

HPSS EXECUTIVE COMMITTEE OFFICER RESPONSIBILITIES

The information in this document is based on institutional knowledge, the HPSS Charter approved in 2012, the ASA COS Section Officers Handbook and HPSS requested revisions to that Handbook, and previous versions of this HPSS Executive Committee Officer Responsibilities document.

Commonly used abbreviations:

HPSS	Health Policy Statistics Section
ASA	American Statistical Association
COS	Council of Sections (of the ASA)
COSGB	COS Governing Board
JSM	Joint Statistical Meetings
ICHPS	International Conference on Health Policy Statistics (formerly ICHPR with R=Research)

Overall Objectives of the SECTION ON HEALTH POLICY STATISTICS

1. Sponsoring statistical sessions, workshops, and conferences at the regional, national, and international level for health policy data analysts.
2. Offering assistance for student training opportunities.
3. Establishing health policy fellowship programs with industry and government.
4. Encouraging ASA members to publish on topics or problems in health policy.
5. In collaboration with others, establish new ways to utilize public and private data in the study of health policy issues.

Standing Committees Described in the Section Charter

Committee to Nominate Executive Committee Members: The Nomination Committee consists of the Chair, Chair-Elect, and the immediate Past Chair. The committee is chaired by the immediate Past Chair of the Section. This committee tends to meet starting in July or August and meets regularly in October; other ad hoc meetings for interim needs may occur.

- This Committee is responsible for recommending to the Executive Committee
 - Nominees for the elected offices
 - Currently those offices are Section Chair and the Section's COS Representative to ASA
 - A minimum of two individuals per elected position must be submitted to ASA by a deadline; usually this is prior to November 15 each year for Chair and every three years for the COS Representative (last nomination was due November 2012).
 - Nominees to the non-elected offices of Secretary, Treasurer, Communications/Publications Officer and Program Chair-Elect
 - The Secretary, Treasurer, and Communications/Publications Officer each serve a two-year term. While for some positions (like program chair elect) a person familiar with the section may be useful, it is not vital. Appointed positions are a great way to involve interested people who have not served on the Executive Committee in the past.
 - Interim replacements for any elected or appointed officers who become unable to fulfill their duties
- Where to find potential nominees
 - Members of the nominating committee are not eligible for nomination by the committee
 - JSM and ICHPS are two meetings during which people are approached for names of potential nominees
 - Former and especially recent student award winners have been quite interested in being appointed to the Executive Committee
 - Email the section asking for nominations

Committee to Nominate ASA Fellows

The Chair appoints a Committee to Nominate ASA Fellows consisting of three members each with a one year term. Members of this Committee may be reappointed in following years at the discretion of the Chair at that time. Each year the Committee identifies members of the Section who would be suitable nominees for the honor of Fellow of the ASA (as described in the By-Laws of the Association). Information on Guidelines for nominating ASA Fellows is available in many locations, including in the ASA Section Officer's Handbook, Appendix E <https://www.amstat.org/membersonly/sections/handbook/appende.pdf> [last accessed November 20, 2012]. This committee general starts work at JSM or no later than early October. Application packets typically are due at the end of February (see <https://www.amstat.org/fellows/nominations/index.cfm> for more details and exact dates and times).

- Starting in September or early October come up with a list of names for potential fellow nominees and start approaching the people on the list. This should occur no later than November 1.
 - Compare the members' and fellows' lists and decide who should be put forward
- Two to three names may be brought forward
 - Should be someone very involved with the section
 - Many are current or former executive committee members
 - Many times nominees are more isolated statisticians
 - It is important that a nominee's ASA membership cannot have lapsed in the last 3 years
- The committee will contact potential nominees or their department chairs/superiors and discuss who will coordinate preparation and submission of the nomination application
 - Individuals can only participate in 2 nominations as nominator or as writer of a letter of support so it is important to start early
 - Those supporting the nomination should ideally be ASA Fellows or prominent scientists with close connections to the nominee.
 - Rarely the committee may coordinate preparation and submission of the nominations or write letters of support

Charter Committee

Every three years the COSGB will ask HPSS to review and if needed revise its Charter. The Section Chair appoints a Charter Committee of three members for a term of one year, renewable for an additional year if necessary, for the purpose of reviewing the Charter of the Section. If necessary, the Charter Committee will prepare a revision of the Charter to be submitted to the Section in accordance with Article XI of the Chapter's Charter. Typically this committee has added additional members such as the COS representative, a past or incoming COS representative, the Chair Elect and others with knowledge of Section history. The committee work tends to begin in July or August of a given year (e.g. 2010), conclude with finalized recommendations going to ASA November of the following year (e.g. 2011), for voting the following February (e.g. 2012). The prime time for the charter versions currently is timed during the first year of the COS representative's 3-year term.

- The committee iterates with the Executive Committee
- Once a finalized document is approved it is discussed with the COS vice-chair in charge of charter revisions that year
- COSGB likely will recommend changes; this is iterated with the Charter Committee and the HPSS Executive Committee
- The ASA Board will need to approve the revisions
- Any documents will be put to a section vote during the general ASA elections.
 - Typically the revised document is emailed to the section in advance of the vote to ask for feedback.

Additional Standing Committees

The Section Chair, with the approval of the Executive Committee, may establish additional Standing Committees. These committees may be dissolved by a majority vote of the Executive Committee. Below is a list of the current additional standing committees and their committee information.

Mid-Career and Long-Term Excellence Awards Committee

This committee is responsible for selecting 1-2 individuals for the Mid-Career award and 1-2 individuals for the Long-Term award from the pool of nominees provided by the section's Chair-Elect or appropriate HPSS Executive Committee liaison. The committee comprises 5 people and these 5 people are expected to be previous winners of the award. The committee should be formed keeping in mind the guidelines for ASA awards committees (<http://www.amstat.org/awards/acguidelines.cfm>). Possible methods for choosing the order to contact potential committee members include basing the selection on the date of the award or as a random selection. More recent winners may be more available to serve.

These awards are typically presented at the ICHPS.

Candidates for the Long-Term Excellence Award should be recognized leaders in the field, with outstanding contributions through methodological or applied work in statistics, and should have contributed significantly through mentoring and/or service that advance the aims of the Section.

Candidates for the Mid-Career Excellence Award should have made outstanding contributions to the development of statistical methods in health care policy and health services research, and bring the promise of continued excellence at the frontier of statistical practice and research in health care policy, thus advancing the aims of the Section.

- The Chair-Elect, in conjunction with the section's communications/publications officer, will advertise for nominees from members of HPSS and ASA by targeted solicitation through avenues such as Amstat News, the section website, section activities or meetings and messages targeted to HPSS members.
- Eligible individuals may either be nominated or self-nominated.
- The Chair-Elect will collate and collect information on the nominees and pass them on to the Selection Committee. This material should include a cover nomination letter as well as up to two letters of support along with a curriculum vita
- The Selection Committee shall comprise 5 members who have been previous recipients of either the Mid-Career or the Long-Term Excellence Awards.
- This selection will be completed at least one month before the biennial ICHPS.

See the Rules for the awards for more details.

Student Awards Committee

The Program Chair Elect (in 'year 0'; see details in Program Chair office description) forms a volunteer committee before the student paper submission deadline to help review the student paper awards, rank them and choose winners. Typically previous committee members, previous program chairs, other section officers and others as needed are asked to serve on this committee. This committee must have at least two members, but a larger number is usually needed given the volume of submissions

- Currently per ASA rules papers must be submitted by December 15 (current information on JSM student paper awards can be found at <http://www.amstat.org/sections/studentpaperawards.cfm>).
- Papers will usually be apportioned as in a grant study section so that each paper is read by at least two Committee members who will score them (e.g., from 1-5). The Committee will then meet via conference call to determine the winners.
- Standard ASA conflict of interest guidelines apply.
- The committee has approximately one month to review the papers
- Typically 5 awards are given
 - Awards are presented at the HPSS General Business Meeting (typically Monday evening of JSM)
 - In the past the award has been comprised of an \$800 award, a plaque or certificate (provided by ASA but signed by section leadership), and a ticket to the Wednesday HPSS Speaker with Lunch roundtable
 - At the discretion of the Executive Committee, with input from the section Treasurer and the Chair, the award amounts may be changed.

See Program Chair Elect information for more details about student awards.

MEETINGS

All members of the Executive Committee attend one-hour monthly conference calls to discuss business and any section-related issues, two in-person meetings annually at the JSM (one Executive Committee Business meeting and one general Section Business Meeting), and one in-person meeting at each ICHPS.

The meetings at JSM usually are held at the following times:

Monday 7-8:30am: Executive Committee Business meeting

Monday 5:30-8pm: Section Business Meeting/Reception

Other common times for HPSS JSM activities:

Monday or Tuesday: Student Paper session

Wednesday: HPSS Speaker with Lunch (round table)

OFFICER DUTIES AND TIMELINES FOR ACTIVITIES

ASA produces a Section Officer Handbook. As of November 21, 2012 this may be found at <https://www.amstat.org/membersonly/sections/handbook/index.cfm?fuseaction=main> although this is not fully up to date for HPSS. Chris Schmid, Laura Lee Johnson and Thomas Love have submitted revisions for the HPSS portions of the handbook to ASA and COS. While each section varies, several details about ASA and for officers can be found in the handbook and in the slide set ASA and COS make each year for new officers. The COS representative can get copies of this slide set for members if it is not available on the My Communities ASA website. The information below is specific for HPSS.

CHAIR, CHAIR-ELECT, and PAST CHAIR

The Section Chair is the chief administrative officer of the Section and is responsible for the conduct of all Section business. This is an elected office with a one-year term.

The Chair

- Organizes and leads monthly conference calls of the Executive Committee
- Chairs two meetings at the JSM (Executive Committee Meeting on Monday morning and HPSS Business Meeting/Reception on Monday evening of JSM typically)
 - Reserves rooms/program space for the two meetings at JSM
- Requests of other HPSS committees/officers if there is need for additional reserved meetings at JSM. Some potential needs include program selection for ICHPS, career awards at ICHPS, HPSS Fellows nominations, etc.
- Informs the Executive Committee of communications received from the ASA
- Approves and oversees financial transactions of the Section
- Names individuals to the nominations, fellows and awards, and other committees when openings arise
- Coordinates activities with the International Conference on Health Policy Statistics (ICHPS) including approval of its budget
- Determines, in conjunction with the COS Representative(s), topics to be presented to the COS Governing Board either to inform the Governing Board of plans or to elicit comments and reactions to Section activities, accomplished or planned
- Prepares and transmits to the incoming Chair a list of Section Committees, their charges and membership. The ASA office may request this information in December or early in the following calendar year
- Coordinates updating of this Handbook at the end of the year
- Composes the Section's Annual Report typically by early January to be submitted for editing and approval by the Executive Committee. It is then emailed to section members and published in various places as needed

Past-Chair

- The Past Chair provides all records and assistance essential to the transfer of the Section business from the outgoing Chair to the incoming Chair
- Chairs the Nomination Committee that recommends new members for the Executive Committee.
- Updates the duties of the executive committee document.

This office is held for one-year.

Chair-Elect

- In the event that the Chair is unable to perform duties, the Chair-Elect will assume these duties either temporarily or for the remainder of the Chair's term, if necessary
- In consultation with the Chair and the Treasurer, prepares the Section budget of the year for which the Chair-Elect will be Chair
- Submitting to ASA (currently to Rick Peterson rick@amstat.org) each December for the coming January-December term: names, addresses, emails, telephone numbers and duration of terms of all Executive Committee members, additional Program Chairs, and Committee Chairs.
- Coordinating the nominations for the HPSS Mid-Career and Long-Term awards presented at ICHPS and for forwarding these to the Awards Committee.

Once the ICHPS conference date has been set, a timeline should be established backtracking from the date of the conference. An example timeline is below. Deadlines may be earlier; timeline below represent the latest date possible for tasks based on the experience of the past committees.

Date	Responsible Party	Task
10-12 months prior to ICHPS	HPSS Chair, HPSS Chair-Elect, HPSS Executive Committee	Form Selection Committee
10-12 months prior to ICHPS	HPSS Chair-Elect and Selection Committee	Plan for coordinating and delivering nominations to the Selection Committee agreed upon
8-10 months prior to ICHPS	HPSS Chair-Elect in conjunction with HPSS communications/publications officer	Prepare ads for Amstat News, website text, email text, and advertising strategy
No later than 7 months prior to ICHPS	HPSS Chair-Elect in conjunction with the section's communications/publications officer	Send the initial solicitations for nominations and publish initial advertising (e.g. ad in Amstat News).
2-7 months prior to ICHPS	HPSS Chair-Elect	Coordinate nomination process with nominators and Selection Committee. Continue to advertise as needed. Deliver the nomination data to the Selection Committee
No later than 6 weeks prior to ICHPS	Selection Committee	Chooses the awardees
No later than 6 weeks prior to ICHPS	HPSS Chair-Elect	Contacts ASA (typically both the ASA Sections lead Rick Peterson and the ASA meeting planner) about completing plaques, awards, etc.
No later than 6 weeks prior to ICHPS	HPSS Chair-Elect	Confirms with the ICHPS meeting planner (at ASA) if all awardees are registered for ICHPS and plan to be at the meeting the day of the awards ceremony
No later than 5 weeks prior to ICHPS	HPSS Chair-Elect	Contacts awardees if needed to get people to make travel plans and attend if they were not otherwise planning to do so

This office is held for one year.

PROGRAM CHAIR (PC) AND PROGRAM CHAIR-ELECT

The cycle of the Program Chair's work basically runs from August to August, running in advance of the official term, which follows calendar years. This position probably involves the most work of any of the positions. The work of the PC runs on a very regular timetable. The standard responsibilities and timetables associated with this position are specified in great detail in handbooks distributed from the ASA office at the appropriate points in the cycle. This summary does not repeat that information but gives some key points, as well as some additional tasks that are specific to our section. Therefore it is crucial that the newly appointed PC-elect be given this schedule soon after appointment to be prepared to assume the earliest responsibilities.

The PC and PC-elect are likely to be members of the program committee for the ICHPS. The ICHPS functions are not mentioned in this summary.

Date of Service	Description of Duties
YEAR 0 (Year of appointment, before assuming office): Although not officially a member of the Executive until January after appointment, the PC-elect should start to participate in Executive meetings starting at the latest September of the year of appointment in order to begin preparations for the following JSM.	
September/ October	<ul style="list-style-type: none"> • Start participating in the monthly HPSS Executive Committee conference calls. • Coordinate with predecessor and Communications Chair to send out announcement to HPSS email list and via social media soliciting papers for the Student Awards. Note that My Communities email is one way to email section members. Additionally, the full list of section members can be downloaded by a current HPSS officer (for example the Communications Officer or someone serving in the Program Chair role listed currently as an officer) from the ASA web site; this list should be used very sparingly since some members don't like to get a lot of e-mail from the section. • Coordinate with Communications Chair to update website and ask ASA to point their HPSS student award to the correct new page. • Participate with Executive Committee in determining the monetary amount of the student awards for the next JSM. • Forward the same announcement to Amstat News to appear in November and December issues.
November/ December	<ul style="list-style-type: none"> • Begin to solicit leaders for Roundtables for the following JSM, as well as a speaker for the Speaker Luncheon. The Roundtable solicitation might be done in conjunction with your predecessor's message to the section mailing list about JSM submissions. • Recruitment of a luncheon speaker might benefit from suggestions from Section Executive; policies regarding paying expenses and honorarium (beyond registration) should also be clarified. • This is also a good time to start monitoring whether there is an adequate number of applications for the student paper awards, and pushing for more applications if not. • Establish Student Awards Committee • Begin searching for restaurant off-site for JSM Business Meeting/Reception (current and former exec members may have contacts or suggestions in city). Establish budget.
December (late)	<ul style="list-style-type: none"> • Deadline for student competition submissions is usually December 15. ASA now coordinates much of this. • Pre-review submissions; use the small Student Awards Committee to help to review papers, rank them and choose winners. (Likely members are your predecessors and other section officers. See committee details for more information.)
YEAR 1 (officially, as Program Chair-Elect)	

January	<ul style="list-style-type: none"> • Send out announcement to student award winners by mid January so that they can accept and register their abstracts before February 1st. • Confirm with students that they are expected at Monday night reception/business meeting and invited to the Wednesday lunch with speaker free of charge • Complete selection of roundtables, enter abstracts and check that all roundtable leaders are registered. • Finalize luncheon speaker and inquire from ASA whether speaker needs to be registered. If so, make sure that registration is processed and will be charged to section, if the speaker would not otherwise register for the meeting. (A one-day registration is the cheapest.) • Deadline for registration: February 1. • Create a topic contributed session for the student competition.
February/March	<ul style="list-style-type: none"> • Select restaurant for off-site JSM Business Meeting/Reception. Reserve a room and book food (include vegan and/or vegetarian options) for the reception. This negotiation is typically helped and the room secured via credit card by ASA. The Executive Committee will discuss and approve as well. Try to find a place with no or a low room fee within an easy walk of the Convention Center and likely JSM hotels. Try to get 50-100 drink (beer) tickets. • Send article about student award winners to Amstat News. • Coordinate with Communications Chair to email section and update website about student award winners. • Submit paperwork to ASA to order plaques and award checks for student paper winners.
April-May	<ul style="list-style-type: none"> • Begin considering soliciting and organizing ideas for Invited Sessions for JSM of Year 2. A message to the section mailing list is a good vehicle for soliciting ideas.
June/July	<ul style="list-style-type: none"> • Reconfirm with student award winners and make sure they are invited to the Section business meeting on Monday evening at JSM to be introduced and possibly drawn into section activities. Remind students of topic contributed student award session time and of the Wednesday lunch. • Expect ASA to reach out to you to get the W-2 information for student monetary awards and to confirm certificate or plaque information.
July/August/September	<ul style="list-style-type: none"> • Solicit and organize ideas for Invited Sessions for JSM of Year 2. A message to the section mailing list is a good vehicle for soliciting ideas. • Select allocated (within our quota) and competitive (for extra slots) Invited Session proposals. • Submit Invited Session proposals to ASA web site.
At JSM/August	<ul style="list-style-type: none"> • Attend JSM, including Program Committee meeting for planning of following year's JSM. • Coordinate with Program Chair to collect the student award plaques and certificates and bring them to the HPSS Mixer so they can be presented (traditionally, by the section chair). • Chair the Topic contributed session of the student competition. • Submit article to Amstat News (to appear in October issue) describing student paper competition.
September	Participate in selection of invited paper sessions by voting with other JSM Program Committee Members.
October	<ul style="list-style-type: none"> • With Communications Chair and incoming Program Chair Elect distribute student paper competition information to section mailing list. Note that My Communities email is one way to email section members. Additionally, the full list of section members can be downloaded (as an officer) from the ASA web site; this list should be used very sparingly since some members don't

	<p>like to get a lot of e-mail from the section. As an officer, you can download this list from the ASA web site.</p> <ul style="list-style-type: none"> • Coordinate with those who submitted invited sessions that were not accepted • Solicit Topic Contributed sessions, Contributed talks, and other sessions
End of December	Serve on committee to review student travel award competition applications.
YEAR 2 (officially, as Program Chair)	
January	<ul style="list-style-type: none"> • Continue to work with Topic Contributed organizers and to try to form new Topic sessions from contributed abstracts of which you are aware. • Track that all Topic Contributed authors have registered and submitted abstracts, and send reminders to organizers for laggards.
Late February	<ul style="list-style-type: none"> • Program Committee meeting in Alexandria. You will attend in person to form your contributed papers into sessions and schedule all of your sessions within the overall meeting program. Sometimes this is an opportunity to snatch up some additional abstracts and form another session for our section. Because we are a relatively small section, your work will be finished early. • Try to get the Student award section on Monday afternoon.
April	<ul style="list-style-type: none"> • Review preliminary program and submit article promoting section's JSM program for publication in June Amstat News. (Submission deadline has been last day of April but check current schedule.) • Coordinate with Communications Chair to update HPSS website with JSM Program information.
June	<ul style="list-style-type: none"> • Somewhere around this time the ASA office will ask whether there are any awards being presented by the section. You will fill out a form with the names of student award winners, requesting a certificate, plaque, and the agreed-upon monetary honorarium. • ASA will also ask about any other awards; contact the last chair of the Mid Career and Long Award committee for the names of the past winners if applicable.
July	<ul style="list-style-type: none"> • Report any omissions, withdrawals, or irregularities to the ASA Program Chair and to the ASA office. • Contacts the Section Program Chair-Elect and relays ideas that were suggested but not used on current year's program
August	<ul style="list-style-type: none"> • JSM. Generally monitor that session chairs are present, get feedback on attendance and quality of sessions. • There will be a party for JSM program committee to which you are invited. • Coordinate with PC-elect on getting the award plaques to the session where they are presented.
September	Relax, you are now an elder statesman. Beware requests to be a candidate for other section offices.

HPSS PUBLICATIONS OFFICER (really, this is a Communications Officer)

The Communications/Publications Officer transmits all Section-related activities to the membership and ASA, including ICHPS and JSM events and ASA announcements transmitted to the Section. This includes invited sessions, student awards, roundtables, speaker luncheon, and the annual business meeting. The primary modes of publicity are Amstat News, email to HPSS membership and other lists, the HPSS website (<http://healthpolicystatistics.wordpress.com/>, <http://www.amstat-online.org/sections/hpss/info.htm>), the ASA provided microsites for HPSS, and handouts or brochures at JSM, ICHPS, and sister meetings. Along with the program chair, program chair elect and the ICHPS co-chairs is responsible for publicizing HPSS-related events, in particular the ICHPS and JSM events

The section also has used direct mailings (coordinated by ASA) to departments to publicize the ICHPS although for more recent ICHPS meetings, work has been done via web and email to local chapters, businesses, governments, and universities. Emailing graduate school coordinators and HPSS membership may be more effective than print advertising.

Specifically, the communications officer is responsible for:

- Drafting and then distributing advertisement information to the HPSS Executive Committee for projects the Program Chairs, ICHPS co-chairs or ASA is not leading
- Assisting the chairs and HPSS with their publication and advertising efforts including if needed sending finalized information to members and to Amstat Editors for publication
- Attending the ASA's annual meeting (typically held Wednesday 9-11am at JSM) for publications officers and editors
- Maintaining the HPSS web presence
 - Updating the officers of the HPSS of the ASA
 - Tailoring announcements about upcoming conferences, competitions, and other related events
 - Responding to and taking action on requests for posting of links to related websites
 - Archiving past officer and competition winners on the website

The work generally involves straight-forward editing of HTML documents or the ASA provided microsite or whichever media outlets are currently being used, and comes in fits and starts. However, there is substantially more activity as the ICHPS and JSM approaches and in the Fall/Winter. ASA typically handles the ICHPS website but links on the Section website to the conference materials must be maintained. Coordination so that all sites have accurate information that is indexed by major search engines is important.

This is an appointed office with a two-year term.

Council of Sections (COS) Representative

The COS representative represents the Section on matters before the COS. This is a primary interface between ASA and the Section. The representative

- Attends all meetings of the Council of Sections (COS) (typically the Sunday and Thursday of JSM) or designates another Section member to substitute
- Votes on behalf of HPSS on COS matters such as approval of new sections
- Transmits Section messages, proposed by the Executive Committee, to the COS and ASA Board
- Reports to the Section Executive Committee COS activities requiring action
- Presents a summary of COS activities during the year at the Annual Business Meeting
- Sends copies of Section-related COS correspondence to the Executive Committee
- Transmits to the incoming Representative any material which will ensure an orderly transition and provides assistance as appropriate.
- Leads Charter revisions as needed

The COS representative may be requested to participate in association-wide activities such as nominations committees for ASA appointments, participate in COS activities, transmit to COS nominees of Section officers and pass along ASA information to the Section.

This is an elected office with a three-year term.

HPSS SECRETARY

The Secretary is responsible for taking and distributing minutes for each meeting of the Executive Committee. Note that HPSS does NOT have a joint secretary/treasurer position although some sections do.

The secretary maintains a file of the minutes of the meetings and conference calls, and of correspondence between the Chair and the executive committee. At the end of the year, these files are transferred to the

Communications Officer for posting at the ASA website for the Executive Committee. The full minutes are posted in a section visible only to Executive Committee members.

This is an appointed office with a two-year term.

HPSS TREASURER

The Treasurer has the authority to approve expenses made on behalf of HPSS including ICHPS. All actual monetary transactions are handled by the ASA so that expenses are directly reimbursed by the ASA, not the Treasurer. To be reimbursed, a standard ASA form is completed and sent to ASA. The Treasurer is then asked to approve the expense by email. Some expenses are directly billed to the ASA and paid by the ASA.

The HPSS Treasurer may view revenue and expenditures by going to the Members Only section of the ASA website and logging in. This gives access to spreadsheets for HPSS where the date range can be specified by the user. There are two relevant spreadsheets: HPSS and HPSS conference. The latter gives detail on ICHPS. At the end of the year, conference proceeds (or deficits) are transferred to the HPSS page so that a zero balance results in the conference spreadsheet. If the conference takes in more revenue than expenses, the surplus is divided between HPSS and ASA. This amount is transferred to the main balance sheet so it appears in the Expenses part of the conference spreadsheet and the Revenue part of the main spreadsheet.

Apart from simple expense reimbursements, monetary decisions are made by the HPSS Executive Committee. For example, the Committee will decide on the amount of reimbursement for HPSS speakers, student prize awards, etc. Subsequently, the Treasurer approves the actual awards after this discussion. For the Executive conference calls a current budget is printed (usually as a pdf file) and sent to the group for discussion.

In September of each year the next year's projected budget is prepared by a subgroup of the Executive Committee (Current chair, Incoming chair, Treasurer). The Treasurer then submits that budget using the online system to the COS Fiscal Oversight Committee. In general, ASA sections should maintain a balance of no more than two-year's operating funds which should include the budget for ICHPS. We can maintain a higher balance and there have been discussions of keeping funds to cover 2 ICHPS; a huge deficit is unlikely since conference expenses typically can be cut.

This is an appointed office with a two-year term.

ICHPS Co-Chairs

The ICHPS Co-Chairs usually are solicited by the current and past conference co-chairs and the HPSS Executive Committee. The ICHPS Co-Chairs should be involved members of the section who have an understanding of the purpose of the conference. The Co-Chairs are responsible for the technical program and for fundraising for the conference. They will work with the section Chair, Treasurer, and ASA Meeting Planner on the conference budget. The Executive Committee ratifies the budget. Please see additional budget details in the Treasurer officer description. Fundraising including from public sector grants and other means is an important part of the responsibilities. Decisions must be made about student paper/poster awards and keynote/plenary speakers fairly early in advance and many times are the cornerstone of grant applications.

The ICHPS is usually held between October and February (Fall or Winter) so as to not conflict with other ASA conferences (e.g. JSM), particularly noting that ASA staff cannot organize the conference at the same time that JSM is occurring. The location is chosen in conjunction with ASA and the Executive Committee taking into account flight availability, costs, previous attendance and anticipated attendance among many factors.

Timing of the types of advertising should be considered well in advance of the meeting, typically 12-18 months. Depending on the timing of the meeting advertising at ENAR, JSM, or other meetings may be useful. In the past, individual biostatistics, epidemiology, and health policy departments around the US, Canada, and in other countries plus ASA chapters, business and universities close to the meeting site have been contacted and sent flyers.

The following chart is a guideline for planning the conference. Times listed are number of months before the conference.

18 months before conference	<ul style="list-style-type: none"> • Finalize conference contract with ASA • Identify venue and negotiate contract with hotel • Establish scientific planning committee (SPC) • Establish local organizing committee (OC)
15 months	<ul style="list-style-type: none"> • Identify appropriate funding sources and begin to plan appropriately for grants cycles (e.g. NIH, AHRQ, VA) and donations. • Send conference proposal to ASA grants office
13 months	<ul style="list-style-type: none"> • Convene SPC and OC to plan invited program (banquet/plenary speakers, invited session speakers, tutorial/workshop leaders) <ul style="list-style-type: none"> • Solicit suggestions for invited sessions • Request VA invited session in order to get VA conference support. • Request MEPS session from AHRQ
12 months	<ul style="list-style-type: none"> • SPC and OC to rank suggestions for invited sessions and for workshops from 1-10 • Summarize ranks (spreadsheet) • Solicit funding from health-care industry • Solicit ideas for conferences where bookmarks can be distributed • Solicit names of newsletters/websites where ICHPS can be promoted • Finalize design of conference bookmark and submit to printer (3000 units if will be distributing at several locations; check with ASA if this number should be lower). • Finalize method and time table for distribution of bookmarks and flyers. • If needed ask HPSS Chair for meeting time for committees at JSM
11 months	<ul style="list-style-type: none"> • Assign organizers to invited sessions and workshops. Give organizers 3 weeks, recognizing it will take some 6 weeks. Obtaining commitments is key. • Finalize website template for submission of invited and contributed abstracts • Schedule Invited sessions •
9 months	<ul style="list-style-type: none"> • Finalize invited program and speakers • Deadline for conference announcement to AMSTAT News • Post preliminary invited program on ICHPS website
8 months	<ul style="list-style-type: none"> • Develop contact list for invited speakers • Solicit ideas for contributed sessions and create subcommittee to organize and schedule submissions • Complete printing of and distribute all promotional materials
7 months	<ul style="list-style-type: none"> • Finalize website template for submission of contributed abstracts • Activate local organizing committee • Send letter of confirmation to invited speakers, enclosing conference brochure, bookmarks, HPSS reimbursement policy • Send e-mail/address list to ASA for e-mail and mail advertising if different from ASA/HPSS member list • Deadline for conference announcement to AMSTAT News • Post preliminary invited program on ICHPS website

6 months	<ul style="list-style-type: none"> Email conference registration brochure to HPSS members and others Open online abstract submission for invited sessions E-mail/mail conference brochure to US/Canadian schools of public health, VA research centers and US federal agencies: NIH, AHRQ, CDC, ACC/AHA, HCFA Solicit free/paid print and online publicity Deadline for second conference announcement to AMSTAT News Abstracts deadline
5 months	<ul style="list-style-type: none"> Send list of exempted conference registrants to ASA Post registration brochure on website and open registration Depending on number/quality of submissions received, re-open abstract submission for another month
4 months	<ul style="list-style-type: none"> Finalize conference menu (banquet, continental breakfast, poster wine/cheese) Finalize registration brochure (accommodation, registration form) Second conference announcement for AMSTAT News Contributed session speakers notified of acceptance, requirement to register no later than 6 weeks before conference (check this timing in advance with ASA) Final Deadline for registration for contributed/poster session participants
3 months	<ul style="list-style-type: none"> Identify chairs for contributed sessions Contributed session sub-committee chooses contributed talks and posters
2-3 months	<ul style="list-style-type: none"> 10-12 weeks prior to conference Preliminary invited program available online (may need to move this earlier) Program finalized, including invited and contributed abstracts E-mail information to conference presenters regarding presentation date and time Devise program schedule and room allocation for invited/contributed sessions Prepare program book and send to printer Send e-mail to invited session organizers requesting that they: <ul style="list-style-type: none"> Ensure presenters' materials are sent to discussants 6 weeks in advance Advise co-chairs of session chair. Send conference timetable to session presenters/discussant/chair.
1 month	<ul style="list-style-type: none"> Preliminary program available online 6 weeks in advance: Confirm Registration/travel arrangements for plenary/banquet speakers Make reservation for committee and HPSS Exec meetings (usually breakfast or lunch) at conference 4 weeks in advance: Workshop handouts sent to ASA for reproduction. Deadline for early registration and accommodation
0 months	<ul style="list-style-type: none"> Mail posters, bookmarks, registration brochures to conference site. (ASA) Conference. Post-conference debriefing: lessons learned, archive key e-mail messages and documents; update timelines; document suggestions for next conference
AFTER	<ul style="list-style-type: none"> Pay outstanding bills (hotel, speakers, printer, etc.) Conference proceedings HSORM or other journal

Websites for ICHPS/R:

<http://www.amstat.org/meetings/ichps.cfm>

- 10th ICHPS in Chicago, IL <http://www.amstat.org/meetings/ichps/2013/index.cfm>
- 9th ICHPS in Cleveland, OH <http://www.amstat.org/meetings/ichps/2011/index.cfm?fuseaction=main>
- 8th ICHPS in Washington, DC <http://www.amstat.org/meetings/ichps/2010/index.cfm>
- 7th ICHPS in Philadelphia, PA <http://www.amstat.org/meetings/ichps/2008/index.cfm>
- 6th ICHPS in Boston, MA <http://www.amstat.org/meetings/ichps/2005/index.cfm>

Lay out timing re materials to ASA for JSM distribution etc.

- Set up poster and bookmark display at JSM
- Joint OC/HPSS Executive meeting at JSM

File Maintenance Duties

ASA will have the following available online, typically in the My Communities Section of the member's portion of the website:

- A current version of the Section roster
- The Charter of the Section
- The names, addresses, emails, telephone numbers and duration of terms of all Executive Committee members, additional Program Chairs, and Committee Chairs.
- Section financial assets and debits
- Copies of agreements between the Section and any other scientific body and all reports relevant to this agreement