

JOB DESCRIPTIONS WITH SELECTIVE POLICY GUIDES
FOR
INDIANA ACADEMY OF THE SOCIAL SCIENCES OFFICERS

Note—These Job Descriptions are given to all new Junior Directors and officers by the Secretary each October. Members of the Board of the Academy are expected to give careful attention to the Job Descriptions, as suggested in the By-Laws.

Members of the Board of the Academy are expected to attend all meetings, unless circumstances absolutely prevent attendance.

Draft copy Compiled and Revised and submitted for approval
by Cliff Staten, October 2001.

President

- I. The President has the responsibility of supervising and coordinating the activities of other officers and committees of the Academy.
- II. Responsibility for securing a speaker for the Annual Meeting rests with the President.
 - A. The President must work closely with the Executive Vice President, the Directors, and the local arrangements committee on the speaker matter. (The speaker might also be a convocation speaker for the host campus.) If possible, the speaker should be finalized by April 1.
 - B. The President may wish to secure a commitment from the speaker for a manuscript usable by the *Journal* Editor, and is responsible for getting this manuscript to the Editor.
- III. As Chairman of the Board in meeting and as a general executive officer, the President shall:
 - A. Preside over Board meetings and secure facilities therefore.
 - B. Preside over the Annual Meeting.
 - C. By consultation with other officers and Directors, set the agenda for the annual business meeting and Board meetings, and approve the agendas for the Secretary to send to Board Members.
 - D. Appoint the members and chairpersons of committees unless otherwise provided.
 - E. Authorize and appoint special committees.
 - F. Appoint the local Arrangements Committee for the Annual Meeting.
- IV. The President shall bill institutions for institutional membership in the Academy in August of each year for the coming school year (rather than the calendar year).

Executive Vice President

(See also job description for Directors.)

- I. The Executive Vice President has the responsibility of supervising and coordinating the activities of the Directors, and reporting to the Board and President thereon.
 - A. The Executive Vice President shall be Chairperson of the Program Committee of the Annual Meeting.
 - B. The Executive Vice President shall see that Directors have finalized sectional programs by August 1 and the Editor, the Secretary and the other officers are informed of the participants and titles of papers to be presented.
- II. The Executive Vice President shall organize the plenary session of the Annual Meeting and preside over it.
 - A. In planning the plenary session the Executive Vice President shall work closely with the President who has responsibility for securing the speaker.
 - 1. Working with the President and others, this officer should encourage early planning of program themes and securing of speakers, keeping in mind that current topics of interdisciplinary potentiality that can be publicized early, are desirable. Speakers should be finalized by August 1.
 - 2. The Executive Vice President shall report the names of the plenary session speakers to the *Journal* Editor as soon as possible, and if necessary secure a commitment from these speakers for manuscripts usable by the *Journal* Editor.

- III. The Executive Vice President shall exercise responsibilities with the understanding of succession to the Presidency the following year.

Past President

(See also job description for Senior Directors.)

- I. The Past President has the responsibility of supervising and coordinating the activities of the Senior Directors, and reporting to the Board and President thereon.
- A. The Past President shall be Chairperson of the Nominating Committee. The Nominating Committee is made up of all Senior Directors. The job of the Nominating Committee is as follows:
1. Select new Junior Directors.
 2. Select the in-coming Executive Vice President.
 3. Select the recipients of the George C. Roberts Award.
 4. Select the recipients of the Maxwell-Metz Award.
- B. The Past President shall supervise programs designed to honor past or current Board Members of the Academy and others for contributions to the Academy. This includes 5, 10 and 20 year membership certificates.
- I. With the benefit of experience, the Past President should assist the President when called on to do so, as well as other officers of the Academy.
- A. The Past President should provide an orientation session for the Junior Directors at the Annual Meeting.

Secretary

- I. The Secretary shall record and distribute appropriately minutes of Board meetings and the Annual Meeting.
- II. The Secretary shall constitute the Executive Office of the Academy.
- A. The Secretary shall maintain the Academy's mailing list. The mailing list shall include the Academy's membership, but not be limited to it.
- B. The Secretary shall use the mailing list to prepare and send out notices of dues in January and with distribution of the Annual Meeting program past due notices.
- C. The Secretary shall maintain and distribute copies of the By-Laws.
- D. The Secretary shall maintain and distribute copies of the Academy Job Descriptions to members of the Board.
- III. With cooperation from others involved in preparing the Annual Meeting, the Secretary shall compile the program, have it printed, and distribute it, along with related materials, to the membership.

The Secretary is authorized to sign checks for disbursements whenever the Treasurer is unable to do so.

Treasurer

- I. The Treasurer shall maintain a permanent record of receipts and disbursements of the Academy, maintain a current and correct record of individual members by discipline and school, as well as institutional members, and collect dues.
- A. After the Secretary and President have mailed dues notices, the Treasurer shall collect dues from both individual and institutional members of the Academy.
1. As members pay dues, the Treasurer shall inform the Secretary, distribute membership cards, and maintain by discipline a list of individuals who have paid dues and a list of institutions, which have paid dues.
 2. Regular dues shall be \$15 annually and associate dues (for social science students in institutions of higher learning) \$5 annually. Only regular members have voting rights in the Academy. Anyone who has been an Academy member seven years prior to retirement may remain a member without paying dues upon retirement.
 3. The institutional membership fee structure shall be as follows:

<u>Full-Time Students</u>	<u>Fee</u>
Less than 500	\$20.00
501-1,500	30.00
1,501-3,000	40.00
3,001-4,500	50.00
More than 4,500	60.00
- B. The Treasurer shall compile reports as necessary.
1. A financial statement shall be prepared for each Board and Annual Meeting and at the end of each calendar year.
 2. When necessary, reports shall be prepared for any foundation providing financial assistance for the Academy.
 3. Any tax returns or informational filings as may be required by either the State of Indiana or the United States Government shall be prepared.
 4. A list of individual members, by discipline and school, and a list of institutional members shall be prepared for Board and Annual Meetings.
- II. The Treasurer shall invest the Academy's funds with the Board's guidance.
- III. A certified audit of the Treasurer's books shall be conducted at the expiration of the term of office or at any other time requested by the Board.

Executive Secretary

(See also job description for Junior Directors.)

- I. The Executive Secretary has the responsibility of supervising and coordinating the activities of the Junior Directors and liaison officers, and reporting to the Board and President thereon.
- A. The Executive Secretary shall be Chairperson of the Membership and Development Committee.
- II. The Executive Secretary's Office shall be the Secretariat for publicity devices designed to foster growth of the Academy and communication and liaison.
- A. The Executive Secretary shall be Editor of any Academy *Newsletter*.

- B. The Executive Secretary, assisted by the Secretary, the Junior Directors and the Board, shall maintain a current roster of social scientists in Indiana colleges and universities. The Executive Secretary shall periodically publish a directory of social scientists in Indiana.
- III. The Executive Secretary shall oversee the orientation of the new Junior Directors.

Junior Directors

(See also job description for Executive Secretary.)

- I. The By-Laws charge the Junior Directors (first year on the Board) with fostering (1) growth of the Academy and (2) communication and liaison among members and those eligible for membership in the Academy. Junior Directors, with the Executive Secretary, comprise the Membership and Development Committee.
 - A. Junior Directors shall work with the Executive Secretary in formulating devices for expansion of Academy membership and in membership drives.
 - 1. Recommendations on membership classification shall be made to the Board from time to time.
 - B. Junior Directors shall assist the Executive Secretary in creating and maintaining a network of liaison officers at institutions represented in the Academy.
 - C. Junior Directors shall assist the Executive Secretary in gathering information for any Academy newsletter or other publication.
 - D. Junior Directors working with the Executive secretary and other officers shall encourage early determination of Annual Meeting themes, programs, and speakers.
 - 1. Publicity efforts on Annual Meeting themes, programs, and speakers should be centered in the Membership and Development Committee.
 - a. The network of Academy liaison officers should be utilized for Annual Meeting publicity purposes.
 - b. Those in charge of local arrangements for Annual Meetings must be encouraged to release publicity to the local media.

Directors

(See also job description for Executive Vice President.)

- I. The main function of the Directors (second year on Board) shall be to serve as the program committee for the Annual Meeting.
 - A. Directors shall be responsible for planning and executing the sectional programs for their individual disciplines.
 1. The solicitation of papers for the Annual Meeting should begin immediately after the previous Annual Meeting or no later than January 15.
 - a. To be as widespread as possible, paper solicitation should involve communication with members of the Academy representing a Director's discipline and with departmental chairpersons who should be specifically asked to circulate the invitation.
 2. The highest professional standards and fairness should be used in selecting papers. In the absence of a completed manuscript, substantial proposals submitted in outline form can be considered. The call for papers should make clear that both the acceptance and publication of paper is on a refereed basis.
 - a. Directors must use at least one referee in evaluating proposals. Two referees are preferred.
 - b. Directors shall have final authority in the acceptance or rejection of papers for the Annual Meeting.
 - c. Directors shall not accept paper proposals from anyone not a member of the Academy, or who does not agree to become a member by September 1. Failure to become a member by September 1 shall forfeit any right to read a paper. This condition should be publicized when papers are solicited.
 3. The titles of selected papers and names and addresses of the writers shall be forwarded by the Directors to the President, Executive Vice President, Secretary, Executive Secretary, and *Journal* Editor no later than August 1. The Treasurer shall be given the names of paper presenters at this time so that a dues check can be made.
 - a. Directors shall report any changes in their sectional programs to the appropriate officers and particularly advise the Secretary who is responsible for preparing the program of the Annual Meeting.
 4. Directors should insist that paper writers provide a finished draft manuscript by September 15 so that Directors may assist the *Journal* Editor in an editorial capacity and be able to provide the Editor with all manuscripts **at the Annual Meeting**.
 - a. Paper readers should be encouraged to provide copies of their papers for distribution at sectional meetings.
 5. Directors shall preside at their sectional programs of the Annual Meeting.
 - B. Directors shall assist the Executive Vice President in planning the plenary session of the Annual Meeting, if so requested.

Senior Directors

(See also job description for Past President.)

- I. The main function of the Senior Directors (third year on Board) shall be to serve as the Nominating Committee chaired by the Past President for the new Executive Vice President and the new Junior Directors. These recommendations are made at the Annual Meeting.
 - A. The office of Executive Vice President shall be rotated among the disciplines comprising the Academy in the sequence now existing, with primary responsibility for nomination suggestions resting with the Senior Director representing the discipline due the Executive Vice President office.
 1. In addition to other qualifications candidates for Executive Vice President might have, past activity in the Academy should be considered.
 - B. Likewise the responsibility for nomination suggestions for the Junior Director representing each discipline should rest with the Senior Director of that discipline.
 1. The prime consideration in the selection of candidates for nomination as Junior Director should be potential contribution to the Academy and each discipline's role in it. The Senior Director will be able to utilize two years of Board experience and interaction with those in a discipline in making suggestions for nomination.
 2. After the most qualified candidates are reviewed, an attempt should be made to balance directors in each discipline between public and private institutions and to rotate among schools in either sector. Except in rare cases, Senior Directors should not suggest a candidate from their own institutions.
 - C. The written approval of candidates for Executive Vice President and Junior Director should be secured by Senior Directors before they suggest any names for nomination. Such approval should indicate a willingness to perform all functions prescribed in Job Descriptions.
 - D. Nominations should be finalized by the time of the Spring Board Meeting.
- II. In addition, the Senior Directors, with the benefit of their experience, should be available to assist the officers and special committees of the Academy in a variety of ways.
 - A. The Senior Directors shall review the contributions individuals have made to the Academy and make recommendations to the Board for appropriate recognition.

Editor of the Journal

- I. The Editor shall make recommendations to the Board for changes and improvements in the *Journal*.
- II. By August 1, the Editor should receive the titles of papers and the names and addresses of those presenting at the Annual Meeting from the Directors in charge of the sectional meetings. The titles of papers and the names and addresses of Plenary Session speaker(s) should be given to the Editor by the Executive Vice President and President respectively, by the same date, or just as soon thereafter as possible. This information will allow the Editor to send guidelines for the preparation of papers, along with a copy of the latest *Journal*, to all those presenting papers at the Annual Meeting.
- III. The Editor shall collect the manuscripts of papers read at the Annual Meeting, exercise discretion as to acceptance of papers for publication, edit, compile, print and distribute copies of the *Journal*.
 - A. The Directors, Executive Vice President and President should submit the manuscripts they consider worthy of the Editor's consideration at the Annual Meeting, and make arrangements for speedy submission of papers needing revision.

- B. The Editor shall periodically evaluation distribution of the *Journal* to ascertain if the Academy would benefit from a wider distribution than currently in practice, and make appropriate recommendations to the Board. Complimentary copies of the *Journal* should be put on a paying basis when possible.
- IV. The *Journal* shall be limited as to total number of pages and total number of copies printed, as determined by the Board.
- A. Not more than 750 copies of the *Journal* shall be printed. Four complimentary copies shall be distributed to authors of papers contained therein, and two additional copies if available.
 - B. The *Journal* shall contain no more than 280 manuscript pages (pica type, including footnotes), to be divided equally among eight disciplines.
 - C. Papers presented at plenary or luncheon sessions shall only be abstracted in the *Journal*.
 - D. The Editor, with permission of the Board, shall be allowed to invite contribution to the *Journal* from an author who did not present at the Annual Meeting.

Liaison Officers

- I. A Liaison officer should be appointed by the Membership and Development Committee at each institution not represented on the Board.
 - A. Liaison Officers should assist locally in publicizing the Academy and recruiting members.
 - 1. Liaison Officers should assist in gathering items for any *Academy Newsletter*.
 - B. Liaison Officers may be asked to head a local arrangements committee for the Annual Meeting, or to secure facilities for Board Meetings.

Local Arrangements Committee

- I. For purposes of the Annual Meeting, a local arrangements committee and Chairperson shall be appointed by the President of the Academy.
 - A. The committee shall work with the President on overall coordination, the luncheon speaker, luncheon arrangements, and parking instructions.
 - B. The committee shall work with the Executive Vice President and Directors on rooms and facilities for the plenary session and sectional meetings.
 - C. The committee shall work with the Membership and Development Committee on local publicity for the Annual Meeting.