

Officer's Handbook  
West Virginia Academy of Science  
1997 (modified 11-2007)

President (2 year term, elected in odd years)

1. Organize the agenda for the Fall meeting. This meeting is at the institution that will host the annual meeting. Agenda topics include 1) set time for "Call-for-Abstracts," 2) set schedule for the abstract submission [with editor], 3) preliminary organization of the annual meeting with the host; schedule for the preprogram mailing, registration fees, etc, 4) organize nominations committee for next election (President-elect and Editor on odd number years, Secretary and Treasurer on even numbered years). Submitting nomination forms with the "Call-for-Abstracts" is an effective way to handle this.
2. Mail "Call-for-Abstracts" in November or December with any additional items of interest (e.g., newsletter, flyer for annual meeting). This mailing goes to all members and to Institutional Representatives with flyers for posting at their institution. Ask for a list of new faculty/scientists from Institutional Representatives and send them a letter of invitation call with "Call-for-Abstracts" and membership form.
3. Act as liaison with the host institution and editor as the abstract submissions come in. Help answer questions about the meeting organization with the host.
4. Set agenda for April meetings. Executive committee meeting includes 1) reception for committee members and institutional representatives, 2) update on the meeting from the host, 3) report from each member of the committee, and 4) old and new business.
5. Set agenda for business meeting. Business meeting (during lunch at the annual meeting). This includes 1) thank you to host with a plaque, 2) Treasurer's report, 3) Editor's report, 4) Presentation of host school and high school teacher of the year with plaque, 5) election results, 6) announcement of the host for the next meeting, 7) news items.
6. Other to notice: yearly audit of accounts, yearly budget report, nominations committees.

President-Elect (2 year term, elected in odd years)

1. Receive manuscripts for the Proceedings (notify editor of titles and authors).
2. Send manuscripts to a section editor or scientist within the field. The section editor will review the manuscript and find an out-of-state reviewer.
3. Contact sections editors.
4. Receive reviews and notify authors of results. Send a copy of letter to editor.
5. Collect final revisions from authors and send to Editor for publication.
6. Keep tri-fold current
7. Attend Executive Committee meeting.

Newsletter Editor/Webmaster (indefinite term)

1. Solicit news items 2 times per year (at the annual meeting and in one mailing).
2. Compile the newsletter and keep it on the WVAS website.
3. Update and organize the website, updating announcements and links.
4. Distribute the newsletter at least once per year by mail.

Secretary (2 year term, elected in even years)

1. Record and type the minutes of the Executive Committee meetings.
2. Send minutes to all members of the Executive Committee.
3. Record and type minutes of the Annual Business meeting. Send these minutes to the Editor for the Proceedings.
4. Liaison to American Academy for Advancement of Science.
5. Liaison to National Academy of Science.
6. Holder of membership list.

Treasurer (2 year term, elected in even years)

1. Send dues notices to all members (July).
2. Collect dues from members, Assistant Treasurer, and institutional members.
3. Record dues information on the membership list.
4. Reimburse Academy expenses.
5. Provide a financial report at each Executive Committee meeting.
6. Provide a financial report at the Business meeting.
7. Collect registration and vendor fees from the annual meeting.
8. Notify those elected to Emeritus status
9. Reimburse host and committee members for meeting costs.
10. Provide a fiscal year report and members report to the Editor for publication in the Proceedings.

Assistant Treasurer (John Warner, life term)

1. Bill libraries for annual proceedings.
2. Keep record of library payments.
3. Receive money for library subscriptions.
4. Send receipts to Treasurer.
5. Maintain list of library addresses and contact persons, billing and receiving addresses.
6. Maintain small archive of past proceedings.
7. Mail archive proceedings to libraries who have gaps in their collections.
8. Keep addresses up to date and send labels to Editor.
9. Handle complaints from libraries.

Editor (2 year term, elected in odd years)

1. Assign submitted manuscripts a submission number and contact potential reviewers.
2. Send manuscripts to three external reviewers with standard reviewer form.
3. Compile and edit submitted manuscripts.
4. Notify authors of manuscript status.
5. Prepare galley proofs and publish manuscripts.
6. Coordinate efforts with associate/section editors.
7. Notify authors of page charges.

8. Receive abstract submissions and organize them for Proceedings.
9. Solicit advertisements to offset publication costs.
10. Send abstract information to host institution for preprogram.
11. Publish all volumes and numbers of proceedings including abstracts, symposia, minutes of annual meetings, and submitted manuscripts; mail copies to all members and send copies to Assistant Treasurer who handles library subscriptions.
12. Fill requests for back-issues of proceedings.
13. Prepare websites and on-line versions of proceedings and manuscripts.
14. Prepare reprints.
15. Maintain old copies of Proceedings
16. Participate in Executive and Annual Business meetings.

Associate Editor (2 year term, elected in even years)

1. Aid the editor in the following duties:
  - a. Review papers as necessary.
  - b. Send manuscripts to three external reviewers with standard reviewer form.
  - c. Compile and edit submitted manuscripts.
  - d. Notify authors of manuscript status.
- a. Prepare galley proofs and publish manuscripts.
- b. Contact potential reviewers.
- c. Receive abstract submissions and organize them for Proceedings.
- d. Solicit advertisements to offset publication costs.