

## SECTION CHAIR AND SECTION VICE CHAIR RESPONSIBILITIES

The **Section Chair** is a member in good standing of the Indiana Academy of Science and has responsibility for representing his or her respective Section. The Section Chair interacts with the Academy Council and the Section Vice- Chair. The Section Chair serves a one-year term, from June 1 to June 1 of the following year.

The **Section Vice-Chair** is a member in good standing of the Indiana Academy of Science and has responsibility for working closely with the Section Chair, and representing his or her Section in place of the Chair, when needed. The Section Vice-Chair automatically ascends to the position of Section Chair at the end of the Section Chair's term.

**Section leadership** is announced at the Annual Academy Membership Meeting.

### **CHAIR and VICE CHAIR RESPONSIBILITIES:**

**The Section Chair** is expected to be in communication with their Section membership and encourage participation in Section activities; participate in the planning of the academic program for the Annual Academy Meeting; notify Section members of the *Call for Papers* and deadlines; review abstracts and recommend the order of presentations to take place at the Annual Academy Meeting, officiate the Section Meeting held at the Annual Academy Meeting, and report to the general membership at the Annual Academy Membership Meeting. S(he) participates in Academy governance, and serves on the Editorial Board of *the Proceedings*, reviewing Section manuscripts as needed. The **Section Vice-Chair** remains available to assist the Section Chair in performing their responsibilities.

### **More Specifically, the Section Chair:**

- **Communicates with Members, Reviews Abstracts, Recommends Presentation Schedule, Moderates Section Oral Presentations:**

#### **Following the timetable provided, the Section Chair**

- A. Emails or mails Section membership
  - B. Answers questions from presenters.
  - C. Reviews abstracts
  - D. Lists abstracts on the **Section Chair Presentation Worksheet** in recommended order for the Annual Academy Meeting
  - E. Introduces Section oral presenters and workshop facilitators at the Annual Academy Meeting. Moderates oral presentations. **(The Section Vice-Chair facilitates concurrent presentations)**
- **Officiates the Section Meeting and reports at the Academy Membership Meeting:**
    - A. Chairs the Section Meeting with clear purpose and the planned agenda. (Identifies a note- taker within the Section to capture the discussion.)
    - B. Directs Section membership to choose the new Section Vice Chair.
    - C. Provides leadership, and encourages new leadership in the Section.
  - **Participates in Academy Governance as Section Leadership:**
    - A. Serves as resource person for the Council when seeking future officers or committee leaders.
    - B. Encourages fellow scientists and science students to join the Academy in their Section, and encourages Section memberships to be maintained.
  - **Serves on the Editorial Board of the *Proceedings*,** reviewing Section manuscripts as needed.