibilities of Editor-in-Chief
  - a. appointed by the BOD for renewable, three-year term
  - b. serve on BOD
  - c. advise the BOD on all actions regarding the Journal
  - d. Manage the production of the Journal
    - i. solicit manuscripts
    - ii. obtain peer reviews of submitted manuscripts
    - iii. coordinate with authors
    - iv. supervise final preparation of accepted manuscripts
    - v. coordinate with the publisher of the Journal
3. Responsibilities of committee as a whole
  - a. Broad oversight for the Journal of the North Carolina Academy of Science
  - b. Establish detailed policies for operation of the Journal.
4. Review and Edit manuscripts when particular expertise is required
5. Advise Editor-in-Chief on acceptance or rejection of manuscripts if needed
6. At least one member attends every BOD meeting

### **Finance Committee - standing committee with voting representation on BOD**

1. Composition
  - a. BOD-appointed Chair
  - b. Executive Secretary
  - d. Senior Executive of the CASCAS
  - c. Senior Executive Director of the NCSAS
  - d. Chair of the Membership Committee
  - e. President-Elect (ex officio)
  - f. Treasurer (ex officio)
2. Responsibilities
  - a. Chair serves on BOD
  - b. Determine guidelines for handling Academy funds
  - c. Prepare an annual budget (1 Sep-31 Aug)
  - d. Identify and contact potential sources of monies
  - e. Give all records to Executive Secretary at Annual Meeting

### **Steering Committee - Standing Committee with voting representation on BOD**

1. Composition
  - a. BOD-appointed Chair
  - b. Executive Secretary
  - c. President-Elect
  - d. Other members appointed by the President upon recommendation by the committee's Chair
2. Responsibilities
  - a. Chair serves on BOD
  - b. Develop and maintain a strategic plan for the Academy
    - i. The planning document should encompass the next 10 years of activity by the Academy
    - ii. A current version of the planning document should be made available to the BOD and the membership of the Academy
    - iii. The planning document should include mission, objectives, plans for achieving objectives, and documentation of the progress of plans
  - c. Monitor changes in the interests and needs of the scientific community of N.C. and advise the BOD on changes in the activities of the Academy to accommodate these interests and needs
  - d. Advise the BOD on changes that need to be made in Academy procedures to enable the Academy to function as successfully as possible
  - e. Propose changes in the Constitution and/or By-Laws to enable and implement the correction of inadequacies or to institute new functions or programs

### **Grants and Endowment Committee - Standing Committee with voting representation on BOD**

1. Composition
  - a. BOD-appointed Chair
  - b. Other members appointed by the President upon recommendation by the Committee's Chair
2. Responsibilities
  - a. Chair serves on BOD
  - b. Consult with the Board of Directors on needs for financing of specific projects of the Academy
  - c. Implement financing for projects, especially by writing grant proposals to governmental agencies or private foundations
  - d. Build the endowment of the Academy.

### **Yarbrough Research Grants Committee - standing committee without voting representation on BOD**

1. Composition.
  - a. Executive Secretary is Chair
  - b. Executive Director(s) of CASCAS.
  - c. Other members appointed by President.
2. Responsibilities of Committee
  - a. Advertise grants
    - i. In January or February of each year, send announcements to science department heads
    - ii. Also announce in January NCAS Newsletter and CASCAS Newsletter
  - b. Receive proposals for grants (15 Apr deadline)
  - c. Evaluate proposals and choose recipients.
    - i. By 1 May send letters to students and advisors.
    - ii. By 1 May send list of recipients to Treasurer
    - iii. Give a written summary of activities to BOD
3. Activities and responsibilities of grant recipients.
  - a. May request checks from the Treasurer if they want them in the summer in which the award is made
  - b. Must accomplish research project for which award is made
  - c. Must give paper on research project at CASCAS paper session at Annual Meeting and must be members of CASCAS when presenting paper.
  - c. Are eligible for Deverieux Award but must complete work as undergraduates

### **Nominating Committee - standing committee without voting representation on BOD**

1. Composition.
  - a. Immediate Past President is Chair
  - b. Other members appointed by President.
2. Responsibilities
  - a. By 1 August give to Chair of Publications Committee a list of elective positions open for
  - b. Select two nominees for each open position
    - i. Consider suggestions from members
    - ii. Ascertain willingness of potential candidates to serve if elected
  - c. By 1 December, send brief biographical sketches of at least two candidates for each open position to Publications Committee Chair
  - d. Supervise elections of officers and members of BOD at Annual Business Meeting
    - i. Elections for all open positions must be completed before the close of the Business Meeting
    - ii. Prepare ballots (type & copy).
    - iii. Distribute ballots at business meeting
    - iv. Collect ballots as soon as voting members complete them
    - v. Tally results immediately
    - vi. Announce results immediately after tally is completed and congratulate newly elected officer(s) and BOD member(s)
6. Give brief written summary to the BOD
7. Give all records to Executive Secretary at Annual Meeting

### **Section Chairs Advisory Committee - Standing Committee with ex officio representation on BOD**

1. Composition.
  - a. Immediate Past President is Chair
  - b. Section Chairs (one for each Section elected at end of Section's paper session at Annual Meeting)
  - c. Alternates for Section Chairs (one for each Section elected at end of Section's paper session at Annual Meeting)
2. Responsibilities
  - a. Meet at Annual Meeting on Saturday afternoon.
  - a. Coordinate with NCAS Secretary for inclusion in printed program.
3. Elect an ex officio Representative to the Board of Directors.
  - a. Make recommendations to the Board on matters relating to section's business.
  - b. Give a brief written summary report to the Board of Directors.
4. Give all records to Executive Secretary at Annual Meeting.

### **Annual Meeting Committee - Standing Committee without voting representation on BOD**

1. Composition.
  - a. Chaired by senior Elected Director.
  - b. Other two Elected Directors.
  - c. President-Elect.
2. Responsibilities
  - a. Recommend places and dates for Annual Meetings to the BOD; for each future Annual Meeting, do the following:
    - i. Solicit meeting sites for 3-4 years beyond next Annual Meeting
    - ii. Make sure facilities for future Annual Meetings are satisfactory
    - iii. Coordinate with CASCAS, NCSAS, and other organizations potentially meeting with the Academy.
    - iv. Present name of Chair of Local Arrangements Committee
    - v. Keep Publications Committee and BOD informed about future Annual Meetings by sending detailed information about place and date of upcoming Annual Meeting before May meeting of BOD
  - b. For the next Annual Meeting, do the following:
    - i. Advise BOD and Local Arrangements Committee on meeting format and content
    - ii. Continue to act as liaison between BOD and Local Arrangements Committee

iii. Advise Local Arrangements Committee on logistics of Annual Meeting

**Government Advisory Committee - Standing committee with ex officio representation on BOD**

1. Composition.
  - a. Chair appointed by the President
  - b. President-Elect.
  - c. Two other members (from appropriate disciplines) appointed by the President
2. Responsibilities
  - a. Represent Academy in relationships with Government of the State of N.C.
  - b. At the request of the BOD, communicate with N.C. senators, N.C. congressional representatives, or agencies of the U.S. Government regarding scientific matters of interest to N.C.
  - c. Maintain familiarity with procedures for nominating members to state advisory boards and commissions
  - d. Monitor openings for scientists on state advisory boards and commissions
  - e. Solicit nominees for vacancies on advisory boards and commissions from among the Academy membership
  - f. Submit nominations for openings to appropriate official or agency
  - g. Give brief written summary to BOD at Annual Meeting
  - h. Give all records to the Executive Secretary at Annual Meeting

**Local Arrangements Committee - Ad Hoc Committee with ex officio representation on BOD**

1. Composition
  - a. Chair solicited by Annual Meeting Committee and approved by BOD
  - b. Other members recruited by the Chair
2. Responsibilities
  - a. Arrange for meeting rooms, exhibit space, audiovisual equipment and facilities, housing (reserved blocks of hotel rooms), food and rooms for receptions and the luncheon and/or banquet, refreshments during meeting breaks, speakers for plenary sessions and the luncheon and/or banquet
  - b. During the year prior to the Annual Meeting, at least one member of the Local Arrangements Committee should attend the May, January, and March meetings of the BOD to report on the progress of arrangements for the next Annual Meeting and to answer questions from BOD members
  - c. Provide facilities for the January and March meetings of the BOD
  - d. Arrange food for the January (refreshments) and March (supper) meetings of the BOD
  - e. Be prepared to conduct a tour of facilities and rooms for the Annual Meeting at the January BOD meeting
  - f. Submit receipts for food arranged for BOD meetings and for all authorized expenses (approved by the BOD in advance) from the Annual Meeting to the Treasurer for payment or reimbursement