

Duties of Section Chairs:

1. Attend and participate in the Executive Council meeting taking place the evening prior to the Annual Technical Meeting.
2. Participate in other council business matters and OAS issues throughout the year via electronic communication.
3. Communicate with the OAS Executive Director when issues or questions arise in a timely manner.
4. Recruit new members for their sections.
5. Solicit appropriate presentation in their sections at the annual technical meeting.
6. Work with OAS Executive Director to organize section programs and meetings.
7. Preside over section meetings at the Annual Technical Meeting. This includes assisting in finding and nominating the vice-chair for the following year.
8. Solicit judges of student presentations for their section at the technical meeting.
9. Serve as editorial assistant by helping editor find reviewers for manuscripts submitted to *POAS*.
10. The chairs of Section A (Biological Sciences) and Section G (Fish & Wildlife Conservation) work with the OAS Executive Director in planning a field meeting.

Duties of Section Vice-Chairs:

Assist section chairs in carrying out the duties outlined above. This is the way vice-chairs learn "the ropes" because vice-chairs becomes section chairs the following year.