

**IOWA ACADEMY OF SCIENCE
VOLUNTEER POSITION DESCRIPTION: SECTION CHAIR
UPDATED: 2005**

The Iowa Academy of Science is established to further scientific research and its dissemination, education in the sciences, public understanding of science, and recognition of excellence in these endeavors. Your roll as IAS Section Chair plays an important part in the success of this mission. The purpose of this volunteer job description is to assist you in leading your section to a successful year.

Section Chair: One Year Appointment, succeeded by the Vice Section Chair.

Responsibilities

1. Solicit Poster and Oral Presentations for your section for the Annual Meeting:
 - ❑ Utilize the Section Listserve to solicit presentations from within your membership.
 - ❑ Encourage section members to solicit presentations from colleagues, graduate students, undergraduate students.
2. Facilitate your Section Meeting at the Annual Meeting:
 - ❑ Promptly (within 1 week of receipt of list) organize your section's oral presentation abstracts and section meeting into a schedule. You will receive a copy of each abstract, a room number, and beginning/ending meeting time. Read section abstracts and accept/decline for all oral and poster abstract submissions to your section. You will send back a schedule with the start time for each oral presentation, the section meeting, and any breaks/special events.
 - ❑ Set the agenda for your section business meeting (see sample below).
 - ❑ Attend the Annual Meeting
 - ❑ Check-in before the beginning of your section meeting. Check your room equipment prior to the start of your section meeting.
 - ❑ Act as moderator for your meeting.
 - ❑ Complete the Section Chair Report and turn the report in to the IAS Office Manager before the end of the Annual Meeting.
 - ❑ Obtain assistance from the Section Vice Chair as necessary.
3. Other as fit the activities of your section.

Qualifications

- ❑ Must be a current member in good standing of the Iowa Academy of Science.
- ❑ Must be willing to fulfill the responsibilities of IAS Section Chair.

Time Commitment

- ❑ Minimal time throughout the academic year soliciting abstracts and communicating with section. Possible all IAS section chair meeting over summer or in fall.
- ❑ Several hours (10-20) January-March organizing section meeting.
- ❑ Two full days attending Annual Meeting (Friday-Saturday in April).

IAS Contact

Program Director, Marcy Seavey 319-273-7486
iowawet@iscssun.uni.edu

Sample Section Business Meeting

10:00am Call to Order, Introductions
10:05 Call for nominations of new section vice chair
Vote for new section vice chair.
10:10 New Section Business
--Offer Section Award for best Oral Presentation next year?
--Increase undergraduate participation?
10:25 Previous years Vice Chair sworn in as Chair
10:30 Meeting concludes

Dates & Deadlines

May Email Section members a summary of Section Meeting Highlights from Annual Meeting
September Email Section members, remind section members to consider current work and work of colleagues/students as potential Academy Presentations.
November After, IAS Fall Mailing is received, send members solicitation for abstract submissions for your section.
December Pre-Holiday member reminder solicitation for submissions. Reminder of submission deadline.
January 1-2 Final Call(s) to section members (can get a count of current # of submissions for your section at any time in January/February from IAS Office)

NOTE: All Abstract submissions should be sent by the author directly to the IAS Office. If you receive abstracts from an author, make sure the IAS has received a copy.

February 15th ****ABSTRACT SUBMISSIONS MUST BE POSTMARKED BY THIS DATE****
February 21st Abstracts Emailed to Section Chairs for Scheduling
March 1st Section acceptance/decline & schedules Due to IAS Program Director.
March Register for Annual Meeting
March/April Communicate special A/V needs of your section speakers to the IAS office &/or local planning committee. May be called upon to assist with obtaining A/V equipment for your section.
Annual Meeting
Check Section Meeting Room set-up before start of meeting.
Preside over section business meeting.
Complete Section Annual Report and turn in to Office Manager (Registration Desk)

Emailing your Section

Emailing your section members is easy with the IAS Members Only Online Directory. Follow these steps:

- Open your browser to the IAS website: <http://www.iacad.org>
- Log in to the Members Only Website using you own username and password
- Move your mouse over the <Directory> Menu
- Scroll down and click on <Advanced Search>
- Find your section letter in the **Narrow Your Search** section of the page
- Click on (highlight) the <Yes> under your section letter
- Scroll down until you see the <Search> button. Click on it.

The directory will produce a list of all of the members of your section.

- Move your mouse over the <Directory> Menu again
- Click on <Contact Center>
- Enter your reply email address
- Enter your message
- When you have completed your message, click on the <Send> button.
- Your message will be sent to all members of your section with a valid email address.

NOTE: Some formatting features are not available in all browsers. Memberclicks recommends that PC users login with I.E. and MAC users login with Firefox. Firefox appears not to allow use of the options listed below in the PC environment.

More advanced Options

You can personalize your email to each member by adding in the member's name. To do this, first write your letter. Then place your cursor where you want to submit each member's name. Click on the icon of two arrows in a circle pointing at each other (the merge attributes icon). Click on the down arrow until you see the field you wish to enter. Click the add button. This field will now be personalize for each member.

<i>Field Name</i>	<i>Example</i>
##Contact Name##	Marcy Seavey (member first and last name)
##First##	Marcy (member first name)
##Last##	Seavey (member last name)

Dear ##Contact Name##, = Dear Marcy Seavey,