GUIDELINES FOR OPERATIONS
for the
AMERICAN STATISTICAL ASSOCIATION
SECTION ON STATISTICAL EDUCATION

Last updated October 8, 2016
GENERAL COMMENTS

This document is intended to provide guidance to leaders of the ASA Section on Statistical Education regarding the roles and responsibilities associated with their service to the Section. In many cases, a calendar is provided to assist in planning for the term of service.

Experience has shown that the roles change over time, and certainly the timing of events changes over time. In order for this manual to be useful, each person serving on the Executive Committee is requested to submit suggested changes at least once a year to the Secretary/Treasurer. In this manner the document can remain a useful repository of current information far into the future. Thank you in advance for your help in updating this Guideline for Operations.

COMPOSITION OF THE EXECUTIVE COMMITTEE (Voting Positions)

Officers (Elected Positions)
- Chair
- Chair-Elect
- Past Chair
- Secretary/Treasurer
- Executive Committee members (6)
- Representatives to the Council of Sections (2)
- Communications Officer

Officers (Appointed Positions, appointed by Chair)
- Website Editor
- Program Chair
- Program Chair-Designee
EXECUTIVE COMMITTEE

All chapter officers have access to the list of members of the section (see the Members Only Section of the amstat.org website) and can see lists of officers for future years (from amstat.org/sections then select a different year). Other reports and information regarding the section can be found there as well.

All officers are included in the ASA Statistical Education Section Officers community: the library contains some additional documents not included on the public section website.

1. DESCRIPTION OF DUTIES – CHAIR

The Section Chair is the chief administrative officer of the Section and is responsible for the conduct of all Section business. The term of office for the Chair is 1 year beginning on January 1st. The responsibilities of the Chair include, but are not confined to, the following:

**EXECUTIVE DUTIES**

1. Serves as the chief executive officer of the Section and handles all matters that arise between business meetings.
2. Works with other ASA section or committee chairs, ASA staff, and other related professional and service organizations as needs arise.
3. Communicates periodically with the section members (this has generally been done at the start of the year to announce planned initiatives as well as before and after the JSM).
4. Organizes meetings of the Executive Committee during the JSM (closed meeting with invited guests typically on Monday morning from 7:00am-8:30am to avoid conflict with Tuesday meeting of MAA/ASA Joint Committee; open meeting typically 6:00-7:30pm on Wednesday) plus regular meetings by conference call.
5. On matters of import that occur between formal meetings, consults with the Executive Committee by telephone, mail, or email and possibly asks for an email vote or telecom voice vote.
6. Appoints an individual to serve as Website Editor (by June 1st of the year before their service). This information needs to be communicated to Rick Peters (rick@amstat.org).
7. Organizes and appoints standing committees approved by the Executive Committee. Standing committees currently include:
   a. Fellows Committee
   b. Nominating Committee
   c. Mentoring Committee.
8. Organizes and appoints ad hoc committees as needed. Ad hoc committees should be considered for new initiatives that require a pilot phase before becoming a standing committee.
9. Appoints temporary replacements for any Executive Committee members who are unable to attend to their duties. These appointees serve until the next election.
10. Designates, as necessary, additional appointees or committees.
11. Serves on the Nominations Committee, which is chaired by the Chair-Elect.
12. Serves on the Education Council, which meets by conference call during the year and at 4:00pm on Sunday of the JSM. The chair provides reports to the Education Council each October.
13. Coordinates with Program Chair to organize the judging for the SPEED sessions (during the JSM) and the Wasserstein contributed paper award (in September).

14. Reviews the Charter and interacts with the Vice-Chair of the Council of Sections assigned to this section. (The Charter undergoes a formal review every 3 years.)

**MEETING DUTIES**

1. Calls and presides over all Executive Committee Meetings. In recent years approximately six meetings have been held annually: two in conjunction with the Joint Statistical Meetings and regular conference calls throughout the remainder of the year. The agenda and background materials for each meeting should be prepared (in collaboration with the members of the Executive Committee) and sent to the committee at least one week prior to the meeting.

2. The date and timing of the meetings is determined by the Chair. These have been scheduled in the winter (to welcome new officers), spring (to prepare for the JSM), several weeks before the JSM (to finalize JSM plans), in early September (to review JSM session proposals and discuss financial issues for the budget) and in late fall (to thank outgoing officers). Given the busy schedules of the executive committee members it is recommended that these be scheduled at least two months in advance.

3. The JSM meeting is coordinated through the ASA office and is organized by the Chair in coordination with the Secretary/Treasurer. This coordination includes scheduling the executive committee meeting and the business meeting and mixer at the JSM, booking rooms for those meetings, ordering the food, and inviting the executive committee and section members to attend. Newly elected officers should be invited to the meeting in conjunction with the JSM.

4. The Section Chair is responsible for requesting a table for Education related materials from the ASA (deadline is April 1st) and coordinating with the Education Program (Rebecca Nichols). The web page for the table signups can be found at [http://www.amstat.org/education/booth/stated](http://www.amstat.org/education/booth/stated). In recent years a volunteer has helped to coordinate this process.

5. Schedules, plans, and presides over the Annual Business Meeting of the Section (held in conjunction with the Mixer) held during the Joint Statistical Meetings. This meeting is held after the section’s Executive Committee Meeting at the JSM. If the Chair is unable to attend the meeting, the Chair-Elect should be called upon to assist in carrying out these responsibilities:
   a. The scheduling of this meeting must be coordinated with the Association so as to avoid conflict with any Section session.
   b. The Section membership is notified of the scheduled Business Meeting (held in conjunction with the Mixer) via the program announcement in *Amstat News* and / or also through any scheduled general mailings (or emailings) through the Association office.
   c. The agenda of this meeting should be prepared in consultation with the Executive Committee and should include, but not be restricted to, the following:
      i. Announcing the Section sponsored awards.
      ii. Approving the minutes of the last Business Meeting.
      iii. Report from the section’s Representative(s) to the Council of Sections.
      iv. A summary of Section activities throughout the year. An oral report of any co-sponsoring activities is required.
      v. Introduction of officers for the coming year.
      vi. Any announcements, requests, etc., that have been presented to the Chair prior to the meeting.
      vii. Brief report of the Executive Committee meeting.
viiii. Call for any new business

6. Discusses with representative(s) to the Council of Sections any topic to be presented to the Council either to inform them of Section plans or to elicit comments and reactions to Section activities, accomplished or planned.

7. Developing and distributing a handout listing section and education related news and updates has proven to be helpful to efficiently share information during the open business meeting.

**TRANSITION DUTIES**

1. Sends a written, 1-page, annual report of Section activities to the Section’s Communications Officer in the end of the year for publication in the *Amstat News*. Usually a reminder request for the report is sent from the Communications Officer.

2. Prepares and transmits to the incoming Chair a list of Section committees, giving the charge and membership for each. This information may be requested by the ASA office in December or during the early part of the following calendar year.

3. Updates this description of duties if necessary, and reviews suggested updates to all sections of the manual. Coordinates changes with the Secretary/Treasurer or, if the changes are major, proposes the changes to the incoming Chair for consideration with the Executive Committee.

4. Schedules an annual review of the mission statement of the section.

5. Review Section-related correspondence and other materials. Send copies as appropriate to the Chair and Chair-Elect; also send copies, as appropriate, to the Communications Officer for posting online.

6. Reviews Section-related budget and expenses for the year with the Secretary/Treasurer and provides this information to the incoming Chair-Elect.

7. Transmits to the Chair-Elect (now incoming Chair) any material that will assure an orderly transition and assists the successor in understanding the duties of the Chair.

8. Reviews duties of immediate Past Chair in order to prepare for new role.

**Calendar of Activities for the Chair-Elect, Chair, and Past Chair Positions**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>CHAIR-ELECT YEAR</th>
<th>CHAIR YEAR</th>
<th>PAST CHAIR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>Organize orientation meeting with Chair and Past Chair to review plans for the year</td>
<td>Make additional appointments as needed Schedule conference calls for spring and summer Organize review of mission statement of the section.</td>
<td>Report on ASA activities; hand over duties to incoming Chair</td>
</tr>
<tr>
<td>FEB</td>
<td>Posts a welcome message to the ASA community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAR</td>
<td>Drafts an introductory article for the spring newsletter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APR</td>
<td>Request Education table and identify volunteer to help with signups (<a href="mailto:Rebecca@amstat.org">Rebecca@amstat.org</a>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAY</td>
<td>Make appointment for Website Editor and Program Chair-Elect</td>
<td>Make JSM room/food arrangements with ASA (ASA will prompt you)</td>
<td></td>
</tr>
<tr>
<td>JUN</td>
<td>Send out call for nominations for next year election</td>
<td>Call for agenda items for JSM</td>
<td></td>
</tr>
</tbody>
</table>
### JUL
| Send out final agenda/attachments |
| Schedule conference calls for fall |
| Coordinate judging plan for SPEED sessions |

### AUG
| Attend Exec. Session, Attend Business Meeting/Mixer |
| Chair Exec Session Chair Business Meeting/Mixer |

### AUG-SEP
| Discuss nominations for election with Chair and Past-Chair |
| Start to identify possible sponsors for food at next year JSM mixer |

### OCT
| Finalize nominations slate with Chair and Past Chair |
| Submit slate and contact information to Rick Peterson ([rick@amstat.org](mailto:rick@amstat.org)) |
| Schedule first meeting for next year |
| Confirm slate forwarded to the ASA |

### DEC
| With the outgoing chair, prepare an article for Amstat News (for Communications Officer) |
| Ask all Exec Comm members and Advisory Committee chairs to review the manual and send changes to chair and secretary |
| With incoming chair, prepare an article for Amstat News (for Comm. Officer) |
| Finalize slate of candidates and submit to ASA |

## 2. DESCRIPTION OF DUTIES – CHAIR-ELECT

The Chair-Elect is a member of the Executive Committee and administratively assists the Section Chair. Duties include assuming the responsibilities of the Chair when necessary and generally assisting in conducting the ongoing business of the Section. The term of office is 1 year. The responsibilities of the Chair-Elect include, but are not confined to, the following:

### EXECUTIVE DUTIES

1. Appoints members to appointed positions in the Executive Committee (at present, program chair elect, website editor, and ENAR program committee member, if requested). Members should be experienced persons who are either proactive in seeking new pathways or implementers in carrying out tasks or projects. They should have sufficient professional stature so that they can seek out Section members' opinions or so that Section members might seek them out in order to express views and opinions. Also important are their breadth and depth of interest in areas relevant to the Section. At the same time it is helpful to the section and the profession to identify officers who are more junior to help build the pool of future leaders. It is recommended individuals who are nominated have not served in the Section Executive Committee in the past to foster growth and new ideas. The ENAR representative is usually the program chair if that person is interested.

These appointments should be made by June 1st with terms beginning the following January so as to coincide with the Chair-Elect's term as Chair. Consultation before selection with the Section Chair and Past Chair is recommended. Appointments should be communicated to Rick Peterson ([rick@amstat.org](mailto:rick@amstat.org)).

2. Assures that all positions are filled for the upcoming year.
3. Makes *ad hoc* appointments as necessary.
4. Chairs the Nominations Committee, which includes the Chair and Past-Chair.
MEETING DUTIES
1. Attends the Section Executive Committee Meetings and the Section Annual Business Meeting/Mixer. Assumes the Section Chair’s meeting duties if the Chair cannot perform them.

TRANSITION DUTIES
1. Obtains information as needed from the outgoing Chair.
2. Reviews duties of upcoming position in order to prepare for new role.
3. Submits suggested updates of this handbook section to the Secretary/Treasurer if needed.

3. DESCRIPTION OF DUTIES – PAST CHAIR
The immediate Past Chair remains a member of the Executive Committee for an additional year. The primary purpose is to maintain continuity and continued communication within the Executive Committee.

Other Duties and Responsibilities:
1. Provides all records and assistance essential to the transfer of the Section business to the incoming Chair, including names of persons likely to be cooperative and effective in conducting Section business.
2. Completes any activity that remains unfinished at the end of their year as Chair.
3. Attends Executive Committee meetings to report on progress of the above projects.
4. Sends copies of all Section related correspondence to the Secretary/Treasurer.
5. Submits suggested updates of this section to the Secretary/Treasurer if needed.
6. Serve as Chair of ASA Fellows Committee (if a Fellow)

Composition: The committee consists of the three members. By default these are the three Chairs (if they are Fellows of the American Statistical Association). If not, the Chair-Elect will appoint an alternative member who is a Fellow.

Charge: To seek out worthy candidates who are members of the Section for ASA Fellow nomination, and help identify nominators who can craft strong nomination packets.

Procedures Implied by Charge of the Section Committee on Fellows
1. Each year the Committee will review the membership of the section to select potential nominations for Fellow. The list should be maintained over time of potential candidates; the list should be maintained confidentially.
2. The Chair of the Fellows will contact members of the section to seek out suggestions for possible nominations.
3. The committee will work to identify and contact potential authors of Fellow nomination packages. Other forms of support may also include any of the following, though none of these are requirements of the nomination committee:
   a. Authorship of a nomination package
   b. Assistance in writing or editing a nomination package
   c. Authorship of a supporting letter to be included in a nomination package
   d. Identification of authors of supporting letters
4. The Committee will report on their successful nominations at JSM. Names of unsuccessful candidates will not be announced.
<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
</table>
| 1 MAR through JSM in AUG      | 1. Review and update existing list of candidates for ASA Fellow nomination.  
2. Contact candidates to:  
• Determine their interest in the ASA Fellow award, and their willingness to support efforts on their behalf to obtain the award  
• Obtain a current copy of their curriculum vitae  
• Obtain names of several individuals who are well acquainted with their professional career and who might be willing to prepare a Fellow nomination package  
3. Select tentative subset of candidates to recommend for Section support of Fellow nomination packages. |
| JSM                           | 1. Report on successfully nominated new Fellows at the Executive Committee Meeting and Business Meeting (held in conjunction with the Mixer)                                                                 |
| JSM in AUG through 31 AUG      | 1. Remove candidates who received ASA Fellow award at JSM from list of Fellow candidates.  
2. Identify potential authors of nomination packages for subset of candidates selected.                                                                 |
| SEP                           | 1. The Chair of the Fellows Committee will inform the Executive Committee of candidates.  
2. Fellows Committee members will contact potential authors of nomination packages to express the interest of the Section in seeing that a Fellow nomination packages are submitted, and to see if potential authors are willing to author a nomination package, or would know other ASA members who might be willing to do so. |
| SEP-FEB                       | 1. Submit letters or nomination package(s), as appropriate, in a timely manner. Assist candidates as requested.                                                                                         |

4. DESCRIPTION OF DUTIES - PROGRAM CHAIR

The Program Chair is a member of the Executive Committee and is the Section's representative to the JSM Program Committee. The Program Chair is responsible for both the JSM sessions and the JSM continuing education short courses for the year of the Chair appointment (the latter have been rare in recent years for the section). The Program Chair's official term of office is from January through December, however the Program Chair serves as Program Chair-Elect in the year prior to their term as Program Chair.

The Program Chair is responsible for reporting to the Executive Committee on Section sessions for the annual JSM and other conferences that the section helps support. As a member of the ASA Program Committee, there are additional responsibilities to its Chair. The key to success of this position is planning and adherence to deadlines.

The Section officially sponsors sessions at the Joint Statistical Meetings and organizes sessions in a less formal manner for other related conferences, such as the Education representative to the ENAR program committee. For JSM, the Program Chair encourages members to submit Invited Session proposals and then, in consultation with the Executive Committee, selects those that will be deemed the section’s Allocated sessions for that year. From the remainder, up to two are selected to submit to the Invited Session Competition Pool. Remaining proposals could become candidates for Topic Contributed Sessions. A similar process is used to determine the session’s limited allocation of topic contributed sessions. The Program Chair should start to plan in the fall after being appointed in the spring as planning for a given year’s JSM begins at the previous JSM.

The Program Chair coordinates the review of the SPEED session award (judged during the JSM by a small subgroup appointed by the Chair) and the Wasserstein contributed paper award (based on feedback from the sessions, typically available in late August).
Finally, the Program Chair submits suggested updates of this handbook section to the Secretary/Treasurer if needed.

5. DESCRIPTION OF DUTIES - PROGRAM CHAIR-ELECT

The Program Chair-Elect is a member of the Executive Committee and also serves a January through December term, working with the Program Chair as needed from January through August. Other duties begin as described for the Program Chair beginning in spring (i.e., while still Chair-Elect), and some duties begin after election but before the formal Chair-Elect year. Much more detailed information about this position (and the program chair position) is provided in the Program Committee operations manual.

The Program Chair-Elect:

1. Attends an orientation meeting at JSM after election but prior to the formal Chair-Elect year to gain an understanding of the upcoming roles.
2. Organizes roundtables for the JSM held during the Chair-Elect year (with work needed in the fall before the official start of the term).
3. Attends the meeting of the JSM Program Committee at JSM during the year of serving as Chair-Elect. The purpose of this meeting is to begin planning the program for the following year's Joint Statistical Meetings.
4. Serves as the Stat Ed representative to the ENAR planning committee or designates an alternative in consultation with the Section chair.
5. Transmits to the incoming Program Chair-Elect any material that will assure an orderly transition and assists the successor in understanding the duties of the program Chair-Elect.
6. Submits suggested updates of this handbook section to the Secretary/Treasurer if needed.

### Calendar of Activities for the Program Chair-Elect and Program Chair Positions

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR OF ELECTION AND CHAIR-ELECT YEAR</td>
<td><strong>ACTIVITY</strong></td>
</tr>
<tr>
<td>AUG</td>
<td>In the year of election, prior to assuming Program Chair-elect position in January, attend ASA program meeting at JSM for first look at meeting duties</td>
</tr>
<tr>
<td>NOV</td>
<td>Responsible for organizing the Statistical Education section roundtable coffees and luncheons for the JSM that you are the Program Chair-Elect. Request members submit roundtable luncheon topics. Coordinate with the Section Chair and Secretary/Treasurer to determine the number of Roundtables the Section would like to support (since these cost the section but do not provide any financial gain).</td>
</tr>
<tr>
<td>DEC-FEB</td>
<td>Roundtable topics/abstracts submitted to ASA office.</td>
</tr>
<tr>
<td>SPRING</td>
<td>Continue organizing the Roundtable coffees and luncheons for the JSM that you are the Program Chair-Elect. Review the program for the current year's meeting for format and current topics. Contact the current Program Chair and Section Chair-Elect for general advice and suggestions of topics for invited paper sessions. Begin planning these sessions by requesting members to submit proposals. Finally, remain in contact with the JSM Program Chair for your meeting for planning procedures and following deadlines.</td>
</tr>
<tr>
<td>JUN-JUL</td>
<td>Early June, email via ASA community list to members about submitting abstracts by deadline. Monitor roundtable registrations. General guideline is to cancel roundtables with fewer than 6 participants (to avoid very small roundtables that may be less effective for presenters and participants).</td>
</tr>
<tr>
<td>AUG</td>
<td>Attend the Program Committee Meeting with ASA staff to report on your preliminary plans, to coordinate these plans with other Sections, and to receive schedules and further instructions for next year's meeting. The schedule below approximates the one that will be used. The Program Officer may be asked by members to write letters of support for Continuing Education Courses.</td>
</tr>
<tr>
<td>SEP-NOV</td>
<td>Solicit invited session proposals for JSM, and then, in consultation with the Executive Committee, selects those that will be deemed the section's Allocated sessions for that year. Send preliminary designated invited session descriptions to the JSM Program Chair. Submit sessions for the invited paper competition slots. Deadline for submitting letters of support for Continuing Education Courses at the end of September. Secure final commitments from organizers on invited program topics and participants.</td>
</tr>
<tr>
<td>DEC</td>
<td>Complete invited program. Begin receiving Topic Contributed Session plans and individual contributed paper abstracts. Select the topic contributed sessions for the section's allocated topic contributed slots, in conjunction with the executive committee.</td>
</tr>
</tbody>
</table>
| CHAIR YEAR| Coordinate with Program Chair the review process for allocated Topic Contributed Sessions and perform review. Submit TC sessions to the JSM program committee. Contributed papers will be received by the ASA office. All contributed papers satisfying procedural requirements will be accepted and an acceptance letter will be sent from the ASA office to each author. The ASA office will send the abstracts to the appropriate Sections. There are 2 types of contributed paper sessions:  
  - the topic contributed paper sessions organized with 5 or 6 papers and 1 or 0 discussants, and  
  - those sessions organized by the Program Chair as Regular Contributed sessions. For these sessions, need to classify the contributed papers by topic: 7 time slots constitute a full session. A minimum of 5 papers need to be included and the additional 2 slots of time can be used for papers or for discussants. Identify a chair for each of the contributed paper sessions. Individual contributed papers may also be presented as poster sessions. After organizing the sessions, need to send the contributed program to the ASA office. |
| FEB       | Attend meeting in Washington, DC with ASA Program Committee to finalize the Program. Send final version of invited program session description to the ASA Program Chair and to the ASA office. |
| APR       | Review preliminary program sent by the ASA office prior to publication in *Amstat News*. Identify possible invited sessions to co-sponsor. |
| JUN-JUL   | Receive and review invited and contributed papers from authors. Report any omissions, withdrawals, or irregularities to the ASA Program Chair and to the ASA office. Contact the Section Program Chair-Elect and provide ideas that have been suggested but not used on current year's program. Prepare attachment with detailed list of Section activities and sessions during the JSM and post to ASA community. |
| AUG       | Attend the Annual Meeting at the JSM. During the meeting, need to check on the logistics including audio-visual needs, chairs, and rooms well before each session. Visit each session and be prepared to assist as the need arises. Must attend the Executive Committee Meeting and the Section Business Meeting/Mixer. Prepare to report on the year's activities, including estimates of attendance at each Section session. |
| SEP       | Review all Section-related correspondence and other materials including final report on year's activities and send copies to Secretary (if not done previously) and to incoming Program Chair. Participate in reviewing the invited session proposal for the next JSM. Coordinate with Program Chair and Website editor to post slides from JSM talks to the website and with Program Chair to coordinate the judging of the Wasserstein Best Contributed Paper award. |
| NOV       | Send suggested updates to this section to the Secretary/Treasurer. |
6. DESCRIPTION OF DUTIES - REPRESENTATIVE TO ASA COUNCIL OF SECTIONS

The Representatives to the Council of Sections are members of the Section's Executive Committee. The number of Representatives is based on the size of section membership (at present the Section has two representatives). The term of each Representative is prescribed in the Charter of the Council of Sections. Nominees for Council of Sections Representatives cannot have served an immediately preceding full term.

ROLE DUTIES

- To keep abreast of ASA corporate initiatives and their impact to the Statistical Education section. Potential topics include:
  - Voting on new sections into the Council of Sections
  - Changes to JSM meeting structure
  - Requested charter updates from the COSGB Vice-Chair
  - Policy issues to the statistics profession
  - Issues common to all sections

- Represent the Section on Statistical Education by voting on issues raised to the Council of Sections

- Brings issues to the Chair when not aligned in time near a scheduled Section Executive Committee meeting

- Establishment of communication with the Council of Sections Governing Board (COSGB) Vice-Chair for the Statistical Education Section

- Bringing issues forward to the Council of Section from the Section Executive Committee that require multi-section support. Also, to share events within the Statistical Education Section to the ASA as a whole.

REQUIRED MEETINGS:

- Sunday Council of Sections meeting during JSM
- Section Executive Committee Meeting at JSM
  - Provides a report on Sunday Council of Sections meeting
  - Poses questions to the EC requiring input back to the Council of Sections
  - Notes items requiring further section input for the Annual Business Meeting
- Annual Business Meeting at JSM
  - Provides report on Sunday Council of Sections meeting
  - Seeks input from members regarding relevant issues
- Thursday Council of Sections meeting during JSM
- Any other ad hoc meetings called by the Council of Sections or COSGB

REPORTING DUTIES

1. In order that the Representative can fulfill the intended liaison function, the Representative must be informed on Section activities, interests, and desires. This should be achieved through:
   a. Attendance at Council of Sections Meetings, including the Thursday morning meeting at JSM. The section should be represented at every Council of Sections meeting.
b. Attendance at Section Executive Committee and Business Meetings/Mixers.

c. Comprehension of the minutes of those meetings and other relevant Section correspondence.

d. Communications with the Section Chair.

2. In turn, the Representatives are to keep the Executive Committee and Section membership informed on Council discussions and actions. This may be done through oral reports at business meetings or through written reports to the Section Chair. Both means of communication are encouraged.

3. The Representatives are to keep the Council of Sections informed on any changes in Section administrative procedures. Such information is essential to the Council that has the responsibility to update the Guidelines for Operations for Officers of Sections annually.

4. The Representatives should submit suggested updates of this section to the Secretary/Treasurer if needed.

7. DESCRIPTION OF DUTIES – SECRETARY/TREASURER

The Secretary/Treasurer is a member of the Executive Committee and is the Chair’s aid in the conduct of Section business. The general duties of the Secretary/Treasurer involve the collection, maintenance, and dissemination of financial information pertinent to Section activities with the assistance of the Chair or the Chapters and Sections Coordinator of the ASA, as well as the collection, maintenance, and dissemination of all information pertinent to Section activities (together with the Communications Chair). The term of the Secretary/Treasurer is 3 years. The responsibilities of the Secretary/Treasurer include, but are not confined to, the following:

**MEETING DUTIES**

1. Attends all Executive Committee meetings, business meetings, and other Section activities. This generally involves six meetings a year: the Executive Committee meetings held during the Joint Statistical Meetings, the Business Meeting of the entire Section also held during the Joint Statistical Meetings, and regular conference calls. Comments on available funds per budget for motions involving finances. Initiates requests for disbursement with chair and ASA Director of Operations based on meeting discussion.

2. Reviews section finances in advance of the meetings described in 1). Challenges ledger items with ASA HQ first and confirms disbursements with Chair or meeting minutes. Creates a written report of section finances as reported through [www.amstat.org](http://www.amstat.org) and shares an oral report of the financial status of the section. During Executive Committee meetings, discusses any questionable charges with the EC members.

3. Presents award certificates and/or checks to competition winners; presentations are made with the chairs of those competitions at the Sunday evening awards ceremony.

4. Creates (with Chair) and presents Secretary/Treasurer’s report at general business meeting at JSM, excluding confidential information, and including the minutes of the previous meetings.

5. Record the minutes at each meeting. The Secretary/Treasurer may also assist the Chair in preparing an agenda for each of these meetings.

6. Within 6 weeks of each meeting, distributes draft minutes and a summary of the draft minutes to the Executive Committee members for review. Make corrections in time for the next meeting.

Within 6 weeks of each meeting, makes any corrections to minutes that were approved with corrections, and submits them to the Webmaster for posting on the officer’s portion of the website (Executive Committee
meeting minutes) or the public portion of the website (Business Meeting minutes, for the meeting held in conjunction with the Mixer).

**CORRESPONDENCE DUTIES**
Assist the Section Chair in correspondence activities.

**FILE MAINTENANCE DUTIES**
Maintains copies of files of relevant Section finance related documents; originals to be filed with ASA Office. Such files should include

1. Copies of financial agreements between the Section and any other organization and all reports relevant to this agreement.
2. Rationale for FY budget allocations
3. Maintains and keep current the Guidelines for Operations for the Section on Statistical Education. In this regard, (a) contacts the Executive Committee and Committee Chairs in October, requesting proposed updates to this manual in November; (b) consolidates all comments regarding potential changes to this document, and present them to the Chair and Chair-Elect for consideration; (c) implements requested changes to the manual upon approval of the Chair and Chair-Elect (if relatively minor) or of the entire Executive Committee (if more substantial).
4. Reviews the Charter of the Section. (Unless is it undergoing revision, the most recent version of the charter should be available online at the Section website.)
5. Maintains copies of agreements between the Section and any other scientific body and all reports relevant to this agreement.
6. Reviews or generates other relevant Section documents and reports as necessary.
7. Works with the Webmaster to assure that copies of documents are saved on the public portion of the website or the portion of the website having restricted access, as appropriate.

**ASSOCIATION DUTIES**
1. Certifies MHS disbursement of funds to ASA HQ (Director of Operations), with Chair concurrence and cc: to ASA sections liaison. Deals 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.)
2. Electronically submits a budget to the ASA office via [www.amstat.org](http://www.amstat.org) by October 31. Ideal to have transition meeting prior to this date to get final buy-in.
3. Alerts ASA Section coordinator of changes to membership dues.

**TRANSITION DUTIES**
1. Engages Secretary/Treasurer-Elect on formation of following year section budget prior to JSM meeting. Coaches delivery of budget by October 31.
2. Engages Secretary/Treasurer-Elect on formation of following year FDA/Industry budget prior to JSM meeting. Coaches delivery of budget by October 31.
3. Introduces Secretary/Treasurer-Elect to financial information per [www.amstat.org](http://www.amstat.org),
4. Explains recent policy decisions and ongoing section business, calling attention to matters requiring immediate action.
5. Submits suggested updates of this section of the Guidelines for Operations if needed.
6. Prepares an updated list of the Executive Committee including addresses and telephone numbers and
   distribute this list to the Executive Committee, the Executive Director of ASA, and the Section
   Webmaster.

7. Orients the newly appointed Secretary calling attention to matters requiring immediate action.

8. Proposes updates to this description of duties if needed.

### Calendar of Activities for the Secretary/Treasurer

<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR</td>
<td>Request certificates for awards from ASA office by filling out web form</td>
</tr>
<tr>
<td>JUN</td>
<td>Request checks for competition winners to be awarded at JSM (note that at present no financial award is in place for either the Wasserstein or SPEED session award)</td>
</tr>
<tr>
<td>LATE JULY</td>
<td>Prepare financial reports (closing date no earlier than 7/15) for JSM business meeting</td>
</tr>
<tr>
<td>AUG</td>
<td>Attend JSM Executive Committee and Business Meetings. For Executive Committee meeting, gain approval on financial report. For general business meeting, create and deliver presentation on finances. Encourage transition meeting to occur prior to October 31. Submit draft minutes within 6 weeks of the meeting.</td>
</tr>
<tr>
<td>EARLY OCT</td>
<td>Prepare financial reports and proposed final budget to go out with pre-reads for fall meeting.</td>
</tr>
<tr>
<td>OCT</td>
<td>Attend Transition Meeting, networking with successor as above if term ending. Finalize budget for next year. Submit draft minutes within 6 weeks. Request updates to this manual from all Executive Committee members.</td>
</tr>
<tr>
<td>OCT 31</td>
<td>Submit budget to <a href="http://www.amstat.org">www.amstat.org</a> for MHS.</td>
</tr>
<tr>
<td>NOV</td>
<td>Send proposed updates to the Guidelines for Operations to the Chair</td>
</tr>
<tr>
<td>DEC</td>
<td>Consolidate proposed updates to this manual and present to the outgoing Chair and Chair-Elect (incoming Chair)</td>
</tr>
</tbody>
</table>

### 8. DESCRIPTION OF DUTIES - COMMUNICATIONS OFFICER

The Communications Officer is 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. The term of office is not to exceed 3 years, beginning in January.

Responsibilities of the Communications Officer are as follows:

1. Attends the Executive Committee meetings and the Section's Annual Business Meeting/Mixer.
2. Creates the section newsletter to be posted on the section website in the spring (and optionally at other times during the year). This newsletter may include:
   i. Letter from the Section chair
   ii. Report from the current and future program chairs
   iii. Report from AP chief reader
   iv. Report from CAUSE director and related CAUSE projects (e.g., USCOTS)
   v. Any relevant items or reports from related committees (AMATYC, MAA/ASA Joint Committees, ASA/NCTM joint committees)
   vi. Other stated items that have been announced at meetings or on the internet that may be of interest to Section members
   vii. Any relevant items or reports from IASE or other international groups
viii. For the September issue, award winners from the recent JSM
ix. Other relevant items

3. Understands the publication lead times of Amstat News, determines material to be presented, and requests documents or text to be provided in a timely manner.

4. Submits suggested updates of this section of the Handbook to the Secretary/Treasurer if needed.

5. Transmits to the incoming officer any material that will assure an orderly transition and assist the successor in understanding the duties of the Communications 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 assure 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.

<table>
<thead>
<tr>
<th>Publication Month</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEB/MAR</td>
<td>Prepare and distribute spring newsletter (in consultation with the Executive Committee and chair).</td>
</tr>
<tr>
<td>MID-JULY</td>
<td>JSM announcements (including an announcement of the Business Meeting held in conjunction with the Mixer), contributed paper award winners for previous year (awards to be presented at upcoming JSM)</td>
</tr>
<tr>
<td>JULY</td>
<td>ASA fellow requests for next year, ask Program Chair-elect for information regarding upcoming JSM submissions deadlines.</td>
</tr>
<tr>
<td>OCT</td>
<td>Section news for the year to Amstat News</td>
</tr>
</tbody>
</table>

Note: the material should be submitted via e-mail to the ASA publications office at least 4 weeks prior to the desired publication date in Amstat News (e.g., send to ASA by Sept 1 for the October issue). To allow enough lead time, contact author(s) of write-up(s) at least 5 weeks prior to the submission deadline and share draft with executive committee at least 2 weeks prior to the submission deadline.

9. DESCRIPTION OF DUTIES - WEB EDITOR

The Web Editor is a member of the Executive Committee and serves to ensure that the section's website is updated and informative. The term of office is one year, beginning in January, with the potential for renewal.

1. Keeps the web site current. Both the public website and the portion of the website accessible only to Executive Committee members should be current.
   a. The names, addresses, telephone numbers and duration of terms of Executive Committee members, Section committee members and Chairs, additional Program Chairs, and Section Function appointees should be updated as necessary.
   b. Award winners should be posted on the public site after JSM
   c. The Guidelines for Operations for the Section and Charter of the Section should be updated as necessary.
   d. Announcements and activities should also be updated as necessary.
   e. Minutes of the business meetings should be posted on the public-access site.
   f. Copies of agreements between the Section and any other scientific body and all reports relevant to this agreement.
g. Agendas, minutes, reports, budgets, and other organizational documents should be posted on the Executive Committee restricted-access portion of the website (on the ASA community) as appropriate.

h. Post slides from JSM talks (Program Chair responsible for asking session chairs to collate these).

2. Advertises and promotes the website to Section members.
3. Submits suggested updates of this section to the Secretary/Treasurer if needed.

10. DESCRIPTION OF DUTIES - EXECUTIVE COMMITTEE MEMBER AT LARGE

Executive Committee members at large serve as members of the Executive Committee and help to carry out activities and initiatives of the section with the broader membership.

Responsibilities of the Executive Committee member at large are as follows:

1. Attends Executive Committee meetings and the Section’s Annual Business Meeting/Mixer.
2. Identify a project (in conjunction with the chair-elect) that they will work on during their term. This might involve serving as a liaison to an outside entity or organizations. See the appendix for a list of liaison positions from past executive committees.
3. Bring new initiatives to the Executive Committee for consideration.

11. COMMITTEE CHARGES - CHARGE FOR STATISTICAL EDUCATION SECTION NOMINATING COMMITTEE

Composition: The Section’s Chair-Elect shall serve as Chair. The Section’s current Chair and Past Chair will also serve on the committee.

Appointment Term: Each member will serve a 1-year term in each role: Past Chair, current Chair, and Chair-Elect.

Charge: To nominate a slate of candidates for the ASA Election Ballot for various positions as Section officers, including Chair.

Procedures Implied by Charge of the Section Nominating Committee

1. The committee will submit to the Secretary of ASA and the Section Chair at least two nominations for each elected position to be filled in ASA annual elections held in the spring. Additionally, nominations brought to the Section by petition of membership as outlined in the charter are also included on the ballot.
2. Any proposed amendments to the charter are submitted to the ASA along with the annual election cycle.
3. The nominations are due by November with the biography and additional information on the candidates due to the ASA office by the end of the calendar year.
4. The committee will ensure that the correct ballot is used during the ASA annual ballot election.
5. Nominees should be experienced persons who are either proactive in seeking new pathways or implementers in carrying out tasks or projects. They should have sufficient professional stature so that they can seek out Section members’ opinions or so that Section members might seek them out in order to express views and opinions. Also important are their breadth and depth of interest in areas...
relevant to the Section. At the same time it is helpful to the section and the profession to identify officers who are more junior to help build the pool of future leaders. Balance should be sought between type and size of institution (public/private, PhD granting, baccalaureate, two year, K-12), sex, race and ethnicity, geography, prior service as an officer, and other relevant factors.

12. AD HOC APPOINTMENTS

The chair, with the advice of the Executive Committee and Advisory Board, may appoint a person or a committee to undertake one-time tasks or tasks that are cyclic rather than on-going. For example, periodically it may be advisable to conduct a survey of the membership, so a short-time membership committee may be convened for that purpose. Likewise, periodically it would be advisable to update the history of the chapter. The duration of the appointments and the charges will be determined when the committee is formed.