

# Tennessee Academy of Science

## **OPERATIONS MANUAL**

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# President

## General Duties

Develop agenda for, and preside over, Annual Business meeting and Executive Committee meetings. Maintain appropriate communications with Executive Committee Chairs. When needed, appoint members to serve on committees. Provide assistance to Executive Committee Chairs and Standing Committees. Evaluate and approve of requested expenditures.

## Chronology of Annual Duties:

### January-March

Appoint Member-At-Large for a 3 year term, beginning with the President's first year.

Work closely with President-Elect to help set goals for year and develop theme (if desired) for annual meeting.

Work on schedule for future meeting sites with the help of the Long Range Strategic Planning Committee.

Select a location for the Executive Committee Meeting in April.

### April

Develop agenda for April Executive Committee Meeting. Communicate with Executive Committee regarding location of the meeting and agenda.

Participate in completion of annual budget.

### May-November

Assist President-Elect and Arrangements Committee with planning for Fall meeting.

### November

Develop agenda for November Executive Committee meeting.

Preside over Annual Meeting in November.

### December

Write a letter of appreciation to the Host Institution of the Annual Meeting

# President-Elect

## Chronology of Annual Duties:

### January-March:

Develop theme (if desired) for the upcoming Annual Meeting.

Generate list of potential speakers for upcoming general (plenary) session and communicate this information to Executive Committee.

In consultation with the Long Range Strategic Planning Committee, determine the location and identify the Chair of the Local Meeting Arrangements Committee for the Annual Meeting (the meeting in which he/she will be President).

### April:

Attend Executive Committee meeting and present information regarding potential Plenary Speakers for the upcoming Annual Meeting.

Report the location of the meeting and the Chair of the Local Meeting Arrangements Committee in which he/she will be President.

### May-June:

Contact invited speaker and obtain assurance of involvement.

Contact back-up speaker(s) in case the invited speakers cancel.

Stay in close contact with the Annual Meeting Coordinator.

Receive templates for the Call for Papers, Title/Abstract Submission form, and a current list of Section Chairs with contact information from the Annual Meeting Coordinator.

Prepare the "Call for Papers" letter, and Title/Abstract Submission form and send it to Annual Meeting Coordinator and the President by July 1<sup>st</sup>.

### July:

Ensure that Annual Meeting Coordinator is prepared to mail the Call for Papers and Title/Abstract submission form by August 1.

## President-Elect (continued):

### **October:**

Receive a draft meeting program from Annual Meeting Coordinator and have it proofed by selected Executive Committee members and local colleagues.

Ensure that the Annual Meeting Coordinator sends programs to the Printer for mailing by October 15<sup>th</sup>.

### **November:**

Stay in contact with invited speaker and Annual Meeting Coordinator.

Provide accommodation information and meeting information to the invited speaker.

Attend Annual Meeting, introduce the Plenary Speaker, and manage crises as they arise.

### **December:**

Send letters of appreciation to the invited speaker, the Chair of the Local Arrangements Committee, and the Annual Meeting Coordinator.

# Secretary

## **General Duties:**

- Serve as member of TAS Executive Committee.
- Handle correspondence for TAS as needed.
- Maintain files of TAS documents.\*
- Maintain possession of TAS official seal.
- As needed, transfer TAS documents to Tennessee State Archives.
- Distribute minutes and a list of Action Items after each Executive Committee meeting.

## **Chronology of Annual Duties:**

### **January:**

- Prepare and distribute copies of Annual Executive Committee Meeting and the Business Meeting minutes to Executive Committee members.
- After approval of minutes, submit finalized Proceedings of the Academy to the Managing Editor.
- Send a copy of the Resolution of Appreciation to the Host School.

### **April:**

- Receive nominations for Awards that will be presented to the Executive Committee for consideration.
- Attend and record minutes of Executive Committee Meeting.
- Prepare and distribute copies of minutes to Executive Committee members.

### **Fall:**

- Receive nominations from the Chair of the Fellows Committee.
- Assist Annual Meeting Coordinator with preparations for the November annual meeting.
- As received, send names of committee volunteers to President-Elect.
- Prepare President's plaque to be presented at annual meeting.
- Prepare other plaques and/or award certificates for annual meeting, as needed.

## Secretary (continued):

### **November Annual Meeting:**

Attend and record minutes of Executive Committee Meeting.  
Receive all Committee reports.  
Receive names of new Section Chairs from Annual Meeting Coordinator.  
Attend and record minutes of annual business meeting.  
Prepare Fellows certificates and distribute to newly elected Fellows.  
Forward copies of TAS resolutions to appropriate people/organizations.

### **Winter:**

Prepare "Proceedings of the Tennessee Academy of Science" for publications in the *Journal of the Tennessee Academy of Science*.  
Send announcement of the November election of officers to American Association for the Advancement of Science (AAAS) (Requested by AAAS).  
File Tennessee Corporation Annual Report to Tennessee Secretary of State before April 1<sup>st</sup>. (Requested by Office of TN Sec. of State.)

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\*The Secretary maintains the following files:

TAS Charter  
TAS Constitution  
Tennessee Corporation Annual Reports  
TAS Tax Exemption Status  
AAAS Affiliation  
Distinguished Service Award (other awards as designated)  
TAS Fellows Certificates  
Standing Committees and Chairs  
List of Fellows  
List of Past Presidents  
Record of meeting locations  
Minutes of Executive Committee meetings  
Minutes of Annual Business Meetings  
Programs of Annual Meetings  
Publications of affiliations, as received: AAAS, NABS  
TAS publications: Handbook for Junior Academy

# Treasurer

## General Duties:

- Maintain and update all membership files: Individual, Institutional, Library journal subscribers.
- Maintain all financial records of the Academy.
- Issue checks for expenses as needed.
- Solicit annual membership renewals and annual meeting fees.
- Collect and deposit all dues and fees.
- Prepare interim treasurer's reports (twice a year) and an annual budget, submit records to auditor for annual report.
- Serve as member of the Executive Committee.

## Weekly Duties:

- Process membership applications/renewals and update membership records.
- Issue checks as needed and as requested by officers of the Academy.
- Deposit any dues or fees that have been collected during the week.
- Update and reconcile account records, as needed.
- Respond to inquiries from subscription services, libraries and members.
- Prepare mailing lists prior to mailing Journal issues when requested by the journal publisher (Includes all paid-up individual members, institutional members and libraries).

## Chronology of Annual Duties:

### July:

Closeout previous fiscal year storage box for financial records and set-up a new storage box for the next fiscal year..

Provide a set of mailing addresses to the printing/ mailing service to mail the call for papers for annual meeting and prepare a membership renewal form to include in that mailing. (Mailout should go to all individual members, paid-up or not.)

Send dues invoices to institutional sustaining members.

### October:

Contact auditor and submit requested records for annual audit.

Provide a set of mailing addresses to the printing/ mailing service towards mailing the annual meeting program to paid-up individual and institutional sustaining members.



Treasurer (continued):

**November (Annual Meeting):**

Complete processing of pre-registration forms and prepare a list of pre-registered members.

Prepare nametags for the annual meeting using the pre-registration list.

Prepare interim Treasurer's report for distribution to Executive Committee and members at the annual business meeting.

Attend Executive Committee Meeting.

Supervise Annual Meeting registration.

Take the following materials to the Annual Meeting:

- \$200-\$300 in change

- Annual meeting on-site NCR Registration forms

- Receipt book

- Registration forms for pre-registered members to include in pre-registration packets

- Copies of interim treasurer's report

- Paper for Student Awards

**November/December:**

Compile summary of Annual Meeting registrations, deposit all collected fees and record membership renewals and new memberships.

Record new library subscriptions.

**February:**

Email a membership renewal notice to individuals who failed to respond to the previous year's notice.

**April:**

Prepare interim treasurer's report.

Prepare annual budget for the next fiscal year.

Attend Executive Committee meeting; distribute copies of interim Treasurer's report and annual budget to members.

Treasurer (continued):

**May/June:**

Update membership files to reflect paid-up status of each member.

Purge files of members who have not paid dues for previous 2 year period.

# Director of the Junior Academy

## General Duties:

The director of the Junior Academy program serves as a member of the Executive Committee and attends its meetings and reports on the activities of the Junior Academy. The Junior Academy Program promotes science as a career in the public schools, while significantly enriching the science curriculum. The Director works directly with secondary teachers throughout the entire state.

## Specific Responsibilities:

Disseminate to each high school in Tennessee the annual *Handbook of the Tennessee Junior Academy of Science*. Copies are also provided for each student who presents his/her paper at the annual meeting, science supervisors, selected members of the State Department of Education, and the Executive Committee of the Tennessee Academy of Science. The handbook contains abstracts of all papers presented at the annual spring meeting; the top five papers (as selected by a panel of judges) in their entirety (edited by the Director); names of all students who submitted papers; and a summary of information about the Junior Academy program, including instructions for the submission of papers. This is carried out in early fall.

Work with the science consultant at the Tennessee State Department of Education to identify three outstanding secondary science teachers, one from each region of the state.

Disseminate information about the Junior Academy in statewide publications such as the *Sciencing Quarterly*, official newsletter of the Tennessee Science Teacher Association.

Solicit student applications for TAS research grants. Evaluate grant applications and make recommendations for funding.

Respond, both by telephone, and letter, to inquiries from both teachers and students, regarding the Junior Academy program. This is carried out throughout the year.

When papers are received, locate a panel of readers from the various areas of science. With the help of these readers, select the top 20-25 papers. Invite students who submitted these papers to present their findings at the annual meeting. This is carried out during February and March.

Make all arrangements for the annual meeting, which is normally conducted in Nashville. This includes the following: obtain a suitable location by working with the Metro Schools Science Supervisor; work with a teacher in Nashville to finalize

## Director of the Junior Academy (continued):

local arrangements; develop a program and arrange for printing; and obtain a panel of 3-4 judges, who will select the top five presenters. This is carried out in March and early April.

Conduct the annual spring meeting. The Director presides over the meeting; introduces judges, visitors, and each presenter; presents certificates to each presenter; and obtains expense forms from each presenter, his/her teacher, and/or parents. This is carried out in April (normally the third Friday).

Obtain checks to reimburse each presenter and his/her teacher and/or parents. Send checks to appropriate individuals. This is carried out in April and May.

Prepare the Annual *Handbook*. This involves editing abstracts of all papers presented, editing the top five papers in their entirety, and preparing supplementary materials as described above. These materials are prepared in manuscript form (approximately 65 pages) and submitted for printing to an area printing company. This is carried out during the summer and early fall.

## Managing Editor

### General Duties:

The Managing Editor manages and produces the *Journal of the Tennessee Academy of Science*, the official publication of the Tennessee Academy of Science.

Management duties include recommending section Editors to the Executive Committee for approval, informing Section Editors of manuscript review procedures and handling any problems associated with submissions and reviews, finding and working with a press, and assists the Treasurer in managing finances for productions of the *Journal* within the budget approved by the Executive Committee (includes sending copies of invoices of all expenses and charges to the Treasurer and preparing and sending invoices for page charges and/or reprints to authors).

Production of the *Journal* begins with handling submissions year-round: receipt of manuscripts; forwarding manuscripts to appropriate Section Editors for review process; making final decision on acceptance or rejections of manuscripts; editing accepted manuscripts; and, under special circumstances, handling the entire review process of a manuscript. The Managing Editor will send an invoice for page charges to authors.

The Managing Editor handles the production of four issues of the *Journal* each year. This involves sending pages proofs to authors, receiving corrected pages proofs from authors, checking and sending corrected proofs to press, authorizing final printing of the issue. In addition, the Managing Editor will ensure the publisher, currently Allen Press, prints and mails the *Journal*.

The Managing Editor is expected to attend and provide a report to the biannual Executive Committee meetings.

## Assistant Editor

### **General Duties:**

The Assistant Editor assists the Managing Editor as needed. In addition, the Assistant Editor collects, edits, and formats abstracts of poster and oral presentations from the Annual TAS Meeting, and Collegiate Meetings.

The Assistant Editor is expected to provide a report to the biannual Executive Committee meetings and is invited to attend them as well.

# Director of the Collegiate Division (TAS)

## General Duties:

The Collegiate Division functions by sponsoring three regional meetings each spring at which college students can present papers. These meetings are usually held during March or April on a college campus. There are three regional coordinators who arrange these meetings and send out notices to their regional members. The Director is responsible for 1) selecting regional coordinators and providing the regional coordinators with general meeting information including: posting meeting information with TAS website coordinator; reimbursement information for host institutions with the TAS treasurer; abstract information and deadlines to JTAS editor; selection of best paper awards; providing post-meeting information to Director, and 2) reporting to the Executive Committee on each year's activities.

TAS Collegiate Division Meetings (TAS-CDM) held yearly during March/April

Eastern TN Division (east of Cumberland Mountains)

Middle TN Division (between Cumberland Mtns/TN River)

Western TN Division (west of Tennessee River)

## Chronology of Annual Duties:

### September-October

Seek and confirm identity for upcoming year's TAS-CDM, including:

1. Location for each TAS-CDM
2. Coordinator's name and contact information for each TAS-CDM

### October

Inform the following regarding location for upcoming TAS-CDM

- 1) Electronic Communications Director
- 2) Chairperson Publicity
- 3) Annual Meeting Coordinator

### November

Report location/coordinator for upcoming TAS-CDM at Annual Meeting to The Executive Committee and the Business Meeting

## Director of the Collegiate Division (Cont.)

### Mid-January

Send out email/letter to TAS-CDM Coordinators regarding:

1. Submission of CDM information to Electronic Communications Director
2. Suggestions regarding dissemination of meeting information to Division colleges/universities
3. Monetary reimbursement information for CDM with Treasurer's contact information
4. TAS Best Paper Awards (TAS-BPA) guidelines and template for TAS-BPA certificate
5. Abstract submission guidelines/deadline (May 30) with JTAS Editor/Assistant Editor contact information
6. Request for meeting summation information including
  - a. *Number of papers/posters*
  - b. *Number of attendees (estimated)*
  - c. *Number/names of colleges/universities represented*
  - d. *Location/coordinator's name for following year's TAS-CDM*

### February/early March

Confirm that each TAS-CDM has information posted on TAS website

Follow-up email/letter to TAS-CDM Coordinators regarding upcoming meetings

### March/April

Attend TAS-CDM (if possible)

Send post-meeting email/letter reminding information requested in mid-January email/letter

Petition location/coordinator's name for following year's TAS-CDM

### April

Report results of TAS-CDM to TAS Executive Committee

### May

Confirm with JTAS Editor/Assistant Editor that abstracts have been received from each CDM

Confirm with TAS Treasurer that

Reimbursement requests have been received from each CDM

Names and addresses for Best Paper Awards have been received from each CDM

### June-August

Enjoy some time off before starting all over again



# Director of Electronic Communications

## General Duties:

The Director of Electronic Communications is responsible for maintaining the TAS website. This include pages for the Journal of the Tennessee Academy of Science, the Collegiate Division, and the Junior Academy. The Director is also responsible for maintaining the Facebook page.

## Chronology of Annual Duties:

Throughout the year, the Director will ensure that the website is up-to-date. The Director will also post items of interest in the News section of the Home Page.

### January

Update the Executive Committee Page.

Upload the volumes of JTAS to the website (Only volumes older than 5 years).

### Prior to Junior, Collegiate, and Annual Meetings

Update the pages with information as it becomes available.

### After the Junior, Collegiate, and Annual Meetings

Move previous information to the "Past Meetings" pages.

Display the location and preliminary information regarding the next meeting.

## Past-President

### **General Duties:**

Maintain close contact with President and President-Elect to answer questions, field ideas, and offer reminders as needed.

Serve at the direction of the President to represent the Academy as needed.

### **Specific Duties:**

Chair the Long Range Strategic Planning Committee  
Explore future sites for the Annual Meeting

Chair the Nominating Committee  
Identify candidates for:  
President-elect  
Treasurer  
Secretary

This involves obtaining curriculum vitae for circulation among the Nominating Committee and facilitating discussion of candidates' merits. This should be completed by September.

Attend the Spring and Fall Executive Committee Meetings.

## Member-at-Large

### **General Duties:**

The Member-at-Large represents the general membership at meetings of the Executive Committee. Consequently, the Member-at-Large is a full voting member of the Executive Committee and is expected to attend the biannual meetings of the Executive Committee. This position allows the Member-at-Large to learn more about the Academy and its governance. Consequently, people serving in this role often move on to serve in other positions within the Tennessee Academy of Science.

# Annual Meeting Coordinator

## Chronology of Annual Duties:

### June

Provide the President-Elect with templates for the “Call for Papers,” “Title and Abstract Submission Form”, as well as a current list of Section Chairs that includes their contact information. The Call for Papers and Abstract Submission form should state that abstracts are due September 30<sup>th</sup>.

### July

With the approval of the President-Elect, the Annual Meeting Coordinator will mail these items to the general membership by August 1<sup>st</sup>.

### August

The Annual Meeting Coordinator will mail updated instructions for Section Chairs and copies of the Student Presentation Judging forms to each Section Chair.

### September

The Annual Meeting Coordinator will collect the abstract submission forms from the Section Chairs.

### October

The Annual Meeting Coordinator will prepare a draft of the Program in consultation with the Chair of the Local Arrangements Committee (LAC). The Chair of the LAC will ensure that Campus maps and the program schedule are correct. The draft will be sent to the President-Elect, President, Past-President, Secretary, Treasurer, and Managing Editor for revisions. The President-Elect will have final approval of the Program.

Send a list of TAS members on abstract submission form to Treasurer to verify paid member status.

After finalization of the program, a pdf of the program will be sent to the Director of Electronic Communications for publication on the TAS website.

## Annual Meeting Coordinator (Cont.)

The Annual Meeting Coordinator will mail the Program to registered participants NO LATER THAN OCTOBER 15th.

## **November**

The Annual Meeting Coordinator will serve as the central point of contact for the LAC, Section Chairs, and individual presenters who might have problems or questions about any detail of the Program.

During and after the meeting, the Annual Meeting Coordinator will collect the results of the student competitions and the results of the Section elections. The results of the Student competitions will be reported to the Director of Publicity as well as the rest of the Executive Committee. The results of the Section elections will be reported to the Executive Committee.

Send the final abstracts (including presentations that were submitted late) to the Assistant Editor with a collected list of student presentation winners.

## Section Chairs

### Specific Responsibilities:

#### **Before November Meeting:**

- Obtain at least two judges for student presentations.
- Receive title/abstracts for the TAS Annual Meeting by Sept. 30th.
- Ensure that abstracts and titles meet the requirements for publication.
- Put together a tentative section program.
- Mail section program and title submission forms to Annual Meeting Coordinator by Oct. 10<sup>th</sup>.

#### **At November Meeting:**

- Convene and run the section presentations.
- Ensure that judges print award forms while the section business meeting is underway.
- Convene and run the section business meeting following the presentations. This business meeting will include presentation of the section awards and the election of the next Section Chair.
- Report results of the business meeting to the Annual Coordinator, Managing Editor, and TAS secretary.

## Local Arrangements Chair

### **Specific Responsibilities:**

The responsibility of the Local Arrangements Chair is to prepare the host institution to hold the annual meeting. The Chair will work closely with the President-Elect, Annual Meeting Coordinator, and Director of Electronic Communications.

### **Specific Responsibilities:**

1. Designate a hotel for the meeting that is willing to accept the government rate.
2. Reserve a room for the Executive Committee meeting the evening before the annual meeting.
3. Arrange for a meal during the Executive Committee meeting (paid by the host institution).
4. Make parking arrangements.
5. Reserve rooms for the sections, and poster presentation during the meeting.
6. Arrange to have A/V equipment on-site.
7. Designate an area for meeting registration.
8. Provide a light breakfast for meeting attendees (paid by the host institution).
9. Make arrangements for lunch (paid for by meeting attendees).
  - a. Communicate meal cost to the Treasurer (it is part of the registration form).
10. Set up easels to be used during poster presentations.
11. Provide a computer and printer so the Student Awards may be printed on-site.
12. Help edit the meeting program.
13. Help edit the Registration form.
14. Send parking instructions and campus map to the Annual Meeting Coordinator and the Director of Electronic Communications.