1. **Introduction**

This Handbook describes the organization and administrative activities of Sections of the American Statistical Association (ASA). It may also be of great use and value to Interest Groups as well as Sections. Preparation of this document is the responsibility of the ASA Council of Sections Governing Board (COSGB), which consists of 11 officers elected or appointed from full ASA members who are not Section Representatives. The Council of Sections is comprised of one or more representatives from each Section of the ASA, plus the 11 officers. The number of representatives is determined by Section membership. This Handbook is an amalgamation of best practices and common processes that enable Sections to interact successfully with the ASA.

Section administration is not static. Administrative responsibilities annually shift from one group of officers to a new group. Many officers serve one-year terms. Some offices are apprenticeships which incumbents serve for one year (e.g., Chair-Elect, Program Chair-Elect) before progressing to a second year of service with full responsibility for administrative duties (e.g., Section Chair, Program Chair).

The Section Officers Handbook describes the *typical* officer positions, the roles and the duties for a Section. Given that Sections specifically define the roles of their officers based upon the Section vision, goals and objectives, there may be differences in officers or officer roles among Sections. For example, Sections are free to combine positions (Secretary and Treasurer are frequently combined positions), separate them, or chose not to have some positions, keeping in mind that all such positions and roles are appropriately defined in the Section Charter and/or Responsibilities and Procedures Manual (Operations Manual). The Section Officers Handbook does not describe the differences among Sections. For more details on a given Section’s structure, review the Section’s charter.

The Handbook's description of duties for each office acquaints a potential nominee with the role to be filled and directs a newly elected officer through the activities of a calendar year. However, the descriptions of officer responsibilities in this Handbook are generic. Each Section is encouraged to maintain its own Responsibilities and Procedures Manual (Operations Manual) detailing the responsibilities and calendar of activities for each office specific to that Section. A Template for a Responsibilities and Procedures Manual is provided in the Appendix for use by the Sections.

Other factors also may occasionally change. The ASA Constitution is subject to revision every ten years, with subsequent changes for Sections. Revisions are usually done at the beginning of a decade. Section charters also are subject to revision on a triennial basis. This Handbook will undergo regular reviews and revisions as well.

2. **Operations**

2.1. **Organization of Sections.** The various Sections of ASA represent, “fields of statistical methods, theory, or applications” (Constitution of the ASA). This portion of the Handbook identifies current ASA Sections, their structure, and the process for forming new Sections.

2.1.1. **ASA Sections.** The Sections of the ASA, their official acronyms, and the years they were established are listed in Table 2.1 and on-line at this link: [http://www.amstat.org/sections/sectionlist.cfm](http://www.amstat.org/sections/sectionlist.cfm).
Table 2.1
Sections, Their Acronyms and Dates Established

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Section Name and Date Established</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBSS</td>
<td>Section on Bayesian Statistical Science (1992)</td>
</tr>
<tr>
<td>BIOM</td>
<td>Biometrics Section (1938)</td>
</tr>
<tr>
<td>BIOP</td>
<td>Biopharmaceutical Section (1981)</td>
</tr>
<tr>
<td>B&amp;E</td>
<td>Business &amp; Economic Statistics Section (1950)</td>
</tr>
<tr>
<td>GSS</td>
<td>Government Statistics Section (1988)</td>
</tr>
<tr>
<td>HPSS</td>
<td>Health Policy Statistics Section (1994)</td>
</tr>
<tr>
<td>LiDS</td>
<td>Lifetime Data Science Section (2018)</td>
</tr>
<tr>
<td>MDD</td>
<td>Section on Medical Devices and Diagnostics (2014)</td>
</tr>
<tr>
<td>MHS</td>
<td>Mental Health Statistics Section (2013)</td>
</tr>
<tr>
<td>NPAR</td>
<td>Section on Nonparametric Statistics (1999)</td>
</tr>
<tr>
<td>SPES</td>
<td>Section on Physical &amp; Engineering Sciences (1954)</td>
</tr>
<tr>
<td>Q&amp;P</td>
<td>Section on Quality and Productivity (1989)</td>
</tr>
<tr>
<td>RISK</td>
<td>Section on Risk Analysis (1994)</td>
</tr>
<tr>
<td>SOC</td>
<td>Social Statistics Section (1953)</td>
</tr>
<tr>
<td>COMP</td>
<td>Section on Statistical Computing (1972)</td>
</tr>
<tr>
<td>CNSL</td>
<td>Section on Statistical Consulting (1991)</td>
</tr>
<tr>
<td>EDUC</td>
<td>Section on Statistics and Data Science Education (1948)</td>
</tr>
<tr>
<td>GRPH</td>
<td>Section on Statistical Graphics (1985)</td>
</tr>
<tr>
<td>SLDS</td>
<td>Section on Statistical Learning and Data Science (2009)</td>
</tr>
<tr>
<td>SSPA</td>
<td>Section for Statistical Programmers and Analysts (2009)</td>
</tr>
<tr>
<td>ENVIR</td>
<td>Section on Statistics and the Environment (1990)</td>
</tr>
<tr>
<td>EPI</td>
<td>Section on Statistics in Epidemiology (1992)</td>
</tr>
<tr>
<td>SGG</td>
<td>Section on Statistics in Genomics and Genetics (2015)</td>
</tr>
<tr>
<td>SI</td>
<td>Section on Statistics in Imaging (2012)</td>
</tr>
<tr>
<td>MKTG</td>
<td>Section on Statistics in Marketing (1991)</td>
</tr>
<tr>
<td>SIS</td>
<td>Statistics in Sports Section (1992)</td>
</tr>
<tr>
<td>SRMS</td>
<td>Survey Research Methods Section (1978)</td>
</tr>
<tr>
<td>TSHS</td>
<td>Section on Teaching of Statistics in the Health Sciences (1991)</td>
</tr>
</tbody>
</table>

2.1.2. **Forming a New Section.** The COS Charter addresses the process for forming a new Section of ASA. Among the requirements, a prospective new Section must first demonstrate its viability as an Interest Group with a sustained membership of at least 50 full members of the ASA for a period of three years.

2.1.3. **Administrative Structure of a Section.** The charters of Sections describe two administrative groups:

- **Officers**
- **The Executive Committee**

**Officers.** The Section officers, who are usually elected but may be appointed (as per individual Section charter rules), commonly include at a minimum the Section Chair and Chair-Elect, Program Chair and Chair-Elect, Secretary, and Treasurer. All Sections have one or more COS Representatives, and these are usually included among the officers as well. Each Section’s officers and their contact information are listed on the ASA Section webpage.

**The Executive Committee.** The Executive Committee consists of the officers and, typically, one or more additional positions, which are usually appointed. For example, in some Sections the Newsletter Editor may be a member of the Executive Committee but
not an officer. The inclusion of these additional members of Executive Committees is intended to give breadth and depth to the Committees. The Executive Committee makes the administrative and financial decisions for the group. The composition of Executive Committees and both the terms and voting privileges of their members vary by Section and are defined in the Section charters.

Among its duties the Section Executive Committee is responsible for managing the finances of the Section, organizing technical programs for the Joint Statistical Meetings (JSM) and, at Section discretion, other conferences and workshops, and monitoring Section membership. In performing its functions, the Section periodically may need to enter into agreements with other entities, but the Section has no legal status independent of the ASA.

**Financial responsibilities.** It is the responsibility of the Executive Committee of each Section to meet the COS-approved financial guidelines, which recommend that Sections maintain no more than two years’ cash-on-hand by the end of each calendar year unless there are extenuating circumstances. Determination of how much reserve money to maintain can be based on either past budgets or projected future budgets. The COS Treasurer will contact Sections with too high or too low cash-on-hand to discuss their plans for spending and revenue generation. Low money reserves is a more serious concern than excess funds, as the former threatens the viability of a Section. However, as the primary purpose of building a Section treasury is to provide services to Section members, the ASA discourages the accumulation of funds beyond what is needed to support current and projected future member services while minimizing financial risk.

**Technical program.** Each Section is responsible for organizing a technical program for the annual JSM, and two Section offices are devoted to this purpose. Sections may organize additional conferences, sometimes in collaboration with other Sections and typically with some level of participation by the ASA.

**Tracking Membership.** ASA maintains the current Section roster. Section officers may download a current Section roster at any time by using the Members Only area of the ASA website: [https://www.amstat.org/membersonly/index.cfm](https://www.amstat.org/membersonly/index.cfm)

**Signing Contracts (Legal).** The Sections are not separate legal entities from the ASA. However, Sections should seek/evaluate vendors and review contracts as appropriate per Section interest. All contracts binding the Sections must be forwarded to the ASA Director of Operations for review, approval, and signature.

### 2.2. Differentiation between the COS and the COSGB.

The COSGB is a subset of the COS which is separately elected/appointed and governs the individual sections. These individuals serve dual roles—as officers of the COS and as members of a governing body for the entire COS (i.e., the COSGB). The COSGB is comprised of the elected positions of COS Chair, COS Chair-Elect, Past COS Chair, three Vice Chairs, three representatives to the ASA Board of Directors (BOD), an appointed COS Secretary, an appointed COS Treasurer, and the ASA Section Liaison as an ex-officio member (currently, Rick Peterson). In matters and meetings of the entire COS, the COS Chair serves as the executive officer, the COS Secretary serves as recorder, and the COS Treasurer serves as the chief financial officer.

The remit of the COSGB is to facilitate the COS mission of providing and encouraging timely communication among the ASA BOD, Sections, and Interest Groups; among Sections and Interest Groups; and with the general ASA membership. Some of the basic functions which COSGB manages include arranging the COS annual meeting at JSM, managing the life cycle of Sections and Interest Groups, overseeing individual Section charter reviews, overseeing good financial practices of Sections, advocating Section concerns to the ASA BOD, communicating and outlining ASA initiatives and policies with Sections, allocating invited sessions to Sections,
managing COS appointments to ASA and COS committees, providing feedback to other ASA bodies, and catalyzing broadened services for Sections.

An individual Section’s primary conduit to the COSGB is through their assigned Vice Chair. Vice Chairs provide guidance on ASA process and policy, advocate for their Sections, and will intervene when ASA governance is required. Sections are encouraged to reach out to their assigned Vice Chair as a first line of support at any time for any question on ASA matters. This can include matters within or which reach beyond their own Section.

The COSGB schedules meetings for most months during the calendar year. Most Section Executive Committees meet as needed, in addition to their scheduled meeting at JSM. The COSGB will communicate with sections (via their Vice Chairs) in aggregate or individually between meetings when there are relevant/urgent topics that need to be discussed. COSGB meetings are closed to individual Sections, unless an invitation is extended by the Chair.

In the annual meeting of the COS at JSM, the COSGB functions as leadership for the full COS (see below). In matters before the COS, elected members of COSGB also have a vote counting equal to that of each individual Section Representative.

COSGB positions (Chair-Elect, Vice Chair, BOD Representative) are filled by election; the Chair-Elect and Vice Chair are elected by COS Representatives, whereas the BOD Representative is elected by all full members of the ASA. The COS Secretary and COS Treasurer are appointed positions. Nominees for the positions and select other roles within ASA are taken by the COS Nominations Committee, which is chaired by the COS Chair-Elect and historically meets in the fall.

2.3. Meetings of the COS. The COS meets annually in-person at the JSM, historically on Sunday afternoon. The purpose of this meeting includes relaying policy and information affecting the COS since the previous year’s COS meeting, putting forward any qualified applications for new Sections, providing a venue for ASA leadership (e.g., ASA President, ASA President-Elect, Executive Director) to share their vision and current activities with Sections, discussing the financial health of sections, discussing matters common to all Sections, and opening the floor for discussion of additional matters raised by the Representatives. Agenda topics may be proposed by individual Sections in advance via the Vice Chair. The COSGB also will seek feedback on issues being discussed, and COS Representatives should relay this information to their Section Executive Committees for discussion at JSM. The COS then convenes on Thursday morning for an approximately 2-hour COS Response meeting, at which time the individual section feedback is brought back and discussed. The COSGB Chair functions as COS Chair, presiding over the COS and COS Response meetings, with the COS Secretary recording minutes to be approved by the entire COS.

Meetings of the COS outside of JSM are rare and not in person. However, COS Representatives should plan to attend the entirety of JSM (Sunday afternoon through Thursday morning) during their tenures.

3. Section Officers and Executive Committees
Each Section defines and designates its own Officer positions and the make-up of the Executive Committee. A snapshot of officer positions from 2016 (the number of Sections that include each position as an officer is in parentheses) is provided in Table 3.1. Historically, Chair, Chair-Elect, Program Chair, Program Chair-Elect, and either a Secretary and Treasurer or a combined Secretary/Treasurer are officer positions within a Section (Officer positions that must be included in a Section are listed in Article V of the Section Charter). Most Sections, but not all, include COS Representatives as officers.
Positions that are not identified in Table 3.1 as officers for a Section are often included, nonetheless, as members of its Executive Committee. The Past Chair, for example, may be included on the Executive Committee as a non-officer position for the Section. In this example, the Past Chair, may or may not have voting rights as part of the Executive Committee. It depends on the size, structure and needs of the Section. Other non-officer positions not listed in Table 3.1 (Award Chair, for example) may also be included on the Executive Committee of the Section. Again, it depends on the size, structure and needs of the Section.

Sections should include officers as members of their Executive Committees with voting rights (although there is an instance of one Section not extending voting rights to one of its officers). Sections may include one or more non-officers on their Executive Committees. These positions may, or may not, have voting rights on the Executive Committee. An example is given in Table 3.2.

<table>
<thead>
<tr>
<th>Officer</th>
<th>How Chosen</th>
<th>Term</th>
<th>Committees</th>
<th>Voting EC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Rotates from Chair-Elect</td>
<td>1 year</td>
<td>Executive</td>
<td>Yes</td>
</tr>
<tr>
<td>Past Chair</td>
<td>Rotates from Chair</td>
<td>1 year</td>
<td>Executive, Nominating</td>
<td>Yes</td>
</tr>
<tr>
<td>Chair-Elect</td>
<td>Elected</td>
<td>1 year</td>
<td>Executive</td>
<td>Yes</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>Elected</td>
<td>2 years</td>
<td>Executive</td>
<td>Yes</td>
</tr>
<tr>
<td>Program Chair</td>
<td>Rotates from Program Chair-Elect</td>
<td>1 year</td>
<td>Executive, Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Program Chair-Elect</td>
<td>Elected</td>
<td>1 year</td>
<td>Executive, Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Publications Chair</td>
<td>Appointed</td>
<td>1 year*</td>
<td>Executive</td>
<td>No</td>
</tr>
<tr>
<td>COS Representative</td>
<td>Appointed</td>
<td>3 years</td>
<td>Executive, Nominating</td>
<td>Yes</td>
</tr>
<tr>
<td>Webmaster</td>
<td>Appointed</td>
<td>1 year*</td>
<td>Executive</td>
<td>No</td>
</tr>
<tr>
<td>Newsletter</td>
<td>Appointed</td>
<td>1 year*</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Social Chair</td>
<td>Appointed</td>
<td>1 year*</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

Terms of all officers begin January 1. The positions of Chair, Chair-Elect, Past Chair, Program Chair, and Program Chair-Elect are annual. The terms of the other officers vary by position and Section.

Table 3.2

The maximum number of consecutive terms is 1, but there is no limit on consecutive terms marked with an asterisk *.
It is recommended that the duties and responsibilities of all Executive Committee members (which includes Section officers and non-officers with important roles) be documented in a Section Responsibilities and Procedures manual, which should include an annual timetable for the performance of assigned tasks. A template for such a document is provided in the Appendix.

4. Section Meetings

4.1. Executive Committee Meetings. The Section Chair calls and presides over all Executive Committee Meetings. One meeting should be held annually in conjunction with the ASA Annual Meeting, in advance of the Section Annual Business Meeting, with the logistics included in the printed program. It is the Chair’s responsibility to arrange accommodations for this meeting through the ASA Meetings Department. The Chair prepares the agenda in collaboration with the Secretary and sends it to the Executive Committee as early as possible. Newly elected officers should be invited to this meeting. Additional Executive Committee meetings may be called by the Chair with the consent of the Executive Committee. Between meetings, the Executive Committee may conduct business by mail, telephone, or electronic means.

4.2. Annual Business Meeting. The Annual Business Meeting of the Section is held during the JSM. The Chair is responsible for scheduling, planning, and presiding over this meeting. Scheduling must be coordinated with the ASA to avoid conflict with any Section session. Sections with related interests should avoid conflicts in Business Meeting schedules.

The Section membership is notified of the scheduled Annual Business Meeting by the program announcement in *Amstat News* and by scheduled general mailings.

The agenda of this meeting should be prepared in consultation with the Executive Committee and should include, but not be restricted to, the following:

- Introduction of current officers
- Approval of the minutes of the last Business Meeting (optional)
- Treasury balance, budget status, and general finances
- Report from the Section Representative to the COS, summarizing issues raised at the COS Business Meeting and requesting feedback for the Thursday COS response meeting
- A summary/review of Section activities throughout the year (relevant topics/activities may be found on the Section Annual Report Questionnaire)
- Reports from Section committees
- Introduction of officers for the coming year
- Program Chair’s report
- Call for program suggestions for the next meeting
- Announcements, etc., presented to the Chair prior to the meeting
- Report of the Executive Committee meeting
- Nomination of Section members for ASA Fellow, Section Service Awards, other awards
- Review/Revision of Section Charter and/or Responsibilities and Procedures Manual (Operations Manual)
- Publications Officer’s report
- New business

4.3. Section-Sponsored Meetings. A Section may choose to hold a conference, workshop, short course, or meeting outside of JSM. In these cases, a Section can sponsor a meeting in the following ways:

- A Section can use its members, or other contractors, to handle the entire meeting and assume all income and expenses. All income and expenses would be charged directly to the Section’s treasury and any profit or loss would belong to the Section.
• A Section may co-sponsor a meeting with another group, using its services. Any income, expense, risk, or profit would be shared with the co-sponsors in accordance with an agreement worked out in advance.
• A Section can be the sole sponsor, the primary sponsor, or the co-sponsor of a meeting and use the staff and facilities of the ASA Meetings Department for any and all functions required. In this case the Organizing Committee and the ASA office will negotiate scope of service, costs for services, and the percentage of profit/loss sharing.

Regardless of which method a Section chooses, there are certain functions that the ASA office must handle and procedures that Sections must follow. See, for example, the discussion of financial responsibilities in 2.1.3.

No Section funds may be held outside the ASA office. All income from any source must come to the ASA office for deposit in the Section or separate meeting treasury and all properly authorized bills must be submitted to the ASA office for payment.

If grant funds are being solicited from either government or private sources, all requests, letters, proposals, etc. must go through the ASA Grants and Contracts office.

Sections are not permitted to run deficits in their Section treasuries; Sections may threaten their own survival by insolvency, and to prevent this, the Fiscal Oversight Committee (FOC) will oversee such expenditures. Sections should have “seed” money in their treasury committed to paying the early expenses of organizing a meeting.

Additional questions or clarification on this subject can be addressed to the Director of Meetings or the Director of Finance.

5. Section Committees.
Section charters grant to Chair and Executive Committees the authority to establish any Committee necessary to carry out the work of the Section. Some committees are ad-hoc and exist to address a single non-recurring issue while other [permanent] committees address issues arising on an annual or otherwise regular basis. The following committees are common to many Sections:

5.1. Committee on Nominations. This Committee functions during August through November. "Meetings" are often conducted via mail or telephone. This Committee is responsible for sending to the ASA office no later than November 15 two nominees for each elected office that has an upcoming vacancy.

5.2. Committee to Nominate Fellows. Each Section is urged to organize a Committee to Nominate Fellows and codify this in their charter. Annually, this Committee, usually appointed by the Section Chair, would identify members of the Section who would be suitable nominees for the honor of Fellow of the American Statistical Association, as described in the By-Laws of the Association. Committee members coordinate the preparation and submission of the nominations in complete confidence. The Committee assists in locating a sponsor for each, and assures that the necessary documentation is prepared and transmitted to the ASA Committee on Fellows. The only report requested from the Section's Committee on Fellows is a statement that its responsibility has been discharged.

It is desirable that the Committee have several members, each serving two or three years. A rotation plan for membership and the distribution of responsibilities are flexible.

Guidelines for preparing nominations and letters of support are contained at: http://www.amstat.org/careers/fellows.cfm. These guidelines amplify the instructions provided by the ASA Committee on Fellows.
5.3. Charter Review Committee. Each Section’s charter must be reviewed and potentially amended on a triennial basis, in concert with the Vice Chair assigned to the Section. The format of the charter should follow the COS charter template (provided by the Vice Chair). The Charter Review Committee is an appointed committee that reviews the charter of the Section. Every Section is encouraged to establish such a Committee.

The charters for some Sections provide a process for amending the charter, within or outside of the triennial COS-required review. All amendments must be voted on by the Section membership. This process is coordinated with the ASA office and its annual ballot.

6. Policy on Fund-Raising
Fund-raising by Sections and Chapters to accomplish their goals is a worthwhile function that the Council of Chapters and the COS should encourage.

Potentially serious problems may arise if several Sections, Chapters, and/or the overall Association are conducting fund-raising with the same organization (i.e., ASA corporately) at different times within a short period. These multiple appeals can result in problems with potential donors that ultimately will harm ASA, its Sections and Chapters. To avoid such overlap, it is necessary that ASA headquarters coordinate fund-raising (via the ASA Director of Development) so all involved know that others in ASA are dealing with the same organization.

A Chapter or Section that intends to solicit monetary funds in excess of $1,000 per year from any organization should notify the COS Treasurer and ASA Director of Development of its plans.

For fund-raising, an organization is defined as a total organization, or part of an organization that has the authority to contribute funds to ASA.

Grant Proposals—ASA, as a 501(c)(3) organization, is eligible to receive grant funds, both Federal and private. However, due to the complexities of the administrative and reporting requirements, all grant proposals must be solicited and administered by the ASA office. If a Section wishes to request grant funding, such as for conference support, the Section must contact the ASA office to handle all aspects of the proposal and grant management.

Sections may not contact any Federal agency for funding without prior approval by the ASA Executive Director. Certain levels of grant funding must also be approved by the ASA Board of Directors, as is presently the case with ASA.
Appendix

Template for Section Responsibilities and Procedures Manual

Each Section is encouraged to create its own Responsibilities and Procedures (R&P) Manual, also known as an Operations Manual. The following is a model template for such a document. Please note that this document may be modified as necessary for individual Section needs; however, it should be consistent with the Section’s charter. Examples of charters and manuals, may be found at (please log in to access), http://www.amstat.org/ASA/Membership/Sections-and-Interest-Groups.aspx. Specific example: http://community.amstat.org/spes/sectioninfo/operatingmanual.

The R&P Manual should be reviewed (and updated if necessary) annually. It should be available on the Section Website and/or the Community Library.

A calendar of activities by responsible officer appears at the end of this appendix. Inclusion of a calendar can provide a useful checklist for officers.

SECTION PURPOSE

MISSION [sample statements]

- Support the growth and development of section members
- Promote the exchange of information among and between statisticians and other disciplines concerning statistical problems (solved or unsolved) arising in our Section’s interests and areas of expertise
- Other

STRATEGY FOR ACHIEVING MISSION [sample activities]

- Sponsoring (or co-sponsoring with other organizations) technical conferences or sessions at technical conferences
- Sponsoring (or co-sponsoring with other organizations) workshops, short courses, and other educational programs
- Publishing an annual proceedings volume open to papers presented at any of the conferences sponsored by the Section during the year
- Publishing a newsletter and/or writing columns in the AMSTAT NEWS magazine, and maintaining a WWW site to keep section members informed about its activities
- Developing and maintaining an Operations Manual to help current and future officers and committee chairs perform their duties and conduct section business in an efficient manner
- Other

A.1. Chair. The Section Chair is the chief administrative officer of the Section and is responsible for the conducting of all Section business. The term of office for the Chair is officially one year, although the position requires a total of three years of service to the Section. In year 1, the person is elected as Chair-Elect, then automatically transitions to Chair in year 2, and then becomes Past Chair in year 3 if
Executive duties. Serves as the chief executive officer, serves on the Executive Committee of the Section, and handles all matters that arise between Business Meetings. On matters of import that occur between formal meetings, the Executive Committee should be consulted by telephone or mail and, if necessary, asked to vote on the issue.

Appointments. Appoints Section committees and individuals to represent the Section on ASA Committees as the need arises. The Chair, with the approval of the Executive Committee, may designate Committees or individuals to carry out functions of the Section.

- Selects a Chair for the Section Nominating Committee or appoints its members (unless the charter specifies differently—see Committee on Nominations).
- Periodically updates the Executive Committee on business activities of the Section.
- Appoints interim replacements promptly, with the concurrence of the Executive Committee, for any elected or appointed officers who become unable to fulfill their duties. The Chair shall also make all other Section-related appointments to meet the obligations of the Section to the Association.
- Appoints a Charter Committee not more than three years after the adoption, amendment, or last review of the Section’s charter for the purpose of reviewing the charter (see Charter Committee). This Committee works with the Section’s Vice Chair regarding amendments to the charter.
- Schedules periodic meetings or conference calls with the Section officers or Executive Committee as necessary or in accordance with Section practice.
- Presides at all Section meetings and coordinates the work of the officers and Committees of the Section (see Section Meetings).
- Submits requests for meeting rooms (and refreshments, if applicable) for the annual Section business meeting and Executive Committee meeting at the JSM.
- Determines, in conjunction with the COS Representative(s), topics to be presented to the COSGB either to inform that body of plans or to elicit comments and reactions to Section activities or suggestions, whether accomplished or planned. Topics may also affect more than one Section. Examples of such topics are: a proposal to sponsor a Section journal or other publication; webinar use policy; Section experiences with workshops or tutorials; exchange of Executive Committee representatives between Sections with common interests; proposed charter changes; and program participation in ASA regional meetings or in meetings with other professional societies.

New Officer Transition. The outgoing Chair is responsible for ensuring a smooth transition as new officers and appointed persons assume their offices each January. To accomplish this, the Chair:

- Provides all records and assistance essential to the transfer of the Section business from the outgoing Chair to the incoming Chair, including identification of persons likely to be cooperative and effective in conducting Section business
- Prepares and transmits to the incoming Chair a list of Section Committees, their charges and membership
- Reviews Section-related correspondence and other materials and provides copies to the Section Secretary if not done previously
- Updates the description of duties, if necessary
A.2. **Chair–Elect.** The Chair-Elect serves as a member of the Executive Committee. The Chair-Elect is the first of three years of service to the Section. Responsibilities of the Chair-Elect include, but are not limited to, the following:

**Executive duties.** During the year as Chair-Elect, duties include attending the Section Executive Committee meetings and the Section Annual Business Meeting, assuming the responsibilities of the Chair when necessary and assist in conducting the ongoing business of the Section.

**Appointments.** This position may also be responsible for making appointments so that the persons would be ready to start January 1 when the Chair-Elect becomes Chair.

A.3. **Past Chair.** For Sections that recognize a Past Chair, this represents a Chair’s third year of service. The Past Chair serves as a member of the Executive Committee and attends the Executive Committee meetings and the Section Annual Business Meeting to maintain continuity and continued communication within the Executive Committee. The Past Chair may also serve as Chair in the absence of the latter. The Past Chair gives guidance to the current Chair, Executive Committee, or other officers within the Section. In some Sections, the Past Chair leads the Section’s officer nomination committee for the next year’s elections. The Past Chair may also be invited to participate in the COS Committee on Nominations, which selects candidates for COS office.

A.4. **Secretary.** The Secretary serves as a member of the Executive Committee. Some Sections combine the roles of secretary and treasurer into a single position, Secretary-Treasurer. Also, whether separate or joint, the term varies among the Sections from 1-3 years.

**Executive Duties.** Attends and participates in all Executive Committee meetings, Annual Business Meetings, and other Section activities. This involves a minimum of two meetings a year. The Executive Committee meeting and the Section Annual Business Meeting, both held during the JSM. Participation in these meetings includes presenting a report on the minutes of previous meetings and recording the minutes of the present meeting and may also include assisting the Chair in preparing agendas for these meetings.

After review by the Chair (and other Executive Committee members, if desired), the Secretary distributes the minutes of the Executive Committee meetings to all members of the Executive Committee Director. It is suggested that approval of minutes occurs within four to six weeks via teleconference or e-ballot.

**Correspondence Duties.** The Secretary should assist the Section Chair in correspondence activities.

**File Maintenance Duties.** The Secretary should maintain the file of relevant Section documents. Such a file should include at least the following:

- The charter of the Section
- The names and contact information and duration of terms of all Executive Committee members, additional Program Chairs, and Committee Chairs
  - Updated descriptions of the duties of Officers of the Section
  - Minutes of Executive Committee Meetings and the Annual Business Meeting
- All Section correspondence
- Copies of agreements between the Section and any other scientific body and all reports relevant to this agreement
- Other relevant Section documents and reports
ASA Duties. The Secretary must notify the ASA Section Liaison of all new officer appointments.

A.5. Treasurer. The Treasurer serves as a member of the Executive Committee. Some Sections combine the roles of secretary and treasurer into a single role, Secretary/Treasurer. Also, whether separate or joint, the term of this officer varies among the Sections from 1-3 years. The responsibilities of the Treasurer include but are not limited to the following:

Executive Duties. Attends and participates in all Executive Committee meetings, Annual Business Meetings, and other Section activities. This involves a minimum of two meetings a year. The Executive Committee meeting and the Section Annual Business Meeting. Both are held during the JSM.

Financial Duties. The Treasurer should be able to find the link to the Section's budget online through https://www.amstat.org/membersonly/index.cfm. Log into “Members Only” then select “My Volunteer Activities” to view the Treasurer’s report. The Treasurer is expected to undertake the financial activities for the Section. These activities include, but are not limited to, the following:

- Monitors and reports on the Section's dues collections and expenditures
- Coaches and trains the Section Treasurer Elect and Chair-Elect on the financial responsibilities and the budgeting process
- Prepares the annual budget and reports on the financial condition of the Section at Executive Committee meetings
- Submits the budget (electronically by logging into 'Members Only' from www.amstat.org) to the ASA by October 31; however, drafting and discussion of this budget is encouraged at the preceding JSM. Submitting budgets on-time is important because they serve as a financial oversight mechanism for the COSGB.
- Contacts the COSGB Treasurer and/or the COS Fiscal Oversight Committee (FOC) with any Section questions or concerns about Section financials
- Contacts ASA to approve transfer of funds from and between Section accounts

ASA Duties. These include the following:

- Becomes cognizant of legal and tax information for the Section
- Ensures that the Section meets COS financial guidelines
- Strives to maintain less than two years' cash-on-hand by the end of each calendar year, with a written plan for how the Section intends to allocate surplus funds
- Contacts the COS Treasurer and/or the COS FOC with any Section questions or concerns about Section financial matters. May serve as a member of the FOC, if appointed by the COS Chair-Elect.
- Works with the ASA headquarters personnel in matters pertaining to the financial needs of the Section. (Actual checks are written by the ASA upon notification by the Treasurer.)
- Contacts ASA to approve transfer of funds from and between Section accounts
- Transmits copies of any financial resolutions or motions to the ASA office and any other relevant organization unless the Chair specifically assumes the responsibility for doing so
- Alerts ASA Section coordinator of changes to membership dues

Transition Duties. These duties include:
• Engages the succeeding Treasurer in the formation of a following year Section budget prior to the JSM Executive Committee meeting. Explains the process of delivering a final budget to the Association by the fall deadline.
• Introduces Treasurer-Elect to financial information per www.amstat.org
• Explains recent policy decisions and ongoing Section business, calling attention to matters requiring immediate action
• Submits suggested updates of this section to the Secretary if needed

A.6. Representative to the COS. The Representative to the COS serves as a member of the Executive Committee. The Representative has duties and responsibilities to the Section and the ASA as prescribed by the Association’s Constitution and Bylaws.

**COS Rotation Policy.** The terms of office for COS Representatives, normally three years, are set to enable, insofar as possible, one-third of the Representatives to be serving the first year of their term, one-third to be serving the second year, and one-third to be serving the third year.

**Changes in Representation.** If the number of Representative slots for a Section is reduced, the Section shall decide (in accordance with its charter) which Representative’s term will end prematurely—that is, at the end of the current year. If the number of Representative slots is increased, the Section shall decide how to select an interim representative to serve until the position is filled through the next annual ASA election (or later, if a current slot is scheduled for re-election in the next year). The term of the first elected Representative will be three years.

**Executive Duties.** Additional responsibilities include, but are not limited to, the following activities:

• Attends all meetings of the COS or asks the Section Chair/Executive Committee to appoint a proxy
• Transmits Section messages that are proposed by the Executive Committee, to the COS
• Represents the Section on matters before the COS
• Reports to the Section Executive Committee any COS activities that require action and reports back to COS with the Section's response to action items
• Attends all Section Executive Committee meetings and the Annual Business Meeting. May be appointed to the COS Nominations Committee by the COS Chair-Elect
• Presents a summary of COS activities during the year at the Annual Business Meeting
• Sends copies of Section-related correspondence to the Section Secretary
• Transmits to the incoming Representative any material which will ensure an orderly transition and assists as appropriate

A.7. Program Chair. The Program Chair serves as a member of the Executive Committee. The Program Chair transitions to that position after serving as Program Chair-Elect (see Part 1.8).

**Executive Duties.** The duties of the Program Chair are to create a comprehensive program for the interest of the Section’s members at key conferences. The Section Program Chair must:

• Be willing to assist organizers of invited paper sessions and invited speakers in adhering to the policies and procedures of the ASA Committee on Meetings
Meet JSM Program Committee deadlines
Become familiar with all Program material and adhere to the policies and procedures of the ASA Committee on Meetings regarding organization of invited paper/poster sessions, contributed paper/poster sessions and roundtable coffees/luncheons
Be accessible for contact by the ASA Program Chair and the ASA Meetings Department, via telephone, e-mail, or fax, at periods critical to the program development during the term of office

The key to success of this office is planning and adherence to deadlines. A detailed timeline is included in the Program Committee Manual that the Program Chair will have received while serving as Program Chair-Elect (see below). The following, in chronological order, are the key activities of the Program Chair (see Part 1.8 for the key activities of the Program Chair-Elect):

- **January 1:**
  - Officially begins term as Program Chair

- **January:**
  - Monitors abstract submission for contributed papers and posters
  - Monitors topic contributed session proposal submissions, due mid-January
  - Confirms that individuals submitting papers to topic contributed sessions have the correct session number

- **February:**
  - Organizes contributed abstracts into sessions
  - Finalizes list of contributed session chairs
  - Submits contributed sessions electronically to ASA office. There are several types of contributed paper sessions (invited sessions will have already been determined):
    - **Regular Contributed Papers.** The regular format consists of an oral presentation of 15 minutes in a session with 4-7 related papers.
    - **Topic-Contributed Paper Sessions.** Five 20-minute presentations arranged in advance by an organizer or a discussant. There also may be four paper presentations with a discussant or three speakers and two discussants.
    - **Topic-Contributed Panel Sessions.** Three to five panelists provide commentary on a topic arranged in advance by an organizer. Panel presentations require one abstract submitted by the organizer.
    - **Poster Contributed Papers.** Poster sessions run for 2 hours and permit face-to-face extended discussions with individuals or small groups interested in the topic. This provides direct feedback and reaction to the author. Poster Sessions also provide a means for the display of extensive graphical and/or tabular materials (this does not preclude a handout).
    - **Speed Sessions.** Twenty oral presentations of five minutes each are followed later that same day by a display of e-posters on LCD screens provided by ASA.
  - Attends Program Committee meeting in Alexandria, VA

- **March:**
  - Reviews online program produced by the ASA office
  - Considers ideas for late-breaking sessions and, if any are developed, submits proposals

- **April:**
  - Prepares article for June *Amstat News* (and, if applicable, Section newsletter) on the Section's JSM program

- **May:**
Submits final JSM program corrections and names of authors who failed to submit draft manuscripts

**July/August:**
- Attends the JSM
- Visits each session to confirm that the session chair is present, and aids as needed. Ensures sessions are running smoothly.
- Attends the Executive Committee Meeting and the Section Annual Business Meeting. Reports on the year’s program.

**Mid-to-late August:**
- Briefs the incoming Section Program Chair (current Program Chair-Elect) on lessons learned from the JSM

Transition Duties. To ensure that the quality of the Session’s JSM program is maintained or even enhanced, the Program Chair communicates with the Program Chair-Elect regarding tasks to be performed prior to and during the meetings as well as any lessons learned in organizing and monitoring sessions for the current program year. Information pertaining to invited sessions will be useful early in the year, as the Program Chair-Elect begins to work on these sessions for the next JSM.

### A.8. Program Chair-Elect

The Program Chair-Elect serves as a member of the Executive Committee. In some sections the Program Chair-Elect is elected, and in other sections the Program Chair-Elect is appointed. Regardless, the responsibilities of the Program Chair-Elect begin several months prior to the official start of the Program Chair-Elect’s term.

**Executive Duties.** These include the following:

- Solicits, prepares, and organizes the roundtable coffees/luncheons for the JSM or delegates this function, according to the practice of the Section
- Attends the meeting of the ASA Program Committee at JSM to begin planning the program for the next year’s JSM
- Solicits and develops invited session, topic contributed session, and Continuing Education proposals for the year in which this individual will serve as Program Chair

The key to success in this office is planning and adherence to deadlines. Before attending the program committee meeting at JSM, the Program Chair-Elect will receive the Program Committee Manual for the next year’s JSM, for which this individual will be Program Chair. The manual contains a detailed timeline for that JSM, with comprehensive descriptions of the tasks to be performed. The following, in chronological order, are the key activities, *beginning seven months before the Program Chair-Elect takes office.*

- **June (of prior year):**
  - Shortly after notification of being elected or appointed to Program Chair (or 6 months prior to advancing from Program Chair-Elect to Program Chair), studies the program for the current year’s JSM for format and current topics

- **July/August (of prior year):**
  - Attends the JSM
  - Consults with the current Section Program Chair and Program Chair-Elect
  - Attends Section business meeting

- **November/December (of prior year):**
  - Requests and receives mentorship from the current Section Program Chair-Elect
  - Organizes speakers for JSM roundtables (coffee and luncheons) and, if applicable, speaker with lunch

- **January 1:**
Officially begins term as Program Chair-Elect

- **January:**
  - Submits JSM roundtable (and speaker with luncheon, if applicable) abstracts

- **May:**
  - Promotes Section roundtable sessions

- **May through August**
  - Solicits ideas for invited session topics and works with organizers to develop proposals

- **July/August:**
  - Attends the JSM
  - Attends the JSM Program Committee Meeting with ASA staff to report on preliminary plans, to coordinate these plans with other Sections, and to receive schedules and further instructions for next year's JSM
  - Consults with the current Section Program Chair
  - Attends Section business meeting

- **September:**
  - Confirms that final invited program proposals—due near the beginning of the month—are submitted
  - Assigns invited session proposals to allocated versus competition slots and submits these to meetings@amstat.org by the deadline
  - Solicits proposals for JSM Continuing Education courses that would be appropriate for the Section to sponsor
  - Prepares article for November *Amstat News* soliciting poster and contributed paper abstracts
  - Votes on invited sessions submitted for competition

- **November/December:**
  - Selects time slots for invited sessions
  - Reviews invited program
  - Determines if any invited speakers from outside North America will require travel funds
  - Secures letters of support for proposals for JSM Continuing Education courses that the Executive Committee has chosen to sponsor
  - Solicits proposals for topic contributed sessions

- **December:**
  - Monitors the early submission of abstracts for contributed sessions and posters

**Transition Duties.** To maintain continuity in the Section’s program for the JSM and any other conferences the Section may sponsor, the Program Chair-Elect:

- Transmits to the incoming Program Chair-Elect any material that will ensure an orderly transition and provides assistance as necessary
- Sends copies of all Section-related correspondence to the Secretary
- Updates this description of the duties of the Program Chair-Elect, as necessary

**A.9. Publications Officer.** The Publications Officer serves as a member of the Executive Committee and is the one link between the Section and the editorial Boards of ASA publications, bringing the concerns of the Section membership to the attention of the Editors and reporting their responses back to the membership. This officer is concerned with newsletters as well as professional journals, although some Sections have a separate Newsletter Editor. The duties of the Publications Officer include the following:
- Attends the Executive Committee meetings and the Section's Annual Business Meeting/Mixer
- Understands the publication lead times of Amstat News, determines material to be presented in each issue, and requests documents or text to be provided in a timely manner
- Submits relevant information for publication in Amstat News, including announcements of other Section activities (including upcoming award opportunities), and other items of interest to the Section. Information for submissions should be solicited with sufficient notice to accommodate the lead-time required by Amstat News.
- Transmits to the incoming officer any material that will ensure an orderly transition and assists the successor in understanding the duties of the Publications Officer. Due to the lag time of publication and the lead time necessary to request material from authors, care must be taken to assure that there is an effective transition between an outgoing officer and an incoming officer; an effective transition will ensure that the materials for the issues of Amstat News that appear early in the year for the new officer are attended to late in the year of the outgoing officer.

A.10. Newsletter Editor. In most Sections the Newsletter Editor serves on the Executive Committee as an extended member rather than an officer. Some Sections combine this role with the Publications Officer. The Newsletter Editor solicits articles to be compiled in a periodic newsletter that is distributed to all Section members. The Newsletter may contain Section officer statements, technical articles, descriptions of events that the Section is hosting, competition information, and listings of other activities that may be of interest to the Section membership. Roles and responsibilities include:

- Consults with Section officers to address issues resulting from the efforts to produce the publication
- Solicits articles and review text from capable interested parties
- Edits potential articles, discussions, reviews and summaries for clarity and content
- Compiles materials for each issue of the newsletter and prepare them for publication;
- Determines the best process for publication
- Manages all the activities that lead to the final posting
- Reviews and makes necessary corrections to publication drafts
- Coordinates the activities of the Associate Newsletter Editor and others who participate in this effort
- Trains any succeeding Newsletter Editors for the next year

A.11. Webmaster. Like the Newsletter Editor, this position is often not an officer, but the principal duties remain the same. The Webmaster:

- Coordinates all web publishing activities for the Section
- Works closely with the Newsletter Editors in translating electronic copy of newsletters to the web site
- Keeps the web site current by working closely with the Chair and Secretary to update or add new information
- Converts documents for web site publication, adding all appropriate links and code
- Advertises and promotes the web site to Section members
- Represents the Section at the ASA Council of Sections Publications Officers and Webmasters meeting held at the JSM. Reports to the Section on policy statements from this subcommittee.
A.12. Other Officers. For the specific responsibilities of all other officers, see the Section charters.

A.13. Other Executive Committee Members. The Executive Committees of many Sections include individuals appointed for general and specific purposes. Some appointed members are officials of Executive Committee and some serve only on an ad-hoc basis to address a single issue. In this section, the purpose and role of members who are appointed to the Executive Committee are described. Members appointed to the Executive Committee serve several principal functions:

- Provide a sounding board for evaluation of policy proposals before the Executive Committee
- Explore new approaches to the regular program responsibilities of the Section by suggesting new meeting topics, speakers, and formats
- Seek to bring new people into the Section who will assume responsibility and develop as leaders in subsequent years
- Seek out the views of Section members with whom they are in contact and present or represent these views to the Executive Committee
- Ensure that the roles of Section members who are appointed to committees other than the Executive Committee are identified and described where appropriate
## Section Officers Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Responsible Officer</th>
</tr>
</thead>
</table>
| Throughout year    | Prepare agendas for periodic Executive Committee meetings  
 | Chair periodic Executive Committee meetings                                                                                                                                                    | Chair                        |
| Throughout year    | Prepare minutes for periodic Executive Committee meetings                                                                                                                                       | Secretary                    |
| Throughout year    | Respond to COS Vice Chair requests (may include input on ideas and initiatives, Charter Reviews, Section Award nominations, workshop proposals, collaboration suggestions) | COS Representative          |
| Throughout year    | Update others on Section activity in Section newsletter/Amstat News/webpage                                                                                                                           | Publications Officer or as charter mandates |
| January            | Submit abstracts for JSM roundtable sessions and, if applicable, speaker with luncheon                                                                                                            | Program Chair-Elect          |
| January            | Monitor submission of abstracts for contributed papers and posters                                                                                                                                   | Program Chair                |
| January            | Monitor topic contributed session proposal submissions, due mid-January                                                                                                                             | Program Chair                |
| January            | Confirm that individuals submitting papers to topic contributed sessions have the correct session number                                                                                         | Program Chair                |
| January            | Respond to any FOC Review inquiries                                                                                                                                                    | Treasurer                    |
| January            | Identify individuals to serve as contributed session chairs                                                                                                                                           | Program Chair                |
| January            | Create/Review the Section Key Contact List (officers, committee chairs, and other appointed positions. Note that ASA Communities is a useful resource to create and maintain such lists. | Chair                        |
| January            | Send e-mail to Section to kick-off the new year. Summarize status of activities, etc.                                                                                                          | Chair                        |
| January            | Provide (per ASA request) list of names and positions of key officers and appointed positions for inclusion in the annual “ASA Organizational Rosters” publication.                                                   | Chair                        |
| February           | Organize contributed abstracts into sessions  
 | Finalize list of contributed session chairs  
<p>| Submit sessions electronically to ASA office                                                                                                                                       | Program Chair                |
| Late February      | Attend Program Committee meeting in Alexandria, VA                                                                                                                                                   | Program Chair                |
| February to mid-April | Submit proposals for late-breaking sessions, if any                                                                                                                                                | Program Chair                |
| March              | Review online program for JSM                                                                                                                                                                       | Program Chair                |
| March              | Respond to ASA request to reserve rooms and order food for Executive Committee and Annual Business Meetings at JSM                                                                                | Chair                        |
| March              | Provide to ASA names of any candidates for appointment to ASA Committees by ASA President-Elect.                                                                                                 | Chair                        |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Prepare article for June <em>Amstat News</em> (and, if applicable, Section newsletter) on the Section’s JSM program</td>
<td>Program Chair</td>
</tr>
<tr>
<td>April</td>
<td>Coordinate with ASA on Section Travel Awards and JSM Award Winners</td>
<td>Treasurer</td>
</tr>
<tr>
<td>May</td>
<td>Welcome newly elected officers</td>
<td>Chair</td>
</tr>
<tr>
<td>May</td>
<td>Promote Section roundtable sessions for JSM</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>Late May</td>
<td>Submit final program corrections</td>
<td>Program Chair</td>
</tr>
<tr>
<td>May/June</td>
<td>Begin to solicit invited session proposals for next year’s JSM</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>June</td>
<td>Disseminate summary of Section Annual Reports to be provided by the COS Vice-Chairs</td>
<td>Chair/COS Representative</td>
</tr>
<tr>
<td>June</td>
<td>Request checks for JSM awards</td>
<td>Treasurer</td>
</tr>
<tr>
<td>June</td>
<td>Make any requests to the JSM Program Committee to present awards at the JSM Sunday night awards ceremony</td>
<td>Program Chair</td>
</tr>
<tr>
<td>June</td>
<td>Prepare next year’s draft budget for discussion at JSM</td>
<td>Treasurer</td>
</tr>
<tr>
<td>June</td>
<td>Provide any suggestions for Deming Lecturer to ASA</td>
<td>Chair</td>
</tr>
<tr>
<td>July</td>
<td>Develop JSM Executive Committee agenda</td>
<td>Chair</td>
</tr>
<tr>
<td>July</td>
<td>Provide any suggestions for Deming Lecturer to ASA</td>
<td>Chair</td>
</tr>
<tr>
<td>July/August</td>
<td>Program Chair trains and prepares Program Chair-Elect for next JSM during current JSM Attend Program Committee meeting at JSM Visit each session to confirm that session chair is present (assist as needed)</td>
<td>Program Chair</td>
</tr>
<tr>
<td>July/August</td>
<td>Attend Executive Committee meeting at JSM Attend Section Annual Business Meeting at JSM Discuss Annual Report summary (provided by Vice-Chairs) and the upcoming questionnaire for the new Report</td>
<td>Executive Committee</td>
</tr>
<tr>
<td>July/August</td>
<td>Secure commitments from organizers of invited sessions and instruct them to submit proposals online Monitor online submission of invited session proposals</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>July/August</td>
<td>Attend COS business meeting Report back to Section Executive Committee and Annual Business Meetings Attend COS response meeting</td>
<td>COS Representative</td>
</tr>
<tr>
<td>July/August</td>
<td>Solicit potential nominees for upcoming appointments and election candidates at JSM</td>
<td>Nominating Committee</td>
</tr>
<tr>
<td>Mid-to-late August</td>
<td>Brief the Program Chair-Elect on lessons learned from JSM</td>
<td>Program Chair</td>
</tr>
<tr>
<td>Early September</td>
<td>Make certain that all invited session proposals are submitted by the deadline</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
<td>Responsible Officer</td>
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</tr>
<tr>
<td>September</td>
<td>Assign invited session proposals to allocated and competition slots and submit to ASA by mid-month deadline</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>September</td>
<td>Solicit proposals for JSM Continuing Education courses</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>September</td>
<td>Prepare article for November <em>Amstat News</em> soliciting poster and contributed paper abstracts</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>September</td>
<td>Vote on behalf of Section for any formal COS motions (new Sections, COS charter amendments, COS minutes from JSM)</td>
<td>COS Representative</td>
</tr>
<tr>
<td>September</td>
<td>Vote on invited sessions submitted for competition</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>October</td>
<td>Submit Section budget to ASA</td>
<td>Treasurer</td>
</tr>
<tr>
<td>October/</td>
<td>Identify candidates for Section office and submit names to ASA by November deadline</td>
<td>Nominating Committee</td>
</tr>
<tr>
<td>November</td>
<td>Identify names of ASA fellow candidates, and identify people to lead the nomination process</td>
<td>Chair/ Past Chair</td>
</tr>
<tr>
<td>Early November</td>
<td>On-line Mandatory Questionnaire for the Section Annual Report opens</td>
<td>Chair/COS Representative</td>
</tr>
<tr>
<td>Early November</td>
<td>Select time slots for invited sessions</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>Early November</td>
<td>Propose edits/updates for your (particular) office in the Section’s Responsibilities and Procedures (R&amp;P) Manual (Operations Manual)</td>
<td>All outgoing officers with successors</td>
</tr>
<tr>
<td>Mid-November</td>
<td>Review invited program</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>November</td>
<td>Prepare year-end summary for January <em>Amstat News</em> and Section newsletter</td>
<td>Chair</td>
</tr>
<tr>
<td>November</td>
<td>Prepare message from Chair for Section newsletter</td>
<td>Chair-Elect</td>
</tr>
<tr>
<td>November</td>
<td>Begin transition of duties to new officers to ensure continuity</td>
<td>All outgoing officers with successors</td>
</tr>
<tr>
<td>November/</td>
<td>Edit/Modify/Approve/Reject proposed changes to the R&amp;P Manual</td>
<td>Executive Committee</td>
</tr>
<tr>
<td>December</td>
<td>Make appointments for year as Chair</td>
<td>Chair-Elect</td>
</tr>
<tr>
<td>November/</td>
<td>Solicit proposals for topic contributed sessions</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>December</td>
<td>Secure letters of support for proposals for JSM Continuing Education courses that the Executive Committee has chosen to sponsor</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>November/</td>
<td>Organize JSM roundtable sessions and, if applicable, speaker with luncheon</td>
<td>Program Chair-Elect-Elect</td>
</tr>
<tr>
<td>December</td>
<td>Fill out Annual Report Questionnaire (online) on the Section’s activities for the year (responses should have been discussed among the Executive Committee)</td>
<td>Chair/COS Representative</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
<td>Responsible Officer</td>
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</tr>
<tr>
<td>December</td>
<td>Prepare message from Chair for February <em>Amstat News</em></td>
<td>Chair-Elect</td>
</tr>
<tr>
<td>December</td>
<td>Begin to monitor the submission of abstracts for contributed sessions and posters</td>
<td>Program Chair-Elect</td>
</tr>
<tr>
<td>December</td>
<td>Begin to identify potential session chairs</td>
<td></td>
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</tbody>
</table>