

**IOWA ACADEMY OF SCIENCE
VOLUNTEER POSITION DESCRIPTION: VICE 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 Vice 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.

Vice Section Chair: One Year Appointment, becomes Section Chair in following year.

Responsibilities

1. Assist Section Chair as needed:
 - to solicit presentations from within your membership.
 - to solicit presentations from colleagues, graduate students, undergraduate students.
 - to facilitate Section Meeting and Section Business Meeting.
 - to communicate with section membership.
2. Attend the IAS Annual Meeting
 - Represent your section as a judge for IJAS (Friday Morning of Annual Meeting)
 - If you can not participate in IJAS judging, you must find a replacement judge by March 15th.
 - Take over as new section chair.
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 Vice Chair.

Time Commitment

- Minimal time throughout the academic year soliciting abstracts and communicating with section.
- Two full days attending Annual Meeting (Friday-Saturday in April), including judging IJAS posters or oral presentations from 8:00am-11:00am on Friday.

IAS Contact

Section Chair, see IAS Directory or online (www.iacad.org)
Program Director, Marcy Seavey 319-273-7486
iowawet@iscssun.uni.edu

IJAS Judging

Section Vice Chairs will serve as judges for the Iowa Junior Academy of Science (or find a representative to serve as a judge). Judging for IJAS is easy and encourages young scientists. Judges meet with the IJAS Director at 8:00am on Friday Morning. Half of the judges will evaluate IJAS posters; half will evaluate 10min oral presentations (from 8:30am-approximately 11:00am). Review sheets are provided. IJAS (Middle and High School) Students compete for 2 \$500 scholarships (12th grade), 2 delegate seats to the national AAAS conference (9th-12th), 2 alternate seats, and a most promising young scientist award (8th & under).

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

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.