

**Duties of Section Chairs:**

1. Attend and actively participate in the Executive Council meeting held prior to the Annual Technical Meeting.
2. Engage in council business and address OAS matters throughout the year via electronic communication.
3. Maintain timely communication with the OAS Executive Director regarding issues or questions that arise.
4. Recruit new members to support the growth and engagement of their respective sections.
5. Solicit and encourage suitable presentations within their sections for the Annual Technical Meeting.
6. Collaborate with the OAS Executive Director to organize section programs and meetings.
7. Lead section meetings at the Annual Technical Meeting, including assisting in the nomination of a vice chair for the following year.
8. Partner with the Collegiate Academy Director to secure judges for student presentations within their section at the Annual Technical Meeting.
9. Act as an editorial assistant by assisting the POAS Editor in finding reviewers for manuscript submissions to POAS.
10. Coordinate with the OAS Executive Director to plan a field meeting for Sections A (Biological Sciences) and G (Applied Ecology & Conservation).

**Duties of Section Vice-Chairs:**

Assist section chairs in carrying out the duties outlined above.