

Arkansas Political Science Association (ArkPSA)

Presidential Duties:

- 1. After the annual conference of the association, the President shall e-mail membership to briefly discuss what took place at the Saturday morning business meeting.**
- 2. After the annual conference of the association, the President shall mail or e-mail thank you notes to the Program Chair and Executive Board members who just rotated off and send welcome notes to new Executive Board members.**
- 3. The President shall, with the approval of the Executive Board, appoint the Program Chair for the annual conference.**
- 4. The President shall assist, if necessary, the Program Chair in selecting individuals to serve as section chairs for the following year's annual conference (section chairs should be selected by the Program Chair by about mid-August).**
- 5. Prior to the annual conference, the President shall organize the Nominations Committee for the purpose of nominating two individuals to replace at-large members rotating off the Executive Board. Alternatively, the President shall submit nominations for two at-large members of the Executive Board.**
- 6. Prior to the annual conference, the President shall solicit written proposals from one or more colleges/universities to host the following year's annual conference (proposals are subject to approval of the Executive Board).**
- 7. At the beginning of the year (January), the President shall mail or email a reminder to members and other political science/public administration faculty in the state to renew their ArkPSA memberships, including those individuals who are not planning to attend the annual conference.**
- 8. Prior to the annual conference, the President shall email a "preliminary agenda" to the members of the Executive Board regarding the upcoming board meeting, and the President shall request any additional items from the board members.**
- 9. Prior to or during the annual conference, the President shall appoint or re-appoint (subject to the approval of the Executive Board) one or more individuals to serve as Editor of the MPSR, Editor of the Faculty Directory, and Webpage Manager.**
- 10. Prior to or during the annual conference, the President shall organize one or more "Best Paper" Award committees with the incoming Vice-President serving as Chair of at least one of the committees.**

11. During the annual conference, the President shall convene the Friday luncheon meeting of the Executive Board, including reports from the Secretary/Treasurer, Program Chair, MPSR Editor, and (if applicable) committee chairs.

12. During the annual conference, the President shall convene the Saturday breakfast meeting of the association's membership, including thanking the Program Chair for his/her service, hearing reports from the Secretary/Treasurer and MPSR Editor, voting on each of the nominations for Executive Board at-large members and officers (including nominations previously approved by Executive Board and other nominations from the floor), and voting on other items approved by the Executive Board during the Friday luncheon meeting.

Vice-Presidential Duties:

1. The Vice-President shall fill in for President when necessary.

2. Prior to the annual conference, the Vice-President shall confer with President regarding the following year's Program Chair and conference location.

3. The Vice-President shall serve as chair of at least one of the "Best Paper" Award committees (e.g. Best Faculty Paper), and shall send email to the association's membership announcing the winners of the awards (faculty, graduate student, and undergraduate student) within two months of the end of the association's annual meeting.

Secretary-Treasurer Duties:

1. The Secretary-Treasurer shall maintain the association's records and bank account, including depositing fees and other funds into the association's bank account.

2. The Secretary-Treasurer shall be responsible for paying the association's bills as authorized by the Executive Board.

3. The Secretary-Treasurer shall prepare and submit an annual financial report to the Executive Board during the annual meeting, including records of deposits and expenditures.

4. The Secretary-Treasurer shall make arrangements for the annual audit of the association's financial transactions.

5. The Secretary-Treasurer shall prepare and submit any official association communications, as requested by the President.

Program Chair Duties:

- 1. The Program Chair shall select individuals to serve as section chairs for the following year's annual conference (section chairs should be selected by about mid-August).**
- 2. The Program Chair shall mail and/or email a "call for papers" for the annual conference by September 1st, followed by one or more reminders through the deadline (December 1st).**
- 3. Program Chair shall be responsible for making all arrangements regarding the facilities, equipment, food, and schedule for the annual conference, as well as the guest speakers for the annual conference dinner and luncheon.**
- 4. The Program Chair shall organize the schedule of panels and roundtables for the association's annual conference (section chairs shall submit their proposed panels and roundtables to the Program Chair by January 15th).**
- 5. Prior to the annual conference, the Program Chair shall collect registration forms and fees from the association's membership. Registration fees shall be submitted to the Secretary-Treasurer for deposit prior to, during, or immediately after the annual conference.**
- 6. Prior to or during the annual conference, the Program Chair shall provide receipts for registration fees paid by conference participants, along with a photocopy of the registration form. The original registration forms shall be provided to the Secretary-Treasurer following the annual conference.**