

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. Assist 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-years 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 1st.

July:

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

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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 15th.

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.

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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 1st. (Requested by Office of TN Sec. of State.)

*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.

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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.

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-years 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 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.

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Director of the Junior Academy (continued):

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 (continued):

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 30th.

July

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

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.

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

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Annual Meeting Coordinator (continued):

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. 10th.

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.

TAS Standing & Other Committee Descriptions

Article IV Section 6 of the Constitution identifies eight standing committees

Section 6. Committees The following Committees shall be standing committees of the Tennessee Academy of Science:

Auditing

Necrology

Education and Research

Nominating

Resolutions

Membership

Publicity

Fellows

All standing committees shall be appointed by the President.

Other committees may be appointed by the President subject to approval of the Executive Committee.

Standing Committees

Auditing and Financial Oversight Committee:

Each year, TAS financial records are audited to ensure accuracy and consistency in accounting practices. This audit is conducted by an external source, who is not currently a member of TAS. The auditor serves as chair of the committee and works with the treasurer to get all of the financial information needed to complete the review. The chair presents the findings of the audit to the Executive Committee once per calendar year.

- Committee Chair: External Auditor
- Committee members: Treasurer and External Auditor, although additional members may be added, if needed.
- Committee formation: The committee is formed based on the current treasurer and external auditor who has been approved by the Executive Committee. The Executive Committee may appoint members to the committee, if needed.

Education and Research Committee:

The Education and Research Committee provides information to the Academy about the issues and challenges faced by educators and researchers at all levels from K-12 through higher education. General duties of the committee include updating the TAS Executive Committee regarding science education news, state science standards, and science education on the national level, as well as communicating challenges being encountered by researchers in the state. The chair should collaborate with the TAS State Science Liaison and provide updates when that person is unable to attend meetings. The chair may serve as the liaison when that position is vacant. Additionally, the chair communicates with committee members two to three times per year to discuss current challenges and issues, provides a report to the TAS Executive Committee at the Spring and Fall meetings and at the Annual Meeting, and recruits committee members. The chair can best serve TAS if they are active in other aspects of STEM education or outreach within and outside the state of Tennessee. Regarding research, the committee should speak on behalf of the scientific research community, including about scientific educational research. The committee should include members who are familiar with the challenges experienced by educators and researchers in Tennessee. The chair provides committee information and other updates to be posted to the TAS website and social media accounts.

- Committee Chair: Chosen by President
- Committee members: Varies
- Committee formation: Recruited by the committee chair, often from the presenters in the Education Section or from people attending other science education meetings (e.g., TSTA, TN STEM). Ideally, committee members would represent west-middle-east to provide updates from their region and would be able to speak to education and/or research issues.

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Standing Committees (continued):

Fellows Committee:

The Fellows Committee accepts nominations for Fellows from any member of the Academy and presents the nominations to the Executive Committee. The chair ensures that the nominee meets the standards for becoming a Fellow and follows the process outlined in the Constitution Article II, Section 3. If approved by the Executive Committee, the chair (or designee) presents the nominee at the Annual Meeting as a new TAS Fellow. The chair works with the Electronic Communications Chair to annually update the Fellows information on the TAS website.

- Committee Chair: Chosen by President
- Committee members: The committee should be made up of TAS Fellows who are comfortable with following the process outlined in the TAS Constitution.
- Committee formation: The Fellows Committee chair chooses committee members or the Executive Committee may appoint members.

Membership Committee:

The Membership Committee is tasked with increasing the membership of the Academy. The committee may use various means to recruit new members including posting information about TAS on social media and websites that might reach potential members, sending out targeted emails to existing and prospective members encouraging membership, and reaching out to under-represented TAS institutions in an attempt to include them in the Academy. The committee chair works with the Electronics Communications Chair to ensure that membership information on the TAS website is up to date and that membership forms are working. The committee may also wish to attend other meetings to provide information about the Academy and the benefits of membership.

- Committee Chair: Chosen by President
- Committee members: Members of this committee should be familiar with the Academy and be willing to talk to others about the benefits of joining.
- Committee formation: The Membership Committee chair chooses committee members or the Executive Committee may appoint members.

Necrology Committee:

The committee chair receives notifications of the passing of TAS members and presents those names, with brief biographical information, at the Annual Meeting. Following the presentation of the names, the chair calls for a moment of silence to recognize these members. The chair works with the Electronic Communications Chair to update the Necrology information on the TAS website.

- Committee Chair: Chosen by President
- Committee members: The committee is made up of only the chair.
- Committee formation: Although this committee is typically only made up of a chair, the Necrology Committee chair or Executive Committee may appoint members as needed.

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Standing Committees (continued):

Nominating Committee:

The Nominating Committee identifies a slate of candidates for the officer positions of president-elect, treasurer, and secretary. Discussion of potential candidates begins at the Executive Committee meeting in the Spring. The chair obtains curriculum vitae and contacts candidates to see if they are willing to serve. The candidates are presented to the Executive Committee at the November meeting, who then submits the candidates for election at the Annual Meeting. The chair ensures that the procedures outlined in the Operating Manual and Article X Section 7 of the Constitution are followed. The chair works with the Electronic Communications Chair to annually update information on the TAS website. The Nominating Committee is also responsible for reviewing award nominations for the TAS Awards. The Chair presents the award nominees to the Executive Committee for a vote at the Spring meeting and works with the treasurer to secure the plaques for presentation at the Annual meeting.

- Committee Chair: Most recent Past-President
- Committee members: The committee is made up of the five most recent Past-presidents.
- Committee formation: Past-presidents rotate onto and off the committee each year.

Publicity Committee:

The Publicity Committee collects the names of the oral and poster presentation award winners from the section chairs at the Annual Meeting. The committee is responsible for printing certificates at the meeting and should work with the Local Arrangements Coordinator to ensure that the host institution provides a printer for this purpose. The committee ensures that award certificates are presented at the Annual Meeting and mails certificates not presented at the meeting to the award winners. The Publicity Committee chair ensures that Section Chairs provide winner contact information including email addresses. This information is shared with the President for a presidential congratulatory letter/email sent after the meeting.

- Committee Chair: Chosen by President
- Committee members: Committee members should attend the Annual Meeting and be available much of the day to assist with preparing certificates.
- Committee formation: The Publicity Committee chair chooses committee members or the Executive Committee may appoint members.

Resolutions Committee:

The resolutions committee drafts and presents resolutions to the Executive Committee for approval to present to the membership during the Annual Meeting. At each Annual Meeting, a resolution is presented to the Local Arrangements Chair to honor the host institution. Additional resolutions can be presented at the Annual Meeting to Academy members in recognition of exceptional service.

- Committee Chair: Chosen by President
- Committee members: The committee is made up of only the chair.
- Committee formation: Although this committee is typically only made up of a chair, the Resolutions Committee chair or Executive Committee may appoint members as needed.

Other Committees

Electronic Communications Committee:

The electronic communications committee manages and updates the TAS website and social media accounts. The Electronics Communications Chair works with the chairs of all other committees to ensure that each committee has updated their portion of the webpage. The Electronics Communications Chair tracks traffic to the webpage and troubleshoots issues, contacting the web host when necessary. The chair solicits information to be shared on the website and social media accounts and posts information as appropriate. The chair presents a report at the Spring and Fall Executive Committee meeting.

- Committee Chair: Chosen by President
- Committee members: The committee is made up only of the chair, although additional members can be added as needed.
- Committee formation: The Committee Chair or Executive Committee can appoint members, as needed.

Local Arrangements Committee:

This committee oversees the details of the Annual Meeting each year and works closely with the Annual Meeting Coordinator to ensure that the meeting is consistent with past meetings and meets the needs of the Academy. Committee membership varies, based on the host institution's needs to plan the details of the Annual Meeting. The Local Arrangements Committee Chair meets with the Executive Committee at the Spring and Fall meetings to give updates on planning and regularly communicates throughout the Spring and Fall to members of the Executive Committee with information about planning and for help with challenges.

- Committee Chair: Point person from host institution (sometimes Co-Chairs)
- Committee members: Varies dependent on host institution
- Committee formation: Determined by host institution in consultation with the Annual Meeting Coordinator and the Executive Committee.

Long Range and Strategic Planning Committee:

The Long-Range and Strategic Planning committee looks at issues related to the longevity and success of the Academy, proposed by the Executive Committee or determined by the committee to be important. The committee gathers information and presents recommendations to the Executive Committee. The Chair also works with the Annual Meeting Coordinator to explore and secure future sites for the Annual Meeting. The chair presents a report at the Spring and Fall Executive Committee meetings and presents initiatives at the Annual Meeting, as needed. The Chair provides committee updates to the Electronics Communications Chair for the website and social media accounts.

- Committee Chair: Most recent Past-President
- Committee members: The committee is made up of the five most recent Past-presidents.
- Committee formation: Past-presidents rotate onto and off the committee each year.

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Other Committees (continued):

Visiting Science Program:

The Visiting Science program is a service provided at no cost to K-12 schools and represents a commitment to pre-college education by Tennessee's scientific community located at colleges, universities, and laboratories. The goal of the Tennessee Visiting Scientist Program is to connect STEM professionals to students and teachers, to share STEM applications and provide information on STEM careers.

The Director serves as a conduit between TAS and the State Department of Education specifically for the Visiting Scientist program, working in conjunction with the TAS Science Education Liaison. The Director aims to understand the information collected from members and how that matches with the needs of K-12 teachers and collaborates with the chair of the Electronic Communications committee to ensure the website is updated and accessible by interested K-12 teachers and administrators. The Director advertises and promotes the Visiting Science Program. The Director also maintains relationships with the Tennessee Science Teachers Association (TSTA) and the Tennessee Science Education Leadership Association (TNSELA), including the coordination of annual meetings with these organizations every few years.

- Director: Nominated by President and approved by Executive Committee
- Committee: The Director is the only member of this committee, although others may be added as needed.
- Committee formation: The Director or Executive Committee may appoint members, as needed.