

2017-2018

GUIDEBOOK FOR SECTIONS AND FOCUS GROUPS March 2017

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Sections and Focus Groups

SECTIONS AND FOCUS GROUPS

Sections and Focus Groups reflect the scientific breadth of the Union. These groups are responsible for fostering scientific discussion and collaboration among members who affiliate with them.

Sections and Focus Groups connect you with other scientists in your research area. Historically, Sections are disciplinary while Focus Groups are interdisciplinary. Sections and Focus Groups offer many opportunities to engage with AGU. Sections and Focus Groups play a role in identifying emerging issues, providing member input, and nominating scientists for honors and recognition.

The President and President-elect from each Section and Focus Group serve on the AGU Council. Listed below are AGU's Sections and Focus Groups:

Section/Focus Group Name	Acronym	Website
Atmospheric Sciences Section	AS	http://atmospheres.agu.org/
Atmospheric and Space Electricity Focus Group	ASE	http://ase.agu.org/
Biogeosciences Section	В	http://biogeosciences.agu.org/
Cryosphere Focus Group	С	http://cryosphere.agu.org/
Earth and Planetary Surface Processes Focus Group	EPSP	http://epsp.agu.org/
Earth and Space Science Informatics Focus Group	ESSI	http://essi.agu.org/
Geodesy Section	G	http://geodesy.agu.org/
Geomagnetism, Paleomagnetism and	_	http://geopaleoelectromagnetism.agu.org/
Electromagnestism Section	GPE	
Global Environmental Change Focus Group	GEC	http://gec.agu.org/
Hydrology Section	Н	http://hydrology.agu.org/
Mineral Rock Physics Focus Group	MRP	http://mrp.agu.org/
Natural Hazards Focus Group	NH	http://nh.agu.org/
Near Surface Geophysics Focus Group	NS	http://nsg.agu.org/
Nonlinear Geophysics Focus Group	NG	http://ng.agu.org/
Ocean Sciences Section	os	http://oceans.agu.org/
Paleoceanography and Paleoclimatology Focus		http://paleo.agu.org/
Group	PP	
Planetary Sciences Section	PS	http://planets.agu.org/
Seismology Section	S	http://seismology.agu.org/
Societal Impacts on Policy Sciences Focus Group	SIPS	http://sfg.agu.org/sips/
Space Physics and Aeronomy Section	SPA	http://spa.agu.org/
Study of the Earth's Deep Interior Focus Group	SEDI	http://sedi.agu.org/
Tectonophysics Section	Т	http://tectonophysics.agu.org/
Volcanology, Geochemistry and Petrology Section	VGP	http://vgp.agu.org/

AGU STAFF CONTACT:

Phone: +1 202 777 7480; 202 777 7484

E-mail: section@agu.org

Section/Focus Group Membership (2015-2016)

Section or Focus Group Name	Primary Section or Focus Group	Secondary Section or Focus Group
Atmospheric and Space Electricity	237	1135
Atmospheric and Space Electricity	237	1135
Regular	183	816
Student	54	319
Atmospheric Sciences	6144	20801
Aerosols and Clouds	632	3079
Regular	461	2318
Student	171	761
Atmospheric Sciences	3369	7526
Regular	2691	5915
Student	678	1611
Composition and Chemistry	666	2956
Regular	533	2292
Student	133	664
Physics, Dynamics, and Climate	1477	7240
Regular	1088	5414
Student	389	1826
Biogeosciences	2918	7458
Biogeosciences	2918	7458
Regular	2209	5830
Student	709	1628
Cryosphere Sciences	1127	3368
Cryosphere Sciences	1127	3368
Regular	795	2535
Student	332	833
Earth and Planetary Surface Processes	1542	7186
Earth and Planetary Surface Processes	1542	7186
Regular	1027	4828
Student	515	2358
Earth and Space Science Informatics	740	3473
Earth and Space Science Informatics	740	3473
Regular	602	2548
Student	138	925
Geodesy	824	2574
Geodesy	824	2574
Regular	687	1947
Student	137	627

Electromagnetism	617	1900
Geomagnetism, Paleomagnetism and		
Electromagnetism	617	1900
Regular	514	1425
Student	103	475
Global Environmental Change	1656	10728
Global Environmental Change	1656	10728
Regular	1246	7998
Student	410	2730
Hydrology	5110	9901
Hydrology	5110	9901
Regular	3627	7202
Student	1483	2699
Mineral and Rock Physics	641	2771
Mineral and Rock Physics	641	2771
Regular	448	1918
Student	193	853
Natural Hazards	718	5487
Natural Hazards	718	5487
Regular	535	4058
Student	183	1429
Near Surface Geophysics	567	3078
Near Surface Geophysics	567	3078
Regular	345	1955
Student	222	1123
Nonlinear Geophysics	188	2278
Nonlinear Geophysics	188	2278
Regular	146	1624
Student	42	654
Ocean Sciences	4734	16831
Biological Oceanography	363	1839
Regular	297	1386
Student	66	453
Marine Geochemistry	385	2459
Regular	272	1808
Student	113	651
Marine Geology and Geophysics	834	3427
Regular	631	2578
Student	203	849
Ocean Sciences	1572	4923
Regular	1334	3890
Student	238	1033
Physical Oceanography	1580	4183

Regular	1280	3256
Student	300	927
Paleoceanography and Paleoclimatology	1350	4000
Paleoceanography and Paleoclimatology	1350	4000
Regular	954	2963
Student	396	1037
Planetary Sciences	1596	4924
Planetary Sciences	1596	4924
Regular	1294	3706
Student	302	1218
Seismology	2505	5207
Seismology	2505	5207
Regular	1858	3837
Student	647	1370
Societal Impacts and Policy Sciences	387	2602
Societal Impacts and Policy Sciences	387	2602
Regular	308	1813
Student	79	789
Space Physics and Aeronomy	2841	7985
Aeronomy	276	1248
Regular	244	1051
Student	32	197
Magnetospheric Physics	874	2127
Regular	710	1689
Student	164	438
Solar and Heliospheric Physics	855	2186
Regular	730	1761
Student	125	425
Space Physics and Aeronomy	836	2424
Regular	692	1922
Student	144	502
Study of the Earth's Deep Interior	314	2485
Study of the Earth's Deep Interior	314	2485
Regular	204	1684
Student	110	801
Tectonophysics	1946	5702
Tectonophysics	1946	5702
Regular	1556	4554
Student	390	1148
Volcanology, Geochemistry, and Petrology	2828	10121
Geochemistry	674	3306
Regular	428	2230
Student	246	1076
Volcanology, Geochemistry, and Petrology	1833	4458

Grand Total	41530	141995
Student	111	693
Regular	210	1664
Volcanology/Petrology	321	2357
Student	314	947
Regular	1519	3511

Section/Focus Group Membership (2014-2015)

	Primary Section or Focus	Secondary Section or Focus
Section or Focus Group Name	Group	Group
Atmospheric and Space Electricity	256	829
Atmospheric and Space Electricity	256	829
Regular	186	590
Student	70	239
Atmospheric Sciences	6128	21321
Aerosols and Clouds	637	2150
Regular	481	1607
Student	156	543
Atmospheric Sciences	3445	12374
Regular	2704	9651
Student	741	2723
Composition and Chemistry	684	2291
Regular	545	1850
Student	139	441
Physics, Dynamics, and Climate	1362	4506
Regular	1048	3389
Student	314	1117
Biogeosciences	2975	9398
Biogeosciences	2975	9398
Regular	2262	7138
Student	713	2260
Cryosphere Sciences	1084	3706
Cryosphere Sciences	1084	3706
Regular	791	2689
Student	293	1017
Earth and Planetary Surface Processes	1543	5529
Earth and Planetary Surface Processes	1543	5529
Regular	1008	3647
Student	535	1882
Earth and Space Science Informatics	696	2322
Earth and Space Science Informatics	696	2322
Regular	568	1913
Student	128	409
Geodesy	819	2852
Geodesy	819	2852
Regular	683	2275

Student	136	577
Geomagnetism, Paleomagnetism and		
Electromagnetism	648	2134
Geomagnetism, Paleomagnetism and		
Electromagnetism	648	2134
Regular	539	1750
Student	109	384
Global Environmental Change	1648	6071
Global Environmental Change	1648	6071
Regular	1224	4528
Student	424	1543
Hydrology	5233	15089
Hydrology	5233	15089
Regular	3677	10359
Student	1556	4730
Mineral and Rock Physics	609	2110
Mineral and Rock Physics	609	2110
Regular	437	1554
Student	172	556
Natural Hazards	714	2863
Natural Hazards	714	2863
Regular	522	2126
Student	192	737
Near Surface Geophysics	539	2041
Near Surface Geophysics	539	2041
Regular	360	1331
Student	179	710
Nonlinear Geophysics	183	693
Nonlinear Geophysics	183	693
Regular	141	569
Student	42	124
Ocean Sciences	4444	15612
Biological Oceanography	353	1143
Regular	290	902
Student	63	241
Marine Geochemistry	369	1407
Regular	260	978
Student	109	429
Marine Geology and Geophysics	779	2998
Regular	597	2214
Student	182	784
Ocean Sciences	1510	5751
Regular	1292	4797
Student	218	954

Physical Oceanography	1433	4313
Regular	1192	3531
Student	241	782
Paleoceanography and Paleoclimatology	1322	5168
Paleoceanography and Paleoclimatology	1322	5168
Regular	931	3611
Student	391	1557
Planetary Sciences	1606	5218
Planetary Sciences	1606	5218
Regular	1324	4128
Student	282	1090
Seismology	2445	8035
Seismology	2445	8035
Regular	1828	5721
Student	617	2314
Societal Impacts and Policy Sciences	347	1187
Societal Impacts and Policy Sciences	347	1187
Regular	275	934
Student	72	253
Space Physics and Aeronomy	2848	8698
Aeronomy	289	964
Regular	262	874
Student	27	90
Magnetospheric Physics	856	2477
Regular	713	2073
Student	143	404
Solar and Heliospheric Physics	883	2130
Regular	745	1811
Student	138	319
Space Physics and Aeronomy	820	3127
Regular	682	2578
Student	138	549
Study of the Earth's Deep Interior	336	1302
Study of the Earth's Deep Interior	336	1302
Regular	213	821
Student	123	481
Tectonophysics	2012	6792
Tectonophysics	2012	6792
Regular	1577	5124
Student	435	1668
Volcanology, Geochemistry, and		
Petrology	2952	10432
Geochemistry	667	2475
Regular	417	1591

Student	250	884
Volcanology, Geochemistry, and Petrology	1958	6678
Regular	1607	5349
Student	351	1329
Volcanology/Petrology	327	1279
Regular	207	786
Student	120	493
Grand Total	41387	139402

Section/Focus Group Officers (2017-2018)

SECTION/FOCUS GROUP CONTACT: section@agu.org
Website: http://sites.agu.org/leadership/sections-focus-groups/

Section/Focus Group Name	Name and Position	Email Address
	Joyce Penner, President	penner@umich.edu
Atmospheric Sciences Section (AS)	James Hurrell, President-elect	jhurrell@ucar.edu
	V Faye McNeill, Secretary	vfm2103@columbia.edu
	Shuyi S. Chen, Secretary	schen@rsmas.miami.edu
	Timothy J. Lang, President	Timothy.j.lang@nasa.gov
Atmospheric and Space	Maribeth Stolzenburg, President-	mstolzen@olemiss.edu
Electricity Focus Group (ASE)	elect	
	Morris Cohen, Secretary	mcohen@gatech.edu
	Ariel Anbar, President	anbar@asu.edu
Biogeosciences Section (B)	Elise Pendall, President-elect	e.pendall@westernsydney.edu.au
	Laura Wasylenki	lauraw@indiana.edu
	Tavi Murray, President	t.murray@swansea.ac.uk
Cryosphere Focus Group (C)	Lora Koenig, President-elect	lora.koenig@colorado.edu
	Sinead Louise Farrell, Secretary	Sinead.farrell@noaa.gov
Earth and Planetary Surface	William E. Dietrich, President	bill@eps.berkeley.edu
Processes Focus Group (EPSP	Dorothy Merritts, President-elect	Dorothy.merritts@fandm.edu
1 locesses i ocus oloup (El Si	Gregory Hancock, Secretary	gshanc@wm.edu
Earth and Space Science	Ruth Duerr, President	rduerr@nsidc.org
Informatics Focus Group (ESSI)	Denise J. Hills, President-elect	dhills@gsa.state.al.us
iniomatics i ocus Group (EGGI)	Anne Wilson, Secretary	anne.wilson@lasp.colorado.edu
	Susan Owen, President	Susan.owen@jpl.nasa.gov
Geodesy Section (G)	M. Meghan Miller, President-elect	meghan@unavco.org
	Brendan Crowell	<u>crowellb@uw.edu</u>
Geomagnetism,	Laurie Brown, President	lbrown@geo.umass.edu
Paleomagnetism and	Catherine Johnson, President-elect	cjohnson@eos.ubc.ca
Electromagnestism Section	France Lagroix, Secretary	
(GPE)		lagroix@ipgp.fr
Global Environmental Change	Ellen Mosley-Thompson, President	Thompson.4@osu.edu
Focus Group (GEC)	Philip Mote, President-elect	pmote@coas.oregonstate.edu
1 0000 0100p (020)	Ali H. Omar, Secretary	ali.h.omar@nasa.gov
	Jeff McDonnell, President	Jeffrey.mcdonnell@usask.ca
Hydrology Section (H)	Scott W. Tyler, President-elect	styler@unr.edu
	Charles H. Luce, Secretary	cluce@fs.fed.us
Mineral Rock Physics Focus	Andrew Campbell, President	campbell@geosci.uchicago.edu
Group (MRP)	Wenlu Zhu, President-elect	wzhu@umd.edu
	Susannah Dorfman, Secretary	dorfman3@msu.edu
	Ramesh P. Singh, President	Ramesh.singh@sharda.ac.in
Natural Hazards Focus Group	Seth Stein, President-elect	seth@earth.northwestern.edu
(NH)	Daniel Wright, Secretary	danielb.wright@gmail.com
Near Surface Geophysics Focus	Sarah Kruse, President	skruse@usf.edu
Group (NS)	Xavier Comas, President-elect	xcomas@fau.edu
. , ,	Chi Zhang, Secretary	chizhang@ku.edu
Nonlinear Geophysics Focus	Annick Pouquet, President	pouquet@ucar.edu
Group (NG)	Sarah F. Tebbens, President-elect	sarah.tebbens@wright.edu

	Jorn Davidsen, Secretary	davidsen@phas.ucalgary.ca
	Eileen Hofmann, President	hofmann@ccpo.odu.edu
Ocean Sciences Section (OS)	Robert F. Anderson, President-elect	boba@ldeo.columbia.edu
Ocean Sciences Section (OS)	Claudia Benitez-Nelson, Secretary	cbnelson@geol.sc.edu
	Chuck Nittrouer, Secretary	nittroue@ocean.washington.edu
Paleoceanography and	Figen Mekik, President	mekikf@gvsu.edu
Paleoclimatology Focus Group	Petra Dekens, President-elect	dekens@sfsu.edu
(PP)	Matthew E. Kirby, Secretary	mkirby@fullerton.edu
	Sarah Stewart, President	sts@ucdavis.edu
Planetary Sciences Section (PS)	Rosaly M. C. Lopes, President-elect	rosaly.m.lopes@jpl.nasa.gov
	Michael Mischna, Secretary	Michael.a.mischna@jpl.nasa.gov
	Douglas Wiens, President	doug@wustl.edu
Seismology Section (S)	Anne Sheehan, President-elect	afs@cires.colorado.edu
	Eliza Richardson, Secretary	eur10@psu.edu
Societal Impacts on Policy	Linda Rowan, President	rowan@unavo.org
Sciences Focus Group (SIPS)	Maggie Walser, President-elect	mwalser@nas.edu
Ociences i ocus Group (On O)	Rebecca A. French, Secretary	French.rebecca@gmail.com
	Larry Paxton, President	Larry.paxton@jhuapl.edu
Space Physics and Aeronomy	Christina Cohen, President-elect	cohen@srl.caltech.edu
Section (SPA)	Anthony Mannucci, Secretary	Anthony.j.mannucci@jpl.nasa.gov
	Elizabeth MacDonald, Secretary	e.a.macdonald@nasa.gov
Study of the Earth's Deep	Allen K. McNamara, President	Allen.mcnamara@asu.edu
Interior Focus Group (SEDI)	Scott D. King, President-elect	sdk@vt.edu
michor roddo Group (GEBI)	Kanani K.M. Lee, Secretary	kanani.lee@yale.edu
	Ross S. Stein, President	rstein@usgs.gov
Tectonophysics Section (T)	Julia K. Morgan, President-elect	morganj@rice.edu
	Jolante W. van Wijk, Secretary	jolante.vanwijk@nmt.edu
	William McDonough, President	mcdonough@umd.edu
Volcanology, Geochemistry and	Michael Manga, President-elect	manga@seismo.berkeley.edu
Petrology Section (VGP)	Anat Shahar, Secretary	ashahar@ciw.edu
	Marie Edmonds, Secretary	me201@cam.ac.uk

Roles and Responsibilities

Section and Focus Group Presidents and Presidents-Elect serve on the AGU Council during their terms. In their role as AGU Council members, Section/Focus Group leaders work to advance the scientific direction of the Union as a whole. They bring a valuable perspective which, when taken collectively, represent the diversity of science that exists within the Union. The Council partners with the AGU Board and staff to shape and lead AGU and geophysical sciences into the future.

Three Distinct Roles of Council

Under AGU's new governance structure, the Council was enlarged to include input from leaders representing a wider variety of members and charged with defining the role of the Council in advancing AGU's strategic plan.

The Board is responsible for the overall health of the organization and handles the business affairs of AGU. The Council is responsible for scientific affairs. As depicted in the governance structure diagram many functions are shared between the Board and Council since they cut across both organizational/business and science – meetings, outreach, publications, strategic planning, etc.

The Council plays three unique and critical roles: forming science policy, generating and deliberating sciencerelated ideas, and advising on science and member issues. Examples of each of these roles are provided in three distinct roles diagram and in a sample Council agenda diagram.

Three Distinct Roles of the Council

Idea Generation / Advisor - Science and **Policy Formation** Science Deliberation **Member Issues** Grand challenge topics Policy – Honors and Scientific content and its delivery and process awards Policy – Editor criteria and Future of science and Providing advice for implications for AGU selection evolving meetings and publications - content, Policy - Sections and Moving AGU towards organization, format as **Focus Groups** interdisciplinary and science evolves transdisciplinary science Policy - science Raising member issues organization (council Advance member issues; and concerns of potential structure; criteria for identify trends impacting changes impacting the adding, evaluating, science Union work of Section and sunsetting Sections and · Journal titles and content **Focus Groups Focus Groups** Meeting content and Potential collaborators Content of position formats statements Input on strategic planning / organizational policy, direction and goals Creation, evaluation, sunsetting of Union-wide awards and medals

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Leadership Criteria for Council members

The AGU Council helps advance AGU's strategic plan by:

- 1. Formulating science policy
- 2. Generating ideas for aligning and strengthening AGU activities as science evolves
- 3. Advising on science and member issues

Council members have dual roles: leading AGU as a whole and leading subsets of AGU (committees, focus groups, sections, student/early career members, etc.). These roles require that Council members dedicate themselves to being a conduit of information among AGU members. Equally, during Council discussions, Council members must be aware of their roles as leaders of AGU.

The following list of leadership criteria is intended to assist focus group/section leaders, committee/task force chairs, the Governance Committee, and the AGU President in identifying potential candidates for Council positions who can effectively fill dual roles. Identifying candidates who embody the following will help ensure an effective Council and help continue to advance the mission and vision of AGU.

- Active, engaged, and inquisitive
- Objective and impartial
- Familiar with AGU's strategic plan, governance model, culture, and ethics policy
- In tune with the AGU and Earth and space science community
- Good communicator (both presenting and listening)
- Open minded
- Well respected
- Team player
- Appreciates the dual roles of leader/representative of a discipline/committee/task force
- and leader of the entire AGU
- Values diversity
- Forward looking
- Willing to learn

Council Code of Conduct

This code describes the conduct of individual Council members and the Council as a whole. The Council code of conduct is posted on the AGU website under Leadership: http://sites.agu.org/leadership/science-council/council-code-of-conduct/

Conflict of Interest Policy

This conflict of interest policy covers all AGU volunteer and staff leaders, except those who serve on award selection committees

- Conflict of Interest policy and process
- Conflict of Interest Form

Roles and Responsibilities: Section/Focus Group President and President-elect

TERM: 2 years

PARTICIPATION & TIME COMMITMENT:

- Attendance at, and participation in, Council meetings.
 - The Council meets electronically for 2 hours 3 times each year: Mid-June, Early September, Mid-November
 - The Council meets face-to-face 2 times each year: March and December (1 day) in conjunction with the Fall Meeting (San Francisco)
 - Full participation requires reading background material in advance and assisting with preparing agenda items as requested. Participation in discussions and collaborative documents

ROLES AND RESPONSIBILITIES:

- Support direction of AGU and help engage members
 - Advance the vision, mission and strategic plan of AGU
 - o Partner with the Governance Committee to fulfill AGU's commitment to exceptional governance.
 - o Articulate, safeguard, model, and promote AGU's core values and principles.
 - Maintain awareness of emerging issues that could impact the science and AGU, especially issues facing the Section/Focus Group you lead.
 - Serve as a conduit of information between AGU leadership and Section/Focus Group members.
 - Ensure Section/Focus Group activities and structure supports AGU's mission, vision, core values, and strategic objectives.
 - Help mobilize and engage AGU members.
 - Bring a unique perspective, while keeping in mind your responsibility to act in the best interests
 of the organization, not any particular constituency or discipline.
- Build relationships internally and externally
 - o Champion AGU and Earth and space sciences to all constituents and publics.
 - Ensure good interaction with other Section/Focus Groups, AGU committees, and other organizations.
 - o Encourage others to get involved in volunteering at AGU.
 - Utilize staff expertise.
 - Get to know other Council members and key staff.
- Be an active member of the AGU Council
 - Prepare for, attend and actively participate in all Council meetings.
 - Be knowledgeable about the bylaws, policies, strategic plan, and governance responsibilities of the AGU Council.
 - Abide by the code of conduct.
 - o Follow the conflict of interest policy and disclose any potential conflicts of interests.
 - Support ongoing science, outreach and development activities of the Union.
 - Function at a strategic, not tactical, level.
 - Be cognizant that the authority rests with the Council as a collective body, not to any one individual member.
 - o Participate in Council orientation and be knowledgeable about effective governance.
 - Participate in periodic evaluation of the Council's performance and contribute to ongoing improvement of AGU governance.
 - Help prepare and lead Council agenda items as requested.

- Programmatic and operational responsibilities:
 - Chair and conduct the business of Section/Focus Group executive committee meetings
 - Appoint chairs and members of the various Section/Focus Group committees, i.e. executive committee members, Fellows and S/FG award selection committees, canvassing and nominating committees, etc.
 - o Appoint/recommend individuals to serve on the Meeting Program Committees.
 - identify a member to serve as a member of the Eos Editorial Advisory Board for their Section.
 Term of each Editorial Advisory Board member are 2-3 years.
 - Arrange for the judging of OSPA papers at the Fall Meeting and other AGU meetings. This may be delegated to another Section/Focus Group officer or executive committee member.
 - o Appoint or re-confirm the appointment of the Web Editor for your Section's Web presence.
 - Provide the budget for anticipated expenditures from Section/Focus Group fund and authorize payments from this fund. This budget is part of the overall Union budget and should be conveyed to headquarters by mid to late September.
 - o Review quarterly financial statements forwarded by staff liaison.
 - Approve committee selection/recommendations for Section/Focus Group award/lecture recipients
 - Work with Section/Focus Group executive committee members or officers to propose new awards and lectures and forward to Honors and Recognition Committee for approval.
 - Provide input and recommendations to the committee appointment process for Honors committees.
 - Provide input/directions on meeting logistics related to Fall Meeting events preparation; i.e. finalizing receptions, meeting requirements, ticketed events, complimentary tickets and registrations, etc.

Roles and Responsibilities: Fall Meeting Program Committee Representatives

The Fall Meeting Program Committee representatives have the responsibility for developing and organizing the entire scientific program. **The Program Committee members**, under the direction of the Chair, Fall Meeting, **have final authority related to organizing the scientific program for their Section or Focus Group**.

Representatives will be essential in implementing strategies to achieve the AGU Board's objective of creating scientific meetings of the future and will develop a dynamic program for the 2017 Fall Meeting in New Orleans, Louisiana, the first Fall Meeting held outside of San Francisco in 49 years.

Appointments:

The official Program Committee consists of a representative from each Section and Focus Group and the AGU Committees on Public Affairs and Education. The term of individual Program Committee representatives is generally three years, or determined in accordance with the Section's by-laws.

- 1. Section and Focus Group Presidents must submit the name of their **lead representative(s)** to AGU by **late December**; please submit the name of the representative(s) to noliphant@agu.org by this deadline.
- 2. Some Sections and Focus Groups receive a high number of abstracts submissions and as such, you may also elect to nominate additional representatives to serve on the Program Committee and assist in organizing disciplinary programs. Please also submit the names of any new or continuing committee members at this time.
- 3. Representatives may also utilize within their Section or Focus Group to support with session review
- 4. AGU reimburses expenses accordingly for program committee representatives.
 - a. One program committee representative per section or focus group to attend a planning meeting to approve session proposals. This meeting will be held in early May 2017.
 - b. A second meeting of the Program Committee after abstract submissions, the scheduling meeting, is held in September 2017. If needed, assistants (not official Program Committee Members) for the August scheduling period and the September Scheduling Meeting should be identified by the May planning meeting to include these individuals in all relevant AGU correspondences. AGU will pay expenses according for each section or focus group:
 - i. One person for up to 500 abstracts, two people for 500 to 800 abstracts, three people for 800 to 1200 abstracts, four people for 1200 to 1600 abstracts, five people for 1600 to 2000 abstract submissions.
- 4. If there is more than one Committee member nominated per Section or Focus Group, a **lead representative** must be identified. The lead representative is empowered to make final decisions on behalf of the Section or Focus Group on all scientific programming matters.

2017 Timeline:

- 1. Program Committee kick-off conference call (TBD; early January)
- 2. Call for Session Proposals (15 February 19 April)
- 3. Preplanning Meeting in Washington, DC: Session Proposal Acceptance (11-12 May)
- 4. Call for Abstracts Opening: (14 June)
- 5. Abstract Submission Deadline: (2 August)
- 6. Program Committee online session allocation (August 4-21)
- 7. Convener online scheduling (August 22-September 1)
- 8. Program Committee prepares preliminary layout of their section's program and resolves any Convener matters before the meeting (September 5)
- 9. Program Scheduling meeting at AGU Headquarters (September 6-8)

Representative Requirements:

- 1. A strong and clear understanding of the structure of the Fall Meeting Scientific Program
- Commitment of up to 100 hours of volunteer time outside of the two face-to-face committee meetings, is required for each yearly cycle depending on size of Section or Focus Group session proposal and abstract submissions. This includes being available during key scheduling and submission deadlines, such as:
 - Session proposal review and merging in April-May
 - Session allocation and scheduling in August-September
 - Provide direction, follow-up and resolve issues with Session Conveners throughout the year
- 3. Due to the time commitment required, it is recommended that the Program Committee representatives do not serve as an officer in their respective Sections or Focus Groups
- 4. Support and enforce all AGU and Fall Meeting scientific program policies and procedures
- 5. Thoroughly prepare for and review provided materials in advance of every program committee meeting or call to ensure time is devoted to improving the program or policies
- 6. Collaborate with all members of the Program Committee to create and implement opportunities across disciplines
- 7. Ability to complete all review and scheduling duties in an online session and abstract management system
- 8. Keep the Program Chair informed of any program and Section and Focus Group related decisions or concerns; keep Section and Focus groups informed of Program Committee policy decisions as appropriate
- 9. Attend two-day, face-to-face planning meeting in May 2017 in Washington, DC
- 10. Attend three-day, face-to-face scheduling meeting in September 2017 in Washington, DC
- 11. Participate in conference calls and provide feedback to AGU staff as needed
- 12. Adhere to all scientific program timelines and deadlines; respond to AGU staff, convener and author inquiries in a timely manner
- 13. Curate the SWIRL Theme sessions a needed
- 14. Assist in developing the AGU On-Demand (virtual) Program as needed

Honoraria and Reimbursement:

Honoraria are provided to the **lead** Program Committee representative for each Section and Focus Group and the AGU Committees on Public Affairs and Education. The lead member determines how to allocate the honoraria.

AGU Scientific Program Team (Updated online for most recent)

Nicole Oliphant, Manager, Scientific Programs
 Phone: +1-202-777-7336 Email: noliphant@agu.org

• **Emily Cornell,** Program Assistant, Scientific Programs Phone: +1-202-777-7323 Email: ecornell@agu.org

Meetings Program Leadership

Lauren Parr, Director

Phone: +1-202-777-7325; Email: lparr@agu.org

Key Dates for Section Officers (2017)

This table indicates the key dates for Section/Focus Group officers as it relates to organizational and program activities.

2017

Month	Date(s)	Activities
December	15 Dec	Submit names of committee members and FM program committee
(2016)		representatives to AGU staff liaison.
January	1 Jan	New officers and committees assume office
	1 Jan	Update Section/Focus Group webpages – officers, committee members,
		new program initiatives, key dates, calendars, others
	Early Jan	Fall Meeting Program Committee kick-off conference call
	15 Jan	AGU Honors nomination opens (Union medals, fellows, awards, prizes
		and Section/Focus Group awards and lectures)
February	Early Feb	Virtual Poster Showcase (VPS) abstract submission opens
	15 Feb	Call for Fall Meeting session proposals
	Late Feb	Orientation Training for Honors selection committees
	8 Mar	AGU Leadership Orientation in Washington, DC
March	Early Mar	Virtual Poster Showcase (VPS) abstract submission closes
	9-10 Mar	AGU Council Meeting in Washington, DC
	15 Mar	Union Honors (medals, fellows, awards, prizes) nomination deadline
	Early Apr	AGU and Union Fellows Committee Chair host a webinar with Section and
		Focus Group Committee Chairs to discuss deliberation process.
April	Early Apr	Release of year-end (2016) financial statements and 1Q 2017 financial
		statements
	15 Apr	Section/Focus Group awards and lectures nomination deadline
	17 Apr	Nomination materials are directed to Section and Focus Group Fellows
		committee based on 1) the nominee's primary affiliation and 2) up to three
		additional section and focus group affiliation may be reviewed as well if
		the initial pool of nominees does not meet primary evaluation criteria or if
	40 45 14	a low number of nominees were submitted for review.
	18 Apr-15 May	Section/Focus Group Fellows committees review and evaluation period
	1 May	Nomination materials are directed to their respective Union Medals,
Mari	4 May O luna	Awards, and Prizes committees for review.
May	1 May – 2 June	Section and Focus Group Award Committees review award/lecture
	2 May – 19 June	nomination packages and complete initial evaluations.
	2 May – 19 Julie	Union medals, awards and prizes committees review and evaluation
	44.40 May	period
	11-12 May	FM pre-planning meeting in Washington, DC: Session proposal
	15 Mov	acceptance
	15 May	Section and Focus Group Fellows committees submit their
		recommendation reports for consideration by the Union Fellows Committee (UFC).
	9 June	Section/Focus Group award committee recommendations are due to
	Julie 	AGU.
June	14 June	Call for FM Abstracts Opening
Julie		Virtual Council meeting (11am – 1pm Eastern)
	15 June 15 June	
	I 13 Julie	Communication sent out on FM 2017 events planning and preparation

	16 June	Deadline for Section and Focus Group Presidents to approve Section and	
		Focus Group award committee selections.	
	19 June	Union medals, awards and prizes' committee recommendations due to	
		AGU staff liaison(s).	
	30 June	Official announcement of 2017 Section/Focus Group award and lecture	
		recipients	
	30 June	Deadline for S/FG leaders to submit function request forms through	
		Attendee Interactive on FM events planning.	
July	Early July	Council Leadership Team reviews Union Medals, Awards, and Prize	
-	, ,	committees' recommendations for final approval.	
	Early July	Release of 2Q 2017 financial statements	
	July	S/FG Leadership selects OSPA coordinators	
	21 July	Official announcement of Union medals, awards and prizes recipients	
	•	(date subject to change)	
	6-7 July	Union Fellows Committee meet at AGU to elect 2017 class of fellows	
	28 July	Official announcement of 2017 AGU Class of Fellows (date subject to	
	•	change)	
	2 Aug	FM Abstract Submission Deadline	
August	1 Aug	OSPA coordinators finalized by S/FG leadership	
	Early Aug	Virtual Poster Showcase (VPS) abstract submission opens	
	4-21 Aug	FM program Committee online session allocation	
	22-1 Sept	FM convener online scheduling	
	5 Sept	FM program committee prepares preliminary layout of their section's	
		program and resolves any convener matters before the meeting.	
September	Early Sept	Virtual Poster Showcase (VPS) abstract submission closes	
-	6-8 Sept	FM Program scheduling meeting at AGU headquarters	
	7 Sept	Virtual Council Meeting (11am -1pm Eastern)	
October	Early Oct	Release of 3Q 2017 financial statements	
	Late Oct	OSPA website launches for students	
November	Early Nov	OSPA website launches for volunteers	
December	4 Dec	Goal to have all OSPA judge slots filled	
	10 Dec	AGU Council Meeting	
	13 Dec	2017 Honors Ceremony and Banquet	
	11-15 Dec	AGU Fall Meeting, New Orleans, Louisiana	
	15-22 Dec	OSPA judges enter scores	
	26-12 Jan	OSPA coordinators select winners	
January 2018	19 Jan	OSPA winners announced	

Key Contacts at AGU (See online for most recent updates to this list)

AGU LEADERSHIP

AGU Staff/Leader Name	Contact Information	AGU Program/Activities
Christine McEntee, Executive Director/CEO	AGU Execdirector@agu.org	
Eric Davidson, AGU President	President@agu.org	
Robin Bell, AGU President-elect	President-elect@agu.org	
Margaret Leinen, AGU Past President	Pastpresident@agu.org	

ACCOUNTING/FINANCE

AGU Staff Name	Contact Information	AGU Program/Activities
Mike Andrews, Director of Finance	Phone: 202-777-7452;	Finance/Budgets
	mandrews@agu.org	
Tiffany Faulkner, Controller, Finance and	tfaulkner@agu.org	Finance/Accounting Operations
Administration		

DEVELOPMENT

AGU Staff Name	Contact Information	AGU Program/Activities
Jeff Borchardt, Director, Development	Phone: 202-777-7441;	Development/fund-raising
	jborchardt@agu.org	
Victoria Thompson, Manager, Development	Phone: 202-777-7471;	Development/fund-raising; member
	vthompson@agu.org	donations

GOVERNANCE

AGU Staff Name	Contact Information	AGU Program/Activities
Cheryl Enderlein, Assistant Director, Volunteer	Phone: 202-777-7502;	Board and Council
Leadership	cenderlein@agu.org	Section/Focus Group Bylaws

HONORS PROGRAM and SECTIONS AND FOCUS GROUPS

AGU Staff Name	Contact Information	AGU Program/Activities
Billy Williams, Director, Science	Phone: 202-777-7465;	Science Department Head
	<u>bwilliams@agu.org</u>	
Beth Paredes, Assistant Director, Honors and	Phone: 202-777-7500;	All Honors (Union Medals, Fellows, Awards,
Science Affiliations	eparedes@agu.org	Prizes, Section and Focus group Honors)
		Section and Focus Group Staff Partner
Leah Bland, Program Specialist	Phone: 202-777-7389; <u>lbland@agu.org</u> Agu_unionhonors@agu.org	Union Awards, Medals and Prizes
Antonio Covington, Program Specialist	Phone: 202-777-7484	Sections and Focus Group awards and
	sections@agu.org	lectures
	acovington@agu.org	Section and Focus Group queries
Chelsea Fuller, Honors and Science Affiliations	Phone: 202-777-7480	Section and Focus Group queries
Coordinator	Unionfellows@agu.org	Fellows
	kthompson@agu.org	E-marketing/newsletters

MARKETING, COMMUNICATIONS AND ENGAGEMENT

AGU Staff Name	Contact Information	AGU Program/Activities
Dana Rehm, Director, Marketing, Communications	Phone: 202-777-7436; <u>drehm@agu.org</u>	All AGU marketing, communications and
and Engagement		engagement activities
Joan Buhrman, Assistant Director, Strategic	Phone: 202-777-7509,	
Communciations and Marketing	jbuhrman@agu.org	

MEETINGS

AGU Staff Name	Contact Information	AGU Program/Activities
Lauren Parr, Director, Meetings	lparr@agu.org	
General Meeting Questions	Meetinginfo@agu.org	
Meeting Housing/Hotel Questions	housing@agu.org	
Meeting Registration	registration@agu.org	
Nicole Oliphant, Manager, Scientific Programs	Phone: 202-777-7336;	Scientific programs; i.e. abstract
	noliphant@agu.org	submissions

PUBLIC AFFAIRS

AGU Staff Name	Contact Information	AGU Program/Activities
Alexandra Shultz, Public Affairs Director	Phone: 202-777-7505 ashultz@agu.org	Science Policy/Public Affairs
Elizabeth Landau, Public Affairs Manager	Phone: 202-777-7535 elandau@agu.org	

PUBLICATIONS

AGU Staff Name	Contact Information	AGU Program/Activities
Brooks Hanson, Director, Publications	Phone: 202-777-7520; <u>bhanson@agu.org</u>	All AGU publications
Jeanette Panning, Assistant Director, Publications	Phone: 202-777-7382, jpanning@agu.org	
Program		
Jenny Lunn, Assistant Director, Content &	Phone: 202-777-7346, <u>ilunn@agu.org</u>	
Analysis, Publications		

SCIENTIFIC ETHICS

AGU Staff Name	Contact Information	AGU Program/Activities
Billy Williams, Director, Science	ethics@agu.org	Scientific Ethics
Randy Townsend, Senior Journal Program		
Manager		

TALENT POOL PROGRAMS

AGU Staff Name	Contact Information	AGU Program/Activities
David Harwell, Assistant Director, Talent Pool	Phone: 202-777-7345; dharwell@agu.org	Talent Pool programs (student, education,
		career programs)
Pranoti Asher, Manager, Education	Phone: 202-777-7522, pasher@agu.org	Education, VPS, mentoring, faculty and
		teacher professional development programs
Erik Hankin, Program Manager, Student	Phone: 202-777-7523, <u>ehankin@agu.org</u>	Students and Career Programs
Programs	Phone: 202-777-7508, <u>njanick@agu.org</u>	
Nathaniel Janick, Career Services Coordinator	Phone: 202-777-7357, <u>lmarasco@agu.org</u>	
Leslie Marasco, OSPA Programs Coordinator	Students and Early Career Programs:	
	students@agu.org; ospa@agu.org	

THRIVING EARTH EXCHANGE

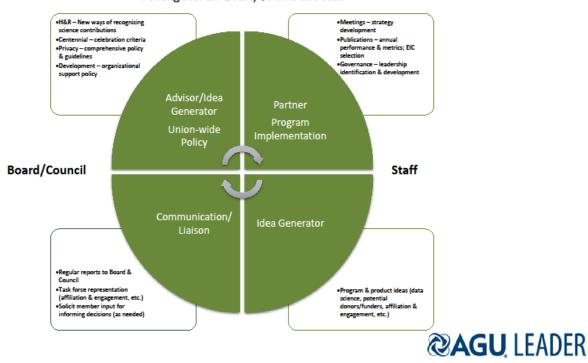
AGU Staff Name	Contact Information	AGU Program/Activities
Raj Pandya, Program Director, TEX Science	Phone: 202-777-7514; <u>rpandya@agu.org</u>	Thriving Earth Exchange (TEX)
Natasha Udu-gama, Program Manager, TEX	Phone: 202-777-7304, <u>nudugama@agu.org</u>	
<i>Melissa Goodwin</i> , Project Liaison, TEX	Phone: 202-777-7313, mgoodwin@agu.org	
•		

Committees

Hundreds of AGU members volunteer their time and expertise by serving on committees and task forces. These committees/task forces work together with the Board, Council and staff to advance AGU's strategic plan. Examples of how this works are provided in the Roles Committee Play.

Roles Committees/Task Forces Play @ AGU

working with the Board/Council and staff



The AGU President works with other volunteer and staff leaders to: develop charges that align with the strategic plan, support upcoming initiatives, appoint chairs, and recruit people with a wide range of perspectives. All committees/task forces provide reports to the Board and Council twice a year.

Associations are built on a system of committee actions, linking the association with the attitudes, expectations and needs in the real world of its members. Committees represent, involve, and serve members. They also provide an important training ground for future leaders. Committees are an effective workforce for the association – they ensure group participation in problem solving and provide a critical forum for the many interests within the association.

Effective committees unify, represent, motivate, coordinate, consolidate and communicate. They function best when their members are selected appropriately and they have clearly defined mission, strong leadership, and competent staffing.

Council Committees

The **Council** is responsible for the scientific affairs of AGU and plays **three distinct roles**: forming science policy, generating and deliberating science-related ideas, and advising on science and member issues. The Council works together with the Board, committees/task forces/volunteers, and staff to advance AGU's strategic plan.

The following committees work on behalf of the Council. All committees/task forces provide reports to the Board and Council twice a year.

2017-2018 Committees that report to Council:

- Council Leadership Team, chaired by the AGU President-elect
- Honors & Recognition, chair serves as Council member

2017-2018 Committees that report to the Honors and Recognition Committee:

COMMITTEE CHARGE

The committee maintains oversight of the Union's honors and recognition programs at all levels – Union-wide (medals, fellows, awards, and prizes) and Sections and Focus Group. It conducts, on a regular basis, a periodic review of the program, which includes providing recommendations on improving nomination and selection policies and procedures, upgrading operational policies, reviewing the objectives of the medals, awards, prize and fellowship to make sure that the program elements are well defined. It makes sure that Sections and Focus Group honors are current, appropriate and balanced. It is charged with reviewing proposals for new recognitions and recommends new recognition opportunities. It creates a community through ritual and celebration ensuring that the Honors Ceremony and related activities are maximally effective to leverage and enhance the external visibility and achievements of the scientist, the science and AGU.

- <u>Union Fellows Committee</u>, chair serves as Honors and Recognition Committee member
- College of Fellows Task Force
- Union Award Selection Committees
- Union Medal Selection Committees
- Union Prize Selection Committees

Section/Focus Group Committees

(All committees are hyperlinked to the committee rosters in the website)

- Atmospheric Space and Electricity
 - o Executive Committee
 - Fellows Committee
 - o Franklin Lecture Committee
- Atmospheric Sciences
 - o Executive Committee
 - Fellows Committee
 - o <u>Atmospheric Sciences Ascent Award Committee</u>
 - o James R. Holton Junior Scientist Award Committee
 - Yoram J. Kaufman Unselfish Cooperation in Research Award Committee
- Biogeosciences
 - Executive Committee
 - o Fellows Committee
 - Sulzman Award Committee
 - Carl Sagan Lecture Committee
 - o Reeburgh Lecture Committee
- Cryosphere Sciences
 - o Executive Committee
 - Fellows Committee
 - o Cryosphere Early Career Award Committee
 - Nye Lecture Committee
- Earth and Planetary Surface Processes
 - Executive Committee
 - Fellows Committee
 - o G.K. Gilbert Award in Surface Processes Committee
 - Leopold Young Scientist Award Committee
 - o Sharp Lecture Committee
- Earth and Space Science Informatics
 - o Executive Committee
 - Fellows Committee
 - o <u>Leptoukh Lecture Committee</u>
- Geodesy
 - o Executive Committee
 - o Fellows Committee
 - o Geodesy Section Award Committee
 - Ivan Mueller Award Committee
 - o Paul Silver Award Committee

- o William Bowie Lecture Committee
- Geomagnetism, Paleomagnetism and Electromagnetism
 - o Executive Committee
 - o Fellows Committee
 - William Gilbert Award Committee
 - o Bullard Lecture Committee
- Global Environmental Change
 - Executive Committee
 - Fellows Committee
 - o Bert Bolin GEC Award Committee
 - o GEC Early Career Award Committee
 - o Piers J. Sellers GEC Middle Career Award Committee
 - o Bert Bolin Lecture Committee
 - o Schneider Lecture Committee
 - o Tyndall Lecture Committee
- Hydrology
 - o Executive Committee
 - Fellows Committee
 - o Hydrologic Sciences Award Committee
 - o Hydrologic Sciences Early Caeer Award Committee
 - o Langbein Lecture Committee
 - o Withespoon Lecture Committee
 - o Horton Research Grant Committee
 - Ad Hoc Committee on Nominations
 - OSPA Committee
 - Fall Meeting Committee
 - Technical Committees
 - Biogeosciences/Hydrology-Soil Systems and Critical Zones Processes
 - Hydrogeophysics
 - Large Scale Field Experimentation
 - Remote Sensing
 - Ground Water
 - Ecohydrology
 - Hydrology/SIPS-Water and Society
 - Hydrological Uncertainty
 - Precipitation
 - Surface Water
 - Unsaturated Zone
 - Water Quality
- Mineral and Rock Physics
 - Executive Committee
 - o Fellows Committee
 - o <u>Jamieson Student Paper Award Committee</u>
 - MRP Early Career Award Committee

- o MRP Graduate Research Award Committee
- Natural Hazards
 - o Executive Committee
 - Fellows Committee
 - o NH Focus Group Award for Graduate Research Committee
 - o Gilbert White Lecture Committee
- Near Surface Geophysics
 - Executive Committee
 - o Fellows Committee
- Nonlinear Geophysics
 - o Executive Committee
 - o Fellows Committee
 - o Turcotte Award Committee
 - o Space Weather and Nonlinear Waves and Processes Prize Committee
 - Lorenz Lecture Committee
- Ocean Sciences
 - Executive Committee
 - o Fellows Committee
 - o Ocean Sciences Award Committee
 - o Ocean Sciences Early Career Award Committee
 - Ocean Sciences Voyager Award Committee
 - Emiliani Lecture Committee
 - o Sverdrup Lecture Committee
 - o Carson Lecture Committee
 - o Reeburgh Lecture Committee
- Paleoceanography and Paleoclimatology
 - Executive Committee
 - o Fellows Committee
 - o Dansgaard Award Committee
 - o Emiliani Lecture Committee
- Planetary Sciences
 - Executive Committee
 - o Fellows Committee
 - Whipple Award/Lecture Committee
 - o Greeley Early Career Award Committee
 - Sagan Lecture Committee
 - o Shoemaker Lecture Committee
- Seismology
 - Executive Committee
 - o Fellows Committee

- Aki Young Scientist Award Committee
- Paul G. Silver Award Committee
- Gutenberg Lecture Committee
- Societal Impacts and Policy Sciences
 - Executive Office
- Space Physics and Aeronomy
 - o Executive Committee
 - Fellows Committee
 - o Space Weather and Nonlinear Waves and Processes Prize Committee
 - o Basu U.S. Early Career Award Committee
 - Fred L. Scarf Award Committee
 - Space Physics and Aeronomy Richard Carrington Education and Public Outreach (SPARC)
 Award Committee
 - o Sunanda and Satimay Basu (International) Early Career Award Committee
- Study of the Earth's Deep Interior
 - o Executive Committee
 - o Fellows Committee
 - o SEDI Focus Group Graduate Research Award Committee
- Tectonophysics
 - Executive Committee
 - o Fellows Committee
 - Jason Morgan Early Career Award Committee
 - Paul G. Silver Award Committee
 - o Francis Birch Lecture Committee
- VGP
 - Executive Committee
 - Fellows Committee
 - o Hisashi Kuno Award Committee
 - o Norman L. Bowen Award / Lecture Committee
 - Reginald Daly Lecture

Policies and Guidelines

Program Policies

HONORS PROGRAM POLICIES

- AGU's Conflict of Interest Policy for the Honors program can be found <u>here</u>.
- AGU's Naming Policy for Union Honors can be found <u>here</u>.
- Discontinuation of the Holdover Policy for Union medals, awards and prize nominations
 - Starting in January 2015, AGU honors will not allow any holdovers to be carried over for the following award cycle. All unsuccessful nominations will have to be resubmitted in the Fluid Review system. This new online system allows the committee to give specific feedback to nominators on how to improve their nomination packages.
 - For Section/Focus Group awards and lectures, nominations can be held over for no more than
 one year after the original date of submission. A holdover nomination is one that is competitive
 and can be carried over to the next award cycle without any updates. However, the Honors and
 Recognition Committee recommend that updates are made.
- **Co-Nominator/Co-Supporter Policy:** In addition to a nominator, a nomination package can only have one co-nominator and three supporters.
- Posthumous Policy: Posthumous nominations are not allowed, but will be considered if the nomination was submitted when the nominee was still alive.
- Multiple Nominations for a Single Candidate: Two or more nominations for a single candidate for a given award will NOT be considered. If separate packages are received, the nominators will be asked to combine them.

ORGANIZATIONAL SUPPORT POLICY FOR SECTIONS AND FOCUS GROUPS

The American Geophysical Union pursues traditional sponsorship of Section and Focus Group social events at meetings as a means of generating non-dues and non-registration revenue to help support priority initiatives. AGU offers sponsorships and support of a Section and/or Focus Group when the sponsorship does not interfere with the mission of AGU or the objectives of the social event.

Sponsorship of a Section or Focus Group social event does not constitute an endorsement of or by the Section or Focus Group.

Section and Focus Group social event sponsorship are managed as part of AGU's overall **Organizational Support Policy**.

SCIENTIFIC INTEGRITY AND PROFESSIONAL ETHICS POLICY

The mission of the American Geophysical Union (AGU) is to promote discovery in Earth and space sciences for the benefit of humanity. A core value of AGU is "excellence and integrity in everything we do." AGU envisions its future to include being respected and known as an authoritative and reliable source of high-quality

Earth and space science information and as a model of excellence, diversity, integrity, and equality that attracts and retains the best scientists and students in its membership.

To this end, AGU has established a set of guidelines for scientific integrity and professional ethics for the actions of the members and the governance of the union in its internal activities; in its public persona; and most importantly, in the research and peer review processes of its scientific publications, its communications and outreach, and its scientific meetings. AGU is committed to uphold the highest level of scientific integrity and professional ethics in all of its activities in order to preserve and enhance its position as a global authority in the scientific community.

In developing this policy, AGU has utilized extensively a number of reports by various U.S. government agencies, the National Academy of Sciences, and other scientific and professional societies. These references are footnoted as appropriate.

Key aspects of the AGU Scientific Code of Conduct and Professional Ethics include the following:

- **A.** The membership will conduct themselves according to the highest professional and ethical standard in professional activities, scientific research, communications, and public engagement in order to preserve the integrity of science and the public trust.
- **B.** Scientific research, and the preparation of the results, must be free of any impropriety or undisclosed conflicts of interest. Intentional plagiarism, fabrication, or falsification are serious examples of scientific misconduct and as such are inappropriate actions that will discredit the union and compromise the integrity of science.
- **C.** The peer review process must strive to be fair, unbiased, and committed to upholding the scientific excellence of research.
- **D.** An investigation of any alleged violation of these principles or code shall be conducted in the event of credible accusations to ensure that the scientific community and public continue to regard AGU as ethical, authoritative, objective, and professional.
- **E.** It is the responsibility of each member of the union to uphold the standards of scientific conduct and to report allegations of unethical scientific practice to the AGU Ethics Committee.

SCIENTIFIC INTEGRITY AND PROFESSIONAL ETHICS

SECTION AND FOCUS GROUP INCENTIVE PROGRAM

In 2015, AGU piloted a donor incentive program that provides unrestricted funding to Sections or Focus Groups based on the number of qualified individual donations to any AGU fund by the group's primarily affiliated members.

A contribution of \$50 or greater is required to qualify as an individual donor. This contribution can be allocated to any AGU fund, not just Section or Focus Group funds. Funds from employer matching-gift programs will be credited toward the individual donor/employee.

Due to Sections and Focus Groups' varying membership sizes, the incentive program will be based on the rate of participation by members primarily affiliated with each group as of 31 December 2016, not the total number of participating members.

The program's financial incentives are as follows:

- 5% participation from primary affiliated members \$1,000 contribution from AGU to your Section or Focus Group
- 7% participation primary affiliated members \$2,000 contribution from AGU to your Section or Focus Group
- 10% participation primary affiliated members \$3,000 contribution from AGU to your Section or Focus Group
- 12% participation primary affiliated members \$4,000 contribution from AGU to your Section or Focus Group
- 15% or greater participation primary affiliated members \$5,000 contribution from AGU to your Section or Focus Group

TRAVEL RELATED POLICIES

AGU limits reimbursement for travel and other costs to those that are ordinary and necessary in the conduct of Union activities. This form is required of all persons requesting reimbursement of expenses from the AGU. Claims must be submitted within 90 day. Submissions beyond 90 days are at the discretion of AGU.

- Receipts <u>Original receipts should be submitted for all expenses</u>. Original receipts must be submitted for expenses \$25 USD or greater. AGU reserves the right not to reimburse expenses that are not documented with original receipts. Should AGU reimburse undocumented expenses, that portion of the reimbursement may be taxable to the recipient. A 1099 may be sent at the end of the calendar year if the total taxable amount exceeds \$600.
- 2. Air and Train Travel Fees should not exceed readily available economy class rates. Travelers are strongly encouraged to use book at least three weeks in advance whenever possible. Travel at rates in excess of economy fares will be disallowed unless authorized in advance by a Director level AGU employee or above. Preapproval documentation should be submitted with the reimbursement request. If travel must be combined with non-AGU related, AGU will reimburse only the cost of travel associated with AGU. Separate documentation of the AGU portion of the trip should also be submitted for comparison purposes.
- 3. Ground Transportation Expenses for transportation by rental car, taxi cabs, bus, and subway will be reimbursed at cost. Privately owned vehicles which will be reimbursed at the corresponding IRS mileage rate, plus any toll charges and necessary parking fees, provided the cost of travel by private vehicle does not exceed the cost of travel by common carrier. The 2016 IRS mileage rate is \$.535 per mile. Private vehicle travel reimbursement must include a distance calculation from a legitimate source such as Map Quest, Expedia, Google Maps, etc. as documentation.
- 4. Meals Reimbursement of meal costs is on an actual expense basis, with daily amounts limited to the IRS daily per diem rate for the area of travel, at the time of travel. IRS per diem rates apply ONLY to the daily limit of reimbursement <u>original receipts must be submitted in order to receive reimbursement</u>. Meals exceeding the daily limits are reimbursable at the discretion of AGU. IRS per diem rates can be found at http://www.irs.gov/pub/irs-pdf/p1542.pdf. Expenses covering more than one person should be documented with the names of each individual covered on the receipt.
- 5. Lodging should be obtained in standard, single rooms wherever possible. Reasonable lodging costs for the period of travel are reimbursable when supported by a detailed hotel receipt. Hotel movies are not

reimbursable. Room service and eating from the mini-refrigerator is discouraged because of the inflated prices associated with those services.

- 6. Travelers are discouraged from submitting alcohol expenses unless specifically related to an organized AGU function. Additionally, AGU does not reimburse personal items such as toiletries, doctor invoices, ATM fees, medicine, and travel insurance.
- 7. Foreign Travel: When traveling outside the United States and Canada, AGU will reimburse actual expenses, limited to the US Department of State daily per diem rate for the area of travel, at the time of travel. Per diem rates apply ONLY to the daily limit of reimbursement original receipts must be submitted in order to receive reimbursement. Meals exceeding the daily limits are reimbursable at the discretion of AGU. International per diem rates can be found at http://aoprals.state.gov/web920/per diem action.asp?MenuHide=1&CountryCode=0000.

Documentation of the currency conversion rate for the dates of travel must accompany the reimbursement request.

Program Guidelines

DEVELOPMENT

SECTION AND FOCUS GROUP SPONSORSHIP PROCESS

AGU pursues traditional sponsorship for Section and Focus Group social events as a means of generating additional revenues to help support S/FG priority initiatives. AGU offers sponsorships when the sponsorship does not interfere with the mission of AGU or the objectives the S/FG event.

- AGU will identify potential sponsors through conversations with Section/Focus Group leaders
- AGU and/or Section/Focus Group leaders will cultivate anad solicit support
- AGU Development staff facilitates the details of sponsorship pakcaes and benefits
- Upon confirmation of sponsorship, AGU will notify Section/Focus Group leaders
- AGU Development staff will lead coordination in the execution of all affiliated sponsorship deliverables and recognition placements

FINANCE

FINANCIAL REPORTING TIMELINE

I Q Financial
Statement – April

2 Q Financial
Statement - July

3 Q Financial
Statement - October

4 Q Financial
Statement/Year-End April (following year;
after completion of
audit)

HONORS

- GUIDELINES ON SUCCESSFUL NOMINATIONS
- GUIDELINES FOR NEW UNION HONORS PROPOSALS
- GUIDELINES FOR NEW SFG AWARD PROPOSALS

MEETINGS

- STANDARDS FOR SESSION PROPOSALS AND ABSTRACT SUBMISSIONS FOR AGU MEETINGS

Note: Guidelines may vary if AGU is cosponsoring a meeting with other societies. Specific guidelines for each meeting are posted on their respective Web sites.

High-Level Guidelines:

- 1. Session proposals and abstract submission descriptions must include a concise definition of the scientific topic.
- 2. Session proposals must include a description of why the topic is relevant and timely.
- 3. Session proposals must be based on scientific value; thus, celebratory or memorial sessions will not be considered for AGU meetings.
- 4. Session proposals and abstracts must focus on scientific results and/or their applications.
- 5. Session proposals and abstracts that are deemed to be primarily advertisements of commercial products and services will not be considered for AGU meetings.
- 6. All conveners and authors listed on session proposals or abstracts must consent to being named as part of the proposal or abstract at submission time.

SECTION/FOCUS GROUP PROGRAM

FALL MEETING EVENTS LOGISTICS

Sections and Focus Groups (and technical committees) have the option of scheduling two types of events at the AGU Fall Meeting: an Executive Committee Meeting and a Social Event/Business Meeting. Planning for these events starts around the July/August timeframe. The following provides guidelines on important tasks and components of the planning involved to make these events and meetings successful.

- Sections and Focus Group leaders are provided with an online form to complete in order to confirm
 arrangements and logistics for these events. The online form needs to be completed and submitted
 to AGU staff in a timely manner. This form will require them to fill out the following information:
 - Contact person and information for these events: email address, phone number of contact person on site
 - First and second choices for dates/times for their S/FG Executive Committee meetings.
 - Official name of their social event/function: The name of the event should be exactly as it should appear in the final meeting materials. To ensure clarity in all published materials, no abbreviations will be accepted.
 - There are several options for Section/Focus Group's social event: reception, luncheon, or dinner. S/FGs are allowed to only select one option. AGU will only subsidize one social event for each Section/Focus Group, and will subsidize \$50/person toward this event.
 - Enhanced Reception: Beer and food at a conference hotel.
 - Ticketed Luncheon: Held at a conference hotel (AGU will subsidize \$50 towards the cost of the luncheon; the luncheon will be tailored to target \$50 per person)
 - Ticketed Event: Held offsite at a local restaurant/bar limited availability. (AGU will subsidize \$50 per person for the cost of the off-site event. Additional cost absorbed by S/FG)
 - > S/FG leaders will be asked for the number of tickets for these events and the ticket prices for both regular and student members. Please note that the total number of tickets/attendees for the event will depend on the capacity of the offsite venue, and the budgeted amount set for the year.
 - They will provide confirmation on the names and number of complimentary tickets to be set aside for their VIPS, honorees, etc, and these names will be assigned promo codes in the system.

- When meeting registration opens, and tickets are open for purchase, AGU staff will keep a running record of the ticket sales progress, and communicate this regularly to the S/FG leaders.
- AGU staff will communicate all the logistics and details to the S/FG leaders for confirmation and final arrangements, leading to the deadline for final guarantees. Final arrangements will include menus, pricing, food and beverage requirements (open bar, cash bar, full bar, etc.), or additional enhancements/appetizers.
- Since AGU will subsidize only one social event at \$50/attendees, additional costs exceeding the subsidy amount will be charged to Section/Focus Group funds and/or sponsorships.
 - Sponsorships for all events must be confirmed through the AGU Development team. Any
 sponsorship pledges secured by members of the Section/Focus Groups that are not
 communicated through AGU by a certain date are subject to having requested enhancements
 canceled.
- Audio-Visual Requirements:
 - A podium microphone will be provided for all receptions taking place at a conference hotel. Additionally, AGU will provide one laptop, screen and LCD projector at no charge, if requested by the date specified when the function request forms are due. The average cost to AGU for providing audio-visual equipment is \$2,200; please only request audio-visual equipment needed for business related presentations.
 - If audio-visual equipment beyond the podium microphone, laptop, screen and LCD projector are needed, they may also be ordered in advance. The cost of any additional items will be charged to your Section/Focus Group's funds.

- GUIDELINES FOR NEWSLETTERS/ANNOUNCEMENTS

In an effort to provide the best support possible and ensure a more cohestive and organized process for newsletter distribution, the following guidelines are put in place and highly encouraged:

- Each Section and Focus Group should decide how often they would like to commit to producing a
 newsletter, be it monthly, quarterly, or bi-annually. This will enable S/FG leaders to best curate
 information for their newsletters as they come across it and create more reliable expectations with
 their members.
- 2. AGU staff will provide a monthly/quartery template, which will provide contents for S/FG leaders' consideration/approval. Contents will be offered for consideration which will include program key dates and activities, announcements and other initiatives. These templates will provide guidance on formatting and promote uniformity amongst all Section/Focus Group newsletters.
- 3. To clearly define the newsletter publishing timeline, please allow 1 week turnaround for transmitting newsletter content. This will allow the contents to be copyedited, draft reviewed by S/FG leaders prior to distribution. To make sure we can publish your newsletters in a timely fashion, we ask that you have your newsletter content be submitted to between the 1st-3rd of the month, depending on how often you decide to publish your newsletter (i.e. monthly, bi-monthly, quarterly). This timeline is highly encouraged, but is flexible to the needs and preference of the S/FG leaders.
- 4. Announcements and immediate/urgent communications can be sent out as requested, as soon as schedule allows. Please note that there is a organizational calendar in place which coordinates all communications released across AGU. If possible, please allow 3-4 days from the time of request for these types of announcements.

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About the AGU

Who We Are

Mission, Vision, Values

The purpose of the American Geophysical Union is to promote discovery in Earth and space science for the benefit of humanity.

AGU galvanizes a community of Earth and space scientists that collaboratively advances and communicates science and its power to ensure a sustainable future.

3-5 Year Outcome-Oriented Goals:

Scientific Leadership and Collaboration

The American Geophysical Union is a leader, collaborator, and sought after partner for scientific innovation, rigor and interdisciplinary focus on global issues.

Science and Society

The American Geophysical Union engages members, shapes policy, and informs society about the excitement of Earth and space science and its role in developing solutions for the sustainability of the planet.

Talent Pool

The American Geophysical Union is a diverse and inclusive organization that uses its position to build the global talent pool in Earth and space science.

Organizational Excellence

As a scientific society, the American Geophysical Union operates within a new business model that is sustainable, transparent, and inclusive in ways that are responsive to members and stakeholders.

(http://sites.agu.org/leadership/strategic-plan/goals-objectives/)

Who We Are

The American Geophysical Union is an international not-for-profit, scientific organization representing more than 62,000 members in 142 countries.

Our members work for universities, research institutions, and federal, state and local government agencies, as well as corporations and non-profit organizations. Their research encompasses everything from searching for and managing natural resources like energy and water . . . to predicting why, when, and how natural and manmade hazards and disasters will impact our communities and developing ways to warn and protect us . . . to studying the causes and impacts of climate change and finding ways for us to mitigate and adapt to them . . . and to understanding how the Earth, oceans, heliosphere, solar system and exouniverses work and what it means for our past, and our future.

What We Do

AGU is a leader in the scientific community with an eye for innovation, rigor and interdisciplinary focus related to a wide range of critical global issues. We publish 19 world-renowned scientific journals on a broad array of topics, and our digital library includes nearly 70,000 articles dating as far back as 1896. Each year we host between four and ten conferences— including the leading annual meeting of over 20,000 scientists from around the world—designed to promote the dissemination of scientific research to a wide variety of audiences, drive the advancement of science and innovation, inform policy, and facilitate essential collaboration between researchers and other stakeholders in the public and private sectors.

Through our education and outreach initiatives, as well as our career services, AGU is taking steps to help bridge the Earth and space science workforce gap and cultivate the scientists of tomorrow. We are also working to ensure that our nation's policy decisions support and advance science's ability to protect public safety and promote economic growth through our public and government affairs programs—including our annual Science Policy Conference. And we support initiatives like the Thriving Earth Exchange that allow communities and organizations to access the combined talents of thousands of scientists in their efforts to solve real-world challenges.

Why Our Science Matters

Throughout history, communities, regions, and nations around the globe have reaped the benefits that come from investing in scientific research and development. Companies that employ tens of thousands of people and contribute tens of billions of dollars to the global economy were born from a single research grant. Technologies that represent the first line of defense against hurricanes, tornadoes, floods and droughts for hundreds of millions of people worldwide are the result of the type of scientific innovation that is fostered in labs every day.

Earth and space science saves lives, grows the world's economy, and supports global competitiveness. Earth and space science is essential to our understanding of the past, our management of the present, and our preparation for the future.

Membership Profile and Demographics

AGU members make up the largest single organization dedicated to the advancement of geophysics. Uniting Earth, atmospheric, oceanic, hydrologic, space, and planetary scientists, AGU provides a dynamic forum for the geophysical community through top-ranked scientific journals, world-renowned meetings and conferences, news and political updates, and scientific and technical committees.

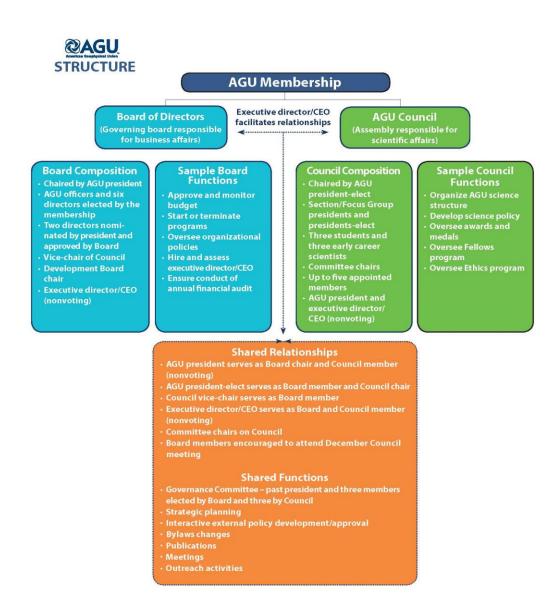
AGU membership is based on the calendar year, any membership payments received before 15 October will be towards memberships expiring on 31 December of that year. Membership payments received after 15 October will be applied towards memberships in the following calendar year.

AGU Members http://membership.agu.org/



Governance Structure/Roles

The following diagram depicts how the Board, Council, committees/task forces, and staff work together to advance AGU's strategic plan.



Major Programs and Strategic Initiatives

Publications

AGU publishes 20 highly respected, peer-reviewed scientific journals covering research across the Earth and space sciences; an online news site, **eos.org** (accompanied by a bi-weekly magazine); and award-winning books. AGU publishes more than 6000 original research and review articles each year. Publications include both gold open access and subscription journals.

AGU JOURNALS

- GeoHealth -- Open Access
- Earth and Space Science Open Access
- Earth's Future Open Access
- Geochemistry, Geophysics, Geosystems
- Geophysical Research Letters
- Global Biogeochemical Cycles
- Journal of Advances in Modeling Earth Systems (JAMES) Open Access
- Journal of Geophysical Research
 - > Atmospheres
 - **Biogeosciences**
 - > Earth Surface
 - > Oceans
 - > Planets
 - > Solid Earth
 - > Space Physics
- Paleoceanography
- Radio Science
- Reviews of Geophysics
- Space Weather
- Tectonics
- Water Resources Research

PARTNERED JOURNALS

- Chinese Journal of Geophysics (with the Chinese Academy of Sciences)
- Earth Interactions (with the American Meteorological Society)
- Nonlinear Processes in Geophysics (with the European Geophysical Union)
- **Geophysics** (Society for Exploration Geophysicists)
- Interpretation (Society for Exploration Geophysicists)
- The Leading Edge (Society for Exploration Geophysicists)

Meetings

The AGU Meetings program serves as a vital component of the Union. Programs range from the world-renowned Fall Meeting with an attendance of more than 22,000 to the more intimate settings of Chapman Conferences. AGU is also proud to collaborate with international attendees at the Joint Assemblies and Meeting of the Americas as well as ASLO and TOS for the Ocean Sciences Meeting. Our programs provide a platform for engagement and exchange, a proven value to our international membership of nearly 60,000.

Link to all AGU Meetings for the year

Fall Meeting

With approximately 24,000 attendees in 2016, AGU's Fall Meeting is the largest Earth and space science meeting in the world. Last year marked Fall Meeting's 49th year as the premiere venue to present your research; hear about the latest discoveries, trends, and challenges in the field; and network with colleagues that can enhance your career.

Fall Meeting brings together the entire Earth and space science community from across the globe for discussions of emerging trends and the latest research. The technical program includes presentations on new and cutting-edge science, much of which has not yet been published, meaning you'll return to work with knowledge you can't get anywhere else.

With more than 1,700 sessions in 2016, Fall Meeting's scientific program spans the Earth and space sciences, offering something for everyone no matter their scientific discipline. The meeting offers a unique mix of more than 20,000 oral and poster presentations, a broad range of keynote lectures, various types of formal and informal networking and career advancement opportunities, and an exhibit hall packed with hundreds of exhibitors showcasing new and relevant research tools and services that meet the professional needs of our attendees year after year. Join us in 2017 for another dynamic experience in New Orleans.

Chapman Conferences

AGU Chapman conferences are small, topical meetings designed to permit in-depth exploration of specialized subjects in a manner not possible at large meetings. The AGU Chapman Conference program has encouraged innovative research for over 35 years.

Upcoming Meetings: http://chapman.agu.org/

Societal Partnerships

- JpGU-AGU Joint Meeting 2017
 20-25 May 2017
 Chiba, Japan
- AGU-SEG Hydrogeophysics Workshop 24-27 July 2017 Stanford, California, USA

Ocean Sciences Meeting

The 2018 Ocean Sciences Meeting will take place 11-16 February in Portland, Oregon.

Honors Program

AGU's Honors Program is a diverse program for recognizing individuals who have made outstanding contributions to the advancement of the geophysical sciences, to the service of the community, and public outreach. The program aligns with AGU's strategic goals in scientific leadership, talent pool development, science and society and organizational excellence.

HONORS BY TYPE

- Union Medals
- Union Fellows
- Union Awards
- Union Prizes
- Section and Focus Group Honors
- Research Grants and Scholarships

HONORS BY DEMOGRAPHIC

- Student/Post Doc
- Early Career Scientists
- Mid-Career Scientists
- Senior Level Scientists
- Section/Focus Group Affiliation
- Section/Focus Group Lectures
- Open to AGU Members
- Open to Non-AGU Members

QUICK LINKS

- Honors Program and AGU Strategic Goals
- Policies
- Union Medals, Awards, & Prizes Timeline
- Union Fellows Timeline
- Section & Focus Group Awards Timeline
- 2015 Demographics
- 2016 Demographics

Student/Early Career Scientists Programs

CAREERS

AGU runs a career program offering career advice and job data.

GRANTS

AGU administers programs to provide travel and research support for students.

MENTORING

Need help planning your next step or developing a five-year plan? AGU offers exciting mentoring programs to connect students and early career scientists with the experts in their fields.

DIVERSITY

AGU is committed to increasing the number and diversity of Earth and space scientists and is involved in a number of diversity initiatives.

PROGRAMS FOR UNDERGRADUATE STUDENTS

AGU holds a special scientific session for undergraduate students at its annual Fall Meeting.

OUTSTANDING STUDENT PAPER AWARDS PROGRAM (OSPA)

The OSPA program allows student presenters at Fall Meeting to hone their presentation skills and receive valuable feedback from esteemed scientists. OSPA relies on anonymous volunteer judges who visit a student's poster or oral presentation and engage them in order to help provide feedback about a student's research and communication skills.

Strategic Initiatives (2014-2018)

Following presentation and discussion at the April 2014 Board meeting, AGU staff created a multi-year implementation plan, which translates the strategic plan's goals and objectives into specific strategic initiatives (SIs) and tactics, spread over multiple years. These Sis are measurable and quantifiable from a resource and financial perspective. The implementation plan helps the Board and staff prioritize and and manage resources over the planning period, identifies future needs, and provide a roadmpa for implementation of the strategic plan which can be understood by the leadership and members and against which staff can report progress. The SI's are:

- 1. Enhance and Expand AGU's Publishing Portfolio
- 2. Enhance and Expand AGU's Meeting Portfolio
- 3. Provide Resources Supporting Scientists at all Career Stages
- 4. Drive Awareness of the Implications and Impacts of Earth and Space Science
- 5. Optimize Volunteer Engagement and Volunteer, Staff, and Financial Resource Effectiveness
- 6. Develop and Implement a Digital Strategy to Integrate Content and Build Community
- 7. Provide mechanisms for embracing and supporting AGU's International Scientist Community
- 8. Information Systems and Technology Roadmap to Support AGU

The first 4 SIs above are deep vertically, meaning that they have expansive programs and projects associated with achieving that specific SI. The last 3 SIs and the Information Systems/Technology Roadmap are broad horizontally meaning that the programs and projects within them support, integrate and amplify the 4 vertical SIs and AGU's program efforts. (Please see diagram below).

Enhance and Expand Publications

Organizational Excellence

Digital Transformation Initiative (DTI)

International Presence

Information Services Technology Roadmap

III

Appendices

AGU BYLAWS

The bylaws are legal documents that define AGU's purpose, requirements for membership, responsibilities of officers and other leaders, the structure of the organization, and so on.

AGU Bylaws

AGU ANNUAL REPORTS

Each year, AGU publishes an annual report outlining the achievements of the past 12 months.













