AMERICAN STATISTICAL ASSOCIATION

COUNCIL OF SECTIONS
GOVERNING BOARD

RESPONSIBILITIES
AND
PROCEDURES

Revised April 2022
The Council of Sections (COS) is an organization that provides a voice for the sections to the American Statistical Association (ASA). It consists of Representatives from each Section of the Association and the Council of Sections Governing Board (COSGB), consisting of elected or appointed officers. The officers of the COSGB are the Chair, the Chair-Elect, the Past Chair, the Secretary, the Treasurer, three Representatives to the ASA Board of Directors (BOD), and three Vice Chairs.

The COSGB meets twice a year at face-to-face (FTF) meetings and as needed via teleconference (typically monthly) to manage the affairs of the COS.

Table of Contents

1. RESPONSIBILITIES OF OFFICERS ................................................................................. 2
   1.1 Responsibilities of the Chair .................................................................................. 2
   1.2 Responsibilities of the Chair-Elect ................................................................. 3
   1.3 Responsibilities of the Past Chair ................................................................. 4
   1.4 Responsibilities of the Secretary ................................................................. 5
   1.5 Responsibilities of the Treasurer ................................................................. 6
   1.6 Responsibilities of the Three ASA BOD Representatives .......................... 7
   1.7 Responsibilities of the Three Vice Chairs .................................................. 8
2. GUIDELINES FOR ANNUAL COS ELECTIONS AND OTHER VOTING .......... 9
   2.1 Balloting ...................................................................................................... 9
   2.2 Candidate for Office Drops Out Prior to Election ........................................ 10
   2.3 Section Gains or Loses a Representative .................................................. 10
3. NEW SECTIONS .................................................................................................. 11
   3.1 Transition to Elected Officers .................................................................. 11
   3.2 Invited and Contributed Sessions at JSM ............................................... 11
4. TIMETABLE ........................................................................................................ 13
1. RESPONSIBILITIES OF OFFICERS

1.1 Responsibilities of the Chair

1.1.1 Serve a one-year term as the chief executive officer of the COS.

- Provide leadership.
- Act on COSGB plans, assuring continuity with previous years.
- Assure adherence to the provisions of the COS Charter and the ASA Constitution.
- Coordinate all aspects of activity of the COS and its officers.
- Maintain communication with ASA staff on behalf of the COS.

1.1.2 Serve as a member of and preside at all meetings of the COS and the COSGB.

1.1.3 Schedule, prepare an agenda for, and preside at:

- COSGB FTF meetings in January or early February (the Winter COSGB Meeting) and at JSM; COSGB monthly teleconferences.
- The COS Annual Business Meeting (ABM) and COS Response meeting at the Joint Statistical Meetings (JSM).
- Additional periodic meetings or conference calls.
- Other meetings that may be called from time to time.

1.1.4 In conjunction with the Annual COS ABM:

- Invite the ASA Executive Director, President, President-Elect, and President-Elect-Elect to the COSGB meeting at JSM and the COS ABM to give brief presentations on their visions for and issues facing ASA. The President-Elect-Elect invitation is a courtesy and that individual need not be asked to speak.
- Introduce all current COSGB officers and announce the names of (and introduce if present) any persons elected or appointed to terms that have not yet started.
- Present a report on COS activities during the past year.
- Formally declare a motion that allows a vote to be taken on a new Section application if one has been submitted.
- Immediately following the meeting, send all Section Representatives and Chairs a brief meeting summary as well as a list of topics on which to gather feedback from their Sections for discussion at the COS Response meeting.
- Conduct the COS Response meeting after Section Business Meetings at JSM (Thursday) to ascertain Section reactions on items from the COS ABM.

1.1.5 Coordinate and oversee activities of the Vice Chairs.

- Facilitate communication between Vice Chairs and Sections.
• Assign special projects to the Vice Chairs
• Ensure the Committee on Section and Interest Group Status moves to complete charter revisions for existing sections before the end of the year.
• Ensure the Committee on Section and Interest Group Status reviews any applications for new Sections/Interest Groups.
• Ensure the Committee on Section and Interest Group Status is monitoring any potential dissolution of Sections or Interest Groups. Chair to lead dialogue with any Sections/Interest Groups as necessary.

1.1.6 Congratulate newly elected or appointed members of the COSGB and invite them to attend the COSGB and COS meetings at JSM before they take office. Send them electronic copies of this document, the COS Charter, and the most recent New Section Officers Orientation PowerPoint. Send them links to the ASA constitution and to the ASA’s strategic plan.

1.1.7 Serve a term as Past Chair of the COS at the conclusion of the term as Chair.

1.1.8 Obtain Section membership counts from the ASA Section Liaison for the month of June (available in mid-July) in order to establish the number of COS representatives allowed for each section as defined in the COS Charter. Prior to JSM, notify chairs of Sections with changes in representation and those that are on the borderline for gaining or losing a representative.

1.2 Responsibilities of the Chair-Elect

1.2.1 Serve as a member of the COS and the COSGB.

1.2.2 Attend the COS ABM and the COS Response meeting at JSM, meetings of the COSGB, and other meetings that may be called. Identify potential nominees for COS Committee on Nominations at JSM.

1.2.3 Preside at meetings of the COS, the COSGB, and its Committees in the absence of the Chair and the Past Chair.

1.2.4 Serve one-year terms as Chair and Past Chair of the COS at the conclusion of the term as Chair-Elect.

1.2.5 Serve as Chair of the COS Committee on Nominations. This involves submitting nominations for COS officers to ASA by November.

1.2.6 Appointments

In consultation with the current Chair and the Past Chair, appoint certain officers and Committee members.
• If necessary, a Secretary and a Treasurer to serve in the following year, during the Chair-Elect's term as Chair. These positions may be appointed for terms of three years or less and may be reappointed.
• As necessary, one to three current Treasurers or Past Chairs of sections to serve staggered terms on the Fiscal Oversight Committee (FOC).
• Three COS Representatives to serve two-year terms on the COS Committee on Nominations.
• ASA Founders Award Committee (in alternating years)
• Representative to the Evaluation Subcommittee of the ASA Advisory Committee on Continuing Education (ACCE).

1.2.7 By November of the year as Chair-Elect, develop a plan for COS activities during the following year. Assure continuity of COS activities during the subsequent year.

1.2.8 In consultation with ASA staff and the other officers, plan the COSGB meeting to be held the following January, at the start of the term as Chair. Establish the dates and an agenda for the meeting.

1.2.9 In even years, serve on a task force that prepares a report proposing reallocation of JSM invited sessions to Sections for the two subsequent years.

1.2.10 Review the ASA Section Liaison’s update of the “New Section Officers Orientation” document with information pertaining to the following year (the Chair-Elect’s term as Chair).

1.3 Responsibilities of the Past Chair

1.3.1 Serve as a member of the COS and the COSGB.

1.3.2 Attend the COS ABM and the COS response meeting at JSM, meetings of the COSGB, and other meetings that may be called.

1.3.3 Preside over meetings of the COS, the COSGB, and its Committees in the absence of the Chair.

1.3.4 Serve as the Liaison from the COS to the Council of Chapters.

1.3.5 Review and, if necessary, update this manual of Responsibilities and Procedures for the COSGB and ensure that the most current version is available to COS via the ASA web site.

1.3.6 Review, and if necessary, update the Section Officers Handbook for COS.
1.3.7 In even years, chair a task force that prepares a report for the ASA Board of 
Directors spring meeting proposing reallocation of JSM invited sessions to Sections 
for the two subsequent years.

1.3.8 In even years, request that the ASA Section Liaison provide data to be used in the 
invited session allocation analysis. These data include, but are not limited to: 
Section membership counts and Section attendance at JSM, and the numbers of 
invited sessions, contributed sessions, speed sessions, and posters presented at JSM 
by each Section.

1.3.9 Begin a 2-year term as member of the ASA Committee on Nominations.

1.4 Responsibilities of the Secretary

1.4.1 Serve as a member of the COS and the COSGB.

1.4.2 Attend the COS ABM and the COS response meeting at JSM, meetings of the 
COSGB, and other meetings that may be called.

1.4.3 Arrange with the Chair and the ASA Section Liaison for the distribution of the 
agenda and/or supporting documentation prior to each COS and COSGB meeting.

1.4.4 Prepare minutes of all meetings of the COS, COSGB, and other meetings that may 
be called. For the JSM COS meetings, send draft minutes to the COSGB for 
corrections and edits by the middle of August and send the revised minutes to the 
Section Reps for corrections and edits by late August. Subsequently, coordinate 
with the ASA Section Liaison in distributing final revised JSM COS minutes, any 
other items requiring COS approval (e.g., new Section application, COS Charter 
amendment, ballot items) sufficiently far in advance to enable a vote by September 
30. Send draft minutes of the COSGB JSM meetings to the COSGB by early 
September.

1.4.5 Assist with any written documentation or correspondence for any COSGB 
Committee or initiative as directed by the Chair

1.4.6 Conclude the minutes for each meeting with a list of action items developed at the 
meeting that states, for each item, who is responsible for the next step and gives a 
date for the completion of the step.

1.4.7 Maintain ownership of content in ASA Community for both COS and COSGB. 
Work with the ASA Section Liaison to ensure information is posted, timely, and 
accurate.
1.5 Responsibilities of the Treasurer

1.5.1 Serve as a member of the COS and the COSGB.

1.5.2 Attend the COS ABM and the COS response meeting at JSM, meetings of the COSGB, and other meetings that may be called.

1.5.3 Serve as liaison between the Sections and the ASA office on financial matters.

1.5.4 Coordinate and provide guidance to the Section Treasurers—especially those who are new to the position—in submitting budgets by October 31.

- Before JSM of each year, contact Section Treasurers and Chairs to notify them that budgets must be electronically submitted by October 31. This email should provide guidance on the budget submission process and guidance on principles to use in constructing a budget (see guidelines below). Section Treasurers can use this information in preparing to discuss the budget at their Section Executive Committee meetings at JSM.
- Monitor the submission of Section budgets. Send reminder emails to Section Treasurers to submit their budgets by October 31. Reminders sent around June/July, September 1, October 1, and October 23 are suggested.
- In early November, for Sections that failed to submit budgets by the deadline, follow up with Section Treasurers, Section Chairs and corresponding COSGB Vice Chairs.

1.5.5 Serve as Chair of the Fiscal Oversight Committee (FOC).

- Contact the FOC members in mid-December to verify email addresses, give them a brief time line of the upcoming FOC activities, and establish whether any member will be unavailable for part of January, when the bulk of the Committee’s work is performed.
- Lead the FOC in monitoring Section finances and alert the COSGB of any Sections that are at risk for financial difficulty or should consider developing a plan to spend down a balance (see Item 1.5.7).
- Develop and present a report of the FOC’s discussion of Section finances at the COSGB winter meeting, generally held in January or February
- Present a mid-year summary of Section financial data at the COSGB JSM meeting.
- Provide a brief overview of what is expected of Section Treasurers at the COS ABM.

1.5.6 Guidelines for reviewing each Section’s finances in preparation for COSGB and COS meetings include but are not limited to the following:

- The overall goal of Section accounts is to serve Section membership.
Sections serve their membership via account expenditures in a large variety of ways that are consistent with the financial and volunteer resources available to the Section. The main concerns in monitoring accounts occur when account balances are persistently large or account balances appear to be small and in decline.

When balances are large relative to anticipated expenses, the Section should be asked by COSGB to consider additional activities that might benefit their members as a means to reducing the balance.

(i) From a practical perspective, if the Section’s cash-on-hand is large relative to expenses and there is not a clear plan to spend down the account, the COSGB should be asked to consider alternatives to resolve the problem.

(ii) For example, if the cash-on-hand is over twice that required by the budget and the current year plan does not indicate that expenses will substantively reduce the balance, the COSGB Treasurer should refer the issue to COSGB for discussion.

When expenses persistently exceed anticipated income to a degree that will exhaust the cash-on-hand within a relatively few years, the Section should be asked by the COSGB to consider additional revenue sources or reductions to expenditures as a means to stabilize the balance.

(i) From a practical perspective, if cash-on-hand is small and there is a pattern of expenses exceeding income, the Treasurer should ask the COSGB for alternatives to resolve the problem.

(ii) For example, if a Section shows a pattern of multiple years of declining cash-on-hand that cannot be sustained by anticipated revenues, the COS Treasurer should refer the issue to COSGB for discussion.

1.5.8 Monitor revenue plans that involve solicitations of organizations external to ASA. Ensure involved Sections are coordinating with the ASA Director of Development.

1.6 Responsibilities of the Three ASA BOD Representatives

1.6.1 Serve as members of the COS and the COSGB.

1.6.2 Attend the COS ABM and the COS response meeting at the JSM, meetings of the COSGB in January and at the JSM, and other meetings that may be called. Report on ASA BOD actions to the COSGB and the COS at their respective meetings.

1.6.3 Serve as members of the ASA BOD. The three ASA BOD Representatives serve as representatives of the COS and not of any particular Section. Attend ASA BOD meetings, usually held in March/April, June, July/August, and November/December. Represent the interests of the COS before the ASA BOD, including budget and operational matters.

1.6.4 The third-year ASA BOD Representative coordinates summary reports of ASA BOD actions to inform COS members at the ABM and COSGB members throughout the year.
1.6.5 The third-year ASA BOD Representative coordinates reports from the COSGB for inclusion in the ASA BOD book for each ASA BOD Meeting. Send to COS Secretary for archival on the ASA website.

1.6.6 The second-year Board Representative shall serve as ex-officio member on the JSM Policy Committee.

1.6.7 In even years, the first- and third-year ASA BOD Representatives serve on a task force that prepares a report proposing reallocation of JSM invited sessions to Sections for the two subsequent years.

1.7 Responsibilities of the Three Vice Chairs

1.7.1 Serve as members of the COS and the COSGB.

1.7.2 Attend the COS ABM and the COS response meeting at JSM, the COSGB meetings in the winter and at JSM, and other meetings that may be called. Represent their assigned Sections at these meetings. Convey Section concerns to the COSGB.

1.7.3 All Vice-Chairs serve on the Committee on Section and Interest Group Status, with the third-year Vice Chair chairing this committee. At the beginning of the year, the third-year Vice Chair coordinates the review of the charters of the Sections/Interest Groups assigned to that Vice Chair. The other two Vice Chairs participate in the review as members of the Committee on Section and Interest Group Status. Sections should be notified as early in the new year as possible that their charters are scheduled for review and if changes to the ASA Constitution or COS Charter require conforming language in Section charters. After the revisions are complete, the third-year Vice Chair provides guidance in the preparation of ballot material for the charter amendments. Interest Groups that are due to re-charter should also be notified early in the new year and asked if they intend to continue as Interest Groups, apply for Section status, or dissolve.

1.7.4 Maintain communication with Section Representatives for the specific Sections to which the Vice-Chair is assigned.

- Know the officers of each Section and, with the ASA office, verify the accuracy of ASA rosters of Section officers. Contact Sections when necessary to update the roster.
- Make direct contact with the Section Representative, Chair, or other officer of each Section at least once a year.
- Contact newly-elected Section Representatives to welcome them to the COS and provide copies of the COS Charter, the most recent New Section Officers Orientation PowerPoint, and the Section Officers Handbook. This should happen in the summer, generally in June.
- Inform the Sections about COSGB activities.
• Keep abreast of Section activities and concerns. Confirm placement on the mailing list of each Section by the ASA Section liaison in order to receive newsletters and announcements.
• Remind Sections to have their Section Representatives at the Annual COS ABM.

1.7.5 Serve as liaison to Interest Groups assigned to them and provide a summary of their activities to the COSGB meeting at JSM. Also assist the Interest Groups if they wish to re-charter (required every three years). Work with Interest Groups on charter updates and provide final approval of Interest Group charter updates as part of Committee on Section and Interest Group Status.

1.7.6 Report to the COSGB during the Winter and JSM meetings of that Board, providing general feedback on Section activities and raising issues of concern from the end of the previous year expressed by Sections. After the Winter COSGB meeting, provide summary of the meeting to COS Representatives.

1.7.7 Assist the COS Chair and ASA staff by monitoring for problems and communicating with inactive Sections/Interest Groups and, if necessary, making sure that the steps specified in the COS Charter regarding the dissolution of Sections are followed. Work with officers of these Sections on implementing a plan to become more active.

1.7.8 Help to revitalize less active Sections. Suggest ways to make use of ASA services such as mailing lists, notices in *Amstat News*, and assistance with websites. Inform Sections about the proper procedures to follow to obtain these services.

1.7.9 Review new Section applications by participation in the Committee on Section and Interest Group Status.

1.7.10 Respond to special requests by the COS Chair to communicate with Sections.

1.7.11 Carry out special projects assigned by the Chair.

1.7.12 Near the end of the year, the third-year Vice-Chair will communicate with the incoming Vice-Chair, providing an oversight of responsibilities and activities. Any tools or resources (e.g., email templates, that will aid the incoming Vice-Chair will be shared during this time.

1.7.13 The second-year Vice-Chair will coordinate the distribution of the annual report questionnaire to all Sections in November, and then collect, analyze, and report on the results early in their term as third-year Vice Chair.

1.7.14 The first-year Vice-Chair will assist their assigned sections in awarding the Outstanding Section Service Award.
2. GUIDELINES FOR ANNUAL COS ELECTIONS AND OTHER VOTING

2.1 Balloting

2.1.1 When votes are conducted within the COS, the following guidelines apply:

- Each Section Representative is eligible to cast a ballot; there is not a one-vote-per-Section limit.
- Each member of the COSGB is also eligible to cast a ballot.
- Ballots may be paper or electronic (e.g., e-mail, web-based).
- In ASA elections, ballots received constitute a quorum. A majority vote is more than half of those votes cast, not of those eligible to be cast. An abstention is a refusal to vote and is not counted as part of the quorum. These rules apply to all votes conducted by the COS—including votes to approve new Sections and Charter amendments.

2.1.2 When votes are conducted within the COSGB, the following guidelines apply:

- Section Chairs will be notified by the ASA Liaison in the summer of positions to be elected in the next Section election allowing Section nominations committees to begin their work.
- The COS Charter specifies that “actions of the Governing Board shall require the presence of a quorum and the majority of those voting,” and “the quorum for the Governing Board is a majority of its members.”
- When votes are conducted within COSGB meetings, whether in-person, by telephone, or virtually, the quorum requirement is satisfied if a majority of the membership is present, whether or not the number voting on a given issue is more than half of the total membership.
- When a vote of the COSGB is conducted outside of a meeting, a quorum is present if a majority of the members cast ballots.

2.2 Candidate for Office Drops Out Prior to Election

2.2.1 If a candidate for COS or Section office drops out of an election and the Section cannot identify a replacement in time to meet ASA requirements, the election will go forward as planned.

2.2.2 After the election, if the candidate who dropped out is elected then he/she will resign and allow the provisions in the COS or Section’s charter to be implemented.

2.3 Section Gains or Loses a Representative

2.3.1 Gaining a Representative:
• If a Section’s June membership count entitles the Section to an additional representative, the effective date is January 1 of the next year.
• The Section can decide (in accordance with its charter) how to select a new representative to serve until the position is filled through the annual ASA election. The COS Charter requirement that all Section Representatives be elected is relaxed for Representatives selected to fill an interim vacancy.
• Election of the additional Representative will be added to the annual elections at the earliest opportunity consistent with the term(s) of the current Section Representative(s).

2.3.2 Losing a Representative

• If a Section’s June membership count requires a reduction in the number of representatives, the effective date is also January 1 of the next year.
• The Section can decide which Representative’s term will end prematurely, at the end of the current year.

3. NEW SECTIONS

3.1 Transition to Elected Officers

3.1.1 A new Section will hold its first election as part of the ASA annual election in the spring of its second year, with candidate names due to ASA in November of its inaugural year.

3.1.2 The elected positions must include the Section Representative, Chair-Elect, and any other officers that the Section’s charter requires to be elected.

3.1.3 The elected officers will begin their terms on January 1 of the Section’s third year.

3.1.4 Prior to the first year the Section should appoint a full complement of officers to ensure that all positions are filled in the first year. The appointed officers should include a Chair-Elect and Program Chair-Elect, who will succeed to the positions of Chair and Program Chair, respectively, in year two.

3.1.5 Prior to recruiting candidates for the first election, the Section should appoint a Chair-Elect and Program Chair-Elect to serve in year two, with these officers succeeding to the positions of Chair and Program Chair in year three, as these positions will not be filled by the initial election in year two. The first Chair elected rather than appointed will not succeed to that position until year four. The same will apply to the Program Chair if that is an elected position.

3.1.6 The Section Representative elected in year two should replace the appointed Section Representative at the beginning of year three.
3.2 Invited and Contributed Sessions at JSM

3.2.1 A new Section is entitled to one allocated invited session at JSM and may compete for others, but the invited sessions do not begin until the Section’s second year, because the submission deadline for invited session proposals for the next JSM precedes the balloting to approve a new Section.

3.2.2 Once approved, a new Section is entitled to organize contributed paper sessions, posters, and speed sessions for the JSM held during its inaugural year.

3.2.3 Interest Groups may request a Topic Contributed session, through the first year ASA BOD representative reaching out to the ASA Committee on Meetings Chair.

4. NEW INTEREST GROUPS

4.1 Formation of a New Interest Group

4.1.1 When there is a request to form a new interest group and the specific requirements have been met (see COS Charter for the requirements), the Vice Chairs will send a note to section representatives asking for feedback from the sections on the proposed interest group.

4.1.2 After giving the sections at least four weeks to respond to the note sent by the Vice Chairs, the COSGB may then proceed to vote on the formation of the new interest group.

4.1.3 If the interest group is approved by the COSGB, the Chair of the COSGB will send a welcome note that congratulates the new interest group and suggest that the Chair of the new interest group write a short piece for Amstat News.
### 4. Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Responsible Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early January</td>
<td>Notify Sections scheduled for charter review this year</td>
<td>Third-Year Vice Chair</td>
</tr>
<tr>
<td></td>
<td>Notify Interest Groups due to re-charter during the year and ask their intentions (1.7.3)</td>
<td></td>
</tr>
<tr>
<td>Early January</td>
<td>Review the Section budgets and financial statements and summarize the financials of the sections for FOC approval (1.5.5)</td>
<td>Treasurer</td>
</tr>
<tr>
<td>January</td>
<td>Finalize agenda and confirm arrangements for Winter COSGB Meeting (1.1.3)</td>
<td>Chair and ASA Section Liaison</td>
</tr>
<tr>
<td>January</td>
<td>Contact the Chair of the Committee on Meetings and establish communication (1.6.7)</td>
<td>First-Year BOD Rep</td>
</tr>
<tr>
<td>January/February</td>
<td>Winter COSGB Meeting</td>
<td>COSGB</td>
</tr>
<tr>
<td>January/February</td>
<td>Present FOC findings and reports at the COSGB Winter Meeting (1.5.5)</td>
<td>Treasurer</td>
</tr>
<tr>
<td>January/Even Years</td>
<td>Past Chair chairs a task force on reallocation of JSM Invited Sessions. Recommendations to be presented at the ASA BOD Spring Meeting. (1.3.7)</td>
<td>Past Chair, Chair-Elect, First- and Third-Year BOD Rep</td>
</tr>
<tr>
<td>January/Even Years</td>
<td>Obtain data from the ASA Meetings Department for Section attendance counts at JSM for task force on reallocation of JSM Invited Sessions (1.3.8)</td>
<td>Past Chair</td>
</tr>
<tr>
<td>February</td>
<td>Prepare and distribute draft minutes of Winter COSGB meeting (1.4.4)</td>
<td>Secretary</td>
</tr>
<tr>
<td>February</td>
<td>Provide summary of Winter COSGB meeting to Section Representatives (1.7.6)</td>
<td>Vice Chairs</td>
</tr>
<tr>
<td>February</td>
<td>Prepare report for ASA BOD for inclusion in Board Books for Spring Meeting. Send to COS Secretary for archival on the ASA website.(1.6.5)</td>
<td>Third-Year BOD Rep</td>
</tr>
<tr>
<td>March/April</td>
<td>Attend ASA BOD Spring Meeting (1.6.3)</td>
<td>BOD Rep</td>
</tr>
<tr>
<td>April/May/June</td>
<td>Communicate with Section Representatives and organize their concerns for presentation at COS meeting at JSM (1.7.5)</td>
<td>Vice Chairs</td>
</tr>
<tr>
<td>May/June</td>
<td>Hold conference call to prepare agenda for COS ABM and COSGB meeting at JSM (1.1.3)</td>
<td>COSGB and ASA Section Liaison</td>
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<tr>
<td>Date</td>
<td>Activity</td>
<td>Responsible Persons</td>
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<tr>
<td>June</td>
<td>Contact newly elected Section Representatives (1.7.4)</td>
<td>Vice Chairs</td>
</tr>
<tr>
<td>June</td>
<td>Attend ASA BOD Budget Meeting (1.6.3)</td>
<td>BOD Reps</td>
</tr>
<tr>
<td>June</td>
<td>Notify Section Chairs of positions to be elected in the next Section election (2.1.2)</td>
<td>ASA Section Liaison</td>
</tr>
<tr>
<td>June</td>
<td>Appoint three members to the COS Committee on Nominations (1.2.6)</td>
<td>Chair-Elect</td>
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<tr>
<td>June/July</td>
<td>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)</td>
<td>Treasurer</td>
</tr>
<tr>
<td>June/July</td>
<td>Prepare report for ASA BOD for inclusion in Board Books for meeting at JSM. Send to COS Secretary for archival on the ASA website. (1.6.5)</td>
<td>Third-Year BOD Rep</td>
</tr>
<tr>
<td>June/July</td>
<td>Prepare report for the ASA BOD on the Committee on Meetings for inclusion in Boards Books for meeting at JSM (1.6.7)</td>
<td>First-Year BOD Rep</td>
</tr>
<tr>
<td>July</td>
<td>Prepare Interest Group activity report for COSGB meeting at JSM (1.7.5)</td>
<td>Vice Chairs</td>
</tr>
<tr>
<td>Mid-July</td>
<td>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)</td>
<td>Chair</td>
</tr>
<tr>
<td>July</td>
<td>Appoint one member to the Evaluation Subcommittee of the ASA ACCE (1.2.6)</td>
<td>Chair-Elect</td>
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<tr>
<td>July/August</td>
<td>Attend ASA BOD meeting at JSM (1.6.3)</td>
<td>BOD Reps</td>
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<tr>
<td>July/August</td>
<td>Attend COSGB meetings, COS ABM, COS response meeting at JSM</td>
<td>COS Reps and COSGB</td>
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<tr>
<td>July/August</td>
<td>Identify potential nominees for COS Committee on Nominations at JSM (1.2.2)</td>
<td>Chair-Elect</td>
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<tr>
<td>Mid-August</td>
<td>Send draft COS ABM and response meeting minutes to the COSGB (1.4.2)</td>
<td>Secretary</td>
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<tr>
<td>Mid-August</td>
<td>Review and edit draft COS JSM meeting minutes</td>
<td>COSGB</td>
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<tr>
<td>Date</td>
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<tr>
<td>Mid-to-late August</td>
<td>Send revised draft COS ABM and COS response meeting minutes to Section Reps</td>
<td>Secretary/ASA Section Liaison</td>
</tr>
<tr>
<td></td>
<td>Section Reps provide corrections or edits (1.4.4)</td>
<td></td>
</tr>
<tr>
<td>September 1</td>
<td>Notify Section Treasurers that Section budgets must be submitted electronically by October 31 (1.5.4)</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Early September</td>
<td>Finalize all ballot items for distribution to the COS</td>
<td>Secretary/ASA Section Liaison</td>
</tr>
<tr>
<td></td>
<td>Transmit ballots to enable a vote by September 30 (1.4.4)</td>
<td></td>
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<tr>
<td>Early September</td>
<td>Send draft JSM COSGB meeting minutes to the COSGB (1.4.4)</td>
<td>Secretary</td>
</tr>
<tr>
<td>September</td>
<td>Vote to approve COS ABM and response meeting minutes and any ballot items</td>
<td>Section Reps And COSGB</td>
</tr>
<tr>
<td>October</td>
<td>Appoint one to three members to the FOC (1.2.6)</td>
<td>Chair-Elect</td>
</tr>
<tr>
<td>October/ November</td>
<td>Review and update New Section Officers Orientation document (1.2.10)</td>
<td>ASA Section Liaison/Chair-Elect</td>
</tr>
<tr>
<td>October/ November</td>
<td>Review and update Responsibilities and Procedures Manual for the COSGB (1.3.5)</td>
<td>Past Chair</td>
</tr>
<tr>
<td>November 1</td>
<td>Prepare plan of activities for the following year (1.2.7)</td>
<td>Chair-Elect</td>
</tr>
<tr>
<td>November 15</td>
<td>Submit nominations for COS officers to ASA (1.2.7)</td>
<td>Chair-Elect</td>
</tr>
<tr>
<td>November</td>
<td>Prepare report for ASA BOD for inclusion in Board Books for November/December meeting (1.6.7)</td>
<td>Third-Year BOD Rep</td>
</tr>
<tr>
<td>November, as needed</td>
<td>Appoint Secretary, Treasurer and Founders Award Committee members for following year (1.2.6)</td>
<td>Chair-Elect</td>
</tr>
<tr>
<td>November</td>
<td>Communicate with Section Reps and organize their concerns for presentation at the Winter COSGB Meeting (1.7.6)</td>
<td>Vice Chairs</td>
</tr>
<tr>
<td>November</td>
<td>Third-year Vice Chair coordinate with incoming Vice Chair (1.7.12)</td>
<td>Vice Chairs</td>
</tr>
<tr>
<td>November/ December</td>
<td>Attend ASA BOD meeting (1.6.3)</td>
<td>BOD Reps</td>
</tr>
<tr>
<td>December</td>
<td>Prepare preliminary agenda and confirm arrangements for Winter COSGB meeting (1.1.3)</td>
<td>Chair /Chair-Elect/ASA Section Liaison</td>
</tr>
</tbody>
</table>