



SUGGESTED ACTIVITIES OF THE SECTION CHAIRS

Section Chair Overall Goals:

- Build section membership.
- Encourage submissions of research reports, articles or letters to the Journal.
- Organize an effective program for the annual meeting and encourage attendance and participation at the meeting.
- Promote the general objectives of the AAS within the section (see www.alabamaacademyofscience.org)

The following are recommendations and suggested activities to facilitate accomplishment of the above goals:

1. **Send an e-mail to current members prior to call for papers.**
 - a. Include information on development of section, goals of section or your own personal thoughts about the value of the section's activities.
 - b. Obtain section member list (includes e-mail information) from Executive Director.
 - c. Obtain electronic version of AAS seal from Executive Director to create Section stationery.
 - d. Inform section members of the URL for the Academy web site: www.alabamaacademyofscience.org.
2. **Initiate a direct email or phone call to department chairs who could be involved in soliciting papers for the annual meeting.**
 - a. Discuss some of what AAS has to offer:
 - an opportunity to present professional papers
 - a forum for students to practice formally presenting papers orally and/or informally discussing results in a poster presentation in a nonthreatening environment
 - all abstracts of papers/posters are published in the Academy journal (referred)
 - a setting to meet AAS member from other state institutions who are involved in research complimentary to your own or who teach students with similar needs
 - a setting in which to meet and network with persons having similar teaching and research goals in order to encourage development of collaborative endeavors among Alabama scientists
 - an interdisciplinary body in which persons with interests in a common problem can share possible solutions originating from different perspectives
 - an opportunity to publish in a refereed journal
 - an opportunity to influence science policy in Alabama
 - b. Send letters to participant's chair after the meeting complimenting faculty and student participation.
 - c. Maintain a list of interested contact persons from each academic and non-academic institutions.
3. **Creatively organize the annual meeting program.**
 - a. Program organizers may prefer to place papers together that are similar in topic; other may prefer to place papers together with similarities in design or orientation (descriptive vs. experimental, basic vs. applied, clinical vs. educational research).
 - b. Complete the program proof and send to the Executive Director by the deadline; include session chair, breaks, business meeting, etc.
 - c. Sections may solicit or allow one or more historical papers by a recognized scientific leader in the

section.

- d. Sections may use variable time lengths (10 to 45 minutes) or use a standard length for papers.
- e. Sections may schedule a short panel discussion of recent legislative or scientific developments.
- f. Sections should schedule a business meeting (include election of section officers, if needed); the section business meeting can be between two papers or scheduled near a break time.
- g. Encourage poster presentation. This is an especially good method of obtaining interdisciplinary exposure for research in which interest would be shared by persons in different sections. It is also a more informal method of presenting findings.
- h. Encourage past and present active members to continue their involvement by asking them to moderate sessions. This emphasizes their contributions and allows the section to continue to draw on their input for a successful meeting.
- i. Ask persons presenting papers to write up full text and submit to JAAS.
- j. Procure judges for the paper competition in your section; turn results in to Executive Director as per directions on judging sheets.
- k. Make sure Session Chair starts the session on time and keeps papers on schedule.

4. Procedures for Paper and Poster Sessions at Annual Meeting

- a. Either the Chair, Vice-Chair, or another individual selected by the Chair should be designated to preside at each Section paper and poster session.
- b. The Chair is to select judges (minimum of 3) to judge the student papers/posters entered in the competition. These are designated by a **u or **g in the program.
- c. The person who presides over the paper presentation session should announce
 - i. how the presentations will proceed – typically 15 minutes of uninterrupted presentation followed by 5 minutes of discussion/questions.
 - ii. that a nonthreatening environment exists throughout the session – no one dominates/interrupts the presenter, be supportive of the presenter who may be a first-time presenter, etc.
 - iii. the presentations are to be loaded onto the laptop prior to the start of the session
 - iv. awards (checks and certificates) will be distributed at the AAS Banquet
- d. The Chair should transmit the results from the competition judging (entry #, ranking, winner) to the Executive Director (text/email/judging sheets to registration desk) immediately upon completion of the judging.

5. Update Section members on details of Annual Meeting

- a. Executive Director will forward an electronic copy of the annual meeting program, which will be posted on the web site (approximately 4 weeks prior to meeting).
- b. Forward the electronic copy of the annual meeting program to section members
- c. Notify section members of the presence of registration materials, housing information, etc. on the web site (10 weeks prior to meeting)

6. Keep an ongoing list of section goals.

- a. Survey section membership to assist in establishing goals for the section, organizing of annual meeting program, and obtaining ideas for awards, resolutions, or policy-making activities that need to be initiated.
- b. Each section may obtain limited funds for its activities including mail-outs and awards. Reimbursements for expenditures should be obtained from the Treasurer. Major expenses should be planned in coordination with the Executive Director.
- c. Draft a resolution for discussion at section business meeting.
- d. Solicit nominations for awards to organizations for scientific contributions.
- e. Give a section award for the best section journal article in previous year.

7. Be familiar with the Alabama Academy of Science web site

- a. Web site URL: www.alabamaacademyofscience.org
- b. Consider posting Section information on the web site.