

Job Descriptions for Executive Council Positions in the AlaPSA:

Duties by Council Resolution in addition to any duties given in the Constitution and Bylaws

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Executive Council Members: General duties incumbent upon all members

1. The Executive Council of the Alabama Political Science Association consists of nine members: A president, vice-president and program chair, program chair-elect, immediate past president, secretary, treasurer, historian, at-large member, and journal representative.
2. Council members observe the AlaPSA's Constitution and Bylaws, assist the Council in its planning and organizational endeavors, communicate and cooperate with other Council members in accomplishing respective duties, attend, if possible, the AlaPSA's annual conference, and support the Program Chair in executing the annual conference and annual business meeting.
3. At the annual conference all members of the Executive Council participate in a session of the Council prior to the general business meeting as well as in a post-business meeting session in which continuing members of the Council plan and coordinate efforts for the new fiscal year.
4. Council members maintain and build the organization, treating positions as operational and not merely honorary while demonstrating personal initiative in attending to duties.
5. Executive Council members endeavor to recruit participants for the AlaPSA annual meeting, especially panel participants. Council members recommend to the attention of the Executive Council capable individuals worthy of nomination for election to Council positions.
6. Council members completing their term of office endeavor to smooth the transition for incoming persons by providing basic mentoring, also providing copies of information beneficial to the success of the new office holder.

Immediate Past President

1. The Immediate Past President (IPP) serves in this capacity for one year. Drawing upon his or her experience in the organization, the IPP serves as a counselor in providing operational advice to the Executive Council as well as informational support for the President and Program Chair in their respective duties. The IPP endeavors to preserve institutional memory and increase the prudence of Council actions.

2. The Immediate Past President is responsible for the management of the organization if the President fails to act or is temporarily unable to provide administration. If the Program Chair is unable to plan the annual meeting adequately, the IPP assists the President in taking remedial actions, assisted by the At-Large member. If the Executive Council receives a resignation from a Council member, the IPP assists the President in securing a solution.
3. The Immediate Past President serves as an ombudsman in helping the Executive Council resolve any interpersonal issues between Council members that affect the work of the organization. In this capacity the IPP asks, 'What is best for the organization's long-term interests and mission'?
4. At the President's request, the Immediate Past President assists the President in fund raising endeavors or grant writing. The IPP also provides support to the President in other key matters of organizational development.

AlaPSA President

1. The AlaPSA President administers the organization and manages the Executive Council in a participatory fashion, performing whatever duties are appropriate in light of the organization's Constitution and Bylaws. The president plans and presides over Executive Council meetings, AlaPSA business meetings, and AlaPSA elections during his or her term, providing to participants a written agenda of items for consideration at such meetings.
2. The President remains in direct contact with the Executive Council and in direct or indirect communication with AlaPSA members and the broader AlaPSA constituency, utilizing the Program Chair or Secretary in matters where cooperation enhances communication success.
3. The President is the organization's visionary leader, seeking out ways to strengthen the AlaPSA through means such as project planning, grant writing, programs for graduate students, good publicity, and the cultivation of institutional support. The President provides a "President's Report" to the Council informing Council members about accomplishments during the most recent term and imparting ideas and recommendations for the future benefit of the organization.
4. The President annually reviews the organization's financial records as supplied by the AlaPSA Treasurer, endeavoring to verify that organizational finances are sound. If remedial action is prudent in financial matters, the President works with the Council in effecting the change.
5. The President mentors the Vice-President as the Vice-President prepares for the President's role. The outgoing President passes the AlaPSA gavel to the incoming President near the close of the annual business meeting, providing the incoming President the opportunity to welcome new Council members and make a statement regarding plans for the new fiscal year.

Vice-President and Program Chair

1. In accordance with the AlaPSA Constitution and Bylaws, the Vice-President serves as the Program Chair for the annual business meeting, planning, announcing, and implementing all aspects of the meeting in a fashion sufficient to insure its success. The Program Chair completes these duties in consultation with the President, Secretary, and Treasurer.
2. The Program Chair plans the annual conference of the AlaPSA so as to provide intellectually stimulating panels, roundtables, and special speaker events. The AlaPSA holds a two day conference on a Friday and Saturday in the month of March, the cost traditionally subsidized (in part) by the political science department at the institution where the event is held. The Program Chair in consultation with the President and Treasurer sets registrant fees for the annual meeting, bearing in mind the amount of financial resources available and the traditional costs borne by participants in AlaPSA events. The AlaPSA President retains control of any decision that draws down the financial resources of the organization for a conference or other AlaPSA event.
3. A typical annual meeting will have panels for faculty papers, panels for graduate student papers (research as well as expository or exploratory), and roundtable panels by which distinguished members of the academic community can interact on topics important to Alabama politics, government administration and public policy. A social reception, Friday dinner with a keynote speaker, and Saturday luncheon are typical elements of a conference, hopefully buttressed with entertainment or opportunities for social interaction. The Program Chair is responsible to plan and implement events along this order and make provision for Council and business meetings.
4. The Program Chair consults with the Treasurer in developing a plan for collections and disbursements pertaining to the annual conference, the plan sufficiently flexible to accommodate the circumstances of the host institution. The Program Chair works with the Secretary to publicize news of the annual conference and to increase participation in panels and events.
5. The AlaPSA Vice-President and Program Chair receives the organization gavel near the end of the annual business meeting, becoming at that point the new AlaPSA President. As such, the new President is responsible for the balance of the business meeting and the session of the Executive Council that follows the close of the business meeting.
6. The Program Chair mentors the Program Chair-Elect to insure that sufficient understanding of Program Chair operations is transmitted to the person responsible for the annual meeting the following year.

Program Chair-Elect

1. The Program Chair-Elect serves in an apprentice capacity with the duty of learning about the organization, developing professional relationships with Executive Council members, and starting the planning process for the annual conference during his or her term as Program Chair.
2. The Program Chair-Elect communicates to the President in a timely fashion any considerations that could affect the prospects for the annual meeting during his or her term as Program Chair.

Secretary

1. The Secretary facilitates communication within the Executive Council and ensures the adequacy of AlaPSA communication to members as well as general constituents (e.g., past members, prospective members, and interested persons) where appropriate. The Secretary makes a record of all official communications and documents of the organization, distributing information to Council members and to the Historian for archiving. The Secretary is the primary recorder of meeting minutes, conferring with the Historian and President regarding matters needing clarification. The Secretary supplies the President with a timely copy of all meeting minutes.
2. The Secretary oversees the AlaPSA website, managing it directly or overseeing its administration by another person selected for the task. The Secretary ensures that website information is current, with pertinent information updated at least quarterly as noted on the site. Also, the Secretary in consultation with other Council members finds ways to improve the website, making it a useful vehicle of organizational visibility, communication and new member recruitment. Each year the Secretary provides the American Political Science Association (APSA) with updated information concerning the AlaPSA (the APSA publishing such data on its website).
3. The Secretary ensures that AlaPSA members receive an organizational update by e-mail on a quarterly basis and that members are properly informed concerning the annual conference, calls for papers or panels, registration information, election and special event notification, Executive Council decisions affecting members, and the outcome of Council elections. Also, the Secretary works with the Council in using appropriate news items as an outreach to a larger constituency.
4. The Secretary ensures that all useful information generated by the AlaPSA is collected and filed for archiving with the AlaPSA historian. At business meetings and sessions of the Executive Council, the Secretary assists the President in ensuring that all procedures and processes are completely properly for the good of the organization, decisions and Council actions are suitably documented, and matters pertaining to the media or other institutions properly administrated.

Treasurer

1. The Treasurer administers the central bank account and financial records of the AlaPSA, ensuring that organizational finances are in order and a proper accounting is available to the President and Executive Council in a timely manner.
2. The Treasurer manages the organization's long-term bank account, maintaining this account independently of any temporary accounts established by Program Chairs to facilitate their handling of receipts and disbursements of annual meeting operations. While Program Chairs retain the option of establishing temporary local accounts, any authority they have with regard to the AlaPSA's main account is at the discretion and in the control of the Treasurer. The Treasurer requires of Program Chairs a post-event summary of revenues, expenditures and capital infusion for the annual meeting. Excess funds collected by Program Chairs belong to the AlaPSA except by prior agreement where funds have been institutionally loaned on an as-needed basis. The President may adjust these guidelines as fiduciary diligence requires.
3. The Treasurer is responsible for approving any expenditures by Program Chairs or Council members that would result in a net draw down of funds in the main account, the Treasurer first securing the approval of the President before approving any decision of a Program Chair or other Executive Council member that involves the lesser figure of 10% of the Association's financial resources or \$500.
4. The Treasurer strengthens the financial planning and reporting aspects of the organization's administration and provides financial transparency to the Executive Council. The Treasurer remains alert for opportunities to secure funds from state philanthropies, institutional members, or grant sources. The Treasurer keeps the President informed in financial matters and cooperates with the Executive Council's vision for financial health, providing the Executive Council with an annual report of organization finances.

Historian

1. The AlaPSA Historian collects, organizes, and archives all information pertinent to the organization, ensuring that records are maintained in such a fashion that current and future Executive Council members have access to the information by subject matter (topical), year of origin, and level of application (Council activities, business meetings, conference proceedings, membership communications, and topical). This form of data organization involves multiple copies of some paper documents as well as computer archiving of data useful for reprinting or future modification.

2. The Historian indexes the organization's information and updates the index at least annually, ensuring that Executive Council members receive an updated index of core information holdings at each annual meeting.
3. At the request of the President, the Historian provides a hard copy or electronic copy of the information sought and does so within five working days. Requests made by other members of the Executive Council are to be supplied, where appropriate, within two weeks, the Historian obtaining the President's approval before releasing information of a sensitive nature to any non-Council member. While it is the intention of the AlaPSA to reimburse the Historian or Secretary for reasonable costs incurred in copying or mailing materials on behalf of the AlaPSA, it is assumed that the Historian will be employed in an institution that supports a modest amount of this type of activity. The Historian may charge a reasonable fee for the duplication of documents where necessary to cover copying, mailing, and archiving expenses, subject to the general approval of the Treasurer.
4. The Historian encourages the informal acquisition of pictures at AlaPSA events, such photos (probably from members' cameras) to be conveyed to the Secretary for use in AlaPSA communications where supportive of organizational purposes.
5. The Historian prepare a package of useful background information for each new Council member, takes back-up minutes at all AlaPSA Executive Council and Business meetings, and acts as an assistant to the Secretary in ensuring accuracy in organizational records.

At-Large Member

1. The At-Large Member serves on the Executive Council as the general representative of the AlaPSA membership, endeavoring to ensure that the rank and file membership receives proper representation of their interests on the Council. Essentially, the At-Large member is an ombudsman and liaison for the general membership in regard to the Executive Council.
2. The At-Large Member is responsible for outreach to new constituencies and has the mission of increasing membership in the organization. Under the Council's guidance, the At-Large member develops and leads a three person committee aimed at maintaining existing members, cultivating new members and increasing the participation of college students in the AlaPSA.
3. In the case of the resignation of an Executive Council member, the At-Large member may be called upon by the Council to assist in the maintenance of the open office until the next election; provided, the Council may decide upon other means of dealing with the open office. The Immediate Past President serves in the capacity of the President in the President's absence.

Journal Representative

1. The Journal Representative serves as the AlaPSA's representative to the journal *Politics and Policy* unless something changes the terms of the AlaPSA's relationship with the journal so as to alter this representative function. Presently, the Journal Representative acts as a liaison between the organizations, working to preserve the interests of the AlaPSA membership relative to an academic publishing venue.
2. The Representative attends the Southern Political Science Association conference at his or her own expense, but hopefully helped by the Representative's employer. The Representative attends board meetings for the journal, engages the journal board on behalf of the AlaPSA's interests, and keeps the AlaPSA Executive Council informed of pertinent news at the journal including news that may affect AlaPSA membership dues or the prospect of AlaPSA constituents publishing with the journal.
3. The Journal Representative stays abreast of the papers presented at AlaPSA conferences and endeavors to draw to the attention of the *Politics and Policy* journal distinctive and high quality papers that accord with the journal's publishing agenda.
4. The Journal Representative ensures that the *Politics and Policy* organization is informed of all relevant changes pertaining to the AlaPSA, its annual meeting and call for papers, the election of new officers, and the success of its conferences. Since the journal publishes on a regular basis information pertaining to the state political science organizations with which it is affiliated, it is important that the Representative keep the journal up to date on AlaPSA news.