I. ELECTED OFFICER ROLES

Division Chair (5-year, elected position)

Year 1 – Program Chair Elect.

• Fall:
  o Send reminders to Reps organizing Consortia to submit their consortium in PDW system and list their faculty (this allows them to capture faculty; if they wait or you do it in Jan-March, faculty are overcommitted to other AoM Events and cannot be listed for the consortia)
  o Submit call for PDWs to Newsletter and on OMTlistserv

• Jan/Feb:
  o Responds to Academy request for division co-location preferences. This is important -- it determines co-located with for the entire conference. BPS, OB, ENT… common preferences.
  o Attends Executive Officers Winter Meeting (typically first weekend in February)
  o Contacts Distinguished Scholar after elections at Executive Committee meeting in Feb.
  o Informs them of the interview with the Pondy Award winner for the Fall OMT Newsletter
  o Strongly encourages winner to attend the Dissertation Proposal Workshop in future years.

• Pre-AoM (February to May)
  o Delegates OMT PDWs (Confirms reps are organizing consortia, division chair does Dissertation Proposal, other special PDWs as decided), Run PDW review process, accepts/rejects proposals and creates PDW program
  o Schedules and orders food and drink for “Meet OMT Reception” (usually scheduled on evening of and after Jr Faculty and Doctoral Consortia and teaching Roundtables activities conclude)
  o Orders all food for preconference: send reminders, budgets for food and menu to Consortia organizers. Input orders from Reps for Consortia and Dissertation Workshop.
  o Schedule OMT Exec Meeting (typically Sunday from 3:00-5:00, suggested to be from 3-6 PM)
  o Keep file of order and send to Program Chair Elect in following year. (Post file of orders for Academy Meetings on Dropbox.
  o Writes description of highlights of upcoming PDW program for Spring newsletter
  o Contacts Lou Pondy Award winner (after determined by Research committee) and Distinguished scholar to inform/remind them that Lou
Pondy award winner interviews the Distinguished Scholar and write up interview for the Fall Newsletter.

• At AoM:
  o Attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.
  o Gives PDW report in AoM Business Meeting.
  o Convenes “Meet OMT” reception: greets people and hands out drink tickets (if these are used).
  o Introduces Distinguished Scholar at Breakfast Meeting (Monday Morning).
  o Holds ABCD t-shirts, brings required number of shirts to AoM, and once every 5 years, passes remaining ABCD t-shirts on to the next Program Chair Elect. (Matt currently has these)

Year 2 – Program Chair.
• Program: Organizes program, writes calls for papers and reviewers, runs review process, accepts/rejects papers and creates program, orders food for Breakfast Meeting and Social Hour. Posts file of orders for Academy Meetings on Dropbox site.
• Coordinates w/ Research Committee Chair on OMT Division Awards (paper, symposium and Pondy dissertation) and on other ideas for PDWs, symposia, website, etc.
• Awards: Nominates papers for AoM awards: best paper from a dissertation (Newman Award) and best international paper (Dexter Award). Selects proceedings papers. Sends check to OMT Paper and Symposia award winners. Selects ABCD winners and gives t-shirts out at in meeting in August (contact winners prior to the meeting to make sure they’re coming).
• Newsletter Duties:
  o In September writes the “Message from Program Chair” which includes the call for next year’s AoM and the call for reviewers.
  o In Feb/March writes the “Message from Program Chair” which includes a description of the upcoming program and lists Award winners.
• At AoM:
  o Gives program report at AoM Business Meeting.
  o Introduces Program Chair Elect at Breakfast Meeting (who then introduces the Distinguished Scholar)
• Attends Division officers’ meeting in Feb.
• At AoM meeting, attends “Meet OMT” (wearing OMT polo shirt), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.

Year 3 – Division Chair Elect.
• Runs officer elections (Feb-Mar) including asking for volunteers to serve on Teaching, Research and Practice Committees.
• Coordinates with Practice Committee Chair to generate ideas for PDWs, program symposia, OMT website, etc.
• At AoM, provides welcome speech to Junior Faculty and PhD Student Consortia.
• Member of the OMT Finance Committee that meets 2-3 times a year.
• Runs OMT distinguished scholar elections and Trailblazer Award Elections at February Division Officers Meeting. Contacts Award Winner of Teaching or Martin award after February Meeting.
• Attends Division officers’ meeting in Feb.
• At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.

Year 4 – Division Chair.
• Oversees Division activities, responsible for division budget, convenes two annual officers’ meetings (one at AoM and one offsite, Feb).
• Invites EGOS reps and committee chairs to AoM and Winter meeting
• Consolidates slide deck for business meeting, including updating sponsorships
• Organizes ‘OMT Dissertation Workshop’.
• Writes thank you letters to panelists for Junior Faculty Consortium, PhD Student Consortium and Dissertation Workshop.
• Coordinates with Teaching Committee Chair to generate ideas for PDWs, program symposium, OMT website, etc.
• Member of the OMT Finance Committee that meets 2-3 times a year, and has sole discretion for investing/spending any surplus funds that exist at end of calendar year.
• At AoM:
  o Runs Business Meeting at AoM, gives out awards to departing officers and gives Trailblazer/Teaching Award out
  o Convenes “OMT Dissertation Workshop”.
• Newsletter Duties:
  o Make sure the newsletter happens!
  o In September, writes “Message from the Division Chair” which summarizes program
  o In Feb/Mar, writes:
    • “Message from the Division Chair” which previews upcoming conference.
    • Call for “Dissertation Workshop”.
• At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.

Year 5 – Past Division Chair.
• Performs special projects, e.g., 5 Year Annual Report to AoM.
• Oversees appointments of Chairs to Teaching, Research & Practice Committees (at Feb meeting).
• Member of the Trailblazer/Teaching Award Screening Committee
• Attends Division officers’ meeting in Feb.
• At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.

Rep at Large (3-year term, elected positions)
Year 1 –
• Assists Year 2 rep to organize either PhD or Jr. Faculty Consortium (PhD requires coordination with other divisions).
• Attends Division officers’ meeting in Feb.
• At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.

**Year 2**—
• Organizes either PhD or Jr. Faculty Consortium with Year 1 Rep. partner. Invite panelists, organize program, work with PDW chair to order food, coordinate with teaching committee chair.
• Newsletter Duties: Issue call for participation in Spring OMT Newsletter for whichever Consortia you are running (one rep does the call for PhD Consortium, the other rep does Junior Faculty Consortium).
• Attends Division officers’ meeting in Feb.
• At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.

**Year 3**—
• Assists Teaching Committee Chair with teaching roundtables at AoM
• Serves as a resource for other reps.
• Responsible for preparing plaques: order plaques for all award-winning paper authors and symposium organizers and plaques for outgoing program chair and program reps (including self), needs to coordinate with program chair to obtain paper/symposium titles, names, affiliations that go on plaques.
• Member of the Trailblazer Award Screening Committee
• Attends Division officers’ meeting in Feb.
• At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.

**II. OMT NON-ELECTED OFFICER AND COMMITTEE CHAIR POSITIONS**
(All positions appointed for 3 years, with opportunity for continued yearly renewal)

**Treasurer (current positions: 2008 - )**
• Tracks and projects sources and uses of Division funds; provides this information to other officers and reps as needed. Compiles division membership statistics (e.g., number of members, student members, international members…). Coordinate with PDW and Program Chair to obtain actual orders for Academy meetings (should be on CTools website).
• Attends Division officers’ meeting in Feb.
• At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.

**Communications Coordinator (Webmaster, Listserve & Newsletter; current 2012- )**
* Member of the OMT Finance Committee that meets 2-3 times a year.
• Solicits material and publishes OMT newsletter in Fall and Spring (Target Oct 1 and April 15 as dates to send out newsletters)
• Maintains and develops OMT Web site, and manages OMT-L. Ensures OMT web boards are operational.
• Attends Division officers’ meeting in Feb.
• At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.

Practice/Impact Committee Chair (vacant)
• Develops PDWs, symposia and/or content for the OMT website that promotes the interface between practitioners and researchers and finds means for linking contemporary research initiatives to established and emerging issues in managerial practice.
• Newsletter Duties:
  • In September, writes “Message from the Impact Committee” for Fall OMT Newsletter which summarizes Impact Committee’s activities at AoM
  • In Feb/Mar, writes “Message from the Impact Committee” for Spring OMT Newsletter which summarizes Impact Committee’s activities.
• Attends Division officers’ meeting in Feb.
• At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.
• Impact Committee Chair Elect – ideally an existing member who shadows the Chair the year before.

Teaching Committee Chair (current, 2011-13)
• Develops PDWs, symposia and/or content for the OMT website that promotes and develops member teaching skills, syllabi & exercises in the OMT domain, and the use of research in the classroom.
• Helps year 3 reps organize teaching roundtables at AoM
• Newsletter Duties:
  • In September, writes “Message from the Teaching Committee” for Fall OMT Newsletter which summarizes Teaching Committee’s activities at AoM
  • In Feb/Mar, writes “Message from the Teaching Committee” for Spring OMT Newsletter which summarizes Teaching Committee’s activities.
• Attends Division officers’ meeting in Feb.
• At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.
• Teaching Committee Chair Elect – ideally an existing member who shadows the Chair the year before.

Research Committee Chair
• Develops PDWs, symposia and/or content for the OMT website that promotes member skills in research and theory building. Aids the Program Chair in making OMT paper and award decisions (Lou Pondy Award for the Best Paper from a Dissertation, OMT Best Paper Award (which also gets nominated for the AoM Best Paper), OMT Best Symposium Award, OMT
Trailblazer Award), Environmental and Social Practices Best Paper, and submission to the AoM Carolyn Dexter Best International Paper Award.

- Supervises (and works to establish committee for) Best Published Paper Award.
- Member of the Trailblazer Award Screening Committee
- Newsletter Duties:
  - In September, writes “Message from the Research Committee” for Fall OMT Newsletter which summarizes Research Committee’s activities at AoM
  - In Feb/Mar, writes “Message from the Research Committee” for Spring OMT Newsletter which summarizes Research Committee’s activities.
- Attends Division officers’ meeting in Feb.
- At AoM meeting, attends “Meet OMT” (wearing OMT vest), “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.
- Research Committee Chair Elect – ideally an existing member who shadows the Chair the year before.

Finance Committee
- Division Chair, Incoming Division Chair, and Treasurer make up the Finance Committee
- Finance Committee "meets" (via teleconference or email) throughout the year to discuss budget and plan for upcoming events. Likely meeting times would be, after the Academy of Management Meetings (October), after the ordering of food/rooms for upcoming AoM meetings (June), and at or shortly after winter meeting (February/March).

Trailblazer Award Screening Committee
- Research Committee chair, one research committee member, Past Division Chair, and both 3rd year Reps-at-Large make up the screening committee
- Screening Committee will look at nominations for Trailblazer Award and bring 3 finalists to the Executive Officers Meeting.

Distinguished Educator Screening Committee
- Teaching Committee chair, one teaching committee member, Past Division Chair, and both 3rd year Reps-at-Large make up the screening committee
- Screening Committee will look at nominations for Distinguished Educator Award and bring 3 finalists to the Executive Officers Meeting.

III. OMT OFFICER MEETINGS

Events at AoM
“Meet OMT”
- Division Chair welcomes and solicits members, wear OMT vests to the meetings.
- Program Chair Elect distributes drink tickets.

Sunday Meeting – everyone shows up including new officers.

Breakfast Meeting and Distinguished Scholar Talk
- Starts at 8:30 AM, includes 30 minutes of eating & drinking
• At 9:00 AM, Program Chair welcomes everyone, then turns it over to Program Chair Elect to introduce Distinguished Scholar
• Distinguished Scholar talks.

Business Meeting
• Division Chair gives welcome, introduces new officers, tries to sign up people for various committees
• Committee Chairs give reports
• Program Chair talks about program and gives awards (ABCD, paper and symposium awards (tell them they don’t make a speech, pose for pictures).
• Division Chair gives plaques to outgoing officers.
• Division Chair thanks committees.
• Division Chair makes EGOS Chair introduction
• Division Chair Elect gives plaque to Trailblazer Award Winner/Distinguished Educator - winner gets 2 min. speech
• Program Chair Elect says submit papers for next year, and gives out artifacts.