



STEERING COMMITTEE HANDBOOK

This handbook is designed to help officers and members of the Association of College and University Biology Educators (ACUBE) understand the expectations of the various officers of the organization. Specific duties are, of course, often site- and time-dependent, but this handbook attempts to bring together the general list of tasks that past officers have found necessary. It is assumed that officers of the organization will attend the online winter steering committee meeting as well as the meetings scheduled in conjunction with the annual meeting. In the process of putting together the handbook many of our past officers have offered comments and ideas and the organization thanks them for their assistance.

PRESIDENT

Primary Responsibility: Provide leadership for the Association

Term: Serve one year as president-elect, two years as President, and one year as Past-president. Elected by majority of members at the annual meeting in even years.

Duties:

Presides over the annual meetings and the Steering Committee meetings

Works with the Steering Committee to assure the Association meets its responsibilities

Recommends a Program Chair. Program Chairs need to be appointed as soon as possible after the winter meeting that takes place 18 months before the meeting

Works with the Program Chair and Local Arrangements group on the annual meetings for both years of the Presidency

Represents the Association as directed by the Steering Committee

PRESIDENT-ELECT

Primary Responsibility: Assist the President and Steering Committee.

Term: One year before assuming position of President.

Duties:

Serves on the Steering Committee

Serves as President in the President's absence

PAST-PRESIDENT

Primary Responsibility: Evaluate the relevancy of organizational documents.

Term: One year

Duties:

Reviews the Constitution, By-Laws, and Steering Committee Handbook, and recommends changes to the Steering Committee

Serves on the Steering Committee

EXECUTIVE SECRETARY of MEMBERSHIP

Primary Responsibility: Maintenance of the membership information of the association.

Term: At the discretion of the Steering Committee. Appointed by the Steering Committee.

Duties:

Maintains official current documents of the organization, including Constitution and bylaws, Steering Committee Handbook, and Articles of Incorporation

Maintains the official membership list and mailing lists

Provides Steering Committee members with appropriate current information, including names, addresses, and email of current Steering Committee

Coordinates communication between members and other organizations

Serves as *ex officio* member of the Steering Committee

EXECUTIVE SECRETARY of FINANCE

Primary Responsibility: Maintenance of financial duties of the association.

Term: At the discretion of the Steering Committee. Appointed by the Steering Committee.

Duties:

Manages the organization's finances

Provides Steering Committee members with appropriate current information

Provides a budget for approval to the Steering Committee at the winter meeting Disperses funds as authorized by the Steering Committee

Serves as *ex officio* member of the Steering Committee

Executive SECRETARY

Primary Responsibility: Maintenance of minutes of the Association and its Steering Committee.

Term: At the discretion of the Steering Committee

Duties:

Responsible for keeping minutes of the Association and its Steering Committee

Carries out correspondence as directed by the Steering Committee

Provides copies of germane correspondence to the Historian for permanent records

HISTORIAN

Primary Responsibility: Maintenance of the permanent archive of the Association.

Term: At the discretion of the Steering Committee and the Membership appointed by the Steering Committee.

Duties:

Solicits and maintains the permanent archive of the Association publications, minutes, membership lists, photos, and other materials

Produces one article per year for the *Bioscene*

Processes archival requests of the Steering Committee

Serves as *Ex officio* member of the Steering Committee

LOCAL ARRANGEMENTS CHAIR

Primary Responsibility: Management of arrangements with the host site of the next meeting.

Term: 18-24 months prior to the annual meeting for which the Local Arrangements Chair is responsible, appointed by the Steering Committee.

Duties:

1. Reserves campus facilities required for annual meeting. These normally include:
 - a. Large room for General Sessions
 - b. Meeting rooms for concurrent sessions
 - c. Exhibit space with room for break food and posters
 - d. Dining facilities for the banquet, breakfasts, and luncheons
 - e. Parking
 - f. Registration area
 - g. Technology for speakers
 - h. Special rooms needed for labs or computer labs (if needed)
 - i. Rooms for Steering Committee and *Bioscene* meetings
2. Furnishes the Steering Committee with available dates for the annual meeting
3. Obtains estimates of costs before the winter steering committee the year of the meeting.
4. Investigates possibility of local field trips, including transportation and trip leaders
5. Arranges for exhibitors (registration materials, spaces, power, etc.)
6. Arranges for host institution Administrative officer to extend greetings
7. Arranges for accommodations (reserve blocks of rooms and/or provide options)
8. Arranges for activity the night of the banquet
9. Provides the *Bioscene* and website editors and the Program Chair the following:
 - a. Pre-registration information on hotels, meals, parking
 - b. Call for proposals
 - c. Map of campus and vicinity and general instructions or directions
10. Provides for registration in coordination with website editor and membership chair
 - a. Maintain accurate records of who has registered
 - b. Have a registration table and personnel to staff it
 - c. Arrange for providing receipts to attendees

- d to get
 - e Prepare registration packets, including program and name tags
 - f Assist with sales of ACUBE related items (e.g. t shirts)
 - g Have a computer and printer available
 - h Have signage posted to direct attendees to registration, rooms, meals, etc.
11. Promotes the annual meeting to the area news media and local colleges and universities
 12. Provides the Steering Committee with preliminary accounting at the second Steering Committee meeting, and the final accounting for the annual meeting within two months of the end of the meeting

PROGRAM CHAIR

Primary Responsibility: Coordination of the program for the annual meeting the following year.

Term: 18 months prior to the annual meeting for which the program chair is responsible, recommended by the President, appointed by the Steering Committee.

Duties:

In consultation with the Steering Committee, suggest dates and possible keynote speakers

Prepares a call for proposals to be submitted to the website and *Bioscene* editors

Provides the *Bioscene* and website editors with a preliminary program for the
in a timely fashion

Solicits presentations and answers inquiries about presenting at the meeting

Provides the local arrangements chair with a tentative program

Identifies any program-related special arrangements necessary for the meeting

Makes arrangements for introductions for annual meeting presentations

STEERING COMMITTEE MEMBER AT LARGE

Primary Responsibility: Represent the membership of the organization by assisting in carrying out the responsibilities of the organization.

Term: 3 years. Six total Members at Large with two elected each year (term and number adjusted for vacancies).

Duties:

Attend and actively participate in Steering Committee meetings

Assist in recruitment, retention, and involvement of ACUBE members

Provides leadership to the organization

Assists the Steering Committee in carrying out the responsibilities of the organization

EDITOR – BIOSCENE

Primary Responsibility: Maintain the Association's Journal – *Bioscene*

Term: Indefinite term, at the discretion of the Steering Committee. Appointed by the Steering Committee.

Duties:

Coordinate and publish Bioscene so that the journal reflects the interests and needs of the membership

Work with the editorial board to solicit papers from the membership.

Supervise the layout of the journal

Submit to the Executive Secretary a yearly request for funds to cover publication and operating costs of the editor's office

Maintain the electronic versions of Bioscene and the archives of ACUBE/AMCBT* publications

Serve as *ex officio* member of the Steering Committee

*ACUBE evolved from the Association of Midwest College Biology Teachers

WEBSITE EDITOR

Primary Responsibility: Maintain and develop the Association's website

Term: Indefinite term, at the discretion of the Steering Committee. Appointed by the Steering Committee.

Duties:

Coordinates with the Steering Committee about information to be included in the website

Solicits materials for the ACUBE website

Keeps materials up to date (e.g., governance, dates, meeting information, links)

Maintains or connects to membership and meeting registration and payment sites

Proposes changes in the design of the website to the ACUBE Steering Committee for approval

Ensures that the website design is ADA compliant, to the extent possible

Ensures appropriate maintenance and transitions of passwords and other access tools

Attends Steering Committee meetings as an *ex officio* member

SOCIAL MEDIA CHAIR

Primary Responsibility: To prepare materials and edit submissions to be posted on the ACUBE website.

Term: At the discretion of the Steering Committee, appointed by the Steering Committee.

Duties:

Solicits materials for posting on social media

Maintains an active, positive presence for ACUBE on appropriate social media

Ensures appropriate maintenance and transitions of passwords and other access tools