

AMERICAN STATISTICAL ASSOCIATION

COUNCIL OF SECTIONS GOVERNING BOARD

RESPONSIBILITIES AND PROCEDURES

Proposed Revisions: 2025-07-29

COUNCIL OF SECTIONS GOVERNING BOARD RESPONSIBILITIES AND PROCEDURES

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

The COSGB meets once a year in person at the Joint Statistical Meetings and as needed via teleconference (typically every 1-2 months) to manage the affairs of the COS.

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1. RESPONSIBILITIES OF OFFICERS

1.1. Responsibilities of the **Chair**

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

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

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

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

- The COSGB in-person meeting at the Joint Statistical Meetings (JSM)
- The COS Annual Business Meeting (ABM) at the JSM.
- The annual COS Response teleconference held after the JSM (typically in September).
- COSGB teleconferences held throughout the year they are in office.

1.1.4. In conjunction with the Annual COS ABM:

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

1.1.5. Coordinate and oversee the activities of the Vice Chairs.

- Facilitate communication between Vice Chairs and Sections.
- Assign special projects to the Vice Chairs.

- Ensure the Committee on Section and Interest Group Status reviews any applications for new Sections/Interest Groups.
- Ensure the Committee on Section and Interest Group Status is monitoring any potential dissolution of Sections or Interest Groups.
- Ensure the Committee on Section and Interest Group Status moves to complete charter revisions for existing sections before the end of the year.

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

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

1.1.8. Obtain Section membership counts from the ASA Section Liaison for the month of June (available after JSM) in order to establish the number of COS representatives allowed for each section as defined in the COS Charter., Between JSM and the end of their year in office, notify chairs and COS representatives of Sections that are on the borderline for gaining or losing a representative.

1.2. Responsibilities of the **Chair-Elect**

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

1.2.2. Attend the COS ABM and COS meeting at JSM, the response meeting after JSM of the COS, and all meetings of the COSGB.

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

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

1.2.5. Serve as Chair of the COS Committee on Nominations. This involves submitting nominations for Chair-Elect, BOD Representative, and Vice Chair for COS officer elections to ASA by November. (Nominated candidates cannot concurrently serve as COS representatives.) Identify potential nominees for COS Committee on Nominations by the end of the JSM.

1.2.6. Appointments

In consultation with the current Chair and the Past Chair, appoint certain officers and Committee members.

- If necessary, a Secretary and a Treasurer to serve in the following year, during the Chair-Elect's term as Chair. These positions may be appointed for terms of three years or less and may be reappointed.

- As necessary, one to three current Treasurers or Past Chairs of sections to serve staggered terms on the Fiscal Oversight Committee (FOC).
 - Three COS Representatives to serve two-year terms on the COS Committee on Nominations.
 - Representative to the Evaluation Subcommittee of the ASA Advisory Committee on Continuing Education (ACCE); ASA Section Liaison will advise Chair-Elect whether appointment(s) are necessary.
- 1.2.7. By November of the year as Chair-Elect, develop a plan for COS activities during the following year. Assure continuity of COS activities during the subsequent year.
- 1.2.8. In consultation with ASA staff and the other officers, plan the COSGB teleconference to be held the following January, at the start of the term as Chair. Establish the date and an agenda for the meeting.
- 1.2.9. In even years, serve on a task force that prepares a report proposing reallocation of JSM invited sessions to Sections for the two subsequent years
- 1.2.10. Review the ASA Section Liaison's update of the "New Section Officers Orientation" document with information pertaining to the following year (the Chair-Elect's term as Chair).

1.3. Responsibilities of the **Past Chair**

- 1.3.1. Serve as a member of the COS and the COSGB.
- 1.3.2. Attend the COS ABM and COS meeting at JSM, the response meeting after JSM of the COS, and all meetings of the COSGB.
- 1.3.3. Preside over meetings of the COS and COSGB in the absence of the Chair.
- 1.3.4. Serve as the Liaison from the COS to the Council of Chapters.
- 1.3.5. Serve on the ASA Founders Award Committee, and the ASA Committee on Nominations for the year in which they are Past Chair of COSGB.
- 1.3.6. Review and, if necessary, before JSM, update this manual of Responsibilities and Procedures for the COSGB and ensure that the most current version is available to COS via the ASA web site.
- 1.3.7. Review, and if necessary, update the Section Officers Handbook for COS.
- 1.3.8. In odd years, chair a task force (including the Chair Elect and the first- and third-year BOD representatives) that meets after JSM to prepare a report for the ASA Board of Directors proposing reallocation of JSM invited sessions to Sections for the two subsequent years.

- 1.3.9. In even years, request that the ASA Section Liaison provide data to be used in the invited session allocation analysis. These data include: Section membership counts and Section attendance at JSM, and the numbers of invited sessions, contributed sessions, speed sessions, and posters presented at JSM by each Section.

1.4. Responsibilities of the **Secretary**

- 1.4.1 Serve as a member of the COS and the COSGB.
- 1.4.2 Attend the COS ABM and COS meeting at JSM, the response meeting after JSM of the COS, and all meetings of the COSGB.
- 1.4.3 Arrange with the Chair and the ASA Section Liaison for the distribution of the agenda and/or supporting documentation prior to each COS and COSGB meeting.
- 1.4.4 Prepare minutes of all meetings of the COS and COSGB that may be called, and submit them to the COSGB for comment in a timely way.
- For the JSM COS meeting and COSGB meeting, send draft minutes to the COSGB for corrections and edits by the middle of August and send the revised COS minutes to the Section Reps for corrections and edits by late August.
 - Subsequently, coordinate with the ASA Section Liaison in distributing final revised JSM COS minutes, any other items requiring COS approval (e.g., new Section applications, COS Charter amendment, ballot items) sufficiently far in advance to enable a vote by October 15.
- 1.4.5 Assist with any written documentation or correspondence for any COSGB Committee or initiative as directed by the Chair.
- 1.4.6 Conclude the minutes for each meeting with a list of action items developed at the meeting that states, for each item, who is responsible for the next step and gives a date for the completion of the step.
- 1.4.7 Maintain ownership of content in ASA Community for both COS and COSGB. Work with the ASA Section Liaison to ensure information is posted, timely, and accurate.

1.5 Responsibilities of the Treasurer

- 1.5.1 Serve as a member of the COS and the COSGB.
- 1.5.2 Attend the COS ABM and COS meeting at JSM, the response meeting after JSM of the COS, and all meetings of the COSGB.
- 1.5.3 Serve as liaison between the Sections and the ASA office on financial matters.

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

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

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

- Contact the FOC members in mid-December to verify email addresses, give them a brief timeline of the upcoming FOC activities, and establish whether any member will be unavailable for part of January, when the bulk of the Committee's work is performed.
- Lead the FOC in monitoring Section finances and alert the COSGB of any Sections that are at risk for financial difficulty or should consider developing a plan to spend down a balance (see Item 1.5.6).
- Develop and present a report of the FOC's discussion of Section finances at a winter COSGB teleconference, usually in February.
- Present a mid-year summary of Section financial data at the COSGB JSM meeting.
- Provide a brief overview of what is expected of Section Treasurers at the COS ABM.

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

- The overall goal of Section accounts is to serve Section membership.
- Sections serve their membership via account expenditures in a large variety of ways that are consistent with the financial and volunteer resources available to the Section. The main concerns in monitoring accounts occur when account balances are persistently large or account balances appear to be small and in decline.
- When balances are large relative to anticipated expenses, the Section should be asked by COSGB to consider additional activities that might benefit their members and reduce the balance.
 - (i) From a practical perspective, if the Section's cash-on-hand is large relative to expenses and there is not a clear plan to spend down the account, the COSGB should be asked to consider alternatives to resolve the problem.

- (ii) For example, if the cash-on-hand is over twice that required by the budget and the current year plan does not indicate that expenses will substantively reduce the balance, the COSGB Treasurer should refer the issue to COSGB for discussion.
 - When expenses persistently exceed the anticipated income to a degree that will exhaust the cash-on-hand within a relatively short time window, the Section should be asked by the COSGB to consider additional revenue sources or reductions to expenditures to stabilize the balance.
 - (i) From a practical perspective, if cash-on-hand is small and there is a pattern of expenses exceeding income, the Treasurer should ask the COSGB for alternatives to resolve the problem.
 - (ii) For example, if a Section shows a pattern of multiple years of declining cash-on-hand that cannot be sustained by anticipated revenues, the COS Treasurer should refer the issue to COSGB for discussion.
- 1.5.7 Monitor revenue plans that involve solicitations of organizations external to ASA. Ensure involved Sections are coordinating with the ASA Director of Development.

1.6 Responsibilities of the three **ASA BOD Representatives**

- 1.6.1 Serve as members of the COS and the COSGB.
- 1.6.2 Attend the COS ABM and COS meeting at JSM, the response meeting after JSM of the COS, and all meetings of the COSGB.
- 1.6.3 Report on ASA BOD actions to the COSGB and the COS at their respective meetings.
- 1.6.4 Serve as members of the ASA BOD. The three ASA BOD Representatives serve as representatives of the COS and not a particular Section. Attend ASA BOD meetings, usually held three times per year. Represent the interests of the COS before the ASA BOD, including budget and operational matters.
- 1.6.5 The third-year ASA BOD Representative coordinates summary reports of ASA BOD actions to inform COS members at the ABM and COSGB members throughout the year.
- 1.6.6 The third-year ASA BOD Representative coordinates reports from the COSGB for inclusion in the ASA BOD book for each ASA BOD Meeting. Send to COS Secretary for archival on the ASA website.
- 1.6.7 In even years, the second-year Board Representative (and in odd years, the third-year Board Representative) shall serve as ex-officio member on the JSM Policy Committee.

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

1.7 Responsibilities of the Three **Vice Chairs**

- 1.7.1 Serve as members of the COS and the COSGB.
- 1.7.2 Attend the COS ABM and COS meeting at JSM, the response meeting after JSM of the COS, and all meetings of the COSGB. Represent their assigned Sections at these meetings. Convey any Section concerns that emerge to the COSGB.
- 1.7.3 All Vice Chairs serve on the Committee on Section and Interest Group Status, with the third-year Vice Chair chairing this committee.
- At the beginning of the year, the third-year Vice Chair coordinates the review of the charters of the Sections/Interest Groups assigned to that Vice Chair.
 - The other two Vice Chairs participate in the review as members of the Committee on Section and Interest Group Status.
 - Sections should be notified as early in the new year as possible (but no later than JSM) that their charters are scheduled for review and if changes to the ASA Constitution or COS Charter require conforming language in Section charters. Should any revision be made, the section needs to submit the revision by November.
 - After the revisions are complete, the third-year Vice Chair provides guidance in the preparation of ballot material for the charter amendments. The proposed revision will be submitted to the ballot for the section members to vote in the following year's election.
 - Interest Groups that are due to re-charter should also be notified early in the new year and asked if they intend to continue as Interest Groups, apply for Section status, or dissolve.
- 1.7.4 Maintain communication with Section Representatives for the specific Sections to which the Vice-Chair is assigned.
- Know the officers of each Section and, with the ASA office, verify the accuracy of ASA rosters of Section officers. Contact Sections when necessary to update the roster.
 - Make direct contact with the Section Representative and Chair of each Section at least twice a year (at least once before JSM and once after.)
 - Remind Sections to ensure that their Section Representatives attend the Annual COS ABM and COS response teleconference.
 - Before June, contact newly elected Section Representatives to welcome them to the COS, encourage them to attend the annual COS ABM and COS response teleconference, and provide copies of the COS Charter, the most recent New Section Officers Orientation PowerPoint, and the Section Officers Handbook.

- Regularly inform the Sections about COSGB activities.
 - Keep abreast of Section activities and concerns. Confirm placement on the mailing list of each Section by the ASA Section liaison to receive newsletters and announcements.
- 1.7.5 Serve as liaison to Interest Groups assigned to them and provide a summary of their activities to the COSGB meeting at JSM. Also assist the Interest Groups if they wish to re-charter (required every three years). Work with Interest Groups on charter updates and provide final approval of Interest Group charter updates as part of Committee on Section and Interest Group Status.
 - 1.7.6 Report to the COSGB during the JSM meeting of that Board, providing general feedback on Section activities and raising issues of concern from the end of the previous year expressed by Sections. After the COS response teleconference, provide a summary of the meeting to COS Representatives.
 - 1.7.7 Assist the COS Chair and ASA staff by monitoring problems and communicating with inactive Sections/Interest Groups and, if necessary, making sure that the steps specified in the COS Charter regarding the dissolution of Sections are followed.
 - 1.7.8 Work with officers of these Sections/Interest Groups on implementing a plan to become more active. Suggest ways to make use of ASA services such as mailing lists, notices in *Amstat News*, and assistance with websites. Inform Sections about the proper procedures to follow to obtain these services.
 - 1.7.9 Review new Section applications by participation in the Committee on Section and Interest Group Status.
 - 1.7.10 Respond to special requests by the COS Chair to communicate with Sections, and carry out special projects assigned by the Chair.
 - 1.7.11 After JSM, the third-year Vice-Chair will communicate with the incoming Vice-Chair, providing an oversight of responsibilities and activities. Any tools or resources (e.g., email templates) that would aid the incoming Vice-Chair should be shared during this time.
 - 1.7.12 The second-year Vice-Chair will coordinate the distribution of the annual report questionnaire to all Sections in early November for submission by mid-December, and then collect, analyze, and report on the results early in their term as third-year Vice Chair to COSGB and to the COS at large at the COS ABM.
 - 1.7.13 The first-year Vice-Chair will assist their assigned sections in awarding the Outstanding Section Service Award in the Spring of their first year as Vice Chair. Notify ASA staff liaison and ASA awards coordinator of the results.

2. GUIDELINES FOR ANNUAL COS ELECTIONS AND OTHER VOTING

2.1 Balloting

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

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

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

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

2.2 Candidate for Office Drops Out Prior to Election

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

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

2.3 Section Gains or Loses a Representative

2.3.1 Gaining a Representative

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

2.3.2 Losing a Representative

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

3. NEW SECTIONS

3.1 Transition to Elected Officers

- 3.1.1 A new Section will hold its first election as part of the ASA annual election in the spring of its second year, with candidate names due to ASA in November of its inaugural year.
- 3.1.2 The elected positions must include the Section Representative, Chair-Elect, and any other officers that the Section's charter requires to be elected.
- 3.1.3 The elected officers will begin their terms on January 1 of the Section's third year.
- 3.1.4 Prior to the first year the Section should appoint a full set of officers to ensure that all positions are filled in the first year. The appointed officers should include a Chair-Elect and Program Chair-Elect, who will succeed to the positions of Chair and Program Chair, respectively, in year two.
- 3.1.5 Prior to recruiting candidates for the first election, the Section should appoint a Chair-Elect and Program Chair-Elect to serve in year two, with these officers succeeding to the positions of Chair and Program Chair in year three, as these positions will not be filled by the initial election in year two. The first Chair elected rather than appointed will not succeed to that position until year four. The same will apply to the Program Chair if that is an elected position.

- 3.1.6 The Section Representative elected in year two should replace the appointed Section Representative at the beginning of year three.

3.2 Invited and Contributed Sessions at JSM

- 3.2.1 A new Section is entitled to one allocated invited session at JSM and may compete for others, but the invited sessions do not begin until the Section's second year, because the submission deadline for invited session proposals for the next JSM precedes the balloting to approve a new Section.
- 3.2.2 Once approved, a new Section is entitled to organize contributed paper sessions, posters, and speed sessions for the JSM held during its inaugural year.
- 3.2.3 Interest Groups may request a Topic Contributed session, through the first year ASA BOD representative reaching out to the JSM Policy Committee Chair.

4. NEW INTEREST GROUPS

4.1 Formation of a New Interest Group

- 4.1.1 When there is a request to form a new interest group and the specific requirements have been met (see COS Charter for the requirements), the Vice Chairs will send a note to section representatives asking for feedback from the sections on the proposed interest group.
- 4.1.2 After giving the sections at least four weeks to respond to the note sent by the Vice Chairs, the COSGB may then proceed to vote on the formation of the new interest group.
- 4.1.3 If the interest group is approved by the COSGB, the Chair of the COSGB will send a welcome note that congratulates the new interest group and suggests that the Chair of the new interest group write a short piece for *Amstat News*.

5. Timetable

Date	Activity	Responsible Persons
Early January	Notify Sections scheduled for charter review this year. Notify Interest Groups due to re-charter during the year and ask their intentions (1.7.3)	Third-Year Vice Chair
Early January	Review the Section budgets and financial statements and summarize the financials of the sections for FOC approval (1.5.5)	Treasurer
January	Finalize agenda for Winter COSGB teleconference (1.1.3)	Chair and ASA Section Liaison
Jan / Feb	Winter COSGB teleconference	COSGB
Jan / Feb	Present FOC findings and reports at the COSGB Winter teleconference (1.5.5)	Treasurer
February	Prepare and distribute draft minutes of Winter COSGB meeting (1.4.4)	Secretary
February	Provide summary of Winter COSGB meeting to Section Representatives (1.7.6)	Vice Chairs
February	Prepare report for ASA BOD for inclusion in Board Books for Spring Meeting. Send to COS Secretary for archival on the ASA website. (1.6.5)	Third-Year BOD Rep
February	Ask each section assigned to First-Year Vice Chair to name someone for the Outstanding Section Service Award.	First-Year Vice Chair
March/April	Serve as BOD Representative on the JSM Policy Committee (1.6.7). ASA Staff should reach out ahead of this meeting.	Even: Second-Year BOD Rep Odd: Third-Year BOD Rep
March/April	Attend ASA BOD Spring Meeting (1.6.4)	BOD Reps
April Even Years	Send Invited and Topic Contributed Session reallocations (1.3.7) to the JSM Program Committee, following discussions at the ASA BOD Spring Meeting (1.6.3)	Past Chair
April	Send the list of awardees for the Outstanding Section Service Award to ASA Awards Coordinator	First Year Vice Chair, with support from ASA Staff Liaison

Date	Activity	Responsible Persons
April-June	Communicate with Section Representatives and organize their concerns for presentation at COS meeting at JSM (1.7.5) Contact newly elected Section Representatives (1.7.4)	Vice Chairs
May/June	Hold conference call to prepare agenda for COS ABM and COSGB meeting at JSM (1.1.3)	COSGB and ASA Section Liaison
June	Attend ASA BOD Budget Meeting (1.6.3)	BOD Reps
June	Notify Section Chairs of positions to be elected in the next Section election (2.1.2)	ASA Section Liaison
June/July	Appoint three members to the COS Committee on Nominations (1.2.6). If necessary, the number can be modified so that the Committee has six members.	Chair-Elect
June/July	Contact Section Treasurers and remind them next year budgets should be developed/finalized at or around JSM as budgets are due October 31 (1.5.4)	Treasurer
June/July	Prepare report for ASA BOD for inclusion in Board Books for meeting at JSM. Send to COS Secretary for archival on the ASA website. (1.6.5)	Third-Year BOD Rep; <u>COS Secretary</u>
June/July	Prepare report for the ASA BOD on the JSM Policy Committee for inclusion in Boards Books for meeting at JSM (1.6.7)	Even: Second-Year BOD Rep Odd: Third Year BOD Rep
July	Prepare Interest Group activity report for COSGB meeting at JSM (1.7.5)	Vice Chairs
Mid-July	Obtain June Section membership counts from the ASA and evaluate the number of COS representatives allowed for each Section. Notify Section chairs with changes in representation or on the borderline to gain or lose a representative. (1.1.8)	Chair
July	Notify Chair-Elect whether new members should be appointed to the Evaluation Subcommittee of the ASA Advisory Committee on Continuing Education (ACCE) (1.2.6)	ASA Staff Liaison
July	As needed, appoint members to the Evaluation Subcommittee of the ASA ACCE (1.2.6)	Chair-Elect

Date	Activity	Responsible Persons
July/August	Attend ASA BOD meeting at JSM (1.6.3)	BOD Reps
July/August	Attend COSGB meetings, COS ABM at JSM	COS Reps and COSGB
July/August	Identify potential nominees for COS Committee on Nominations at JSM (1.2.2 and 1.2.6)	Chair-Elect
Mid-August	Send draft COS ABM and response meeting minutes to the COSGB (1.4.2)	Secretary
Mid-August	Review and edit draft COS JSM meeting minutes	COSGB
Mid-to-late August	Send revised draft COS ABM and COS response meeting minutes to Section Reps Section Reps provide corrections or edits (1.4.4)	Secretary/ASA Section Liaison
September	Annual COS response teleconference	COS Reps and COSGB
September 1	Notify Section Treasurers that Section budgets must be submitted electronically by October 31 (1.5.4)	Treasurer
Early September	Obtain data from the ASA Meetings Department for Section attendance counts at JSM for task force on reallocation of JSM Invited and Topic Contributed Sessions (1.3.8) and provide to Past Chair	ASA Section Liaison
September/October	(Odd years) Past Chair chairs a task force on reallocation of JSM Invited and Topic Contributed Sessions. Submit final recommendations to COSGB for approval at November/December COSGB meeting. Results then presented to BOD at the ASA BOD Spring Meeting. (1.3.8).	Past Chair, Chair-Elect, First- and Third-Year BOD Rep
Early September	Finalize all ballot items for distribution to the COS Transmit ballots to enable a vote by September 30 (1.4.4)	Secretary/ASA Section Liaison
Early September	Send draft JSM COSGB meeting minutes to the COSGB (1.4.4)	Secretary
Sept/Oct	Vote to approve COS ABM and response meeting minutes and any ballot items	COS Reps And COSGB
October	Appoint one to three members to the Fiscal Oversight Committee (FOC) if needed (1.2.6)	Chair-Elect

Date	Activity	Responsible Persons
October/ November	Review and update New Section Officers Orientation document (1.2.10)	ASA Section Liaison/ Chair-Elect
October/ November	Review and update Responsibilities and Procedures Manual for the COSGB (1.3.5)	Past Chair
November 1	Prepare plan of activities for the following year (1.2.7)	Chair-Elect
Early November	Send annual questionnaire to sections/IGs	Second Year Vice Chair
November 15	Submit nominations for COS officers to ASA (1.2.5)	Chair-Elect
November	Prepare report for ASA BOD for inclusion in Board Books for November/December meeting (1.6.7)	Third-Year BOD Rep
November	Appoint Secretary, Treasurer as needed for following year (1.2.6)	Chair-Elect
November	Communicate with Section Reps and organize their concerns for presentation at the Winter COSGB Meeting (1.7.6)	Vice Chairs
November	Third-year Vice Chair coordinate with incoming Vice Chair (1.7.12)	Vice Chairs
November/ December	Attend ASA BOD meeting (1.6.3)	BOD Reps
December	Prepare preliminary agenda and confirm arrangements for Winter COSGB teleconference (1.1.3)	Chair /Chair-Elect/ASA Section Liaison