

OKLAHOMA ACADEMY OF SCIENCE
Section Chair/Vice-Chair Information Sheet

Deliver this completed document to the Executive Director immediately!!!

Upcoming Year _____ Section _____ Section Name _____

Section Chair _____

Professional Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

Section Chair Duties:

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 section.
5. Solicit appropriate papers for presentation in their section at the Annual Technical Meeting.
6. Organize section program, including preparing an electronic copy for insertion, without further editing, in the Technical Meeting Program Booklet.
7. Preside over Section Meeting at the Annual Technical Meeting. This includes assisting in finding and nominating the vice-chair for the following year.
8. Serve as editorial assistant by helping editor find reviewers for manuscripts submitted to *POAS*.
9. The chairs of Section A (Biological Sciences) and Section G (Applied Ecology & Conservation) work with the OAS Executive Director planning the fall and spring field meeting respectively. Both field meetings are scheduled prior to that year's technical meeting.

Section Vice-Chair _____

Professional Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

Section Vice-Chair Duties: Assist the section chair in carrying out the duties outlined above. This is the way the vice chair learns "the ropes" because the vice-chair will be the section chair the next year.