

SSASPP Officers: Abbreviated Duties List and Timelines

Secretary/Treasurer

March Installed into Office at the Business Meeting at the end of the Annual Meeting

April Canvas local banks for appropriate financial vehicles for the incoming treasury. Look for good CD rates and good checking account deals.

May/June Should receive funds and financials from the outgoing secretary/treasurer. If not find out why and push for delivery. Make a copy of the checks you receive for your records. Contact the local organizer for the upcoming annual meeting and initiate the collection of hotel bids for pricing the meeting (to include accommodations and meals, meeting rooms, on site registration, audio visuals, and banquet). You need a signed contract at least 6 months prior to meeting.

July Remind the new Chair that they have to write a letter for the fall newsletter.

August Start preparation for the Fall Newsletter, which should go out late August or early September. It is best to have the ballots for new officers and site selection go out in this newsletter, so contact the chair and vice chair for help. See past newsletters for content. This is the time to have a signed contract for the meeting venue. It is around this time that you should be finalizing the deal with the meeting site (Hotel or University)

September Get Fall Newsletter out if not completed in August.

October Have the final deal for the meeting site signed and operative.

November Put out a one page meeting announcement to all ASPP members in South

Inform ASPP head-office of meeting, symposium speakers etc. for ASPP News to run for December, January, and Feb.

December Prepare Winter Newsletter which includes the call for papers, ballots for next years officers (if not done in Fall), and ballot of next meeting site (again if not done in Fall).

January through to March Maintain close contact with local meeting representative(s), organize and prepare the meeting program, organize judges for the student competition, arrange for poster boards, prepare name badges, student projectionists, prize certificates, co-ordinate with the Vice Chair and Chair for the symposium, executive meeting, and business meeting.
Last week of February -Prepare a preliminary budget for the financial oversight officer

Annual Meeting You are responsible for the administration of the meeting (with the exception of the agendas for the executive and business meetings) including all on site emergencies. You are responsible for taking minutes at both the executive and business meetings. Set up site registration and be available for the hotel personnel.

April/May Prepare and distribute the Spring Newsletter and prepare for the transfer of funds to the incoming secretary treasurer. Prepare your final budget. Transfer funds and your records no later than the end of May, but make sure all debits (checks) have cleared.

Vice Chair

March Installed into Office at the Business Meeting at the end of the Annual Meeting.

April/May Prepare and distribute the Spring Newsletter and prepare for the transfer of funds to the incoming secretary/treasurer. Prepare your final budget and write up the minutes of both meetings (best to do these two things now as it is impossible to remember things if you leave it until February). Transfer funds and your records no later than the end of May, but make sure all debits (checks) have cleared.

May/June Should have obtained a list of potential corporate sponsors from the out- going vice chair. Try to expand the list of contacts if possible. Organize speakers for your symposium at the annual meeting. Be sure to get titles and confirm that the people will participate. The society will pay their expenses and we expect them to write a paper for publication in *Physiologia Plantarum*, so get them to agree to do this within three months after the annual meeting. It is important to get this set before you send out solicitation letters as the speakers are often the attraction for corporate sponsors.

July/August Send out your letters of solicitation. Most corporations start their fiscal year in September. This means they fix their budgets for the upcoming year in August so it is better to have your solicitation letter reach them during this period. Their contribution becomes hard-wired into their budgets and we have a better chance of funds. You are responsible for coming up with the sites for selection for the meeting after you are chair so now is the time to set up a site selection committee and get suggestions in for balloting. Be sure to pick a place where local representation is high, the local organizer understands the responsibilities they have, and pick sites that are in the other side of the region from the preceding meeting.

September Get information concerning the sites for selection, symposium title and speakers (along with the titles of their talks) to the secretary/treasurer for the Fall Newsletter.

October. Follow up on corporate sponsors - a phone call often helps.

January through to March Transfer funds to the secretary/treasurer as they come in. Maintain close contact with symposium speakers, encourage them to have manuscripts in hand if possible. Co-ordinate with the secretary/treasurer the travel arrangements, lodging, etc. for the speakers. **Last week of February** Send your final budget from last year to the financial oversight officer.

Annual Meeting You should be ready to present your treasurers report and final budget from last year, symposium the minutes (copies for all) and a report on the site selection. The symposium is yours to host!

April/May Send out "thank you" letters to your corporate sponsors. Send your records to incoming Vice Chair

Chair

March Installed into Office at the Business Meeting at the end of the Annual Meeting

April/May/June Keep in contact with other officers to ensure all transfers are running smoothly and that all are aware of their duties. Edit and publish the manuscripts from the symposium.

June/January The buck stops with you. You must keep up with the other officers and help when needed. You must ensure that the newsletters go out on time and that the meeting arrangements are on track. You must ensure that the fund raising is proceeding and help with suggestions for sponsors. Any policy changes agreed to at the executive meeting you must ensure they are acted upon.

February/March Set up the agendas for both the Executive and Business Meetings and send them to all of the officers. Make sure that the financial reports get to the financial oversight officer.

Annual Meeting You run the Executive and Business Meetings. You should be looking for new talent as it is your responsibility to choose the next candidates for the position of secretary/treasurer. You must ensure that all runs smoothly and that the competition committees are functioning.

April/July Prepare nominations for the Fall Elections.