

Duties of the President, President Elect, and Past President of SSB

(Last Modified 7 Nov 04)

The President serves for three years, one year as President-Elect, one as President, and one as Past-President. For each of these three years the individual has some duties.

President-Elect (P-E).

The main job of the P-E is to serve as one of three official representatives from SSB on the Coordinating Council (sometimes called the Joint Steering Committee) for the SSB/SSE/ASN Annual Meeting (P-E, Treasurer, & Program Chair). The Coordinating Council Meeting takes place around noon of the first day of the meeting (the day before the first papers). The purpose of this meeting is to check on how the meeting is progressing and to plan for future meetings. Financial, programmatic, and administrative matters are discussed. The Chair of this committee rotates among the three societies. When the P-E does not chair the Coordinating Council Meeting, the P-E prepares the report of this meeting for the Report of SSB Business (to be published in the journal). When the P-E chairs the Coordinating Council Meeting, the treasurer takes the minutes and from them prepares the report.

During this year the P-E should be thinking of what he/she would like to accomplish during his/her presidency. Traditionally, the presidents of SSB have been very active and have played an important role in the direction and future of the society. Each P is expected to leave SSB in better condition than when he/she took office. Because the term is only for one year the P-E must begin to talk to officers and council members and to think about what he/she would like to accomplish during his/her year in office.

As P, one is responsible for appointing all the committees. Therefore, it is best to give serious consideration to this matter while P-E so that the appointments as possible can be made at the annual meeting.

President (P).

The P chairs all Council Meetings and Business Meetings, works with the Executive Vice President (formerly Secretary) to determine the agenda for the meetings and insures that all important matters are covered. The P works with the Program Chair to make sure the Council and Business Meetings are scheduled at an appropriate time and that all members of the Council and Committee Chairs are notified in advance of the location and time of the meetings.

The P interfaces with the Treasurer to make sure adequate funds are available.

The P is in regular contact with the Editor on matters related to the publication of SB. For instance the P serves as an arbitrator in disputes.

The P appoints all committee members (see below).

The P is expected to give vision and direction to the Society. It is critical that the presidents continue to take an active role in the direction and future of the society. Each P is expected to leave SSB in better condition than when he/she took office.

The P serves as the main spokesperson for the Society, the one who represents SSB in meetings, receives key mail and messages about issues of general importance and responds to them.

The P is an ex-officio member of the Coordinating Council (Joint Steering Committee) of SSB/SSE/ASN.

The P makes sure officers, council members, and committee chairs are involved and informed. Also, the P checks with officers and committee chairs throughout the year to make sure goals are being met.

The P appoints all committee members and designates the Chair. There is some tradition involved in the makeup of some committees and some chairs traditionally serve for three years but these can be changed by any P as they are not in the Constitution or Bylaws.

Committees and Appointments:

- AIBS Representative: usually serves a 3 year term; should be someone who goes to AIBS meetings. This is currently (Jan. 03) Richard O'Grady.
- AAAS Representative: usually serves a 3 year term; should be someone who goes to AAAS meetings. Currently (Jan. 03) there is no AAAS rep; Doug Eernisse did it for a while.
- Awards Committee Members: Chair of this committee serves for 3 years. [P appoints Chair who in turn appoints other committee members? Duration of terms of committee members same as for chair?] Currently (Jan. 03) Scott Edwards.
- Endowment Committee: Indefinite appointment. Chaired by Terry Yates, also includes Mary McKittrick and Joel Cracraft. Terry receives all the account statements.
- Long Range Planning and Finance Committee: traditionally chaired by President and made up of one or more past Presidents, sometimes the Editor and Treasurer are on it as well but this is up to P to decide) Currently (Jan. 03) this committee does not meet.
- Membership Committee: abolished in 1997 by then Pres. Miyamoto (V. Funk recommends that this committee be started again to work on increasing membership and to keep up with membership statistics)
- Nominating Committee: Chaired by P-P; membership is traditionally suggested by P-P and appointed by P; this Committee takes care of all nominations except for Editor, who is appointed by a special committee. [Alternative interpretation: P appoints Committee during presidency; Committee becomes active when P becomes P-P.]
- Publications Committee: Chair generally serves for 3 years, traditionally contains the editor as a member. [Duration of terms of other members?] ~~Jan. 03—I forget who all is on this—Chris Simon will know.~~ November 2004- C.Simon (chair), Rod Page, Vicki Funk and David Cannatella. The Chair of the Committee approves all material to be placed on the website and passes this to the Managing Editor (Debbie Cizek) who is

the one person authorized to send items to the Web Master (currently Ruedi Birenheide).

- Representative to the Federation of Systematic Societies: new, probably should serve for 3 year term. (Not sure who this is, if it is filled at all; Jan. 03.)
- Search Committee for Editor: created every three years to search for new Editor for SB, usually contains the current editor in an advisory capacity.
- Joint Steering Committee (Coordinating Council): the P-E heads this delegation, the Treasurer & Program Chair are members, the P and Executive VP attend but do not vote.
- SSB HomePage/Web Committee: traditionally this appointment has been approved by council.

Past-President (PP).

The past president reviews the SSB constitution (in January at the beginning of their past presidential term) and finds any items in need of revision. These items can then be reviewed at the mid-year meeting, approved at the council meeting, and placed on the ballot for the next year's elections.

The PP serves as chair of the nominating committee and may be asked to serve on the Search Committee for a new Editor.

The PP has the option of giving a Past-President Address at the annual meeting.

The PP should plan on being available for consultation should the new P find it necessary to request his/her services.

Time-Lines

President-Elect

1. June, serves as head of SSB delegation to Joint Steering Committee (Coordinating Council).
2. June, meet with outgoing P during meeting to transfer information.
3. During whole year consider goals of upcoming Presidency and think about appointments to committees, etc.

President

1. January, appoint Committees as soon after taking office as possible; ~~make sure nominations are in to editor so ballots can be sent out with April issue of Syst. Biol.~~
2. January, mid-year check with Council and Committees to keep everyone informed and see what is developing for annual meeting.
3. Feb-Mar, work with Program Chair to make sure Council and Business meeting are scheduled at appropriate times.
4. March, check with Awards Committee Chair to make sure appropriate arrangements are being made for Ernst Mayr Award judges, etc.

5. April, check with Treasurer to make sure tax returns are filed. (I have assumed that Richard doesn't need to be reminded of this.)
 6. April-May, work with Secretary-Executive Vice President to set agenda for council meeting and business meeting.
 7. June (Annual Meeting), attends Coordinating Council meeting as ad hoc member of SSB delegation.
 8. June (Annual Meeting), chairs Council Meeting and Business Meeting. The function of the Business Meeting is to inform the membership of the Society about the results of the Council Meeting (e.g., election results, symposia and location of next annual meeting, journal status, other relevant news).
 9. June (Annual Meeting), organizes [and serves as MC for]? awards program at banquet. At the banquet, presents the Presidents Award (if given) and introduces the people who present the student awards (Awards Committee Chair presents Graduate Research Awards and Ernst Mayr Award; Taylor and Francis rep. presents Publishers Awards). Passes presidency and presidential gavel to the P-E.
 10. July, finish all items that were left over from council meeting.
 11. August: Appoints the nominating committee in collaboration with the Past President.
- October, work with officers to schedule a time for mid-year meeting to be held sometime in the winter or early spring.

Past-President

1. January ~~;~~ review the SSB constitution (in January at the beginning of their past presidential term) and finds any items in need of revision. These items can then be reviewed at the mid-year meeting, approved at the council meeting, and placed on the ballot for the next year's elections.
2. August: serve as Chair of the Nominating Committee, often making suggestions to the P on committee membership; prepare the ballot including any amendments to the constitution, nominations send ballot must be into to the Editor in early November, to be included with the time for the April-December issue mailing of SB.
4. June (Annual Meeting) ~~;~~ the PP ~~has the option of giving a~~ gives the Past-Presidential Address at the annual meeting.

Vicki A. Funk

With additions and modifications by Kevin de Queiroz and most recently (January 2003) by Toby Kellogg

Additions in Nov 2005 regarding timing of ballot by Chris Simon