



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 winter steering committee meeting as well as the meetings scheduled in conjunction with the annual meeting. For the winter meeting, the cost of lodging and one meal may be borne by the association, if the budget permits. 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.

EXECUTIVE SECRETARY

Primary Responsibility: the maintenance of the central office duties of the association.

Term: minimum of three years and a maximum of five years at the discretion of the Steering Committee. Appointed by the Steering Committee.

Duties:

1. Organizational Responsibilities
 - a. Maintain official current documents of the organization including, Constitution, Bylaws, Steering Committee Handbook.
 - b. Maintain the official mailing list of the organization.
 - c. Maintain the membership list.
 - d. Coordinate communication between members and other organizations.
 - e. Provide Steering Committee members with appropriate current information on the organization.
 - f. Serve as *ex officio* member of the Steering Committee.
 - g. Perform duties appropriate to the office as assigned by the Steering Committee.

- h. Provide each Steering Committee member with information necessary for guiding the organization. This should include: Current Constitution and By-laws, Steering Committee Handbook, and names, addresses, email, phone numbers of current Steering Committee.
2. Fiscal Responsibilities
- a. Notify and collect annual dues from members by mail and in person at the registration of the annual meeting.
 - b. Provide a budget for approval to the Steering Committee at the winter meeting.
 - c. Disperse funds as authorized by the Steering Committee.
 - d. Manage the organization's finances during the year.

Organizational Support:

Organization monies for postage, paper, software, etc.

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:

Preside over the annual meetings and the Steering Committee meetings.

Work with the Steering Committee to assure the Association meets its responsibilities.

Appoints chairs for all Steering Committee standing committees.

Recommends a first vice president elect (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: Work with the appointed Program Chair (first vice president) to plan the next year's annual meeting.

Term: One year before assuming position of President.

Duties:

Work with the Program Chairperson and the Local Arrangements group to plan the meeting for the year in which the Presidency is assumed.

Serve on the Steering Committee.

Serve as President in the President's absence.

PAST PRESIDENT

Primary Responsibility: Evaluate the relevancy of the Constitution and serve on the Steering Committee.

Duties:

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

Serves on the Steering Committee

Participates in planning the upcoming annual meeting

FIRST VICE PRESIDENT (PROGRAM CHAIRPERSON)

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, the Program Chairperson should propose a theme and format for the annual meeting to take place no sooner than 12 months hence, and suggest possible keynote speakers.

Prepare a call for proposals to be distributed at the annual meeting, submitted to the web page editor, and submitted to the *Bioscene* editors.

Provide the *Bioscene* editors and editor of the ACUBE website with a preliminary program for the upcoming meeting no later than February of the year in which the meeting will occur, and a call for participation no later than the November preceding the meeting.

Solicit presentations and be diligent in follow up (by phone and email) to inquiries or expressions of interest in presenting at the meeting.

Provide the local arrangements chair (second vice president) with a tentative program so that appropriate arrangements can be made.

Obtain presentation form from each interested presenter and get names of appropriate chief academic officer so that secretary can officially inform the presenter's school of the contribution to the Association.

Identify audiovisual arrangements necessary for the meeting.

Make arrangements for speakers and send curriculum vita of speakers to the editor of the *Bioscene* before the spring issue.

Make arrangements for people to do introductions for annual meeting presentations.

Organizational Support:

Organization monies for postage, paper, telephone charges, etc.

SECOND VICE PRESIDENT (LOCAL ARRANGEMENTS CHAIRPERSON)

Primary Responsibility: Management in the arrangements with the host school 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 after consultation with representatives from the host institution.

Duties:

1. Reserve campus facilities (including technology) required for annual meeting. These normally include:
 - a. Auditorium 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. Audio-visual materials
 - h. Computer labs
 - i. Rooms for Steering Committee and *Bioscene* meetings
2. Furnish the Steering Committee with available dates for the annual meeting by the winter meeting 18 months before the annual meeting.
3. Obtain estimates of costs in preparation for the winter steering committee the year of the meeting.
4. Arrange local field trips, including van transportation and trip leaders.
5. Arrange for exhibitors (registration materials, spaces, power, etc.).
6. Arrange for host institution Administrative officer (dean, provost or president, and chair of biology) to extend greetings.
7. Arrange for hotel/motel accommodations (reserve blocks of rooms that ACUBE members can reserve).
8. Assist with selection of a local speaker for the opening session.
9. Provide for the Executive Secretary and the *Bioscene* editor(s), editor of the web site, and the Program Chair the following:
 - a. Pre-registration information on hotels, meals, parking.
 - b. The call for proposals.
 - c. Prepare and submit registration form (this must be addressed to Local Arrangements Chair).
 - d. Emergency contact phone number for members attending the meeting.
 - e. Map of campus and vicinity as well as general instructions for getting to campus.
10. Provide for registration
 - a. Arrange a way to manage incoming checks for registrations and dues. Often, the host institution will set up a temporary account to hold these items.
 - b. Maintain accurate records of who has registered.
 - c. Have a registration table and personnel to staff it on Thursday night as well as all day Friday and Saturday morning.
 - d. Have blank registration forms, blank registration receipts for onsite registration.

- e. Prepare registration packets, including receipts for registration, program, souvenir, and nametags.
NOTE: Local Arrangements Chair gets the final program printed and arranges for the souvenir.
 - f. Assist with sales of ACUBE related items (e.g., book, t-shirts) and have a cash box for change.
 - g. Have a computer and printer available for preparation of ballots, meeting announcements, etc.
 - h. Make arrangements to have photocopying services available for ballots, call for papers, etc.
 - i. Have signage posted to direct attendees to registration, rooms, meals, etc.
11. Provide a table for the Executive Secretary to use to collect dues, or assist in collecting dues at registration table.
 12. Provide publicity for the annual meeting to the area news media as well as to local colleges and universities.
 13. Provide a ballot box to the nominating committee (but is not responsible for balloting – nominations committee is).
 14. Make room assignments for the program sessions.
 15. Provide the Executive Secretary with a list of attendees of the annual meeting, and list of those who paid dues.
 16. Provide 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.

Organizational Support:

Organization monies for postage, paper, etc.

SECRETARY

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

Term: elected in odd years to a two-year term.

Duties:

Responsible for keeping minutes of the Association and its Steering Committee.

Carry out correspondence as directed by the Steering Committee.

Provide copies of germane correspondence to the Historian for permanent records.

Carry out correspondence relating to resolutions generated by the Association.

Organizational Support:

Organization monies for postage, paper, etc.

MEMBER AT LARGE

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

Term: elected to a three-year term, six total Members at Large with two elected each year.

Duties:

1. To attend and actively participate in Steering Committee meetings.
2. To serve as the Chair of one of the standing committees.
3. To assist in recruitment, retention, and encouragement of active participation of ACUBE members.
4. To provide leadership to the organization.
5. To assist 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.

Ex officio member of the Steering Committee.

Organizational Support:

Editorial Board and membership.

BIOSCENE EDITORIAL BOARD MEMBER

Term: Three years, selected by the editor and chair of the editorial board.

Duties:

Solicit manuscripts, art, and News and Views submissions for *Bioscene*.

Review manuscripts in a timely manner (about two manuscripts per year) or inform the chair of the editorial board and/or *Bioscene* editor(s) about schedule conflicts within one week of the initial review request.

Provide specific comments on the manuscript that can be sent to the author and make recommendations for acceptance or rejection to the manuscript to the chair of the editorial board or the editor(s).

Attend the editorial board meeting help during the annual ACUBE meeting.

Actively consider submitting an article or reviews of software, laboratory materials, new texts, recently published books on biology or other areas of interest to the ACUBE membership.

Serve as chair of the editorial board at the request of the editors of *Bioscene*. The chair shall edit, respond to authors, and distribute manuscripts for peer review.

ASSOCIATION HISTORIAN

Primary Responsibility: Maintain the permanent archive of the Association.

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

Duties:

Solicit and maintain the permanent archive of the Association publications, minutes, and other materials.

Maintain an archive of annual membership rosters.

Produce one article per year for the *Bioscene*.

Process archival requests of the Steering Committee.

Ex officio member of the Steering Committee.

Organizational Support:

Organization monies for postage, etc.

EDITOR OF THE WEBSITE

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:

Oversee the information presented on the ACUBE website, with the exception of the ACUBE publications pages.

Update information as appropriate (e.g., governance, dates, meeting information, links), or direct that it be updated by the appropriate persons.

Attend Steering Committee meetings.

Coordinate with the Steering Committee members about information to be included in the website.

Provide proposed changes in the design of the website to the ACUBE Steering Committee for approval.

Ensure that the website design is ADA compliant.

Organizational Support:

ACUBE shall pay any fees associated with registration of the domain name and hosting of the website, subject to approval by the Steering Committee.

TECHNICAL MANAGER OF THE WEBSITE

Primary Responsibility: To post information provided by the managing editor, to maintain the proper functioning of the website.

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

Duties:

Maintain registration of the site.

Oversee technical aspects of keeping the ACUBE website functioning properly, i.e., check all links regularly and repair broken ones.

In a timely fashion, post information supplied by the managing editor, or the *Bioscene* editors relevant to ACUBE publications.

Provide proposals for improving the technical functioning of the ACUBE website to the Steering Committee as appropriate or requested by the Steering Committee.

Administer the listserv.

Organizational Support:

Organization monies for registration, software upgrades, etc.

Internet committee.