

Arkansas Political Science Association (ArkPSA)

Presidential Duties:

- 1. Following the annual meeting of the Association, the President shall e-mail the membership to briefly summarize the decisions made at the Association's membership business meeting.**
- 2. Following the annual meeting of the ArkPSA, the President of the Association shall appoint a Chairperson and four additional members of the Distinguished Scholar Award Committee. The members of the Distinguished Scholar Award Committee shall serve a one-year term, renewable for up to two consecutive years. Any current member of the Association, including members of the Executive Board other than the President, may serve on this committee.**
- 3. The President shall, with the approval of the Executive Board, formally appoint the Program Chair for the upcoming annual meeting.**
- 4. The President shall assist, if necessary, the Program Chair in selecting individuals to serve as Section Chairs for the following year's annual meeting. Section Chairs should be appointed by the Program Chair by July 31st.**
- 5. Prior to the annual meeting, 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 meeting, the President shall solicit proposals from a college or university to host the following year's annual meeting (proposals are subject to approval of the Executive Board).**
- 7. Prior to the annual meeting, 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.**
- 8. Prior to or during the annual meeting, 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.**
- 9. During the annual meeting, the President shall convene the annual Friday luncheon meeting of the Executive Board, including reports from the Vice-President, Secretary, Treasurer, Program Chair, and Editor of the MPSR.**
- 10. During the annual meeting of the Association, the President shall convene the Association's membership business meeting, 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, including presiding over the annual Executive Board and membership meetings during the annual meeting of the Association.**
- 2. The Vice-President (past Program Chair) shall serve as Chair of the Best Paper Awards committee and shall appoint two or more individuals to serve on the committee. The Best Paper Awards committee shall make decisions regarding the Best Faculty Paper, Best Graduate Student Paper, and Best Undergraduate Student Paper by May 1st. The Chair of the Best Paper Awards committee shall announce the best paper award winners by May 15th (and shall forward the names and addresses of the award winners to the Secretary for the written record and the Treasurer for the distribution of the monetary awards).**
- 3. The Treasurer shall prepare certificates for "best paper" award recipients, and shall send checks to "best paper" award recipients, as requested by the Vice-President (Chair of the Best Paper Awards committee).**

Secretary Duties:

- 1. The Secretary shall maintain the Association's written records (including conference registration forms, membership forms, and other Association documents).**
- 2. The Secretary is responsible for facilitating the communication of Association news and information (including maintaining the Association's webpage, its primary means of communicating information to its members and the general public, as well as any newsletters for the Association).**
- 3. The Secretary shall prepare and submit official Association documents or communications to all Association members, as requested by the President.**
- 4. The Secretary will work with the Treasurer to maintain a list of current Association members and their contact information, as well as update annually the faculty directory on the Association's webpage.**
- 5. The Secretary shall advise and assist the Program Chair, as necessary during preparations for and the conducting of the annual meeting.**

Treasurer Duties:

- 1. The Treasurer shall maintain the Association's written financial records (including bank statements and financial reports).**
- 2. The Treasurer shall manage the Association's finances (including the depositing of fees and other funds into the account as well as paying the Association's bills from the Association's bank account as authorized by the Executive Board).**
- 4. The Treasurer shall prepare and submit an annual financial report to the Executive Board during the annual meeting. The financial report shall contain all financial transactions, including all deposits and withdrawals from the Association's bank account. If so desired by the Executive Board, the Treasurer will provide copies of all the Association's receipts and bank statements.**
- 5. The Treasurer shall submit annual tax and other forms to the I.R.S., Arkansas Department of Finance & Administration, and the Arkansas Secretary of State's Office, as required for Section 501(c)(3) tax-exempt organizations and non-profit organizations in the state of Arkansas.**
- 6. The Treasurer shall advise and assist the Program Chair, as necessary, during preparations for the Association's annual meeting.**

Program Chair Duties:

- 1. The Program Chair shall appoint individuals to serve as Section Chairs for the upcoming annual meeting by July 31st.**
- 2. The Program Chair shall distribute a "call for papers" for the upcoming annual meeting by August 31st, followed by one or more reminders through the deadline of December 15th.**
- 3. Program Chair shall be responsible for making all arrangements regarding the facilities, equipment, food, and schedule for the annual meeting of the Association, as well as the guest speakers for the dinner and luncheon.**
- 4. The Program Chair shall organize the schedule of panels and roundtables for the association's annual meeting (Section Chairs shall submit their proposed panels and roundtables to the Program Chair by January 15th). The Program Chair shall distribute the preliminary conference program to Association members and conference participants by January 31st.**
- 5. Prior to and during the annual meeting, the Program Chair shall collect registration forms and fees, as well as membership forms and dues, from the Association's members and conference participants. The Program Chair shall keep detailed records of the registration fees and membership dues collected prior to and during the annual meeting, including names, affiliations, and contact information. All funds, including registration fees and membership dues, shall be submitted to the Treasurer for deposit**

immediately following the annual meeting.

6. Prior to or during the annual meeting, the Program Chair shall provide receipts for registration fees paid by conference participants, along with a photocopy of the original registration form. The original registration forms shall be turned over to the Secretary following the annual meeting.