

**AMERICAN
STATISTICAL
ASSOCIATION**

COUNCIL OF CHAPTERS

RESPONSIBILITIES

AND

PROCEDURES

Revised: January 2022

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INTRODUCTION

The **Council of Chapters (COC)** consists of the COC officers and one Chapter Representative from each American Statistical Association (ASA) Chapter.

The **officers** of the COC are the Chair, the Chair-Elect, the Past Chair, the Secretary, the Communications Officer; one Board Representative to the ASA Board of Directors from each of the three ASA regions, and one Vice-Chair from each of the six ASA Districts.

The COC **Governing Board (COCGB)**, consisting of the COC officers, meets twice a year and manages the affairs of the Council.

The COC **Executive Committee**, which includes the Chair, Chair-Elect, Past Chair, Secretary and one Board Representative, plans the meetings of the Governing Board and serves the Governing Board in an advisory capacity.

The COC **Planning Committee**, consists of the Chair, Chair-Elect, Past Chair, and Secretary and one Board Representative and not more than one other member designated by the Committee's Chair. The purpose of this committee is to develop goals and plans for the following term (when the Chair-Elect becomes Chair). They are to consider issues arising before the Council regarding new initiatives.

The COC **Chapter Status Committee**, consisting of the 6 District Vice-Chairs, Communication Officer and one Board Representative, reviews and summarizes the general health of the individual Chapters and makes recommendations regarding creation of new chapters and dissolution of current chapters.

The COC **Traveling Course Committee**, consisting of the 6 District Vice-Chairs, creates a list of short courses to be made available to the Chapters. Once the list is finalized, the Traveling Course Committee Chair coordinates with the ASA Liaison to evaluate which chapters will receive the course.

The COC **Nomination Committee**, consists of six members, one from each District, with an officer of the Council serving as Chair. Each year the Chair-Elect appoints new three members to serve two-year terms. To serve on the Nomination Committee members must be Presidents, Past Presidents, Secretaries or Treasurers of associated chapters, as well as members of the CoC. Each member must be a full member of the ASA. The Chair-Elect of the CoC chairs or appoints an officer of the CoC to chair this committee.

The COC **Charter and Responsibilities & Procedures Committee**, is appointed by the CoC Chair, to review these two documents at least every 5 years. Its purpose is to revise the Council of Chapters Charter in accordance with Article XI of the COC Charter. The Past Chair shall be in charge of undertaking revisions to the Council of Chapters Responsibilities & Procedures document, and the Chapter Officers Handbook. If necessary, this committee will prepare a revision to be submitted to the CoCGB.

RESPONSIBILITIES OF OFFICERS

Responsibilities of the Chair

The Chair of the COC is first elected by members of the Council of Chapters as Chair-Elect, and serves three consecutive terms: one year as Chair-Elect, one year as Chair, and one year as Past Chair.

1. Serve a one-year term as the chief executive officer of the COC.
 - Provide leadership.
 - Act on COC plans, assuring continuity with previous years.
 - Assure adherence to the provisions of the COC charter and the ASA Constitution.
 - Coordinate all aspects of activity of the COC and its officers.
 - Coordinate the activities of the COC Vice-Chairs.
 - Maintain communication with ASA staff on behalf of the Council.
2. Serve a term as Past Chair of the COC at the conclusion of the term as Chair.
3. Serve as a member of the COC, COCGB, and the Executive Committee.
4. Prepare an agenda for and preside at:
 - The COC Business Meeting in July/August at the Joint Statistical Meetings (JSM)
 - COCGB. meetings in Winter-Spring and July/August
 - Meetings of the Executive Committee
 - Other meetings which may be called from time to time, including teleconferences
 - Agendas are to be prepared in advance and are usually prepared in collaboration with the COCGB Executive Committee and the ASA Liaison.
5. At the COC Annual Business Meeting at JSM:
 - Present a report on COC activities during the past year.
 - Introduce newly-elected officers.
 - Invite the ASA President to the Annual Business Meeting, to present a brief address to the COC concerning ASA issues.
6. Assist the Chair-Elect in planning and carrying out the COC workshop during the JSM. Attend the workshop.
7. Congratulate new officers on their election and review responsibilities. Ensure that newly elected officers begin receiving email announcements with assistance from the ASA liaison.
8. Appoint members to positions or to Committees, as required. The Chair is responsible for appointing certain officers, as well as Committee members and Chairs and Vice-Chairs of Committees. Their term of office begins January 1. The Chair, however, should select persons for these positions during the previous year, while serving as Chair-Elect. (See **Responsibilities of the Chair-Elect** below).
9. Assign special projects to the Vice-Chairs of the COC. Follow up on the progress of Vice-Chairs in carrying out their tasks.
10. Assign special responsibilities to each of the three Board Representatives as needed.
11. During JSM:
 - Recommended: Represent the Council during the President's Invited Address.
 - Recommended: Represent the Council at the reception for new ASA fellows.
12. Prepare a report of council activities for presentation at the COC Business Meeting. Recommended: Work with Communications Officer to prepare a written report for distribution to COC members and publication in Amstat News, Chapter Chatter and/ or posting on ASA web site

Responsibilities of the Chair-Elect

The Chair-Elect is elected by members of the Council of Chapters.

1. Serve as a member of the COC, the COCGB, and the Executive Committee. Attend the COC Business Meeting at JSM, meetings of the COCGB in winter-spring and at JSM, meetings of the Executive Committee, and other meetings which may be called.
2. Serve as liaison to the Council of Sections
3. Preside at meetings of the COC and its Committees in the absence of the Chair.
4. Serve one-year terms as Chair and Past Chair of the COC at the conclusion of the term as Chair-Elect.
5. Assume the position of Chair of the COC for the remainder of the current term if that position should become vacant. Continue as Chair for the entire succeeding term.
6. Serve as Chair of the Planning Committee. By JSM, develop a plan for COC activities during the following year. Assure continuity of COC activities during the subsequent year
7. Appointments. The Chair is responsible for appointing certain Officers and Committee members, and Chairs and Vice-Chairs of Committees. The Chair-Elect is expected to select members for these positions well before the end of the term as Chair-Elect, so they can begin their terms on January 1. The following selections are to be made in consultation with the current Chair and the Past Chair:
 - Appoint a Secretary
 - Appoint a Communications Officer
 - Appoint three members to the COC Committee on Nominations, to serve two-year terms. Chair the committee or name a member of the Committee to serve as Chair
 - Appoint a person to the COC Program Committee for the COC-invited session at the JSM to be held when the current Chair-Elect assumes the role of Past Chair (See **Responsibilities of Program Chair** later in this document).
8. Plan and organize a workshop to be held during the JSM, with the assistance of the Chair. Solicit ideas for topics at the Winter-Spring Meeting of the Governing Board. Send notices of the workshop to all Chapters in June/July. Conduct the workshop.
9. Recommended: Prepare a written report on the workshop for distribution to the Governing Board and attendees and publication in Amstat News or Chapter Chatter (in consultation with Communications Officer).
10. In consultation with ASA staff and the Chair, plan the COCGB meeting to be held in the following first quarter of the year, at the start of the term as Chair. Establish the dates and an agenda for the meeting.

Responsibilities of the Past Chair

1. Serve as a member of the COC, the COCGB, and the Executive and Planning Committees. Attend the COC Business Meeting at JSM, other meetings of the COCGB, meetings of the Executive Committee, and other meetings which may be called.
2. Preside over meetings of the Council and its Committees in the absence of the Chair and the Chair-Elect.
3. The Past Chair shall chair the Charter Committee, should the documents need to be reviewed.
4. Serve on ASA's Committee on Nominations for two years.
5. Every other past chair (i.e., whose term of Past Chair begins in an even numbered year) will serve on ASA's Founders Award Committee for two years.

Responsibilities of the Communications Officer

The Communications Officer is appointed by the Chair.

1. Serve as a member of the COC and the COCGB. Attends the COC Business Meeting at JSM and COCGB meetings in Winter-Spring and at JSM.
2. Recommended: Work with Chair to prepare a written report for distribution to COC members and publication in Amstat News, Chapter Chatter and/or posting on ASA web site.
3. Oversee Council publications, including Chapter Chatter, the Chapter Officer's Newsletter
4. With the assistance of ASA staff, prepare and distribute announcements and reports to Chapter officers and representatives, including: slates of nominees for office, announcements of election results, meeting announcements, reports of the Council Representative to the ASA Board, and any other reports of Council business which are of interest to the Chapters.
5. Attend and record minutes of Chapter Status Committee meetings.

Responsibilities of the Secretary

The Secretary is appointed by the Chair.

1. Serve as a member of the COC, the COCGB, the Executive Committee, and the Planning Committee. Attend the COC Business Meeting at JSM, meetings of the COCGB, the Executive Committee, and other meetings which may be called. Report on business matters of the Council.
2. Assist the Chair in arranging the time and location of each meeting and developing an agenda for each meeting. Assist the ASA staff in the preparation and distribution of the agenda and supporting documentation prior to the meeting.
3. Prepare minutes of all meetings of the COC, the COCGB, the Executive Committee, and other meetings which may be called (including teleconferences). Minutes should be prepared within two months of the meeting. Disseminate minutes to appropriate recipients, with the help of ASA staff and post minutes on the COC website.

Responsibilities of the three Board Representatives

Board Representatives are elected by the membership of ASA.

1. Serve as members of the Board of Directors of ASA. Attend Board meetings, usually held in the spring (March/April and June), at JSM, and in the winter (late November or early December). Report on Council of Chapters and Council of Chapters Governing Board activities and communicate other Council issues to the Board. Represent the interests of all ASA members in the region from which elected. Activities and reporting responsibilities are detailed below.
2. Serve as members of the Council and the Governing Board of the Council of Chapters. Attend the Council business meeting at JSM and the Governing Board at the winter meeting and at JSM. Report on Board actions. Activities and reporting responsibilities are detailed below.
3. Represent the Council of Chapter's interests before the Board, particularly in budget matters, and not the interests of any particular Chapter.
4. Serve on or chair other Board committees as assigned by the ASA president.
5. One Board Representative will serve as Chair for the Chapter Status Committee (see table below - Years 2-3, when first year term is an odd number).
6. One Board Representative will serve on the CoC Executive Committee (see table below - Years 2-3, when first year term is an even number).
7. Board Representative, from appropriate region, will contact newly elected Vice-Chairs, as means of introduction.
8. Prepare reports rotated between COCGB and BOD by COC Representatives to the Board according to the following schedule:

Council of Chapters Representative to the Board of Directors: Schedule of Activities

TIME	ACTIVITY	RESPONSIBILITY	PREPARATION
YEAR 1-3	-Tasks may be assigned or one may volunteer for other tasks. -There will be some electronic voting between meetings. -COCGB may have periodic teleconferences.	Note: When reports are due, it is desirable to have them prepared in advance for distribution in the Board Book or the COC book. The Board Book deadline is about 3-4 weeks in advance of the meeting Meeting dates and times are subject to change; for example, Board meetings may include a Thursday PM meeting in years 2 and 3 as well as year 1.	
YEAR 0			
Year 0, spring	Election		
Year 0, JSM	Attend COC Governing Board (COCGB) Meeting	If possible, attend, meet, greet, and get familiarized with the responsibilities	
Year 0, fall	Read the COC Manual regarding responsibilities	Contact the BOD staff liaison for a copy of the document "Board of Directors: Roles and Responsibilities" for review, if needed.	
Year 0, Nov/ Dec	Attend BOD meeting in Alexandria; on the day before the regular meeting, attend an orientation meeting in the late afternoon.	Attend (Thurs at 4 thru Sat at 3:30)*	Read Board Bk, which comes about 1 week before meeting
YEAR 1			
Year 1, Winter (Feb/March)	Attend COCGB meeting in Alexandria; Attend as part of Chapter Status Committee meeting in first year	Attend 1-day meeting	
Year 1, Mar/Apr	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)*	Read the book for the March/April BOD meeting; comes about 1 week before meeting.
Year 1 Spring/ Summer	Prep for JSM Meeting	Contact the COCGB chair from time to time (every 2 months?) to see what is new in order to prepare to report COC business at BOD meeting at JSM	
Year 1, June	Attend BOD Budget meeting	Attend one day BOD budget meeting (Friday, 8 am - 3 pm)**	Read materials sent in advance
Year 1, After election results are announced	Contact any newly elected COC Vice-Chair, if the Vice-Chair was elected from your region.	Make contact, welcome, and direct the Vice-Chair to the Charter and the Roles and Responsibilities documents.	
Year 1, JSM	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)* REPORT ON COC activities since March/April meeting	Contact COCGB chair from time to time (every 2 months) to see what is new to prepare for report on COC business at BOD meeting at JSM <i>Submit report early July, if possible</i> Read the book for the JSM BOD meeting; it comes-1 week before meeting

TIME	ACTIVITY	RESPONSIBILITY	PREPARATION
	Attend COCGB and COC business meetings; Attend Chapter Status Committee meeting	Get information for Nov/Dec BOD meeting—by early Nov, prepare report for Board Book. (Report due early November.)	
Year 1, Nov/Dec	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)* REPORT on COC activities, including JSM COCGB meeting Use notes and minutes from this meeting to prepare written report for Winter meeting of COCGB.	In Nov, submit report on JSM COC activities Attend COCGB/COC activities at JSM, and update w/ COC Chair in the fall. Submit report in for Board Book Read Board Bk, which comes - 1 week before meeting
YEAR 2			
Year 2, Winter	Participate in teleconference telephone call with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year (This may be a call of the entire COCGB)</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee	
Year 2, Winter	Attend COCGB Winter meeting <i>If first year of term is an ODD number year, chair Chapter Status Committee; if first year of term is an EVEN number year, attend Executive and Planning Committee Meetings</i>	REPORT ON BOD Nov/Dec meeting	<i>Submit report in advance if possible</i> Using minutes of BOD in Nov/Dec, prepare written report
Year 2, Mar/Apr	Attend March meeting of BOD	Attend (Friday 8:30 a.m. thru 3:30 Sat)* Use notes and minutes of this meeting to prepare report for JSM COCGB meeting and submit report >= 3-4 weeks before JSM.	Read Board Bk, which comes - 1 week before meeting
Year 2, June	Attend BOD meeting	Attend one day BOD budget meeting (Friday, 8:30 am - 3 pm)*#	Read materials sent in advance
Year 2, After election results are announced	Contact any newly elected COC Vice-Chair, if the Vice -Chair was elected from your region.	Make contact, welcome, and direct Vice-Chair to the Charter and the Roles and Responsibilities document.	
Year 2, July	Participate in teleconference telephone call with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year (This may be a call involving the entire COCGB)</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee	
Year 2, JSM	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)*	Read Board Bk, which comes - 1 week before meeting
	Attend COCGB and COC business meeting <i>If first year of term is an ODD number year, chair Chapter Status Committee</i> <i>If first year of term is an EVEN numbered year, attend COCGB Exec. Committee meeting.</i>	REPORT ON BOD March/Apr meeting	<i>Submit report in advance.</i> Using minutes from March/April Board meeting, prepare written report and submit in advance

TIME	ACTIVITY	RESPONSIBILITY	PREPARATION
Year 2 Nov/Dec	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)*	Read Board Bk, which comes - 1 week before meeting
YEAR 3			
Year 3, Winter	Participate in teleconference telephone call with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year (Call may involve the entire COCGB)</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee	
Year 3, Winter	Attend COCGB meeting <i>If first year of term is an ODD number year, chair Chapter Status Committee; if first year of term is an EVEN number year, attend Planning and Exec Committee meetings</i>	Use notes and minutes of this meeting to prepare report for March BOD meeting	
Year 3, Mar/Apr	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)* REPORT ON COCGB activities, including Winter meeting	<i>Submit report on Winter COCGB meeting in advance</i> Read Board Bk, which comes - 1 week before meeting
Year 3, June	Attend BOD Budget meeting	Attend one day BOD budget meeting (Friday, 8:30 am - 3 pm)*#	Read materials sent in advance
Year 3, After election results are announced	Contact any newly elected COC Vice-Chair, if the Vice-Chair was elected from your region. Also welcome new Board Rep.	Make contact, welcome, and direct the Vice-Chair and Board Rep to the Charter and the Roles and Responsibilities documents.	
Year 3, July	Participate in teleconference telephone call with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year (This may be a call of the entire COCGB)</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee	
Year 3, JSM	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 p.m. Sat)* Take notes for report to COCGB	Read Board Bk, which comes - 1 week before meeting
	Attend COCGB and COC business meeting <i>If first year of term is an ODD number year, chair Chapter Status Committee</i> <i>If first year of term is an EVEN numbered year, attend COCGB Planning and Exec. Committee meetings.</i>	REPORT ON JSM BOD meeting to COCGB and COC business meetings	
Year 3, Nov/Dec	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)* Give brief (-3-5 minute) farewell address.	Read Board Bk, which comes - 1 week before meeting

* Times subject to change; confirm prior to making travel arrangements. #Participation by teleconference may be an option.

Responsibilities of the six District Vice-Chairs

District Vice-Chairs are elected by the Chapter Representatives in their Districts.

(**NOTE:** A Vice-Chair who transfers ASA membership out of the District of election within their first year of service will be considered as having vacated the position and will be replaced..)

1. Serves as member of the COC and the COCGB. Attends the COC business meeting at JSM, and COCGB meetings in Winter-Spring and at JSM. Represents the District and its Chapters at these meetings. Conveys District and Chapter concerns to the COCGB.
2. Maintains communication with District Chapters - at a minimum every 6 months but should be more often.
 - Knows the officers of each Chapter and verifies the accuracy of ASA rosters of Chapter officers.
 - Contacts Chapters when necessary to update the roster to ensure that roster of Chapter officers is current and that the ASA Liaison is apprised of any changes.
 - Makes direct contact with the Chapter Representative, President, or other officer of each Chapter
 - Informs the Chapters about COC activities.
 - Keeps abreast of Chapter activities and concerns. Ask to be placed on the mailing list of each Chapter to receive newsletters and announcements.
 - Encourages Chapters to have representatives at the annual business meeting and workshop.
3. Prepares District status reports for the COCGB meetings and submits them to the Chair of the Chapter Status Committee prior to these meetings. Reports need to be prepared twice a year in anticipation of the Winter-Spring and JSM meetings.
 - Makes direct contact with each Chapter at least once a year.
 - In particular, the report for the Winter-Spring meeting should be an annual report covering the entire year. This report is the responsibility of the out-going Vice-Chair if there has been a recent election. The report for the August meeting should focus more on the weaker Chapters that have potential or severe problems.
 - Visits chapters in his/her district where possible.
4. Serves as a member of the COC Committee on Chapter Status. Attend Committee meetings held in conjunction with meetings of the COCGB.
5. Assists the Governing Board and ASA staff in handling problems surrounding delinquent and inactive Chapters. Works with delinquent Chapters to seek a return to active status, through contact with Chapter officers. If no officer structure is apparent, tries to stimulate Chapter activity through contact with ASA members in the Chapter's area.
6. Helps to revitalize less active Chapters. Suggests ways to make use of ASA services such as mailing lists and speakers, and the proper procedures to follow to obtain these services.
7. Works with ASA members in the District who would like to establish a new Chapter.
8. Assists with follow-up of the annual report of Chapters by phoning the officers of non-responding Chapters.
9. Responds to special requests by the Chair of the Council to communicate with Chapters in the District.
10. Outgoing Vice-Chairs turn over their files to new Vice-Chairs, and advise them on their duties and schedules for those duties to be carried out.
11. Carries out special projects as assigned by the Chair.
12. The two District Vice-Chairs who are serving the last year of their 3 year term, will be responsible for (a) chairing the Traveling Course Committee and (b) presenting the Annual Chapter Report at the CoC Business Meeting at JSM. The decision as to which task each will manage will be decided by these two District Vice-Chairs.

Council of Chapters, District Vice-Chairs: Schedule of Activities

TIME	ACTIVITY	RESPONSIBILITY	PREPARATION
YEARS 1-3	-Tasks may be assigned by the COC GB Chair, or one may volunteer for other tasks - The Travel Course committee work is part of the set of tasks for the Vice-chairs, and the schedule of responsibilities is provided on a separate document -Meeting dates and times are subject to change.		
YEAR 0			
Year 0, Spring	Election		
Year 0, JSM	Attend COC GB Meeting; Attend the “pre-orientation” for newly elected Vice-Chairs	If possible, meet and greet other Vice-Chairs, and start to figure out the responsibilities	Read the document <i>Orientation for District Vice-Chairs</i>
Year 0, Fall	Read the COC manual regarding responsibilities	Make contact with COC GB Chair and COC Board Reps about roles and responsibilities	Obtain COC responsibilities manual, and relevant email contacts
Year 0, Dec	Talk/Meet the outgoing District Vice-Chair	Seek advice from outgoing District Vice-Chair on duties and schedules for carrying out tasks	Work with outgoing District Vice-Chair on the District Chapter status reports for the winter meeting in Alexandria
YEAR 1			
Year 1, Winter (Jan)	Participate in the COC GB teleconference	Participate in the planning of the agenda of the COC GB teleconference	
Year 1, Winter (Feb/Mar)	Attend COC GB Winter meeting in Alexandria; Attend the Chapter Status Committee meeting	Attend 1-day meeting (usually a Saturday); Present and discuss District Chapter status reports.	Prepare (together with past District Vice-Chair) District status reports, and submit them to the Chair prior to the meeting
Year 1, Spring/Summer	Contact COC GB Chair and other Vice-Chairs from time to time; If applicable, follow up with Chapter Reps regarding annual reports	Get to know Chapter Officers, and verify the ASA roster’s accuracy; Encourage Chapters to have reps at the JSM COC GB meetings	Ask to be placed on the mailing list of each Chapter to receive newsletters and announcements
Year 1, June/July	Participate in the COC GB teleconference	Keep abreast of Chapter activities and concerns	
Year 1, JSM	Attend COC GB meeting, incl. Chapter Status Committee meeting; Attend COC Business and Traveling Course Committee Meetings	Attend meetings/workshops on Tuesday; Present and discuss District Chapter Status reports	Summarize District Chapter status reports, with emphasis on the weaker Chapters that have potential or severe problems.
Year 1, Fall	Maintain communication with Chapters in the District	Inform the Chapters about Council activities; If applicable, work with delinquent Chapters to seek a return to active status; Help to revitalize less active Chapters	
Year 1, Dec	Send message to Chapter Reps and Chapter Presidents re. annual Chapter reports	State report due date, provide instructions and, wherever necessary, assist with completing reports.	Make direct contact with each Chapter

YEAR 2			
Year 2, Winter (Jan)	Participate in the COC GB teleconference	Participate in the planning of the agenda of the COC GB teleconference	
Year 2, Jan/Feb	Monitor Chapter report completion	Continue monitoring; send reminders to Chapter Reps who have not yet completed their annual reports; send thank-you notes to Chapter Reps who have completed their reports.	See example reminder note, if necessary.
Year 2, Winter (Feb/Mar)	Attend COC GB Winter meeting in Alexandria; Attend the Chapter Status Committee meeting	Attend 1-day meeting (usually a Saturday); Present District Chapter status reports	Prepare District status reports, and submit them to the Chair prior to the meeting
Year 2, Spring/Summer	Contact COC GB Chair and other Vice-Chairs from time to time; If applicable, follow up with Chapter Reps regarding annual reports	Get to know (esp. new) Chapter Officers, and verify the ASA roster's accuracy ; Encourage Chapters to have reps at the JSM COCGB meetings	Ask to be placed on the mailing list of each Chapter to receive newsletters and announcements
Year 2, June/July	Participate in the COC GB teleconference	Keep abreast of Chapter activities and concerns	
Year 2, JSM	Attend COC GB meeting, including Chapter Status Committee meeting; Attend COC Business and Traveling Course Committee Meetings	Attend meetings/workshops on Tuesday; Present and discuss District Chapter Status reports	Summarize District Chapter status reports, with emphasis on the weaker Chapters that have potential or severe problems.
Year 2, Fall	Maintain communication with Chapters in the District	Inform the Chapters about Council activities; If applicable, work with delinquent Chapters to seek a return to active status; Help to revitalize less active Chapters	
Year 2, Dec	Send message to Chapter Reps and Chapter Presidents re. annual Chapter reports	State report due date, provide instructions and, wherever necessary, assist with completing reports.	Make direct contact with each Chapter
YEAR 3			
Year 3, Winter (Jan)	Participate in the COC GB teleconference	Participate in the planning of the agenda of the COC GB teleconference	
Year 3, Jan/Feb	Monitor Chapter report completion	Continue monitoring; send reminders to Chapter Reps who have not yet completed their annual reports; send thank-you notes to Chapter Reps who have completed their reports.	See example reminder note, if necessary.
Year 3, Winter (Feb/Mar)	Attend COC GB Winter meeting in Alexandria; Attend the Chapter Status Committee meeting	Attend 1-day meeting (usually a Saturday); Present District Chapter status reports	Prepare District Chapter status reports, and submit them to the Chair prior to the meeting
Year 3, Spring/Summer	Contact COC GB Chair and other Vice-Chairs from time to time ; If applicable, follow up with Chapter Reps regarding annual reports	Get to know (esp. new) Chapter Officers, and verify the ASA roster's accuracy ;	Ask to be placed on the mailing list of each Chapter to receive newsletters and announcements

		Encourage Chapters to have reps at the JSM COCGB meetings	
Year 3, June/July	Participate in the COC GB teleconference	Keep abreast of Chapter activities and concerns	
Year 3, JSM	Attend COC GB meeting, incl. Chapter Status Committee meeting; Attend COC Business and Traveling Course Committee Meetings; Meet and greet incoming Vice-Chair at the “pre-orientation”	Attend meetings/workshops on Tuesday; Present and discuss District Chapter Status reports	Summarize District Chapter status reports, with emphasis on the weaker Chapters that have potential or severe problems.; Provide incoming Vice-Chair with orientation materials
Year 3, Fall	Maintain communication with Chapters in the District; contact incoming District Vice-Chair in preparation for transition	Inform the Chapters about Council activities; If applicable, work with delinquent Chapters to seek a return to active status; Help to revitalize less active Chapters	
Year 3, Dec	Send message to Chapter Reps and Chapter Presidents re. annual Chapter report; Turn over relevant COC files to incoming District Vice-Chairs; Begin Preparing the last District status reports for the COC GB Winter meeting	State report due date, provide instructions and, wherever necessary, assist with completing reports; Provide advice to incoming District Vice-Chair on duties and scheduling	Make direct contact with each Chapter; Begin preparing (together with the incoming Vice-Chair) the District status reports for the COC GB Winter meeting in Alexandria.

Responsibilities of Chapter Representatives

The Chapter Representative is the official representative of each Chapter to the Council of Chapters of the American Statistical Association (ASA), and as such, is the crucial communications link between the Chapter, the Council, and ASA as a whole. The Council of Chapters consists of one representative from each Chapter and the members of the Governing Board. While the method of selection of the Chapter Representative is the prerogative of the local Chapter, the Chapter Representative must be a member of the American Statistical Association. The term of office is three years, as specified in the Charter of the COC. The Chapter Representative is an officer of the local Chapter and a member of its Executive Committee. As liaison between the Chapters and the COC, the Chapter Representative is encouraged to keep the COC and other Chapters current on Chapter activities

Responsibilities of the Chapter Representatives include:

1. Encourage and serve as the communications link between the local Chapter and the COC through the District Vice-Chair.
 - Complete and return the Annual Survey of Chapter Activities to the COC.
 - Disseminate communications from the COC to local Chapter members and insure Chapter follow-up.
 - Present to the COC the needs and concerns of the local Chapter.
 - Encourage Chapter participation in COC programs and initiatives.
 - Ensure that list of Chapter Officers, maintained at the ASA, is accurate and current.
2. Attend the Business Meeting and Workshop of the Council of Chapters at JSM.
3. Elect the Chair-Elect of the Council of Chapters.
4. Elect the Vice-Chair for Chapter's local District.

Responsibilities of Program Chair

Organize an **At Large** Invited Session for the COC at JSM. The topic is to have broad appeal and all chapters should have the opportunity to sponsor this session.

This Program Chair will also be interacting with the **Host** Chapter Invited Session Chair.

Note that the COC Chair-Elect appoints the Program Chair based upon recommendations from the COC Governing Board or Chapters.

Responsibilities of Host Chapter Chair

Organize a **Host** Chapter Invited Session for the COC at JSM.

Note that the CoC Chair-Elect, together with recommendations from the Vice-Chair in the JSM venue district, appoints the Host Chair.

In order to ensure that all chapters are allowed the opportunity to organize an invited session, the CoC will balance the geographical location of the venue for the JSM with the district near the venue. Also the CoC will strive to have a rotation every 6 years, allowing chapters within each of the 6 districts to be the host for an invited session.

The table below outlines the JSM venue with the district from which the Host Invited Session should be the sponsor:

Year	JSM Venue	District of Host City (Sunday session; host invited session)	District to Solicit Chapters to Organize CoC “At-large” Invited Session (Tuesday; organized by someone in district:)
2019	Denver	4	4
2020	Philadelphia	3	3
2021	Seattle	6	5
2022	Washington D.C.	2	2
2023	Toronto	1	1
2024	Portland	6	6
2025	Nashville	2	4
2026	Boston	1	3

Roles and Responsibilities of ASA Liaison

1. Arrange conference calls.
2. Arrange logistics for meetings at the ASA office.
3. Process travel reimbursements
4. Reviews and monitors the Chapter dues collection; specifically keeps track of any chapters which raise or lower their dues to ensure that it is implemented.
5. Communicates with Chapters regarding their chapter status following the recommendations of the Chapter Status committee.

RESPONSIBILITIES OF COMMITTEES

See "Procedures" section for details on carrying out Committee charges.

Committees consist of the Executive Committee, Standing Committees as provided in the Charter, and Standing or Current Committees as established by the Chair or the Governing Board. A Current Committee is established to satisfy a particular need, and it may not continue for more than five years without a review of its need by the Governing Board. Each Committee must have a charge and must prepare an annual report for the Governing Board.

Members of Standing Committees, and Chairs of Current Committees, must be full members of ASA. The term of membership is three years, unless otherwise specified. Members may not serve more than six consecutive years without Governing Board approval.

Executive Committee (required by the Charter)

Members: The Executive Committee consists of the Chair, the Chair-Elect, Past Chair, and Secretary, and a Board Representative (see rotation schedule).

Charge: The Executive Committee plans the meetings of the COCGB and serves the COCGB in an advisory capacity.

NOTE: The Executive Committee is empowered to act for the Governing Board when action is required, a ballot is not feasible, and in the judgment of the Chair such action is necessary. Under such circumstances an affirmative vote of all but one of the members of the Executive Committee is required for any action. The Governing Board shall be notified of any such actions within seven days and may overrule such action by a majority vote.

Planning Committee

Members: The Planning Committee is chaired by the Chair-Elect of the Council. Other members are the Chair, the Past Chair, the Secretary, a Board Representative (see rotation schedule) and not more than one other member designated by the Committee's Chair.

Charge: - Consider issues arising before the Council regarding new initiatives. (See section on New Initiatives)
- Develop goals and plans for the following term (when the Chair-Elect becomes Chair)

Committee on Nominations (Standing Committee)

Members: The Committee on Nominations consists of six members representing a unique district. Each year, the Chair appoints three members to serve a two-year term. Only Presidents, Past Presidents, Secretaries, and Treasurers of ASA Chapters as well as members of the Council of Chapters shall be eligible for appointment to the Committee on Nominations. Each Appointee must be a full member of ASA. The Chair-Elect of the COC Chairs the committee or appoints an officer of the COC to Chair the Committee.

A Committee member who ceases to be a member of the COC after beginning a term on the Committee may complete the two-year term.

Charge: The Committee on Nominations compiles a slate of candidates for each annual election, consistent with the charter and procedures of the COC. The slate is submitted to the COCGB. The Committee on Nominations provides candidates with written information about the roles and responsibilities of the office for which they will be nominated. Candidates must agree to these roles and responsibilities if they are elected.

NOTE: Members of the Committee on Nominations are not eligible for nomination by the Committee. The Committee shall send a copy of the responsibilities of office to all candidates. The Chair of the Council of Chapters and the Board Representative of the appropriate region will call newly elected Vice-Chairs, welcoming them to the Council and reviewing responsibilities.

Traveling Courses Committee (Standing Committee)

Members: The Traveling Course Committee will consist of the six District Vice-Chairs. They will create a list of short courses to be made available to the Chapters. Once the list is finalized, the Traveling Course Committee chair coordinates with the ASA Liaison to evaluate which chapters will receive the course.

Committee on Chapter Status (Standing Committee)

Members: The Committee on Chapter Status consists of the six Vice-Chairs of the COC, the Communications Officer, and a Board Representative. Meetings of the Committee are chaired by the Board Representative as determined in the rotation schedule.

Charge: The Committee reviews the status of the local Chapters of the association.

- Determine the activity status of the Chapters, specifically if a Chapter is active or inactive.
- Review in detail the status of inactive Chapters. Make recommendations to the COCGB concerning the revocation of the charter of a Chapter that appears to be truly inactive. The Council of Chapters website provides information on chapter standing: <http://community.amstat.org/coc/chapterofficerhandbook/chapteractivitystatusguidelines>
- The ASA staff liaison will communicate with chapters that the Chapter Status Committee deems not in good standing according to the process below.
 1. The first communication to the chapter membership will be a supportive notification indicating that the chapter will be considered delinquent if activity is not improved (see template communication XXX).
 2. If there has not been activity to resolve the standing of the chapter over a one year period following the initial communication, a second communication to the chapter membership will occur, notifying them of their “delinquent” status (see template communication YYY).
 3. A chapter that has been delinquent for at least two consecutive years will be placed on probationary status. ASA members in the geographic region will be notified at the end of the second delinquent year of their transition to probationary status (see template communication ZZZ).
 4. After at least one year on probation, the dissolution process described in the COCGB Constitution will be initiated. Chapter members and ASA members in the geographic region will be notified if the COCGB revokes the Chapter charter (see template communication AAA).
- Review requests for formation of new Chapters. Make recommendations to the COCGB concerning the granting of a charter to a group requesting formation of a new Chapter.
- Communicate to the COCGB other issues related to Chapter Status

Charter and Responsibilities & Procedures Committee (Standing Committee)

Members: Within three years after the adoption of the Charter or ratification of periodic revisions, the Chair must appoint a Charter and Responsibilities & Procedures Committee to review these two documents of the Council of Chapters. This must occur at least every five years.

Charge: If necessary, this Committee must prepare a revision to be submitted to the COCGB. The revision must be submitted within five years after the adoption of these documents.

COMBINED TIMETABLE OF COUNCIL ACTIVITIES

Date	Activity	Persons
December/February	Prepare agenda/arrangements for Winter-Spring COCGB meeting.	Chair/Executive Committee and ASA Liaison
December	Outgoing Vice-Chairs communicate necessary Information to incoming Vice-Chairs	Vice-Chairs
December	Request the Annual Chapter Status Report from District Representatives.	Vice-Chairs
January 1	Officers and appointees begin terms.	
January	Send summary email to Chapters reminding them of annual report, stimulus funding, and other opportunities.	Vice-Chairs
January	Submit COC Invited Session descriptions to ASA	Program Chair and Host Program Chair
February	Contact any chapter that failed to submit their annual report.	Vice-Chairs
Winter -Spring	Attend COCGB meeting Chapter status reports	COCGB members Vice-Chairs
March/April	Attend ASA Board meeting and report on COC Activities	Board Representatives
March	Email ballots for ASA elections	ASA Office
March/April	Distribute minutes from Winter-Spring COCGB Meeting	Secretary
March/April	Send updates from the Winter-Spring COCGB Meeting to Chapters	Vice-Chairs
April	Attend ASA Board/Planning Committee	Board Representatives
May/June/July	Prepare summary of Chapter Annual Reports	Vice-Chairs
May/June	Arrange COC workshop for August meetings	Chair-Elect
May/June/July	Prepare agendas for August COC Business & COCGB meetings	Chair/Executive Committee
June/July	Announce election results	ASA Office
June/July	Remind chapters of COC events at JSM	Vice-Chairs
July/August	Appoint COC program chair for JSM meeting two years hence	Chair-Elect
July/August	Attend ASA Board meeting and report on COC Activities	Board Representatives
July/August	Attend COC Business meeting, COCGB, Executive and Planning Committees	COCGB and officers
July/August	Present Chapter status reports	Vice-Chairs

July/August	Conduct COC workshop at JSM	Chair-Elect
July/August	Report on annual report of Chapters	Report Committee
October	Distribute minutes of August meetings	Secretary
November 1	Plan activities for the following year	Chair-Elect/Planning Committee
November 1	Deadline for submission of nominations for COC officers	Nominating Committee
November	Designate Secretary, Communications Officer, and Committees for the following year	Chair-Elect
November/December	Evaluate ASA Continuing Education Proposals	Evaluation Subcommittee
November/December	Attend ASA Board meeting and report on COC Activities	Board Representatives
Fall	Notify chapters of traveling courses and related deadlines	Vice-Chairs

PROCEDURES

Nominations and Elections of COCGB officers

Elected Positions

Chair-Elect: A Chair-Elect is elected each year for a one-year term beginning January 1 following election. All members of the Council of Chapters are eligible to vote for Chair-Elect. The Chair-Elect succeeds to the positions of Chair and Past Chair in subsequent years. After these three years in office, the Past Chair is not eligible for immediate election as Chair-Elect.

Vice-Chairs: There are six District Vice-Chairs, one from each District, who are elected for three-year terms. Two Vice-Chairs are elected each year. Vice-Chairs are not eligible for immediate re-election to the same position. All Chapter Representatives in a District are eligible to vote for the District's Vice-Chair.

Board Representatives: Three regional Board Representatives are elected for three-year terms, with one representative elected each year. All full members of ASA are eligible to vote for Board Representatives. Board Representatives are not eligible for immediate re-election to the same position.

All terms of office end, and new terms begin January 1. However, each office holder is expected to serve until a successor takes office.

The three-year term of a Board Representative from a given region coincides with the three-year terms of the Vice-Chairs from the two Districts in that region. The terms of office are synchronized so the Vice-Chairs can become candidates for Board Representative.

Appointed Positions and Positions by Succession

The Secretary and the Communications Officer are appointed by the Chair-Elect to serve during the Chair Elect's term. The designation should be made at least two months prior to January 1 when the Secretary and Communications Officer take office.

The positions of Chair and Past Chair are filled by succession: a member elected as Chair-Elect is expected to serve for three years, as Chair-Elect, Chair, and Past Chair.

Nomination Procedure

The Council's **Committee on Nominations** consists of six members of the Council, one from each District, with an officer of the Council serving as Chair. Each year, the Chair-Elect of the Council (near the beginning of their term as Chair) appoints three members to serve two-year terms, and names an officer of the Council to serve as Chair of the Committee for that year.

At least two candidates must be submitted for each position. More than two candidates may appear on the ballot. Only Presidents, Past Presidents, Secretaries, and Treasurers of Association Chapters as well as members of the Council of Chapters shall be eligible for appointment to the Committee on Nominations, and a nominee must be a full member of the ASA.

Members of the Committee on Nominations are not eligible for nomination. The Chair-Elect should consider this restriction when appointing members of the Committee.

The elections take place in time for the results to be announced at the JSM, and terms of office start the following January 1.

The Council's Committee on Nominations must submit the following nominations:

Chair-Elect: This position is open to any full member of ASA. Election involves serving three one-year terms: one year as Chair-Elect, the second year as Chair, and the third year as Past Chair.

Vice-Chairs: Each year, two Vice-Chairs are elected to three-year terms. Two Districts within one region are designated each year to elect new Vice-Chairs. At least two candidates must be submitted from each District. Candidates must reside or have their membership address within the District at the time of nomination.

ASA Board Representative: Each year, one Board Representative is elected from the same region that elects its two District Vice-Chairs, to serve a three-year term. Candidates must reside or have their membership address within the region at the time of nomination. The successive Board Representatives from a region should be alternated between the two Districts in the region. For example, if the current Board Representative from Region 2 is from District 3, all nominees to replace that Representative should be from District 4. Board Representatives are expected to represent all ASA members in their regions and not be limited to Council of Chapters interests.

Vacancies

If a vacancy occurs in the position of Chair, the position is filled by the Chair-Elect for the remainder of the term, followed by the Chair-Elect's usual term as Chair. If the Past Chair position becomes vacant, it remains vacant for the remainder of the term. In any other case of the vacancy of the Chair or Chair-elect, the Governing Board shall fill the vacancy by choosing one of the elected officers of the Council. Vacancies in Board Representatives or in Vice-Chairs are filled by appointment by the Governing Board, with approval of the Council Representatives from the region or District of the vacancy.

Such appointees must be a member of ASA and belong to at least one chapter from the region or district where the vacancy occurred.

TIMETABLE FOR NOMINATIONS AND ELECTIONS

August	Members and Chair of the Committee on Nominations are appointed by the Chair-Elect of the Council. Previous Committee Chair provides any relevant notes or files. Suggestions for nominees are requested at the COC Business Meeting and COCGB meeting.
September	ASA office provides the Committee with a list of current Chapter officers, a list of participants in recent Council workshops and business meetings, and other useful lists of possible candidates. Committee arrives at a rank-ordered list of potential candidates.
October	The Chair of the Committee contacts potential candidates in rank order until each slate of candidates is completed.
November	The completed slate is reported to the ASA Executive Director and to the Chair of the COC
Winter-Spring	At the COCGB meeting, the completed slate of nominees is presented. The slate is announced in <i>Amstat News</i> . The slate of nominees is announced on the ASA website.
March	Election of COCGB officers is included in the ASA General Election
July	Election results are available prior to the JSM.

ANNUAL CHAPTER REPORT

Purpose

The Annual Chapter Report is carried out by the Council of Chapters. The principal objective is to collect and disseminate information about the status, activities, and needs of ASA Chapters. This information is summarized to provide an overview of the Chapter program and is also utilized in the form of individual Chapter data.

Uses of the data are to:

- Determine the viability of individual Chapters,
- Identify Chapter needs,
- Identify potential issues for workshops and seminars

Administrative Structure

The Chapter Status committee is responsible for the design, conduct, analysis, and dissemination of results of the Chapter Report. A Vice Chair in the third year of their three year term will chair this effort in conjunction with the ASA staff liaison and the Chair of the Chapter Status Committee..

Content and Report Design

The Chapter report is designed to collect information from the Chapters on the size and composition of Chapter membership, meetings held, service needs, and utilization of services, during the previous calendar year. To maintain comparability in the data from year to year, the questionnaire is changed as little as is necessary. Changes are adopted only if they will enhance the validity of the data or will provide new information needed for Council planning and administration. The Report Subcommittee considers proposals for changes which may originate from members of the COCGB or Chapter officers. Proposed changes are then submitted to the COCGB for approval.

Annual Report Distribution, Response, and Follow-up

In December, and again in January, an email request to complete the online Annual Report is sent to Chapter Representatives, Chapter Presidents and Secretaries by the ASA national office Vice-Chairs, who are asked to follow up with a personal contact. Because of the turnover of Chapter officers, achievement of maximum response may require a coordinated effort by the Vice-Chairs, previous Vice Chairs, and ASA staff.

Chapters vary in their method of responding to the report. The person responsible for completing the report is expected to consult with current and previous Chapter officers and the Chapter's program Chair, to assure that information about the membership and program are accurate, and that suggestions for Council activity reflect a broad consensus.

Analysis

The data should be analyzed in a manner that will be most useful in fulfilling the objectives of the report. Statistical analysis is carried out using methodologies appropriate for the data and the questions asked. For most questions, simple descriptive statistics are adequate.

The report is intended to be a complete census and not a sample. Non-response occurs non-randomly and cannot be ignored. Therefore, non-response is a particular problem in presenting results.

The distributions of descriptive variables, by Chapter, provide an overview of the status and characteristics of the ASA's Chapter Program.

Summary Report

One section of the report should be devoted to Chapter-specific information, in which Chapters are identified. The remainder of the report should provide an overview in which Chapters are not identified. Longitudinal information of interest to ASA, such as changes in membership and in the proportion of members who are national members, should be included. Data from previous annual reports can be used for this purpose.

COC Business Meeting

Key results from the previous year's report are presented at the COC Business Meeting at JSM.

Archiving

An archive of at least four years of previous Chapter report responses should be maintained.

REPORT TIMETABLE

December	First mailing to Chapter Representatives, Chapter Presidents and Secretaries.
January	Second mailing to Chapter Representatives, Chapter Presidents and Secretaries.
February	Vice-Chairs are asked to phone the Chapter Representatives of non-responding Chapters.
July	Write summary report
August	Present report to Council of Chapters at the Annual Business Meeting
September	Post report on the COC website

ASA Chapter Stimulus Funding Program

Purpose

The Chapter Stimulus Funding program is designed to elevate chapter enthusiasm and to stimulate growth in chapter membership. These funds can be used for new initiatives, or for activities the chapter is already doing but in a bigger and better way. A key component to the program is the funds can only be spent on chapter activities that have the potential for a broad impact across the chapter and for the chapter membership. Funds cannot be spent on activities that benefit only a small number of chapter members:

Administrative Structure

1. Any chapters that have completed an annual report by a pre-specified deadline, is eligible to receive a maximum of \$1,000 from the ASA that can be spent on one or more activities specified on the current Council of Chapters Governing Board (COCGB) approved list (or other COCGB approved activities on a case-by-case basis). This money does not roll over into the next year.
2. Prior to each activity, the Chapter Treasurer must complete a Chapter Stimulus Funding Application Form, which can be found on the ASA Leadership Hub website.
3. Associate Executive Director & Director of Operations of the ASA, in conjunction with the COCGB District Vice-Chair, will notify the chapter if the Chapter's proposed activity has been approved.
4. Receipts for the activity must be sent to the ASA within 30 days after the event.
5. Chapters must report on the activities these funds were used for in their annual chapter reports.

NEW INITIATIVES

The decision to implement a new initiative must be made approximately 18-24 months prior to the start of the anticipated year of implementation -- for example, during January-June 2023 for a January 2025 start. A cost estimate must be submitted to the Planning Committee at least 9-10 months prior to the year of implementation -- for example, about March 2024 for January 2025 start.

1. A proposal for a new initiative or significant change in a current program that would require designated funding, must be presented to the Governing Board about 18 months before the intended January 1 start.
2. The Governing Board may turn it down or approve it *in principle*.
3. If the new initiative is approved in principle, the Planning Committee works out the details of the proposal. The Executive Committee, as well as ASA staff, should be consulted. After reviewing costs and expected benefits, the Planning Committee may revise the proposal.
4. The Planning Committee then presents a recommendation to the Governing Board, which could be a recommendation not to proceed. The recommendation must be presented at least 8-10 months before the intended January 1 start.
5. The Governing Board votes on whether to proceed, giving consideration to costs and benefits. The Board could make changes in the proposal, but if these changes affect the cost, the proposal would have to be referred back to the Planning Committee before final approval.
6. Approval by the Governing Board for an initiative to start the following January 1 must be given prior to June 1 so it can be included in the budget submitted to the Executive Director of the ASA. Since the budget is subject to approval by the ASA Board of Directors, that Board has, in effect, the final decision about whether to proceed.

CHAPTER OFFICERS' WORKSHOP

A workshop is held each year during the JSM to address the needs of Chapter officers. The Chair-Elect organizes and presides at the workshop.

The program is accompanied by an Officer Appreciation social hour.

Workshop Timetable

Winter-Spring	At the meeting of the Governing Board, the Chair-Elect solicits suggestions for discussion topics.
Spring	The Chair-Elect decides on topics to be included and arranges speakers.
June	The ASA office sends a mailing to each Chapter asking for the names of two officers or delegates who will attend.
July/August	Workshop is held.
September	After the workshop, the Chair-Elect arranges for handouts and other materials from the workshop to be posted on the COC website. Articles describing the workshop are written for publication in <i>Amstat News</i> and/or Chapter Chatter.

PROGRAM GLOSSARY

ASA Districts	Six geographical Districts of North America, each with a grouping of Chapters
ASA Regions	Three regions of North America are used as a basis for geographical representation on the ASA Board of Directors. There are two Districts in each region
Chapter Officers Handbook	A resource guide for Chapter officers, a "how to" document.
Chapter Recognition Award	A special acknowledgment of the efforts of Chapter members. A Chapter may designate one member for the award every year. The award consists of a certificate for the member and a mention in the Awards Program at the JSM.
Chapter Representative	A member of a Chapter selected by the Chapter as its representative to the Council of Chapters.
Chapter Visitation Program	ASA officers and executive staff visit Chapters to meet Chapter officers and members and to speak at a Chapter meeting
Quantitative Literacy	A variety of activities related to statistical education at the secondary school level provided by the ASA Center for Statistical Education.
Strategic Plan	A long-range plan for the Council of Chapters initially drawn up in 1991 by an ad hoc Strategic Planning and Issues Group. The plan charts the course of the Council for 5 to 10 years.
Stimulus Funding	A program designed to assist chapters in stimulating new activities.