

# APS Pacific Division

## DUTIES OF THE PRESIDENT

(Revised October 2003)

### GENERAL DUTIES:

1. Prepare the agenda for the executive committee meeting and the Division business meeting, present the Lifetime Achievement Award(s), present the Early Career Award, and invite the current national APS president to attend the meeting.
2. Prepare an article about the Division meeting, the new slate of officers, Student Paper competition winners, the Lifetime Achievement Award and Early Career Award recipients, including photographs, for Phytopathology News.
3. Nominate all committees (nomination committee, auditing committee, newsletter committee etc.) as per the constitution.
4. Periodic communication with other officers, especially the newsletter editors and Secretary/Treasurer, is essential to the completion of the overall goals and objectives of the Society. Remember that any item concerning policy is subject to approval of the division membership. Read the Pacific Division constitution.

### SCHEDULE OF DUTIES:

#### 1. Three to five months prior to Division meeting:

- a. Determine what office(s) and/or committee positions, if any, needs to be filled during your term. Appoint a nominating committee as per the constitution to select prospective office nominees. Appoint a head judge for the student paper competition and a replacement for the outgoing chairperson on the Lifetime Achievement Award Committee.
- b. Provide the nominating chairperson copies of the appropriate job description and the constitution. These should be sent to prospective office nominees.
- c. If the Secretary/Treasurer position expires during your term, the executive committee, of which you are a chairperson, appoints a replacement.
- d. Provide list of nominations for officers to Secretary/Treasurer.
- e. Invite the current APS President to attend the Division meeting. The APS President's expenses are paid by APS Headquarters.

#### 2. One to two months prior to Division meeting:

- a. Appoint two members (one can be the Secretary/Treasurer) to count the ballots for elected officers.
- b. Contact all candidates and inform them of the outcome of officer elections prior to the annual meeting.

- c. Notify recipients of the Lifetime Achievement and Early Career Awards as soon as possible following balloting to allow them sufficient time to make plans to attend the annual meeting.
- d. If the Secretary/Treasurer's position expires during your term, appoint a committee as per the constitution to audit the financial records.

### **3. During Division Meeting:**

- a. Prepare agendas for Executive Committee and Division business meetings.
- b. Preside over Executive Committee and Division business meetings. Make necessary additions, corrections, etc., to the agenda for the Division business meeting at the Executive Committee meeting.
- c. Present awards:
  - i. Lifetime Achievement Award recipient(s) (or have the chairperson of the Lifetime Achievement Award Committee do this).
  - ii. Early Career Award (or have the chairperson of the committee do this).
  - iii. Outgoing officers.
- d. Express appreciation to Local Arrangement Committee, special guests, session chairpersons, etc.
- e. Arrange for photos of new officers, Lifetime Achievement Award recipient(s), Early Career Award recipient, and Student Paper Competition winners.

### **4. Post-meeting activities:**

- a. Send a thank you letter to the APS President (or his/her representative) for attending the Division meeting.
- b. Prepare an article about the Division meeting, the new slate of officers, Student Paper Competition, Lifetime Achievement and Early Career Award winners, including photographs, and send to the editor of Phytopathology News. (Also send a copy to the Division Newsletter editor)
- c. Send prints, negatives, or digital images of the Student Paper Competition winners to the Division Counselor.
- d. If needed, update job description and send a copy to Secretary/Treasurer.