

# **DUTIES OF THE OFFICERS AND COMMITTEES**



American Society of Plant Taxonomists  
July 2008

## PRESIDENT

**General** Represent the Society as primary officer when needed, or arrange for a delegated representative. Consult with voting officers and council members and others as appropriate on matters of importance to the Society.  
Oversee other officers and editors to assure that all are carrying on their duties in a timely and appropriate manner.  
Appoint *ad hoc* committees as needed.  
Serve as *ex officio* member of all committees.  
Throughout the year, send a letter of welcome to new members as appropriate from list sent by the Treasurer.

### Calendar Items

September 1 Assume the duties of President.  
Contact Committees/Chairs giving them charges for the year.

Write a letter to the members for the Fall Mailing (see Secretary), acquainting them with activities of the Society during the year, financial condition of the Society, and state of the Society publications.

February 1 Remind Officers and Committee Chairs to complete assignments/charges by Annual meeting.

May After polling the Council on Asa Gray nominees (see Awards & Honors Committee), the President should contact the Asa Gray recipient to be sure she/he can attend the Annual Banquet and make arrangements for attendance and lodging at meeting.

Consult with the Program Director to be sure that plans for the meeting are on track. Let him or her know who will sit at the Head Table at the Banquet and any other meeting-related requests that you may have.

July Plan Council Meeting agenda based on issues and items requested and received by the Secretary, and have Secretary distribute it to all appropriate persons before the Annual Meeting. When preparing the agenda, you may refer to the sample below and/or request the prior year's agenda from the Secretary.

Early August Conduct and preside at the Annual Council Meeting and at the annual Corporate Business Meeting, serving as a voting member.

Preside at the Annual Banquet, including introducing President-Elect (who gives Banquet address), and present Asa Gray and any other awards. See banquet protocol below.

Turn over records to the Archives after office is completed.

Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

## SAMPLE AGENDAS / PROTOCOL

### 1. Council Meeting/ Business Meeting

**American Society of Plant Taxonomists**  
**Tentative Agenda for the 1998 Council Meeting**  
**Omni Inner Harbor Hotel, Hopkins Room**  
Baltimore, Maryland  
Sunday, 2 August 1998 at 8:30 a.m.

Morning Session: 8:30 a.m.—Noon (refreshments provided)  
Lunch: 12 Noon—12:45 p.m. (lunch provided)  
Afternoon Session: 12:45 p.m.—4:30 p.m. (refreshments provided)

- I. Call to order:
- II. Approval of minutes of the Montréal (1997) Council meeting
- III. Recognition of Local Representative (probably will be deferred until early afternoon)
- IV. Report of the President:
- V. Report of the Secretary:
- VI. Report of the Treasurer:
- VII. Report of the Program Director:
- VIII. *Ad Hoc* Internet Communications Committee:
- IX. Standing Committee Reports
  - Environment & Public Policy:
  - Awards & Honors:
  - Publicity:
  - Systematic Botany*:
  - Systematic Botany Monographs*:
  - Systematics Collections Committee:
- X. *ASPT Newsletter*:
- XI. Reports of representatives to affiliate organizations
  - AAAS:
  - AIBS:
  - ASC:
- XII. *Ad Hoc* Electronic Publication Committee:
- XIII. Old Business
- XIV. New Business
  - New appointments:
- XV. Ceremonial ‘turning over the gavel’ to President Elect, who may make brief remarks.
- XVI. Adjournment

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### 2. ASPT BANQUET PROTOCOL

Before Dinner--

Introduce Head Table. Members of the Head Table are at the discretion of the President, depending on space, attendees, etc. Minimum are the Past-President, President, President-Elect, Secretary, Treasurer, Program Director, Awards Committee Chair or Publicity Chair (whoever announces the Raven Award), and Local Representative. Recipients of the Asa Gray and Raven awards also may be considered for the Head Table.

Thanks to:

Outgoing appointed and elected officers  
Sponsors of the venue/banquet  
Local host

Banquet goodies

Post Banquet

1. Make significant announcements of special Society events/achievements
  2. Introduce Asa Gray award, read citation for present year's award winner (citation to be provided by Awards & Honors Committee Chair), or ask the nominator to do so.
  3. The Asa Gray Awardee may speak briefly, at the discretion of the President
  4. Present any special awards/plaques to those who have made special Society contributions, incl. Raven Award
  5. The Raven Awardee may speak briefly, at the discretion of the President
  6. Introduce President-Elect as speaker
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## PRESIDENT-ELECT

**General** The President-Elect performs any duties assigned by the President. The only specific duty is to appoint, with Council approval, members of Standing Committees.

"The President-Elect shall serve as a voting member of the Council and shall assume the duties of the President in the absence (for vacancy, see Article IV, #4) of the President. It is the duty of the President-Elect to make appointments to Committees, local representative for the annual meeting, representatives to AAAS, AIBS, ASC, and any appointed offices prior to the annual meeting and submit these to the Council for approval. The President-Elect shall deliver the address at the annual dinner." ASPT Bylaws: Article V, #2)"

### Calendar Items

#### Mid-August—before the term begins in September

Read the Bylaws of the Society (online) to get a feeling for the scope of the ASPT and the duties of the President-Elect.

Attend the Council meeting (if possible) to see how it is structured and learn about society activities.

Think about special programs to adopt as President-Elect, and subsequently as President, and continue with existing ones.

#### September

Assume duties of President-elect and participate in council activities and any email voting. .

#### May-June choosing

Begin to consider appointments that you will make for the coming year. These include

the chair of each standing committee (usually the longest serving member, but this is at your discretion), appointing new members to the standing committees and potentially any newly established *ad hoc* committees, as well as appointing any unelected officers whose appointments will expire in this calendar year. These latter positions possibly include Secretary, Treasurer, and Program Director. Begin to consider the names of potential local representative for the following year's meeting. It is a good idea to check with the Meeting Manager and the current local representative because he/she may already have someone in mind.

Work closely with the President on lining up nominations for any newly established *ad hoc* committees.

Get commitments for ASPT representatives to AIBS, AAAS, NSCA and SPNHC.

Communicate with the editors of *Systematic Botany* and *Systematic Botany Monographs* regarding individuals to be appointed as Associate Editors of *Systematic Botany* and those to be appointed to the Editorial Committee of *Systematic Botany Monographs*.

Begin preparing banquet talk. Inform the Local Representative of the Annual Meeting of any special needs (projector, computer multi-media equipment, etc.) required for the talk.

#### July

Call or e-mail individuals to get commitments to serve on standing committees and any established *ad hoc* committees. Explain duties of the committee they are asked to join and state that appointments are made as soon as the Annual Meeting is over in August and run from September to August from one to three years, depending on the Committee. (Committee activities are in the Bylaws, website and in the Officer's Duty handbook.)

#### Late July

Finalize necessary appointments for all officers and committees for the coming year. Any appointments must be approved by the council.

Early August Attend the Council Meeting and the Business Meeting at the annual meeting.

Deliver the address at the annual dinner.

Write a letter to the members for the Fall Mailing acquainting them with activities of the Society during the year, financial condition of the Society, and state of the Society publications. This letter will be distributed after you become President.

Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

September Take over duties as President.

## PAST PRESIDENT

**General** Provide advice as requested by President, etc.

### Calendar Items

September Chair the Officers Nominating Committee to nominate members for President-Elect and two new Council Members-at-Large.

October In the fall (depending on the timing of the mailings), have the Secretary put out a call to the membership for nominations of officers (see attached sample of "Call for Nominations"). Give the membership a date by which to respond and a person (Past President) to whom responses should be sent.

Late Nov./Dec.

Compile from the Committee and Membership a potential list of nominees and have the Nominations Committee decide the rank order of possible candidates. You, and the Committee contact possible candidates starting with the top candidate to see if she/he will run. If so, ask for vitae and for letter agreeing to serve if elected. Continue until there are two candidates for each office (a total of two for President-Elect and four for

Council

Member-at-Large).

Poll Nominations Committee concerning their suggestions for nominations.

end

Send ballot and candidate bios to the Secretary (see attached sample ballot) no later than the end of December.

August

Participate and vote at Council Meeting. Attend and participate in Annual Meeting.

Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

## SECRETARY

**General** The Secretary is one of six non-voting members of the Council, and is considered a “Critical Officer.”  
Record minutes of Council, Business, and Executive Committee meetings.  
Send all required ballots, minutes of Business Meetings, announcements, and other communications to the membership.  
Maintain close contact with the President and all Committees.  
Keep on file a copy of the Certificate of Incorporation and comply with its requirements for good standing.  
Communicate records of the Society to the official Archives.  
Serve as an Ex Officio member of the Editorial Committee of the ASPT Newsletter.  
Update registration of Society with AAAS, AIBS.

### Calendar Items

#### Late August

Distribute “Duties of the Officers and Committees” to new officers, Council Members and Committee Chairs (with revisions as necessary). Carefully read Duty list when first assuming Office.

Send drafts of Council and Business Meeting minutes to President, President-Elect, Past-President, and Treasurer for revisions. Distribute copies of the revised minutes to these officers and the Council (including those whose terms expired, and newly elected Council members).

Request items for Fall mailing. Items to include (and sources) are: cover memo from the Secretary (no date allowed in the heading, but a reference to the season and year of the mailing may be included in the first sentence), a financial statement for the previous year (Treasurer), a budget for the coming year (Treasurer), a list of current officers and committee appointees (incoming President), a letter from the incoming President (same date restriction as above), minutes of the Annual Business Meeting, call for nominations for President and Council (prepared by Past President) and an order form for *Systematic Botany Monographs* (SBM Editor). Additional materials may be included as needed (e.g., a ballot for approval of by-laws changes or a service roster from the President-elect.). If a ballot is required, the Business Manager will have the interior envelopes printed with the Secretary’s name and address and the society seal.

#### Late September

Send items for Fall mailing to the Business Manager for printing and mailing. Secretary's cover letter should enumerate contents of mailing; only a general date (e.g., Fall 2000) may be used.

#### November

Request items for Winter Mailing. Items to include (and whom to get them from are): cover memo from the Secretary (see note above regarding date), Instructions for Electronic Submission (Program Director), Call for Symposia and Colloquia (Program Director), ballots and biographical sketches of nominees (Past-President), announcement of Graduate Student Research Award competition (Chair of Awards & Honors Committee), and advertisement for *Systematic Botany Monographs* (SBM Editor). If there is to be a Membership Directory printed, the hard copy will be provided by the Business Manager at the beginning of January.

If changes to the by-laws were approved in the Fall mailing, incorporate them into the by-laws file. Make sure that the Business Manager and the Web Master receive copies.

Receive and tabulate ballot returns if appropriate.

Prepare the ballot for Bylaws changes if changes have been proposed and approved at the annual meeting.

Early January Send items for the Winter mailing to the Business Manager for printing and mailing. Secretary's cover letter should enumerate contents of mailing and give deadlines for return of ballots, forms, and applications, and remind the membership of the calls for nominations for awards. See note above regarding the inclusion of a date in the letter.

Send statement of expenses for previous year to the Business Manager for preparation of Society tax return.

Early April

Receive and tabulate election results, and notify elected and not-elected nominees, as well as the President and President-Elect, of the results.

Late May/early June

Send Draft of Council Meeting Agenda to President and President-Elect. Solicit annual reports for the Council Meeting from Officers, Committee Chairs, and representatives of the society to AAAS, AIBS, and ASC. Remind them that the reports will be posted online, so all material contained therein should be appropriate for wide dissemination. If there are items to report that are not appropriate for posting online they should be submitted separately.

Check with Local Representative to make sure that arrangements (lunch, coffee, room) have been made for the Council Meeting (usually ca. 20 people in attendance). In consultation with local Representative, (and AIBS or BSA), make/obtain a room assignment for the Council Meeting; add this to the Council Meeting Agenda.

Send proposed budget for coming year to Treasurer.

Late June

Remind officers, chairs, and representatives that reports are due.

Prepare Secretary's Report for Council Meeting.

July

Send out final Council Meeting Agenda and all available reports by email. These materials should go to the council, officers, and committee chairs.

Early August

Attend and participate Council Meeting (make and second motions, but may not vote) and take Minutes. Present report to Council. In consultation with President, prepare agenda for the Business Meeting. Attend and participate in Business Meeting and take minutes.

Update and annotate "Duties" list as appropriate. Make sure updated duty list is posted on the web page.

## TREASURER

**General** The Treasurer is one of six non-voting members of the Council, and is considered a “Critical Officer.”

Handle requests for approval to reprint **copyrighted** materials from *Systematic Botany* and *Systematic Botany Monographs*.

The Treasurer shall reimburse expenses of key officers and the Business Manager as approved by the Council: 1) travel costs and registration fee for the annual meeting for the President, Secretary, Treasurer, Program Director, Past President, President-Elect, and Editors of *Systematic Botany* and *Systematic Botany Monographs* only by request and upon submission of receipts (officers are encouraged to seek out institutional support to defray expenses whenever possible); 2) all travel, lodging, and food expenses for the Business Manager to attend the annual Council and Business meetings; 3) all travel, lodging, and food expenses for the Program Director’s site visit; and 4) travel to additional ASPT meetings (such as the Executive Committee meeting) will be authorized on an individual basis by the Council.

**The Treasurer works closely with the Business Office (BO) Manager to carry out the following duties, and those indicated below for Calendar Items.**

Maintain financial records and accountability of the Society.

Handle sales tax registration and payment for annual meeting.

Send “welcome letter” to new members.

### Calendar Items

Mid-August After Council Meeting -  
After budget is approved by Council, modify the abbreviated financial report and send a clean copy to the Secretary for distribution to the members.  
Send IRS W-9 form to all honorarium recipients **(BO)**.

Before October 1  
File "Statement of Ownership, Management, and Circulation" form (PS Form 3526) with local post office. **(BO)**

October 1 Remind Managing Editor to make sure that the statement of ownership will be included in the first issue of the next volume of *Systematic Botany*. **(BO)**

Before January 31  
Send a letter to all officers and editors who have accounts containing ASPT funds requesting end-of-the-year reports needed for preparing the tax return. **(BO)**  
Send IRS 1099 forms to all who received honoraria during the year. **(BO)**

Mid April Meeting Manager will request membership mailing files for upcoming meeting flyer. **(BO)**

Before May 15  
File Federal income tax for Society.

June Notify President of any items that need to be on the agenda for the Council Meeting.  
Request budget information from all officers.

After July 1 Prepare official financial report for the Council.  
  
Prepare a draft of the abbreviated financial statement that will be mailed to the membership.

July 15 Prepare the Treasurer's Report for the Council.  
Mail the financial report and the Treasurer's Report to Council members.

August 1 Attend and participate in discussions at Council Meeting (non-voting) and Business Meeting.  
Present Treasurer's Report - more extensively at Council Meeting, and briefly at Business Meeting.

Early August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise update, and transmit lists to new officers.

## PROGRAM DIRECTOR

**General** The Program Director is one of six non-voting members of the Council, and is considered a "Critical Officer."  
Ensure that the Society has a first rate Annual Meeting program and that everyone meets established deadlines.

### Calendar Items

September – review feedback from previous year's meeting!

Early October **Planning Committee Meeting:**  
At meeting site for upcoming year.  
Meet local reps and other society reps.  
Discuss symposia, field trips, etc.  
View space for banquets, mixers, symposia, contributed paper sessions.  
All expenses paid by ASPT.

November 30 **Special Event information needed:**  
Field trips (local rep or field trip organizer responsible).  
Social functions requiring tickets (e.g. banquet).  
Workshops needing advanced registration.  
Prices for workshops, social functions, field trips (coordinated by AIBS, local rep, and workshop/field trip organizer).

December 5 **Fall Meeting**  
**Call for Papers and Call for Colloquia for next year's meeting.**  
**Call for symposia for meeting in 1½ years.**  
**Information for electronic submission to the Secretary.**

March 1 **Deadline for submission of abstracts and titles:**  
For papers in the ASPT and BSA Systematics section.  
**Require that** at least one author is a member of ASPT or BSA.  
Program Director is authorized to "redirect" inappropriate talks to other societies or BSA sections or to "return" them to submitting author.

April 1 **Program items due for annual meeting:**  
**Meeting room requirement forms:**  
Number expected in rooms, A/V requirements, etc.  
Consult with the President to see if there are any requests that need to be accommodated regarding the Council or Business Meetings, or the Banquet.

**Meal function requirements:**  
Luncheons, mixers, etc. with room choices and expected numbers.

**Outline of the ASPT program:**  
Includes Council Meeting, Business Meeting, sessions, and social functions for ASPT.  
Organized day and a.m. or p.m. (use previous programs as guides).  
Send to whoever is printing up the program.

**ASPT program:**  
Sometimes an extension can be obtained, although a program outline is needed.  
Session chairs selected and contacted by you before program is completed.

May be best not to schedule talks by session chairs in their session.  
Limit of two talks by any one person.

**Program items due at BSA Program Director:**

Alphabetized abstracts in three ordered groupings: symposia, contributed papers, posters.  
Reference hard copy of program to meeting manager.

Mid-April

**Letters sent to Session chairs, presiding officers and contributors:**

Include copy of the program for their session or half-session.  
Ideally, letters sent to presenters, but many are not ASPT or BSA members so that co-authors are often contacted instead of presenters.  
Use ASPT and BSA mailing lists for most.

Mid-May

**Deadline for changes in original Program:**

Deadline date variable.

July 1

**ASPT Symposium/Colloquium proposal deadline**

Symposium support must be decided by Council.  
Mail list of eligible Cooley candidates to chair of Awards and Honors Committee.

Mid-July

**Deadline for Addendum items and cancellations:**

August

**Council Meeting-Program Director Annual Report presented:**

Can distribute at meeting but preferable if sent to Secretary several weeks before. Report to and participate (no vote) in Council Meeting.

Report to and participate in Annual Business Meeting.

Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

## BUSINESS MANAGER

### General

This is a half-time position; the Business Manager carries out assignments of tasks to facilitate the work of the Council and Committee Chairs.

The daily ASPT Business Office tasks may include: responding to any correspondence regarding member, subscriber, or Officer/Council member needs; responding to *Systematic Botany* claims; processing approved claims and back issue sales for batching to Neil Harriman; processing database changes for members and institutions; processing new members and new institutional subscriptions; processing charge card purchases and checks for SBM sales; recording outgoing surface mail items in correspondence log; processing History Book and label sales orders; sending periodic electronic directory updates to the Webmaster; backing up Filemaker data, MS Works data, the QuickBooks file, and email files on an external hard drive; and periodic updates to a zip disk/CD.

The Business Manager is responsible for: reviewing the monthly Visa procurement charge card statement; reconciling the monthly checking account statement in QuickBooks; reviewing the SB Kansas postal account balance, the UW Budget account balance, and the monthly postal account statement from UW; mailing items to the current treasurer (investment brochures, checks to sign for payments, etc.); completing W-9 and 1099 Misc forms for honorarium recipients and award recipients where the amount is greater than \$599; supplying all necessary records to the CPA for completing the income tax return by May 15; helping the treasurer with quarterly print run estimates for Allen Press; preparing/sending journal subscription mailing lists to Allen Press; preparing/ mailing page charge invoices for *Systematic Botany*; activating/ updating online subscriptions through the Ingenta site; sending an online subscription file periodically to the Ingenta rep; arranging and processing the purchase of CD's under the direction of the treasurer (none currently); recording the monthly interest for CD's and interest bearing accounts in QuickBooks; providing financial assistance to SB Editor when reviewing new journal printing contracts; completing/submitting the statement of ownership (PS Form 3526) following the printing of issue three to the Laramie Post Office; submitting to the managing editor the statement of ownership paragraph that will be printed in issue four; completing pre-meeting booth tasks for the Publicity Chair upon request; providing meeting manager with membership mailing list for registration materials; updating and sending Society Blurb to meeting manager; updating ASPT's information in free, online directories; and sending periodic mass emails to members upon request from Council members.

### Calendar Items

#### August

- Attend annual Council and Business Meeting.
- Update and annotate "Duties" list as appropriate.
- Submit changes to Secretary, who will revise, update, and transmit lists to new officers.
- Print/distribute subscription agency price lists following Council meeting.

#### September

- Update and distribute ASPT stationery with new officer contact information.
- Envelope order for new year, September through August, which will include:
  - Exterior #10 envelopes for Business Office use and dues.
  - Exterior 9 x 12 envelopes for Fall and Winter mailings.
  - Exterior 9 X 6 envelopes for two ASPT Newsletters
  - Exterior 9 X 12 envelopes for hard copy Directory in odd-numbered years.
  - Interior envelopes for dues invoices.
  - Interior envelopes for mailings with current Secretary's address when ballots will be included.

Print/distribute institutional subscription invoices.  
Process charge slips and checks from fund-raising booth at meeting.  
Create/mail issue #3 page charge invoices.  
Copy and e-mail updated Statement of Ownership information to Managing Editor.  
Mail/deliver statement of ownership form to Post Office, due October 1.

#### October

Print/distribute Fall mailing from the ASPT Secretary to the membership.  
Print/distribute membership dues invoices.  
Process institutional subscriptions.

#### November

Process membership renewals, institutional subscriptions.  
Contact NL Editor regarding the December Newsletter mail date.

#### December

Process membership renewals, institutional subscriptions.  
Print/distribute hard copy issue of the *ASPT Newsletter*.  
Mail W-9's to recipients of awards/honorarium for whom you have never filed a 1099 before or to those whose information needs to be updated.

#### January

Provide Treasurer with previous year's donation totals.  
Donations to endowed funds will be transferred from the checking account to the Siebert Investment account.  
If possible, send mass email mid-January to members who have not renewed.  
Process membership renewals, institutional subscriptions.  
Process W-9's and 1099's.  
Make April tax appointment with CPA.  
Create/mail issue #4 page charge invoices.  
Print/distribute Winter mailing from the ASPT Secretary to the membership

#### February

Contact SBM Editor and Newsletter Editor regarding the balance of their accounts as of 31 December  
Process membership renewals, institutional subscriptions.  
By February 15, mail "final" invoices to members who have not renewed for the new year. Include line for \$5 late fee for those renewals arriving later than March 31.

#### March

Assist Awards Committee Chair by confirming student status for grant applicants.  
Create/mail issue #1 page charge invoices.  
Prepare end of year & financial reports for tax preparation in April.  
Mid-March: Send mass email to members who still haven't renewed for the new year, reminding them of late fee for renewals received after March 31.

#### April

Deliver end of year & financial reports to CPA for tax preparation.  
Mail final institutional subscription invoices (to subscribers who have not renewed).

#### May

In odd-numbered years, begin prep work for hard copy directory.

#### June

Assist Publicity Chair with pre-meeting booth tasks.  
Create/mail issue #2 page charge invoices.  
In odd-numbered years, deliver hard copy directory to printer.  
In odd-numbered years, distribute directory to members who have requested hard copy

Assist Treasurer with year-end reports.  
Begin prep work for July newsletter.  
Prepare/submit Business Office annual report to the Secretary

July

After June 30, assist Treasurer with January-June report for current year.  
Print and distribute hard copy of the July *ASPT Newsletter*.

## **SYSTEMATIC BOTANY EDITOR-in-Chief**

**General** This document provides a general overview of the duties of the Editor-in-Chief. A more extensive list of duties is available through the editorial office of *Systematic Botany*. The SB Editor is one of six non-voting members of the Council, and is considered a “Critical Officer.”

Produce the highest quality possible of *Systematic Botany* with four issues per year on a regular and timely basis.

General operations: Receipt and distribution of manuscripts to SB to the Associate Editors, receipt and general editing of ms from Associate Editors after revision and final acceptance, scheduling of articles in publication schedule for SB, trouble shooting problems and errors of the printer, listening and responding to authors.

### **Calendar Items**

August Attend and report to the Council Meeting (non-voting) and Business Meeting.

Late August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update and transmit lists to new officers.

## ***SYSTEMATIC BOTANY* MANAGING EDITOR**

This document provides a general overview of the duties of the Managing Editor. A more extensive list of duties is available from the Editor-in-Chief. The Managing Editor is responsible for taking the final accepted manuscripts that have been submitted to the Editor-in-Chief and preparing them for publication. The Managing Editor works with the authors and printer in the proof and production process to produce each issue of Systematic Botany in a timely manner.

## ***SYSTEMATIC BOTANY MONOGRAPHS* EDITOR**

**General**      The SBM Editor is one of six non-voting members of the Council, and is considered a “Critical Officer.”  
Make the Systematic Botany Monographs happen!

### **Calendar Items**

January 15      Provide a financial report and inventory of back-stock to the Treasurer.

April            Find two people to offer up to the President-elect for slots on the Editorial Committee for the *Systematic Botany Monographs*.

August           Attend and report to the Council Meeting (non-voting) and Business Meeting.

Late August    Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

## LOCAL REPRESENTATIVE

**General** Ensure first-rate sites and field trips for the Annual Meeting.

### Calendar Items

#### October

##### **Fall Site Visit:**

Attend site visit and help Program Director to decide on rooms for sessions, symposia, workshops, banquet and mixer, and Council Meeting.

#### November 30

Deadline for registration brochure material.

Select menu for banquet and get it priced. Usually there will be a catering service on campus or at the conference facility if off campus. Remember to have a vegetarian choice available.

N.B. - Field trips must have **title, leader, and description** for registration brochure. Make tentative arrangements for transportation and other support services (box lunches) and get cost estimates so prices can be calculated. Be sure to consider "hidden costs" such as entrance fees for parks, xeroxing of handouts, reimbursement of leaders' trip preview expenses.

(In the posting of these duties, it was suggested that someone be nominated to coordinate all of the field trip details. All societies would communicate through this person to the meeting manager. This would avoid previously encountered problems such as over planning/overlap of field trips).

#### By July 1

Confirm final arrangements for field trips.

Make final arrangements for banquet reservations with caterer. Confer with Meeting Manager on total number of tickets purchased; plan for ca. 10 extras. (This may involve a commitment for a minimum number of banquet meals for which the organizer must pay, so this is done after the deadline for registration.)

Make final arrangements for banquet hall facilities. This may include reserving A/V equipment.

Arrange for some local people to be hired for certain tasks. (Some may be paid positions, other "work-for registration" jobs, and can be filled by graduate students.)

#### August

##### **By start of conference:**

Help to find additional A/V volunteers to run projectors and be generally available to help out where ever needed.

Solve any of a number of last minute problems that have been overlooked.

##### **During conference:**

Attend Council and Business Meetings and Banquet (the first, at least for a short time).

Check out society's digs to make sure that all is satisfactory and solve any problems (one example was poor location of the display tables).

Check out Mixer and Banquet set-ups on afternoon of Banquet. (Previous problems have included no A/V equipment and no arrangements for a Head Table. Work with the President to establish the seating at the Head Table and inform the caterers.)

#### Late August

Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

## REPRESENTATIVE TO AIBS

The ASPT representative to the AIBS is responsible for representing ASPT on the AIBS Council. Should the representative not be able to attend he/she is responsible for finding a replacement, usually an ASPT member from the city where AAAS is meeting.

### Calendar Items

March – May Attend the annual AIBS Council meeting.

August Present written and oral reports on AIBS activities to the ASPT Council and Annual Business Meeting.

Late August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

## REPRESENTATIVE TO AAAS

The ASPT representative to the AAAS is responsible for attending the annual meeting of the "Biological Sciences" section of AAAS and reporting on this meeting to the ASPT council. Should the representative not be able to attend he/she is responsible for finding a replacement, usually an ASPT member from the city where AAAS is meeting.

### Calendar Items

Winter \_\_\_\_\_ Attend the annual AAAS meeting.

August Present written and oral reports on AAAS activities to the ASPT Council.

Late August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

## REPRESENTATIVE TO NSCA

The representative should attend the annual meeting of Natural Science Collections Alliance (NSCA) and represent ASPT at the meeting, or s/he should find an ASPT member who can attend in her or his place. The representative should also attend the ASPT meetings and present a written and oral report at the ASPT Council Meeting. The representative should monitor NSCA activities that are relevant to ASPT, and vice versa, and act as a conduit for information when activities of the societies are relevant to one another.

### Calendar Items

April-May Attend the annual NSCA meeting.

August Present written and oral reports on NSCA activities to the ASPT Council.

Late August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

## REPRESENTATIVE TO SPNHC

The representative should attend the annual meeting of the Society for the Preservation of Natural History Collections (SPNHC) and represent ASPT at the meeting, or s/he should find an ASPT member who can attend in her or his place. The representative should also attend the ASPT meetings and present a written and oral report at the ASPT Council Meeting. The representative should monitor SPNHC activities that are relevant to ASPT, and vice versa, and act as a conduit for information when activities of the societies are relevant to one another.

### Calendar Items

May-July Attend the annual SPNHC meeting.

July-August Present written and oral reports on SPNHC activities to the ASPT Council.

Late August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

## ASPT NEWSLETTER EDITOR

### General

The Newsletter Editor is one of six non-voting members of the Council. Receive information from members, other societies, institutions and other sources.

Edit the information as needed, type it into a computer, convert to appropriate programming, and add to "Current News", which is available under "Newsletter" on the ASPT Homepage.

Twice a year (currently July and December), take the information that is in "Current News" and compile issues of the *Newsletter*. These issues will be available in electronic form via the ASPT Homepage.

Prepare a text version of each issue of the *Newsletter* and send this by e-mail to the professional editor, who prepares the page-layout. This is then sent as a pdf file to the ASPT Business Office for printing and mailing.

Place the pdf file on the ASPT webpage under "Archived Issues" and arrange to have the ASPT Business Office send an e-mail to all members alerting them that a new issue of the ASPT Newsletter is available electronically.

Work with members of the ASPT Web Committee to intergrate the Newsletter with other content on the ASPT website.

Secretary, Editor-in-chief of Systematic Botany and Editor of Systematic Botany Monographs are ex officio members of editorial committee.

### Calendar Items

**July** Prepare and submit the summer newsletter materials for publication

July/August Submit an annual report to the ASPT Council, and attend and participate in the annual Council and Business Meetings.

September Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new officers.

December Prepare and submit the winter newsletter materials for publication

## **STANDING COMMITTEES**

"The Society shall maintain the following standing Committees, by appointment of the President-Elect with approval of the Council, as described below. The Committees shall be provided with such needed financial support, to be designated in the Budget, as the funds of The Society may warrant. Committee appointments are for a term of one year except where otherwise specified or implied, beginning on 1 September. Committee members shall be eligible for reappointment except in cases noted below. All Committees shall be advisory in character and shall report to and act under the directions of the President with the advice of the Council." (ASPT Bylaws; Article VIII, #1)

## AWARDS AND HONORS COMMITTEE

### General

"The Awards and Honors Committee shall consist of three members, the Chair of which shall be an elected member-at-large of the Council and will receive applications or nominations for all awards. One other member shall also be an elected member of the Council. No more than two members of the Committee shall serve in successive years. No one may serve a second term on the Committee until three years have elapsed since prior service. As of 2006, two additional ad hoc members have been chosen by the President and Chair of this committee to serve as reviewers for the Graduate Student Research Awards. The Committee may annually make selections for the following:

- 1) **The Asa Gray Award**, subject to confirmation by the Council;
- 2) **Corresponding Membership in the Society**, subject to ratification by the Council and election by the membership at an annual meeting;
- 3) other such awards as may be approved by the Council, which may include (but are not limited to)
  - a) the **George Cooley Award**,
  - b) the **Peter Raven Scientific Outreach Award**, and
  - c) the **Graduate Student Research Awards**.

The Nominators for the Asa Gray Award and the Peter Raven Award shall be responsible for preparing biographical statements on the Awardee for presentation at the annual banquet and for publication in *Systematic Botany*; the three members shall serve as judges for the Cooley Award at the Annual Meeting as necessary." (ASPT Bylaws; Article VIII, #1B)

### Calendar Items

#### October

Generate the following three documents and send them to the Secretary to be included in the late December/early January mailing. Send copies also to the Webmaster. Be sure to take copies to the ASPT meetings!

#### **Graduate Student Research Awards**

Include guidelines, deadlines, schedule.

#### **Corresponding Members**

Update current document concerning changes in total number of members, number of living Correspondents, etc.

Circulate nomination materials for new Corresponding Members (as you receive them) to members of the Committee and present a consensus for consideration of the council for input. The full membership votes on candidates at the Business Meeting.

According to the ASPT bylaws, Corresponding Members are "distinguished foreign scientists whose work has notably advanced plant taxonomy". They receive life membership in ASPT and enjoy all benefits received by individual members. The number of corresponding members is limited to 1% of the membership level. The Business Manager will provide current membership numbers upon request, so that you may determine if any new Corresponding Members can be nominated. Current members can be found in the *Membership Directory*.

Nominations consist of:

- a curriculum vitae of the proposed candidate
- detailed explanation of the qualifications and achievements of the candidate
- at least three letters of support from individual ASPT members

Nominations will be reviewed by the Awards and Honors Committee and a recommendation

of appropriate persons brought before the full membership at the Annual Business Meeting.

Nominations should be received by **April 1** to be considered for the award of Corresponding Membership in August.

### **Asa Gray Award**

“The Asa Gray Award may be bestowed annually by the Society upon an individual for outstanding accomplishments pertinent to the goals of the Society. The awardee need not be a member of the Society. The awardee shall be recognized at the Annual Dinner in *Systematic Botany*.” (Bylaws of the ASPT). Nominations for this award should be received by **April 1**. If none are received, notify President, President-Elect and Past President so they can stimulate one if they think appropriate. If any are received, send nomination materials to other committee members and present a consensus recommendation. The Council will make the final decision.

### December

#### **The Cooley Award**

Get information about this award to the membership in Fall Mailing as they face the decision of whether or not to check the box saying they are eligible. Confer with Program Director to make sure that this appears in the abstract submission process.

### February

Work with members who have made nominations for Corresponding Members (mostly getting announcements out on time for mailing by secretary).

Work with members who have made nominations for Asa Gray Award (mostly getting announcements out on time for mailing by secretary).

### March 15

Judge student proposals for research support.

Submit the list of Research Awardees and the titles of their projects to the Webmaster, Newsletter Editor and Publicity Chair for posting, etc.

### April 1

Nominations should be completed to be considered for the award of Corresponding Membership in August.

### May 1

Nominations for the Asa Gray Award and the Peter Raven Award should have been received. Forward nomination materials to the other Awards & Honors Committee Members for approval. Once a candidate is chosen, notify the President with a request that the nomination be approved by the Council. Once approval is obtained, have the plaque prepared for the Asa Gray and Peter Raven awardees.

Inform Council of nominations for Asa Gray and Peter Raven awards. The President should then poll the Council to vote on the nominees.

The Chair of the Committee should be sure the President contacts the Asa Gray and Peter Raven award recipients to be sure she/he can attend the Annual Banquet.

### Peter

A plaque should be made and brought to the meeting for presentation to the Asa Gray and Peter Raven awardee.

Ask President to contact award winners/assist President in arranging local lodging, etc., so recipients can attend Annual Meeting

Prepare the statement(s) (based on the information from the nominators) to be read at the Annual Banquet, and to be published in *Systematic Botany*. Submit the statement(s) to the President prior to the Annual Banquet and to the Editor of *Systematic Botany* at, or immediately following, the Annual Meeting.

### July 1

Generate a team of judges for Cooley Award, which may/may not require recruitment of additional members depending on the number of entries. Each judge should attend roughly

ten talks, and if possible, each talk should be attended by three judges, so to determine how many judges are needed, multiply the number of talks by three and divide that total by 10. You will get a full list and schedule of eligible talks from the Program Officer in early summer. This will help decide how many judges you will need. In past years, selection of judges has included those who give good talks themselves, previous winners, generally a good mix of reliable people (young people are good too).

Prepare materials for presentation to Council and Business Meeting of nominations of Corresponding Members.

August 1

Provide scheduling and judging forms.

Write report to ASPT Council. Attend and report to Council Meeting and Annual Business Meeting.

Judge Cooley Award papers at the annual meeting. Chair develops schedule for the judging, several others help as this is very time-consuming. Report Cooley Award winner to Secretary of the BSA to be announced at the BSA banquet.

The Secretary should have copies of descriptions for all of the awards.

Late August

Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new committee members.

## ENVIRONMENT AND PUBLIC POLICY COMMITTEE

**General** "The Environment and Public Policy Committee shall consist of three members, selected for broad geographical representation. It shall be responsible for formulating environmental and public policies and resolutions, keeping the Society informed on such matters, and helping the President represent the Society in these areas." (ASPT Bylaws; Article VIII, #1C)

Write resolutions and/or letters in support of environmental legislation and present to the Society at the Business Meeting for a vote or when appropriate forward to the Council for prompt action.

Use the Newsletter to keep people informed of legislation of interest to systematists.

Take on various projects assigned to the committee from the Council meeting (e.g., from past, a list of contact people for endangered plants in all states).

Receive from President materials on conferences and related material of potential interest to committee members.

### Calendar Items

June 1 Develop any resolutions, and forward to Council members for consideration.

July 15 Incorporate Committee member/Council member suggestions and prepare final resolutions.

August Write written report to ASPT Council. Attend and report to Council and Business Meetings.

Late August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new committee members.

## NOMINATIONS COMMITTEE

**General** "The Nominations Committee shall consist of the Past President or designated replacement as the Chair and four other members, no more than one of whom shall be appointed for a second consecutive term. It shall obtain the written consent to serve from all nominees before their names are placed on the ballot. The Nominations Committee shall be responsible for nominations for the offices of President-Elect and members-at-large of the Council." (ASPT Bylaws; Article VIII, #1A)

### **Calendar Items**

See Past-President.

August Write written report to ASPT Council. Attend and report to Council and Business Meetings.

Late August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new committee members.

## PUBLICITY COMMITTEE

**General** "The Publicity Committee shall consist of three members. It shall bring to public attention the importance of plant taxonomy, publicize significant events and accomplishments in the field, and promote interest in membership in the Society." (ASPT Bylaws; Article VIII, #1D)

The Publicity Committee shall also promote the ASPT via "products"; e.g. tote bags, hats, t-shirts, mugs, whatever creative things you can think of (sold at Annual Meeting and through Newsletter).

A t-shirt design should never be "reprinted". This makes the commodity rarer and more likely to sell, plus a reprinted design once resulted in a large inventory that was shipped back and forth across the country only adding to the expense. It is also recommended to keep the total number of shirts printed each year to a relatively low number (150). Again this keeps them rare and although tempting to print more at what is anticipated to be a larger meeting, may result in a large inventory.

We do not recommend selling any items for other people at the booth. With many different volunteers, sometimes an item does not get recorded correctly or it is considered to be a "gift" for serving as a volunteer. The end result is that ASPT has to pay for any inventory not remaining and this could result in a loss of money not a gain.

### Calendar Items

#### Late August/September

Send newsworthy items to *Bioscience*, *Science*, local outlets (?).

Announce Cooley and Asa Gray award winners by short notice to *ASPT Newsletter*, *Plant Science Bulletin* (BSA), *Bioscience*, *Science*, *Nature*, other professional outlets (?), as well as short notes to the publicity offices of awardees' home university/college and/or hometown newspapers. Include with all such notices some brief boilerplate notes on ASPT and what it does.

Similarly announce newly elected or appointed Society officers.

#### During year

Announce any notable Society efforts or member awards to appropriate publicity outlets.

Prepare new (if needed) design for t-shirts and mugs, perhaps representing the Annual Meeting site or focus topic.

#### January

An artist should be identified to complete the illustration and the assignment made. Be aware that the final illustration will need to be in an electronic version and there may be some restrictions regarding the type of file that will be necessary. It may be advisory to contact the t-shirt printer well in advance to be certain the file is suitable.

#### May

Register ASPT for its booth at the meeting following the exhibitor information on the web page. We do not pay for the booth, but may need to pay for a bulletin board backdrop. It may also be useful to learn what the publicity committee budget is for the meeting this year.

#### June file

The illustration should be completed and the file sent to the t-shirt printer to verify that the is suitable. Complete the t-shirt order. If you have not had confirmation from the meeting exhibitor organizers at this point, you may need to learn the address to ship the shirts to (or to an ASPT member who is near the meeting site). Contact Linda Brown in the business

office regarding making a payment. An invoice for the illustration should also be sent to Linda Brown at this point (this is why it is good to know what the budget will be).

**Remind the incoming chair** that it is their responsibility to create a schedule for maintaining the booth.

**Contact meeting organizers** to learn if ASPT will be responsible for sales tax and how that sales tax needs to be paid. In 2007, Linda Brown told Yin-Long Qiu: "According to a discussion that I had with our CPA, if the proceeds from the booth sales goes into the Grad Fund, then the proceeds shouldn't be taxed. However, if the tax man commeth at the meeting, we'll have to pay what they require. In Snowbird they came around to the booth; in Chico we were told we didn't have to pay. We paid in Mobile. **We do not charge extra at the booth for tax; it just comes out of the meeting expenses.**"

**Request** any additional materials that may be needed based on last year's inventory (receipt books, credit card forms, etc.)

### July

Prepare, perhaps in conjunction with AIBS or BSA or other associations as appropriate, publicity on special symposia, awards, or other notable events from the Annual Meeting to alert the local press (in the site of the meeting - contact the assignment editor at newspapers or TV stations) to newsworthy items. (The symposium organizers and the Honors Committee people should have the documentation needed (provided by the organizers of the symposium) to write/edit the material to be distributed; i.e. one should not have to write it *de novo*). These might also go to *Science*, *Nature*, or other appropriate outlets, so that they might send a reporter to the meetings to cover some topics or persons.

### August

Distribute local publicity as appropriate; encourage and facilitate reporters' access to symposia, organizers, award winners, etc.

Attend Annual Meeting; set up and organize (including recruiting 'volunteers' to help run the sales/information ASPT table).

Write written report to ASPT Council. Attend and report to Council and Annual Business Meetings as needed.

Prepare publicity on newly elected officers/appointees.

Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new committee members.

Sunday of meeting: Set up booth. Make sure a price list of items for sale is available for all volunteers, make sure that the volunteer list is available for everyone to know who their replacement will be and make sure all volunteers know the procedure - A receipt is needed for all cash and check sales, the items need to be recorded on each credit card slip.

During meeting: Remove the cash from the exhibit hall each day and store in the hotel safe, or other secure area. Bring only \$100 in small bills to the exhibit each morning.

Wednesday of meeting: Tear down booth. Count up all remaining items and prepare an inventory. It is useful to take one copy and leave another with the boxes of items themselves. If possible, find someone who has driven to the current meetings who will either 1) be in the location of the upcoming meeting, or 2) will be driving to that meeting to bring the inventory to the booth. Alternatively, the inventory will need to be shipped to the ASPT contact person for the upcoming meeting. Meeting organizers can assist in filling out UPS forms, etc. Depending on whether the ASPT treasurer or business manager are present, you may be able to hand the receipts and money to them. If neither is present, you will need to carry the money and

receipts with you, deposit all cash and mail in a check for the cash and all other receipts to the business office.

Keep a list of items that may be needed for next year's meeting (receipt books etc.) and make sure the incoming chair knows these are needed.

Post-meeting: Send checks and receipts to business office if needed. Suggest design of next year's shirt to the incoming chair.

## SYSTEMATIC COLLECTIONS COMMITTEE

**General** "The Systematic Collections Committee shall consist of three members, the Chair of which shall be the representative to the Natural Science Collections Alliance. It shall be responsible for informing systematic collections, helping provide a liaison with other societies concerned with systematic collections, and obtaining and publishing information about systematic collections when necessary." (ASPT Bylaws; Article VIII, #1G)

Beginning in 2006, it has become customary to have the President name a representative from the Society of Herbarium Curators and the Society for the Preservation of Natural History Collections as *ad hoc* members of the Systematics Collections Committee.

### Calendar Items

August Write written report to ASPT Council. Attend and report to Council and Business Meetings.

Late August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new committee members.

### Calendar Items

Late August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise update, and transmit lists to new committee members.

February Contact ASPT Program Director to arrange meeting room for Curator's meeting at Annual Meeting. It may be helpful to submit an abstract for the meeting so that information about the Curator's meeting will be in the Program.

June Finalize agenda for Curators meeting and transmit via Herbaria-L Listserve.

June Prepare a written report for the Council and plan to attend the Council Meeting (or send a representative) to present the report.

July Chair the Curators meeting.

## FINANCE COMMITTEE

**General** "The Finance Committee shall consist of three members with staggered three-year terms; the ASPT Treasurer will serve as an ex officio member of the committee. The Committee shall advise the Council on matters of fiscal policy and will oversee the Society's financial affairs, including implementation of investment strategy as approved by Council." (ASPT Bylaws; Article VIII, #11)

### Calendar Items

Monthly Monitor ValueLine ratings near 1<sup>st</sup> of each month (local library). Follow rules that say all equities must be rated 1 for safety and then highest for timeliness. Any rating below 1 for safety is an automatic sell; buy replacements at highest timeliness. With determination by Finance Committee (FC) an equity with a timeliness rating of 4-5 may be sold when there is a buy with higher rating.

Track transactions and overall investment account using Quicken or equivalent.

Quarterly Prepare a quarterly report distributed to FC consisting of three components: 1) spreadsheet analyzing cost/value of the endowment-like assets of the ASPT; 2) ASPT Restricted Funds Calculator spreadsheet; and 3) Muriel Siebert for the final month of the quarter.

As needed Consult with FC about purchases and alternative selections. Equities held by the APST should fit with the broad goals of the ASPT and the discipline of botany whenever feasible.

August Write written report to ASPT Council. Attend and report to Council and Business Meetings.

Late August Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new committee members.

## WEB COMMITTEE

### General

The web committee will consist of three members and will maintain an internet-based communications interface for the membership. Current internet technologies are utilized to build systems aiding in furthering the goals of the Society and its membership.

The committee is currently progressing to a more content-rich and interactive format with expanded links to resources of interest to Society members. This includes the addition of web-based voting for ASPT elections and a secure site for members to access restricted content from journal and other resources. Committee member duties include updating site links and content as necessary, updating the membership database at least quarterly, and determining what other resources are of interest to members and integrating these resources and links into the format used. Communications on standardized content with Systematic Botany, Systematic Botany Monographs, and ASPT Newsletter editors is necessary. The Web Committee chairman is involved in day-to-day web site operations including but not limited to fielding questions and requests from the public about the site and Society and directing these when necessary to the appropriate Society parties.

The committee is also working towards integrating all ASPT web resources to a standard format and updating process.

Home Page address: <http://www.aspt.net/>

### Calendar Items

#### January

Set up e-voting materials and guidelines for dispersement in winter mailing.

#### March

Administer e-voting election.

#### July/August Business

Complete a written report for the ASPT Council Meeting and attend the Council and Meetings as needed.

#### September

Update and annotate "Duties" list as appropriate. Submit changes to Secretary who will revise, update, and transmit lists to new committee members.

## ***AD HOC COMMITTEES***

"Special ad-hoc committees may be authorized by the Council when necessary. Such committees shall be appointed by the President or President-Elect, with approval by the Council, for one-year terms. The Council shall annually review the need for each special Committee and may authorize its continuance or dissolution." (ASPT Bylaws; Article VIII, #2)