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 officials 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. Prepare registration packets, including program and name tags.

e. Assist with sales of ACUBE related items (e.g., t-shirts).

f. Have a computer and printer available.

g. 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 annual meeting presentations 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

*Updated Fall, 2020 by R.S. Burton*