

## Council of Sections Timetable by Position

### Chair

<b>Date</b>	<b>Activity</b>	<b>Responsible Persons</b>
Monthly or as needed	Schedule and prepare an agenda for COSGB teleconferences (1.1.3)	Chair with ASA Section Liaison
April/May	Follow up on invitations for the ASA Executive Director, ASA President, ASA President-Elect, and ASA President-Elect-Elect to attend the COS Annual Business Meeting to give brief presentations on their visions for and issues facing ASA. (1.1.4)	Chair with ASA Section Liaison
June/July	Schedule and prepare an agenda for the COSGB in-person meeting at the Joint Statistical Meetings (JSM) (1.1.3)	Chair with ASA Section Liaison
June/July	Schedule and prepare an agenda for the COS Annual Business Meeting at the JSM. (1.1.3)	Chair/COSGB/ASA Section Liaison
Mid-July	Obtain June Section membership counts from the ASA and evaluate the number of COS representatives allowed for each Section. Notify Section chairs with changes in representation or on the borderline to gain or lose a representative. (1.1.8)	Chair
Mid-August (after JSM)	Schedule and prepare an agenda for the annual COS Response teleconference (typically held in September) (1.1.3)	Chair/COSGB/ASA Section Liaison

## Chair-Elect

Date	Activity	Responsible Persons
June/July	Appoint three COS Representatives to serve two-year terms on the COS Committee on Nominations (1.2.6). If necessary, the number can be modified so that the Committee has six members.	Chair-Elect
July/August	Identify potential nominees for COS Committee on Nominations at JSM (1.2.2 and 1.2.6)	Chair-Elect
September/ October	(Odd years) Past Chair chairs a task force on reallocation of JSM Invited and Topic Contributed Sessions. Submit final recommendations to COSGB for approval at November/December COSGB meeting. Results then presented to BOD at the ASA BOD Spring Meeting. (1.3.8). The proposed reallocation is for the subsequent two years.	Past Chair, Chair-Elect, First-and Third-Year BOD Rep
October	Appoint one to three current Treasurers or Past Chairs of sections to serve staggered terms on the Fiscal Oversight Committee (FOC) as needed (1.2.6)	Chair-Elect
October/ November	Review and update New Section Officers Orientation document (1.2.10)	ASA Section Liaison/ Chair-Elect
November 1	Prepare plan of COS activities for the following year (1.2.7)	Chair-Elect
November 15	Submit nominations for COS officers to ASA (1.2.5). These officers include the Chair-Elect, ASA BOD Representative, and Vice Chair.	Chair-Elect
November	Appoint Secretary and Treasurer as needed for following year (1.2.6)	Chair-Elect

## Past Chair

Date	Activity	Responsible Persons
As needed	Preside over meetings of the COS and COSGB in the absence of the Chair. (1.3.3)	Past Chair
September/ October	(Odd years) Chair a task force on reallocation of JSM Invited and Topic Contributed Sessions. Submit final recommendations to COSGB for approval at November/December COSGB meeting. Results then presented to BOD at the ASA BOD Spring Meeting. (1.3.8). The proposed reallocation is for the subsequent two years.	Past Chair, Chair-Elect, First-and Third-Year BOD Rep
Prior to JSM	Review, and if necessary, and update Responsibilities and Procedures Manual for the COSGB (1.3.6)	Past Chair
October/ November	Review, and if necessary, update the Section Officers Handbook for COS.	Past Chair

## Third-Year Vice Chair

Date	Activity	Responsible Persons
Early January	Notify Sections scheduled for charter review this year. Notify Interest Groups due to re-charter during the year and ask their intentions (1.7.3)	Third-Year Vice Chair
January- February	Make direct contact with the COS Representative and Chair of each section (1.7.4)	Vice Chairs
April-June	Communicate with Section Representatives and organize their concerns for presentation at COS meeting at JSM (1.7.5)	Vice Chairs
April-June	Contact new elected Section Representatives (1.7.4)	Vice-Chairs
July	Prepare Interest Group activity report for COSGB meeting at JSM (1.7.5)	Vice Chairs
September	Provide summary of COS response teleconference to COS Representatives (1.7.6)	Vice Chairs
September- December	Make direct contact with the COS Representative and Chair of each section (1.7.4)	Vice Chairs
November	Third-year Vice Chair coordinates with incoming Vice Chair (1.7.11)	Vice Chairs

## Second-Year Vice Chair

Date	Activity	Responsible Persons
January-February	Make direct contact with the COS Representative and Chair of each section (1.7.4)	Vice Chairs
April-June	Communicate with Section Representatives and organize their concerns for presentation at COS meeting at JSM (1.7.5)	Vice Chairs
April-June	Contact newly elected Section Representatives (1.7.4)	Vice Chairs
July	Prepare Interest Group activity report for COSGB meeting at JSM (1.7.5)	Vice Chairs
September	Provide summary of COS response teleconference to COS Representatives (1.7.6)	Vice Chairs
September-December	Make direct contact with the COS Representative and Chair of each section (1.7.4)	Vice Chairs
Early November	Send annual questionnaire to sections/IGs (1.7.12). Collect, analyze, and report on the results early in their term as third-year Vice-Chair.	Second Year Vice Chair

## First-Year Vice Chair

Date	Activity	Responsible Persons
January-February	Make direct contact with the COS Representative and Chair of each section (1.7.4)	Vice Chairs
February	Ask each section assigned to First-Year Vice Chair to name someone for the Outstanding Section Service Award. (1.7.13)	First-Year Vice Chair
April	Send the list of awardees for the Outstanding Section Service Award to ASA Awards Coordinator (1.7.13)	First Year Vice Chair, with support from ASA Staff Liaison
April-June	Communicate with Section Representatives and organize their concerns for presentation at COS meeting at JSM (1.7.5)	Vice Chairs
April-June	Contact newly elected Section Representatives (1.7.4)	Vice-Chairs
July	Prepare Interest Group activity report for COSGB meeting at JSM (1.7.5)	Vice Chairs
September	Provide summary of COS response teleconference to COS Representatives (1.7.6)	Vice Chairs
September-December	Make direct contact with the COS Representative and Chair of each section (1.7.4)	Vice Chairs
November	Third-year Vice Chair coordinates with incoming Vice Chair (1.7.11)	Vice Chairs

## Treasurer

Date	Activity	Responsible Persons
Early January	Review the Section budgets and financial statements and summarize the financials of the sections for FOC approval (1.5.5)	Treasurer
Jan / Feb	Present FOC findings and reports at a winter COSGB teleconference (1.5.5)	Treasurer
June/July	Contact Section Treasurers and remind them next year budgets should be developed/finalized at or around JSM as budgets are due October 31 (1.5.4)	Treasurer
September 1 (reminder) October 1 (reminder) October 23 (reminder)	Notify Section Treasurers that Section budgets must be submitted electronically by October 31 (1.5.4)	Treasurer
Early November	For Sections that failed to submit budgets by October 31, follow up with Section Treasurers, Section Chairs, and corresponding Vice Chairs (1.5.4)	Treasurer
December	Provide a brief timeline of the upcoming FOC activities in January (1.5.5)	Treasurer

## Secretary

Date	Activity	Responsible Persons
Monthly or as needed	Prepare and distribute draft minutes of COSGB meetings (1.4.4)	Secretary
June/July	Prepare report from the COSGB for ASA BOD for inclusion in ASA Board Books for meeting at JSM. Send to COS Secretary for archival on the ASA website. (1.6.6)	Third-Year BOD Rep; COS Secretary
Mid-August	Send draft JSM COS Annual Business Meeting minutes to the COSGB (1.4.4)	Secretary
Mid-August	Send draft JSM COSGB meeting minutes to the COSGB (1.4.4)	Secretary
Mid-to-late August	Send revised draft JSM COS Annual Business Meeting minutes to Section Reps. Section Reps provide corrections or edits (1.4.4)	Secretary/ASA Section Liaison
Early September	Finalize all ballot items for distribution to the COS. Transmit ballots to enable a vote by October 15 (1.4.4)	Secretary/ASA Section Liaison

## Third-Year BOD Rep

Date	Activity	Responsible Persons
February	Prepare report from the COSGB for ASA BOD for inclusion in ASA Board Books for Spring Meeting. Send to COS Secretary for archival on the ASA website. (1.6.6)	Third-Year BOD Rep
March/April	Attend ASA BOD Spring Meeting (1.6.4)	BOD Reps
June	Attend ASA BOD Budget Meeting (1.6.4)	BOD Reps
June/July	Prepare report from the COSGB for ASA BOD for inclusion in ASA Board Books for meeting at JSM. Send to COS Secretary for archival on the ASA website. (1.6.6)	Third-Year BOD Rep; COS Secretary
July/August	Attend ASA BOD meeting at JSM (1.6.4)	BOD Reps
September/ October	(Odd years) Past Chair chairs a task force on reallocation of JSM Invited and Topic Contributed Sessions. Submit final recommendations to COSGB for approval at November/December COSGB meeting. Results then presented to BOD at the ASA BOD Spring Meeting. (1.3.8).	Past Chair, Chair-Elect, First-and Third-Year BOD Rep
November	Prepare report from the COSGB for ASA BOD for inclusion in ASA Board Books for November/December meeting (1.6.7)	Third-Year BOD Rep
November/ December	Attend ASA BOD meeting (1.6.4)	BOD Reps

## Second-Year BOD Rep

<b>Date</b>	<b>Activity</b>	<b>Responsible Persons</b>
March/April	Attend ASA BOD Spring Meeting (1.6.4)	BOD Reps
June	Attend ASA BOD Budget Meeting (1.6.4)	BOD Reps
July/August	Attend ASA BOD meeting at JSM (1.6.4)	BOD Reps
November/ December	Attend ASA BOD meeting (1.6.4)	BOD Reps



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November/ December	Attend ASA BOD meeting (1.6.4)	BOD Reps