

APS Pacific Division

DUTIES OF THE PRESIDENT-ELECT

(Revised January 2002)

GENERAL DUTIES:

1. Prepare program for the annual meeting (except when the national APS meeting meets in the Pacific Division, in which case an offer should be made to assist the APS President-Elect in organization of the annual meeting).

SCHEDULE OF DUTIES:

1. Nine to 12 months prior to the annual Division meeting:

- a. Confirm dates and meeting location with Local Arrangements Chairperson.
- b. Send announcement regarding upcoming meeting to Phytopathology News.
- c. Discuss field trip options with Local Arrangements Chairperson.
- d. Request ideas on possible discussions/symposium session topics with the Local Arrangements Chairperson and executive committee. In addition, a request to the membership can be included in mailing which calls for newsletter items.

2. Seven months prior to Division meeting:

- a. Provide Newsletter editor with tentative program schedule and submission date for abstracts for inclusion in meeting announcement.

3. Two months prior to Division meeting:

- a. Upon receipt of abstracts from Secretary-Treasurer, organize program paper and symposium sessions.
- b. Schedule student papers during the first part of the program.
- c. Send copies of student paper abstracts to the Student Paper Competition Committee Chairperson.
- d. Arrange for paper session chairpersons.
- e. Send tentative copy of program to Local Arrangement Chairperson and check on final details.
- f. Ask the Local Arrangement Chairperson to secure tables during lunch for the Executive Committee and Student Paper Competition Committee meetings (these lunches have generally been paid for by the Division).

- g. Check with Local Arrangement Chairperson and Secretary-Treasurer on the number of people who have pre-registered and have the appropriate number of programs printed.

4. One month prior to Division meeting:

- a. Send the Executive Committee and Paper Session Chairpersons a copy of the program.
- b. Send speakers information on when their papers are scheduled.
- c. Send copies of the program to the Local Arrangements Chair-person so they can be included in the registration packets.
- d. Order plaques for the recipients of the Lifetime Achievement Award and the Early Career Award. If there are outgoing officers (including newsletter editor), order those plaques as well.

5. During the Division meeting:

- a. Enjoy the meeting.
- b. Present the awards to the winners of the Graduate Student Paper Competition.
- c. Present plaque to outgoing President at the close of the Division business meetings.
- d. Adjourn the meeting

6. Post-meeting activities:

- a. Send thank-you letters to all session chairpersons, Local Arrangements Committee chairperson and symposium/discussion session speakers.
- b. If needed, update job description and send a copy to Secretary-Treasurer.
- c. Order plaques for the winners of the Graduate Student Paper Competition and mail to the recipients, along with any checks that were not presented during the meeting.