

APS Forum on Education: Duty Calendar

This calendar assumes Ex. Comm. and Business Meeting in April. The year starts after the Business meeting.

Month	Event/Activity	Vice-Chair	Chair-Elect	Chair	Past Chair	Sec/Treas	News. Ed.
April	<p>1. APS April Meeting: Ex. Comm. Meeting, Business Meeting & Reception, Fellows Award, Excellence in Education Award</p> <p>2. APS Committee on Education Meeting at ACP, College Park</p> <p>3. APS Unit Convocations at ACP, College Park (Date may move)</p>	<p>1. Attends April Meeting ----- 2. New Vice-Chair attends Unit Convocation</p>	<p>1. Attends April Meeting</p> <p>2. Attends Program Committee meeting at April meeting</p> <p>3. Works with Chair to set up Program Committee. See Note 9. ----- 4. New Chair-Elect attends APS Committee on Education meeting</p> <p>5. New Chair-Elect attends Unit Convocation</p>	<p>1. Presides at Exec. Comm. meeting & creates agenda with Sec/Treas</p> <p>2. Presides at Business Meeting and passes gavel to new Chair</p> <p>3. Presents Annual Chair's Report ----- 4. New Chair Attends APS Committee on Education meeting</p> <p>5. New Chair works with Chair-Elect to appoint Program Committee</p>	<p>1. Attends April Meeting ----- 2. New Past Chair works with new Chair to set up Fellowship Committee</p> <p>3. New Past Chair attends APS Committee on Education meeting</p>	<p>1. Attends April Meeting</p> <p>2. Confirms final plans for Ex. Comm. meeting and Business Meeting & Reception</p> <p>3. Creates agenda for Executive Committee Meeting with Chair</p> <p>4. Reports past year's expenditures and budget for new year.</p> <p>5. Creates minutes of Ex. Comm. Meeting and distributes.</p> <p>6. Reviews Forum Website for updates, new Ex. Comm. members, etc. See Note 8.</p> <p>7. Oversees newsletter distribution at April Meeting.</p> <p>8. New sec/treas attends Unit Convocation</p>	

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May		1. Reviews Ex. Comm. nomination timeline and develops schedule for nomination process	1. Organizes Program Committee 2. Solicits ideas for potential session topics and speakers using email to FEd members and solicitation in FEd newsletter.	1. Writes 'From the chair' column for the FEd summer newsletter and sends it to the editor before the deadline. 2. Contacts the chair of the Excellence in Physics Education Award selection committee to evaluate the need to solicit additional candidates.	1. Receives Fellows Nominations from APS. Begins selection process with Fellows Selection Committee		1. Summer Newsletter editor receives final article drafts and forwards these to Sec/Treas. 2. Fall Newsletter editor creates article solicitation and deadline for Fall Newsletter
June		See Note 5.	1. Works with Program Comm. on potential session topics and speakers.			1. Sends Summer Newsletter articles to APS for formatting. 2. Distributes draft newsletter for comments and finalizes newsletter with the APS.	1. Summer Newsletter editor reviews formatted newsletter.

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July	<p>1. Publication of FEd Summer Newsletter</p> <p>2. AAPT Summer Meeting: Meet with AAPT Board</p> <p>3. Plenary Session at AAPT meeting organized by an APS Division</p> <p>4. AAPT organized APS Sessions</p>		<p>1. Works with Program Comm. on potential session topics and speakers</p> <p>2. Works with AAPT Program Chair on AAPT organized sessions for April meeting. See Note 4.</p>	<p>1. Collaborates with AAPT President on joint meeting of FEd/AAPT Board</p>	<p>1. Forward Fellows nominations to the APS for approval</p>	<p>1. Has Summer Newsletter posted on FEd Website and notifies FEd members. Creates print copies for AAPT meeting.</p> <p>2. Creates minutes for FEd/AAPT Board meeting, if possible.</p>	
August			<p>1. Finalizes topics, speakers, and chairs for next calendar year.</p>			<p>Invites FEd members to suggest candidates for Ex. Comm.</p>	
September	<p>1. Program meeting at ACP, College Park for APS March Meeting</p>	<p>1. Solicits candidates for office using email to FEd members and solicitation in FEd Fall newsletter. Email notice is joint with fellowship solicitation.</p>	<p>1. Attends March Program Meeting, or has a representative attend</p> <p>2. Writes an article about the FEd sessions at the March and April meetings in the following year (if the program is finalized) and sends it to the newsletter editor before the deadline</p>	<p>1. Appoints FEd Nominating Committee</p> <p>2. Writes 'From the chair' column for the FEd Fall newsletter and sends it to the editor before the deadline.</p>	<p>1. Sends out email notice to FEd members that deadline for fellowship application is April 1, and writes short notice for FEd Fall newsletter. Email notice is joint with candidate solicitation.</p>		

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October	<ol style="list-style-type: none"> 1. Program meeting at ACP, College Park for APS April Meeting 2. APS Committee on Education meeting (usually not at ACP) 	1. Organizes FEd Nominating Committee and solicits Candidates	<ol style="list-style-type: none"> 1. Attends or sends representative to April Program Meeting 2. Attends APS Committee on Education meeting 3. Works with AAPT Program Chair to plan APS Plenary Session at AAPT Summer meeting 	1. Attends APS Committee on Education meeting	1. Attends APS Committee on Education meeting	<ol style="list-style-type: none"> 1. Sends Fall Newsletter articles to APS for formatting. 2. Distributes draft newsletter for comments and finalizes newsletter with the APS. 	<ol style="list-style-type: none"> 1. Receives final article drafts for Fall Newsletter. Forwards these to Sec/Treas. 2. Spring Newsletter editor creates article solicitation and deadline for Spring Newsletter
November	1. Publication of Fall Newsletter	1. Finalizes Ex. Comm. candidates. Solicits Candidate bios and statements.				1. Has Fall Newsletter posted on FEd Website and notifies FEd members.	1. Fall newsletter editor reviews formattednewsletter.
December	<ol style="list-style-type: none"> 1. March Meeting Sorters Session at ACP, College Park 2. Announcements of APS Fellows 3. Ballot creation 4. AAPT Plenary Session organization 	1. Works with Sec/Treas on Ex. Comm. Ballot	<ol style="list-style-type: none"> 1. Attends or sends representative to March Sorters Meeting 2. Works with AAPT Program Chair to finalize APS Plenary Session at AAPT Summer meeting 	1. Send letters of congratulations to new FEd APS Fellows	1. Sends out email notice to FEd members that deadline for fellowship application is April1, and writes short notice for FEd Spring newsletter.	<ol style="list-style-type: none"> 1. Reviews FEd Fellows announcement on web site. 2. Creates Ex. Comm. online ballot 3. Updates FEd Newsletter index 	

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January	1. AAPT Winter Meeting 3. April Meeting Sorters Session at ACP, College Park 4. Election of new FEd Officers		1. Attends or sends representative to April Sorters Meeting 2. Writes an article about the FEd sessions at the forthcoming March and April meetings and sends it to the newsletter editor before the deadline	1. Requests suggestions from EC for the Selection Committee for the Excellence in Physics Education Award 2. Writes 'From the chair' column for the FEd Spring newsletter and sends it to the editor before the deadline		1. Opens Ex. Comm. ballot for voting 2. Creates budget for upcoming year 3. Arranges Ex. Comm. Meeting and Business Meeting/Reception at April Meeting with APS. 4. Sends invitations to all EC members, and upcoming newsletter editors for EC meeting. See Note 2. 5. Sends invitations to new Fellows for Business Meeting. See Note 3.	1. Spring Newsletter Editor receives final article drafts and forwards these to Sec/Treas. 2. Summer Newsletter Editor creates article solicitation and deadline for Summer Newsletter

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February	<ol style="list-style-type: none"> 1. APS Unit Convocation at College Park 2. Election of new FEd Officers 	<ol style="list-style-type: none"> 1. Completes election and informs Chair of winners (with Sec/Treas) 		<ol style="list-style-type: none"> 1. Notifies candidates of outcomes of election 2. Announces election results to FEd members in email blast. 3. Sends requests to candidates for Selection Committee for the Excellence in Physics Education Award 		<ol style="list-style-type: none"> 1. Completes election and informs Chair of winners (with Vice-Chair) 2. Arranges travel expenses (if needed) for EC members, Education Award winner(s), and speakers as appropriate. See Note 6. 3. Sends Spring Newsletter articles to APS for formatting. 4. Distributes draft newsletter for comments and finalizes newsletter with the APS. 	<ol style="list-style-type: none"> 1. Spring Newsletter Editor reviews formatted newsletter.
March	<ol style="list-style-type: none"> 1. APS March Meeting 2. Deadline for nominations for Fellows 3. Publication of FEd Spring Newsletter 	<ol style="list-style-type: none"> 1. Attends Program Committee meeting at March meeting 	<ol style="list-style-type: none"> 1. Attends March Meeting 	<ol style="list-style-type: none"> 1. Finalizes and sends names of Vice Chair, member, and current awardee to APS Honors Program Administrator for Selection Committee for Excellence in Physics Education Award – see note 1. 		<ol style="list-style-type: none"> 1. Has Spring Newsletter posted on FEd Website and emails FEd members. Creates print copies for APS March and April meetings. Oversees distribution of newsletter at March and April Meetings. 	

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Note 1: For additional details, see Excellence in Physics Education Award Duties at <http://www.aps.org/units/fed/governance/index.cfm>

Note 2: Also consider inviting the APS Executive Officer, and chairs of related Forums such as FGSA, FOEP, and FIAP. The FED pays for travel expenses for EC members, although they are encouraged to charge their contracts if they are attending to participate in the technical meeting. Send invitations to newly elected EC members to attend if they will be attending the April Meeting. Point out that the FED cannot pay for travel expenses for newly elected members since they officially take office after the EC meeting.

Note 3: The FED does not pay for travel or registration fees for new Fellows.

Note 4: See APS-FED Understanding on Joint Sessions at <http://www.aps.org/units/fed/governance/index.cfm>

Note 5: In the final calendar year of the Forum Councillor's term, nomination and election activities must be moved up to start in about June so that the election results can be determined prior to January 1. The newly elected Councillor's term will begin on January 1.

Note 6: Funding travel of award winners is still to be determined. The current endowment for the award is not sufficient to continue to do this, and FED funds may need to be used.

Note 7: APS/AAPT Members at Large should review: Charge to AAPT Past President and Some Members of the APS/FED Executive Committee on the FED governance web site.

Note 8: Update the Past Executive Committee listing at: <http://www.aps.org/units/fed/governance/officers/past.cfm>

Note 9: Starting in 2012, the program committee must include a representative from the Forum on Outreach and Engaging the Public