

# A Guide to the Executive Committee Duties of the Ohio-Region Section of the American Physical Society

**Table of Contents**

Introduction ..... 3

General Timeline ..... 3

Guidelines for

    the Chair ..... 4

    the Chair-Elect ..... 12

    the Vice Chair ..... 13

    the Secretary ..... 14

    the Treasurer ..... 17

    Members-at-Large ..... 19

Appointed Committees  
    and Positions ..... 20

Attachments

A) Sample Agenda for the  
    Executive Committee Meeting ..... 22

B) Recommendations for a good election ..... 23

C) Sample letter of appreciation  
    For Administrators ..... 24

D) Sample Convocation Report ..... 25

E) Sample Chair’s Activity Report ..... 27

F) Sample Agenda for the Business Meeting ..... 29

G) Sample Travel Grant Application Form ..... 30

H) Sample Membership Report ..... 31

I) Sample Call for Nominations ..... 32

## Introduction

This document is meant to serve as a general set of guidelines for the activities of the members of the Executive Committee. The Executive Committee consists of the Officers of the Section together with up to four Members-at-Large. The Officers of the Section are the Chair, Chair-Elect, Vice Chair, Secretary, and Treasurer. The Past-Chair typically serves concurrently as a Member-at-Large, and one of the remaining three Members-at-Large is a student. The Executive Committee has several appointed committees and positions. Appointed committees include the Nominating Committee, Program Committee, and the Honors and Awards Committee. Appointed positions include the Council Observer, and the Archivist. Official duties for members of the Executive Committee, members of appointed committees and appointed positions are defined by the Ohio-Region Section Bylaws, <http://www.aps.org/units/osaps/governance/bylaws.cfm>. The purpose of this guide is to supplement the Bylaws with a detailed description of how members of the Executive Committee have typically carried out their duties.

## General Timeline

The Ohio-Region Section of the American Physical Society typically holds two meetings each year; a Fall meeting usually held in October and a Spring meeting usually held in April. The timeline governing the activities of the Executive Committee is determined primarily by these two meetings. The Fall and Spring meetings typically begin on a Friday afternoon with a plenary session, followed by a poster session, banquet, and after dinner speaker. On Saturday the meeting continues with contributed papers and concludes with a final plenary session. The Executive Committee convenes on the Friday morning of both the Fall and Spring meetings. Often, the Executive Committee is joined by the Chairs of the appointed committees along with members holding appointed positions. In addition, the organizer of the past meeting, current meeting, and future meeting often attend. The following timeline identifies the major milestones of the year.

### *Spring Meeting*

Friday morning	Executive Committee Meeting
Friday Evening	General Business Meeting of the Section

### *Fall Meeting*

Friday morning	Executive Committee Meeting
----------------	-----------------------------

### *February - March*

Elections for Officers of the Executive Committee

### *January*

APS Unit Convocation

## Guidelines for the Chair (Updated April 2016)

These notes are intended to assist the Chair with the administration of the Ohio-Region Section of the American Physical Society. From the Bylaws of the Section, the official duties of the Chair are:

### ARTICLE VI - OFFICERS AND DUTIES

2. The Chair shall have overall responsibility for the operations of the Section and shall preside at all meetings of the Executive Committee and Business Sessions of the Section at which his or her attendance is possible. The Chair, in coordination with the Secretary, shall prepare the agenda of Executive Committee meetings and Business Sessions. The Chair shall be an *ex officio* member of all operating committees and shall be responsible for all appointed positions.

It is convenient to organize the various activities of the Chair with a detailed timeline. Following the timeline is an in-depth discussion of the various activities identified in the timeline.

### OSAPS EXECUTIVE COMMITTEE TIMETABLE

#### *Spring Meeting for Incoming Chair*

<u>Event</u>	<u>Activity</u>
Banquet	Thank outgoing Officers and outgoing Chair
Plenary Session (Saturday)	Thank local Organizing Committee Advertise next meeting

#### *Summer*

<u>Event</u>	<u>Activity</u>
General Business	<ul style="list-style-type: none"><li>▪ Monitor progress of ongoing projects and committee deadlines;</li><li>▪ Review minutes from the spring meeting;</li><li>▪ Send Chair's message to membership with news including an endorsement of the upcoming meeting – this message is formatted and sent by the APS;</li><li>▪ Seek new members and nominees for soon-to-be vacated executive committee positions;</li><li>▪ Appoint committees, if necessary.</li></ul>
Elections	Establish a nominating committee for the next elections and charge the committee with developing a nomination list.

Fall Meeting Assist local organizing committee if necessary  
(Chair-Elect should be actively engaged)

Fall Meeting  
(one-month prior)

- Electronic mailing to membership;
- Send business meeting time/place and preliminary agenda to executive committee;
- Secretary sends minutes to executive committee – final corrections required prior to meeting;
- Honors and Awards Chair submits nominations: facilitate vote;
- Treasurer prepares latest financial statement and sends an electronic copy to the executive committee;

Fall Meeting  
(Two weeks prior)

Finalize agenda for Executive Committee meeting;  
Executive Committee should have all appropriate documents for review prior to meeting.

*Fall Meeting*

Event  
Executive Com.  
Meeting

Activity  
Run Meeting including appointments to committees, progress on new meeting sites, and new business brought to floor; Charge secretary to proceed with election preparations.

Banquet

If needed, help Awards Chair/speaker introductions.

Saturday Finale

Thank local organizing committee, speakers, organizers, and all those who helped;  
Announce next meeting site, time, dates, and title.

Week After  
Fall Meeting

Send thank-you letters to local organizing chair, committee, and administrators.

*Winter*

Event  
General Business

Activity  
See Summer section;  
Secretary – oversees election (perform as early as possible).

Spring Meeting

Arrange with the local organizing committee to establish and publish the Business Meeting time/location in the schedule.

## *Spring Meeting*

<u>Event</u>	<u>Activity</u>
Executive Com. Meeting	See Fall meeting
Business Meeting	Arrange with local organizing committee for a general business meeting for the membership.
Week After Spring Meeting	Send thank-you letters to local Organizing Chair, Committee, and Administrators.

The Chair-Elect officially becomes the Chair at the end of the Friday evening banquet ceremonies during the Spring Meeting. A detailed discussion of the timeline outlined above starts with this transition.

### 1) "INCOMING" FRIDAY BANQUET OF SPRING MEETING

At the conclusion Spring Meeting banquet, the incoming Chair follows the outgoing Chair to ask the audience to show its appreciation for the outgoing chair's contributions during her or his term. The incoming *Chair* then turns the podium over to whoever is going to introduce the evening speaker.

### 2) "INCOMING" SATURDAY SESSION OF SPRING MEETING

The incoming *Chair* may be asked to preside over the final session of the Saturday activities (which usually consists of two or more invited speakers in plenary session). In any case, the incoming *Chair* will wrap up the meeting by asking the membership audience to show its appreciation for the local committee's efforts in running the meeting. She or he then announces the location, theme, and date of the next meeting.

In the event there is an AAPT/APS joint meeting, the plenary session is likely to be followed by AAPT afternoon sessions. The incoming *Chair* will still make the announcement about the next OS/APS meeting immediately after the morning plenary session, inasmuch as the APS portion of the membership may depart at that time. The membership should be encouraged, however, to stay for the rest of the AAPT program, which has always proven to be enjoyably educational!

### 3) SUMMER INTERVAL leading up to the fall meeting

First and foremost, the *Chair* stays in close contact with the local organizing committee and its local chair in charge of the next (Fall) meeting. A few weeks before that meeting, an electronic mailing is sent, upon approval by the *Chair*, by the national office notifying the membership of the upcoming meeting.

In general, any notice or polling on the part of OSAPS that makes use of the national office e-mailing list or postal mailing list requires the approval of the *Chair* and the message sent will include introductory text with that authorization noted.

Special projects and OS/APS actions, such as outreach, should have the attention of the *Chair*, even if they have been delegated to committees.

The Chair should send an e-mail newsletter to the general membership with news of ongoing activities, details of the next meeting, and the Chair should notify the membership of those for executive committee offices that will need nominees in the next election. This message is sent by the APS.

About a month before the fall meeting the *Chair* should send information by e-mail about the location of the executive committee meeting, arrangements for lunch, directions/website to all members of the committee, and to all local chairs for the upcoming meetings. It is expected that representatives for the next meeting should be present, to present the status of their plans. The *Chair* or someone else may stand in for one of these representatives.

The *Chair* should also pay attention to certain tasks of the other officers and send them reminders:

The OSAPS *Council Representative/Observer* should attend the Council meeting in May and prepare a report to be submitted to the Executive Committee as an attachment to an e-mail prior at least three weeks prior to the start of the fall meeting.

The *Secretary* needs to submit the dates of the next calendar year's meetings (e.g., 2023 in the summer of 2022) to the national APS office. [The end of the second week in April and the end of the third week in October have worked out well, in avoiding national APS meetings and student GRE examinations.] Four to six months before the fall meeting, the *Secretary* needs to submit an announcement of that meeting to the national office, in order to be included in the APS mailings. The *Secretary* should also run the minutes of the spring meeting past the previous chair, and then submit them to the executive committee (as an attached file by e-mail) a few weeks ahead of the fall meeting where they are to be approved.

A month or more before the fall meeting, the *Honors and Awards Chair* and her/his committee should inform the Chair of any proposed nominees, for the possibility that a Fowler and/or Maxwell Award may be presented at that meeting.

A month or so before the fall meeting, the *Treasurer* should prepare the latest financial statement from the national office (monthly statements are sent to the *Treasurer*) and a report of the Section's financial status should be sent to the Executive Committee members in an e-mail attachment.

#### 4) FALL MEETING (repeating some earlier remarks)

For the meeting, the *Treasurer* should bring financial statements, the *Secretary* should bring copies of the minutes, *Chair* should bring copies of the agenda. About 20 copies are usually sufficient. Past local meeting chairs will bring a final report including data about finances,

attendance, plenary and parallel speakers, posters, abstract numbers and so forth. Present and future local chairs will provide an update of their meeting plans and details.

The *Chair* presides over the meeting (typically, 10AM through a working lunch on the Friday of the Friday-Saturday meeting time period). The meeting begins with a discussion for approval of past minutes, and marches through the agenda of discussions of local chairs' reports past, present, and future, reports of the executive committee members, and finishes with reports of special projects and old and new business. An example of an agenda is in Attachment A. The *Chair* should target completion of the business portion of the meeting in about 30 minutes. The Executive Committee should have already received the Treasurer, Secretary, and Council Representative's reports by e-mail and they should have had sufficient time to review and comment. Therefore, voting on accepting these items should be short and routine.

The *Chair* is responsible for renewing the committee selection for the Nominating Committee and the Awards Committee. She/he is to appoint two members of the nominating committee, one of who shall be chair, and should send these names along with proposals for a third outside member, to the Executive Officer of the APS for approval and appointment. See attachment B for a list of recommendations for a good election.

Following the executive meeting, the *Chair* may or may not be asked to help during plenary and banquet introductions. The *Honors and Awards Chair* normally presents the Fowler and/or Maxwell Award, after which the podium is turned over to whoever is going to introduce the evening speaker.

The incoming *Chair* may be asked to preside over the final session of the Saturday activities (which usually consists of two or more invited speakers in plenary session). In any case, the incoming *Chair* will wrap up the meeting by asking the membership audience to show its appreciation for the local committee's efforts in running the meeting. She or he then announces the location, theme, and date of the next meeting.

In the event there is an AAPT/APS joint meeting, the plenary session is likely to be followed by AAPT afternoon sessions. The incoming *Chair* will still make the announcement about the next OS/APS meeting immediately after the morning plenary session, inasmuch as the APS portion of the membership may depart at that time. Again, the membership should be encouraged to stay.

#### 5) WINTER INTERVAL leading up to the spring meeting

Following the fall meeting, the *Chair* asks the local chair of that meeting for the names of administrators, who provided support for the meeting, and their addresses, and also for names of the local committee and any others who assisted the local chair. The Chair will then write a paper letter expressing appreciation for that support and naming the local people who did all this great work. A sample letter is provided in Attachment C.

At their earliest convenience, the minutes put together by the *Secretary* should be checked against the Chair's notes.



The *Chair* and/or the *Chair-Elect/Vice-Chair* shall attend the APS Unit Convocation and prepare a report of any items of interest to the Section. The report should be electronically distributed to the Executive Committee prior to the spring meeting. Attachment D shows a sample of such a report.

A major responsibility in this time period is determining who will be the new nominees for the executive committee members. Of particular importance is the nominee for vice chair. The local chair should be alerted of the need for a short business session for general membership. A sample agenda is attached.

Elections proceed with timelines defined in the by-laws. The *Secretary* announces the results of the elections in an e-mail to the membership.

The Chair should send an e-mail newsletter to the general membership with news of ongoing activities and details of the next meeting.

The *Chair* continues to stay in close contact with the local organizing committee and its local chair in charge of the next (Spring) meeting. A few weeks before that meeting, an electronic mailing is sent, upon approval by the *Chair*, by the national office notifying the membership of the upcoming meeting.

Again, special projects and OSAPS actions should continue to have the attention of the *Chair*, even if they have been delegated to committees.

Around the time of the spring membership renewal mailing from the APS the *Chair* (in consultation with the *Secretary*) should request that the national office send an electronic mailing to all APS members in the region encouraging their participation in the section and asking them to check off the Section in their unit renewal forms.

About a month before the spring meeting the *Chair* should send information by e-mail about the location of the executive committee meeting, arrangements for lunch, directions/website to all members of the committee, and to all local chairs for the upcoming meetings. It is expected that representatives for the next three or four meetings should be present, to present the status of their plans.

The *Chair* should continue to pay attention to certain tasks of the other officers and send them reminders:

The OSAPS *Council Representative/Observer* should attend the Council meeting in November and prepare a report to be sent to the Executive Committee at least three weeks prior to the start of the spring meeting.

Four to six months before the spring meeting, the *Secretary* needs to submit an announcement of that meeting to the national office, in order to be included in the APS notices mailed out. The *Secretary* should also run the minutes of the fall meeting past the *Chair*, and then submit them to the executive committee (as an attached file by e-mail) a

few weeks ahead of the spring meeting where they are to be approved.

A month or more before the spring meeting, the *Honors and Awards Chair* and her/his committee should submit proposed nominees, for the possibility that a Fowler and/or Maxwell Award may be presented at that meeting, in order that the executive committee can approve it. This must be done ahead and it may be carried out by e-mail vote, if the awards are to be presented at the fall meeting.

A month or so before the spring meeting, the *Treasurer* should prepare the latest financial statement from the national office (monthly statements are sent to the *Treasurer*) and a report of the Section's financial status should be sent to the Executive Committee members in an e-mail attachment.

#### 6) SPRING MEETING (a few crucial differences from the fall)

Again, for the meeting, the *Treasurer* should bring financial statements, the *Secretary* should bring copies of the minutes, and the *Chair* should bring copies of the agenda. Past local meeting chairs will bring a final report including data about finances, attendance, plenary and parallel speakers, posters, abstract numbers and so forth. Present and future local chairs will provide an update of their meeting plans and details.

The *Chair* presides over the meeting (typically, 10AM through a working lunch on the Friday of the Friday-Saturday meeting time period). The meeting begins with a discussion for approval of past minutes, and marches through the agenda of discussions of local chairs' reports past, present, and future, reports of the executive committee members, and finishes with reports of special projects and old and new business. An example of an agenda is attached. The *Chair* should target completion of the business portion of the meeting in about 30 minutes. The Executive Committee should have already received the Treasurer, Secretary, and Council Representative's reports by e-mail and they should have had sufficient time to review and comment. Therefore, voting on accepting these items should be short and routine. The *Chair* should also prepare and submit an annual activity report to the Executive Committee, which summarizes the Section's activities over the past year. This is a great historical document and provides some direction to the incoming chair. See Attachment E for an example of the report.

The *Chair* is again responsible for the arrangement of one new future local OSAPS meeting to be added to the schedule.

The *Chair* presides over the annual membership Business Meeting. The meeting should last no longer than 30 minutes and consists of reports to the membership. See the sample agenda in Attachment F.

The (now outgoing) *Chair* introduces the Executive Committee at the Friday banquet just after the dinner. She/he turns the podium over to the incoming chair, asks the audience to show its appreciation for the outgoing chair's contributions, and also to show appreciation for the whole executive committee (especially outgoing members).

## 7) LAST DUTIES

Following the Spring Meeting, the outgoing *Chair* asks the local chair of that meeting for the names of administrators, who provided support for the meeting, and their addresses, and also for names of the local committee and any others who assisted the local chair. The outgoing Chair will then write a paper letter expressing appreciation for that support and naming the local people who did all this great work. Finally, the minutes put together by the *Secretary* should be checked against the outgoing Chair's notes, and the *Secretary* is to send a list of the elected Section Officers to the National Office. This list should contain both newly elected and continuing officers.

## **Guidelines for the Chair-Elect (Updated April 2011)**

From the Bylaws of the Section, the official duties of the Chair-Elect are:

### ARTICLE VI - OFFICERS AND DUTIES

3. Duties of the Chair-Elect. The Chair-Elect shall act in place of the Chair if the latter is unable to perform his or her duties. The Chair-Elect shall be responsible for providing guidance and consultation to the Local Organizing Committees regarding all issues in the design and organization of the Regular Meetings of the Section. The Chair-Elect shall also provide liaison between the Local Organizing Committees and the Executive Committee. The Chair-Elect shall perform such other functions as may be explicitly provided in the Bylaws.

Also from the Bylaws, the Chair-Elect is a member of the Program Committee:

### ARTICLE VIII - APPOINTED COMMITTEES AND POSITIONS

2. Program Committee. The Program Committee provides advice to the chairs of the local organizing committee on the conduct of the Section meetings, liaison and oversight for future meetings, and a conduit to the Executive Committee pertaining to matters associated with Section meetings. The Program Committee shall consist of the Chair-Elect and Vice-Chair of the Section.

### Student Travel Grant Program

The Chair-Elect assists the treasurer in managing the OSAPS Student Travel Grant program. Travel Grants are given by OSAPS to students who plan on attending an OSAPS meeting. To be eligible for the award, students must be first authors on a paper or poster describing research that they personally carried out. Application for Travel Grants is done electronically through the APS. The Chair-Elect should receive a list of all applications for Travel Grants from the Treasurer prior to the meeting. During the meeting, the Chair-Elect is responsible for verifying that the posters and papers were in fact presented by the students who applied for the travel grant. The Chair-Elect will then instruct the Treasurer to have checks sent to the students who have been awarded an OSAPS Student Travel Grant. See attachment G for a sample Student Travel Grant Application Form.

## **Guidelines for the Vice Chair (Updated April 2011)**

From the Bylaws of the Section, the official duties of the Vice Chair are:

### **ARTICLE VI - OFFICERS AND DUTIES**

4. Duties of the Vice-Chair. The Vice-Chair shall act in place of the Chair-Elect if the latter is unable to perform his or her duties. The Vice-Chair shall be responsible for seeking out and identifying possible host institutions for future meetings. The Vice-Chair also shall assist the Chair-Elect in carrying out his or her duties. The Vice-Chair shall perform such other functions as may be explicitly provided in the Bylaws

Also from the Bylaws, the Vice Chair is a member of the Program Committee:

### **ARTICLE VIII - APPOINTED COMMITTEES AND POSITIONS**

2. Program Committee. The Program Committee provides advice to the chairs of the local organizing committee on the conduct of the Section meetings, liaison and oversight for future meetings, and a conduit to the Executive Committee pertaining to matters associated with Section meetings. The Program Committee shall consist of the Chair-Elect and Vice-Chair of the Section.

The year spent as Vice Chair provides an excellent opportunity to observe the Executive Committee meetings and learn how the Section operates. The APS provides an additional opportunity to learn how the Section fits in with the national organization through the Unit Convocation. The Unit Convocation is held annually at the APS headquarters in College Park, Maryland and is a meeting that includes unit officers from across the country, APS officers, and key APS staff members. The APS will pay all travel expenses and will cover the cost for up to three unit representatives. They recommend that the Chair-Elect, Vice Chair, and Secretary or Treasurer attend the Convocation. Also, if you are interested and want to go again, you may attend the Unit Convocation more than once.

## **Guidelines for the Secretary (Updated April 2016)**

From the Bylaws of the Section, the official duties of the Secretary are:

### ARTICLE VI - OFFICERS AND DUTIES

5. Duties of the Secretary. The Secretary shall maintain the records of the Section including minutes of Executive Committee meetings and Business Sessions, Section activities, and membership lists. The Secretary shall notify the Executive Committee of matters requiring the decision of said Committee. The Secretary shall conduct all elections as specified in Article VII of these Bylaws. The Secretary shall prepare minutes of Executive Committee meetings and Business Sessions and shall submit these minutes to each member of the Executive Committee and to the Executive Officer within a time following the meetings and Sessions as set by the Chair. Following elections, such minutes are to include the results of the election and a roster of the current Executive Committee membership. The Secretary shall also inform the APS Corporate Secretary of the election results as soon as all candidates have been notified.

The Secretary shall keep the Council informed of the activities and needs of the Section.

### A) DETAILS

The secretary must attend the spring and fall executive committee meetings.

The secretary shall maintain minutes and records of executive committee and business meetings of the section. (With the advent of email and web balloting, little if any business is conducted at the business meeting, so in practice minutes are kept only for executive committee meetings.) Contact information for the secretary should be included in all minutes.

The secretary should also keep copies of email messages that pertain to executive committee business and communications to and from APS staff and officers.

The secretary is often responsible for sending to APS email messages to be forwarded to the section, such as those announcing upcoming meetings, reminding members of abstract deadlines, etc. These messages are sent to [units@aps.org](mailto:units@aps.org), and are usually forwarded by APS within 1-2 business days. Attachments (preferably in PDF format, with a size limit of 50k) are allowed. The body of the message should be in plain text. To specify a custom subject line, preface the message with a line requesting a custom subject and specifying the subject line exactly (example: "Custom subject line: OSAPS fall meeting announcement"). It is also possible to have a message sent only to OSAPS members who are students.

### B) TIMETABLE

#### Before the fall meeting:

Send out the unapproved minutes from the spring meeting to the executive committee a week or two before the meeting, and also make hard copies (20) of the unapproved minutes to bring to

the meeting.

After the fall meeting:

Immediately after the meeting, make any required corrections to the minutes from the spring executive committee meeting, label the minutes as approved, and distribute them to members of the executive committee, the section website administrator (currently Perry Yaney, Perry.Yaney@notes.udayton.edu), and the APS executive office.

Prepare (unapproved) minutes from the fall executive committee meeting in a timely fashion and send them to the chair (and the rest of the executive committee, if desired) for review and information.

At about this time the meeting dates for the next calendar year should be sent to APS. An APS staff member has typically requested these dates from the secretary in September or October.

More detailed meeting information (dates, places, website links) should be sent to APS as soon as it is available so that it can be included in the online Meeting Calendar. The section website administrator generally takes care of this.

The secretary should assist the nominating committee and the Web ballot administrator with the election as necessary.

Before the spring meeting:

Announce election results to section members.

Send out the unapproved minutes from the fall meeting to the executive committee a week or two before the meeting, and also make (20) hard copies of the unapproved minutes to bring to the meeting.

After the spring meeting:

Make any corrections required to the minutes from the fall executive committee meeting, label the minutes as approved, and distribute them to members of the executive committee, the website administrator, and the APS executive office.

Prepare (unapproved) minutes from the spring executive committee meeting in a timely fashion and send them to the chair (and the rest of the executive committee, if desired) for review and information.

If not already done by the meeting organizers and/or OSAPS webmaster, any new future meeting information (dates, places, meeting website link) should be sent to APS so that it can be included in the Meeting Calendar.

After the election of new officers in the spring, the secretary shall send a list of the current executive committee roster (with affiliations and contact information) to APS and to the OSAPS webmaster.

At the completion of the term of office, the secretary shall deliver all materials related to the position to the new secretary.

### C) MEMBERSHIP AND ELECTION DUTIES

Currently the membership and election duties of the secretary's office are being carried out by a web ballot administrator (currently Fred Trexler, fred-val@att.net), with assistance from the secretary. The APS Unit Handbook contains a chapter with information and instructions for unit web election procedures.



## Guidelines for the Treasurer (Updated October 2016)

From the Bylaws of the Section, the official duties of the Treasurer are:

### ARTICLE VI - OFFICERS AND DUTIES

6. Duties of the Treasurer. The Treasurer shall have responsibility for all funds in the custody of or placed at the disposal of the Section and shall authorize disbursements from such funds for expenses in a manner that is consistent with the general policies of the Society and the Section. Financial records shall be kept on an annual basis consistent with the fiscal policies of the Society. The Treasurer shall present a financial report at each meeting of the Executive Committee and at the annual Business Session of the Section.

#### A) IMPORTANT NOTES

1. The treasurer must attend the spring and fall executive committee meetings.
2. The treasurer should update local records using financial information supplied by the national APS office once a month, i.e., reconcile APS records with locally obtained information.
3. Before the section meetings the treasurer should prepare the financial report to be presented at the executive committee meeting. This shall include the financial data on recent meetings using the financial reports supplied by the local hosts.
4. The treasurer shall keep records of all transactions and keep archival material.
5. For each meeting the treasurer will attend to the following financial matters and submit request for checks from the APS
  - a) After receiving a request from the meeting hosts arrange for an advance of \$3000 for meeting expenses.
  - b) Coordinate the creation of an online Student Travel Application form.
  - c) After the close of advance registration for the meeting download the applications for student travel support and transmit the information to the chair elect.
  - d) Arrange for reimbursements to students for travel and accommodations associated with Student Travel Grants. The guidelines for receiving the awards are outlined in the OSAPS Student Travel Grant Policy and Procedures (approved May 2008). The guideline for reimbursements is \$2000 total per meeting, with a maximum of \$100 per student. Note: The student applications are now done through an online form. APS provides the treasurer with an Excel spreadsheet containing all the relevant information.
  - e) Arrange for reimbursement for travel and accommodations for award recipients. Travel by car is reimbursed at the rate set by APS (generally in accordance with the IRS rate).
  - f) Reimburse the travel of the student member of the Executive committee. (Authorized March 2013).

- g) After each meeting, request the APS generated meeting revenue report from the meeting organizers or the APS meeting registrar. Reconcile this with the section financial statements generated by the APS.
  - h) Request check for the yearly Ohio State Science Day awards (currently \$750), requested by SOS/AAPT. (Authorized April 2015)
  - i) Request a final check for the meeting organizers once they have submitted a final report.
  - j) Pay other miscellaneous expenses associated with the operation of the Section.
6. The section will be charged for abstracts at a rate set by APS. Currently, there is a charge of \$5.00 per abstract. The section does not charge separately for submitting an abstract.

#### INCOME:

Income is \$4.00 per unit member from APS. See E-mail dated 6/2/2011 from Kate Kirby, APS Exec. Officer & Joe Serene, APS Treasurer/Publisher

#### B) TIMETABLE

1. Fall meeting - A month before the fall meeting contact the local chair of the meeting in the previous spring and request a financial report for the meeting. Go over the financial information for the previous six months and incorporate the financial report from the local host.

A week before the meeting finalize the report to be presented at the meeting.

Attend the fall meeting. Present the financial report at the Executive Committee meeting and deliver twenty copies.

2. Spring meeting - A month before the spring meeting contact the local chair of the meeting in the previous fall and request a financial report for the meeting. Go over the financial information for the previous six months and incorporate the financial report from the local host.

A week before the meeting finalize the report to be presented at the meeting.

Attend the spring meeting. Present the financial report at the Executive Committee meeting and deliver twenty copies.

Attend the annual business session (typically part of the banquet).

3. At the completion of the term of office, the treasurer shall deliver all materials related to the position to the new treasurer.

#### C) MISCELLANEOUS

The section does not charge for abstracts. The registration fee was raised to \$50 to include the

cost of abstracts. (March 2013)

Interest on our account at APS varies with the market.

The treasurer should have a copy of “Guide for Unit Officers,” supplied by APS. This includes a section on Accounting Procedures for Units.

<http://www.aps.org/membership/units/handbook/index.cfm>

The accounting contact person at APS is: Michael Stephens, Controller, [stephens@aps.org](mailto:stephens@aps.org), (301)-209-3210.

The meeting registration contact person at APS is: Don Wise, Senior Meeting Registrar, [wise@aps.org](mailto:wise@aps.org) 301-209-3289-W

The technology contact person at APS is: Jim Egan, [egan@aps.org](mailto:egan@aps.org) He sets up the Student Travel Application Form

This APS financial statements are available at

<https://www.aps.org/membership/units/handbook/accounting/>

The travel application form is now online (Fall 2015).

## **Guidelines for Members-at-Large (Updated April 2016)**

From the Bylaws of the Section:

### ARTICLE V - EXECUTIVE COMMITTEE

2. Composition. The Executive Committee shall consist of the Officers of the Section and up to four Members-at-Large of which one shall be a student and one shall be a position for the outgoing Chair, which may be occupied at his or her discretion. If the outgoing Chair chooses to occupy this position, then he or she shall function as both the fourth Member-at-Large and Past-Chair.

No specific duties are assigned to the Members-a-Large in the Bylaws. Typically Members-at-Large will support various activities of the Executive Committee as needed.

### A) SECTION MEMBERSHIP

The executive committee has determined that one of the members-at-large will be appointed to track Section membership. Before each meeting the appointed Member-at-Large will contact the APS membership department and request a list of current OSAPS members. The membership list contains contact information and should be treated carefully. A variety of statistics regarding Section membership can be obtained by sorting the membership list in different ways. This information should be compiled in a Membership Report to the Executive Committee. See attachment H for a sample Membership report

In addition, during the plenary sessions of the Fall and Spring meetings, the appointed Member-at-Large will pass out a Membership signup sheet to gather names and addresses of potential members. The APS will send an invitation to join the APS to each person who signs up. If a person who signs up is already a member of the APS, the APS will automatically add them to the OSAPS membership roll.

### B) STUDENT MEMBER-AT-LARGE

The Student Member-at-Large should keep the Executive Committee aware of various student issues ranging from OSAPS meeting organization to student membership in OSAPS to any other issue that impacts potential and existing OSAPS student members. The Student Member-at-Large should prepare a report for presentation to the Executive Committee for any significant student issues that arise, or for any significant activity on the part of the Student Member-at-Large with regard to their activities on the Executive Committee.

## **Guidelines for Appointed Committees and Positions (Updated April 2016)**

### **A) NOTES ON NOMINATING COMMITTEE DUTIES**

Immediately following the fall meeting, the Chair of the Nominating Committee should send out a section wide announcement calling for nominations to fill vacant positions. See attachment B, Recommendations for a Good Election, and attachment I, Sample Call for Nominations.

## ATTACHMENT A: SAMPLE AGENDA

Agenda for  
The OSAPS Executive Committee Meeting  
11 April 2003  
Michigan State University

*Opening Remarks by the Chair*

*Paul Wolf*

### **Business Section**

Secretary's Report and Approval of the Minutes  
Treasurer's Report  
Chair's Report  
APS Council Report  
Meetings Reports

Kim Coplin/Bruce Craver  
Brad Trees  
Paul Wolf  
Perry Yaney

Fall 2002 Local Chair's Report  
Spring 2002 Local Chair's Final Report  
Fall 2003 Case Western Reserve University  
Future Meetings

Wolfgang Bauer  
Steve Pinsky  
Robert Brown/Cyrus Taylor  
Paul Wolf

### **Standing Committee Reports**

Membership Committee  
Honors and Awards Committee  
Nomination Committee

Graciela Lacueva  
Robert Hengehold  
Robert Brown

### **Ad Hoc Committee Reports**

Web Voting Committee  
By-Laws Committee  
Hints for Hosts Committee

Fred Trexler  
Perry Yaney  
Perry Yaney

### **Old Business**

Outreach – “New Community Group”  
Duties for Chairs

Mike Crescimanno  
Paul Wolf

### **New Business**

APS Convocation Report

Paul Wolf

### **Closing Remarks**

Paul Wolf

## **ATTACHMENT B: RECOMMENDATIONS FOR A GOOD ELECTION**

1. The Chair should appoint a Nominating Committee prior to the fall meeting. (Bylaws VIII.1) It is helpful to discuss this in the Executive Committee during the spring meeting
2. The Nominating Committee needs to meet in the fall, immediately after the fall meeting, to seek candidates. By January they should have a full list of candidates.
3. They should provide the Secretary with a list of the candidates and which positions they are running for. For members-at-large, specify how many open positions there are. For each candidate, provide the full name, e-mail address, institution, biographical information written in third person and no more than 200 words, and a statement from the candidate in first person. Also, try to get a picture of each candidate in jpg or gif format. Those with pictures tend to get elected.
4. The Secretary will send the ballot information to the web ballot administrator by February.
5. Allow 2 weeks for ballot setup and testing. Voting should start by mid February.
6. Allow a minimum of 4 weeks for the balloting. The ballot deadline should be mid March and be set at least 1 week before the registration deadline for the spring section meeting to allow the winning candidates to register. To meet the requirements of bylaws VII.3, the deadline should be 4 weeks before the spring meeting.

### **Template for OSAPS ballot (to be filled out by the candidate)**

Position sought (Vice Chair, Secretary, Treasurer, Member-At-Large, Student Member-At-Large)

Your name (as you want it to appear on the ballot)

Your place of work (university, college, industry, business)

Contact address and phone (in case the web ballot administrator needs more information)

E-mail address

Send a picture (jpg or gif format), which will be sized to 280 pixels high.

Write a professional biography in 3<sup>rd</sup> person (up to 200 words) that shows why you are qualified for the position.

Write a statement in 1<sup>st</sup> person (up to 200 words) showing why you are interested in serving the Ohio-Region Section of the APS and what you would try to accomplish in your position, if elected.

**ATTACHMENT C:  
SAMPLE APPRECIATION LETTER TO LOCAL ADMINISTRATORS**

Dr. Tony Atwater  
Provost  
Provost's Office  
Youngstown State University  
1 University Plaza  
Youngstown, OH, 44555

15 May 2002

Dear Provost Atwater,

It gives us great pleasure to write to you on two counts. The first is to express gratitude for your support of our American Physical Society meeting last month. The second is to acknowledge the superb physics leadership of Dr. Michael Crescimanno who, working with his able committee, Dr. Warren Young, Dr. Jeff Carroll, Mr. Richard Zitto, and Dr. Stephen Hanze'ly, masterfully organized and conducted this meeting of the Ohio Section of the APS. Ms. Sharon Shanks gave a most able administrative assistance.

As the 2001-2002 chair of the Ohio Section of the APS, and on behalf of our Executive Committee, I want to tell you that we have developed a special appreciation for meetings that have been well run. The choices that the chair and committee have to make with respect to topics, speakers, and facilities are critical to the success of the OS/APS conventions. Dr. Crescimanno and his committee chose outstanding researchers in photonics and very popular speakers to give invited lectures. The number of registrants and contributed talks and posters were gratifyingly large: almost 100 registrants and 25 published abstracts. Clearly, YSU and OS/APS made important new contacts and friendships in the greater physics community.

Again, we are grateful to you for your support and we hope that your administration knows just how great a job Dr. Crescimanno, Dr. Young, Dr. Carroll, Mr. Zitto, Dr. Hanze'ly, and Ms. Shanks have done. They surely are valuable members of your university community.

Sincerely,

Robert W. Brown  
2001-2002 Chair, Ohio Section of APS Institute  
Professor, Department of Physics  
Case Western Reserve University  
Cleveland, OH 44106-7079  
rwb@po.cwru.edu



## ATTACHMENT D: SAMPLE CONVOCATION REPORT

This short report provides information from the APS Convocation of 1 Feb 03 that may be of interest for the Ohio Section.

1. Information Technology: Many units expressed a very strong interest in having APS provide a web voting service. APS will explore the feasibility of hosting this service later this year. Some units suggested that each unit contribute a small amount of funding to accelerate the process.
2. Information Technology: APS now hosts about 67% of the units' web sites. Currently, an APS staff member provides the service. Updates to a web site are submitted to this staff member who, in turn, posts it to the web. APS is currently exploring software and protocol to allow the unit web master to directly access their unit website that is hosted by an APS server. The fundamental issue is security.
3. Membership: The membership department can provide each unit with the names of *new* APS members to facilitate targeted e-mailings. This is a great tool that we can use to solicit for new section members.
4. Membership: If the unit wants to track data about their members, then the Membership Unit will provide standard reports and deliver them periodically as required by the unit. The unit simply needs to define the parameters.
5. Outreach Update Items:
  - a. The Division of Astrophysics has ceased giving student paper prizes at their meetings. This activity did not really attract students to their meetings. Other units, however, continue to provide such a prize.
  - b. Division of Laser Science has technical sessions specifically target for assistant professors. The session includes presenting papers among themselves and inviting funding agents to the meeting to meet the assistant professors.
  - c. I discussed the idea of having a student representative on our Executive Committee with representatives from the Four-Corners Section and the Forum on Graduate Student Affairs (FGSA). The Four-Corners Section has had such a representative on their executive committee from the unit's inception and it is enormously valuable, according to them. The FGSA officers also find this to be a positive development because it gives them more regional visibility and an opportunity to provide services to students.
  - d. DFD – invites science writers to their meetings.
  - e. AMO – offers a student only session with invited speakers.
6. I provided an update to the units on the following:
  - a. “New Community Group” concept as an example of a new outreach activity;
  - b. By-Law revision, specifically to discuss student member representation;
  - c. Proposal for annexing Michigan to become part of the “Ohio Section;” and
  - d. Intelligent Design controversy in Ohio.

Paul J. Wolf  
Chair, Ohio Section of the American Physical Society  
1 March 2003

## **ATTACHMENT E: SAMPLE CHAIR'S ACTIVITY REPORT**

### **Chair's Report for 2002-2003 OSAP Executive Committee Meeting 11 April 2003**

The Executive Committee of the Ohio Section initiated several efforts over the past year to strengthen the governance of the Section, provide new conveniences for the membership, and invigorate its outreach activities. In particular, the following were either accomplished or begun:

1. The Executive Committee, through the voting committee, instituted electronic balloting for the first time. Web voting was utilized in the spring 03 elections with voter turnout exceeding 10% of the total OSAPS membership.
2. An extensive revision of the Section's bylaws began in Fall 02 and should be completed and voted upon by the membership in Spring 04. Of particular note, the Bylaws Committee recommends a change to the composition of the Executive Committee. Now, there is a line of succession for Chair that provides more experience for the incumbent prior to taking over as Chair. Also, the Executive Committee includes four Members-at-Large with one representing the student population in the Section. The terms of office are also specified for each position.
3. Outlook activities included the inaugural meeting of the "New Community Group" which assembled new faculty within the Section to promote networking and comradery. In addition, I made contact the Executive Committee of the Forum for Graduate Student Affairs (FGSA) to begin the process of encouraging greater participation of graduate students in Section activities.
4. Exploring the formation the Ohio-Michigan Section continues. The meeting a MSU is the first step in that evaluation process.
5. Submitted a letter on behalf of the Ohio Section to the Ohio Board of Education stating our position about the intelligent design issue in the K-12 science standards criteria.
6. A document identifying the chair's duties was drafted. This document will provide incoming chairs with the much needed and hard-to-remember procedures and responsibilities.

In my view, the near-term challenges facing the section and items that need to be completed include:

1. "Ohio-Michigan" Section decision. The Executive Committee needs to pursue this issue to its conclusion after receiving input from the membership and they evaluate the success of the MSU meeting. What additional data does the Committee need to make an informed decision?
2. Increase meeting attendance. Interacting with the FGSA and, subsequently, the graduate students within the section might be one possible way to increase attendance and paper submissions. I recommend the section provide travel grants to students so they can attend our meetings.
3. Outreach activities. Continue to develop the New Community Group and institutionalize

it. As we increase graduate student participation through the FGSA, I recommend organizing a session (social or technical) that gathers these students together to network and socialize. I also recommend establishing an *ad hoc* committee on outreach to include a member from the AAPT, SPS, and other pertinent organizations to help define a direction for the Section's outreach activities.

4. Advertising. I believe the Section can do a better job of advertising itself. Revamping the web site to include news items and more complete information about section activities will certainly help. Travel grant information, for example, should be clearly highlighted on the web site.
5. Completing the "Duties for Chairs" document.
6. Modifying and updating the hints for hosts document.

Respectfully submitted,

Paul J. Wolf  
Chair, Ohio Section of the APS

## **ATTACHMENT F: SAMPLE BUSINESS MEETING AGENDA**

00:00      Opening Remarks by the Chair

Treasurer's Report

Report on Membership

Election Results

Chair's Annual Activity Report

Membership Input

00:30      Adjourn

**ATTACHMENT G: SAMPLE STUDENT TRAVEL GRANT APPLICATION**  
(This form is now an electronic application through APS)

**Ohio Region Section of the American Physical Society**  
**Spring 2011 Meeting**

**STUDENT TRAVEL GRANT APPLICATION**

**Application Deadline: April 1, 2011**

**Note:** This award is available only to full-time students who are first authors and who prepare and present their papers on research that they personally carried out.

**Name:** \_\_\_\_\_

**Major Department:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Student Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Academic Status:**  Undergraduate  Graduate

**Membership :**  APS  OS/APS  
 Other

**Title of Presentation:** \_\_\_\_\_

**Authors** (with affiliations if different from student): \_\_\_\_\_

**Estimated Travel Cost:** \$ \_\_\_\_\_

**Estimated Lodging Cost** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

**Faculty Advisor/Endorser Information:**

**Name & Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## ATTACHMENT H: SAMPLE MEMBERSHIP REPORT

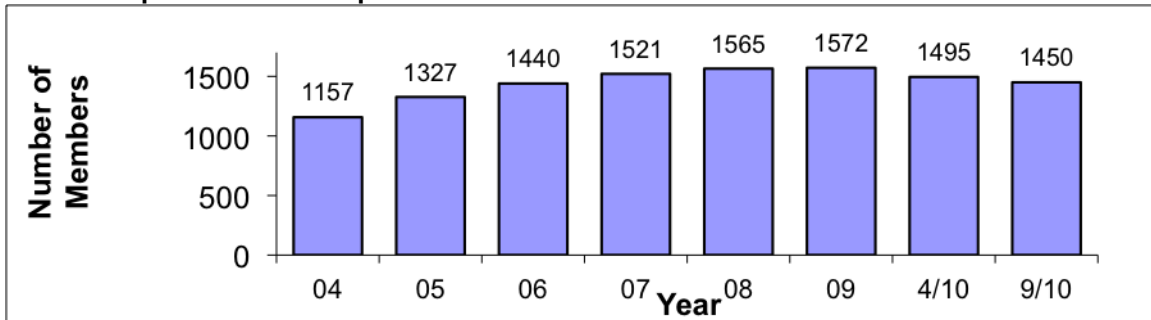
Membership Report for Ohio-Region Section of the APS 9/28/2010 by Herbert Jaeger

### Membership Snapshot as of September 2010

	All	Fellows	
Regular Members	639	94	15%
Student Members	481	0	0%
Junior Members	56	0	0%
Senior Members (Retired)	156	38	24%
Lifetime Members	118	30	25%
<b>Total Membership</b>	<b>1450</b>	<b>0</b>	<b>0%</b>

By Gender		
Male	1216	83.9%
Female	166	11.4%
Unknown	68	4.7%
<b>Total</b>	<b>1450</b>	

### Membership Trend over the past 6 Years



- 481 Students represent 33.2% of total membership, down from 33.6% in April 2010.
  - 104 UG (107 in April 2010)
  - 377 Grad. (396 in April 2010)
  
- 639 Regular members (663 in April 2010)
- 56 Junior Members (58 in April 2010)
- 156 Senior (retired) (152 in April 2010)
- 118 Life members (119 in April 2010)

### Membership by US States

	2010.09		2010.04		2009.04		2008.03		2007.05		2006.03		2005.10	
OH	608	41.9%	640	42.8%	655	41.7%	636	40.6%	632	41.6%	643	44.7%	605	45.6%
MI	191	13.2%	188	12.6%	190	12.1%	181	11.6%	177	11.6%	162	11.3%	146	11.0%
PA	110	7.6%	125	8.4%	141	9.0%	104	6.6%	99	6.5%	99	6.9%	96	7.2%
IN	105	7.2%	111	7.4%	111	7.1%	103	6.6%	112	7.4%	93	6.5%	90	6.8%
IL	68	4.7%	75	5.0%	87	5.5%	100	6.4%	92	6.0%	88	6.1%	79	6.0%
KY	38	2.6%	36	2.4%	30	1.9%	32	2.0%	30	2.0%	32	2.2%	29	2.2%
CA	29	2.0%	24	1.6%										
VA	26	1.8%	26	1.7%	27	1.7%								
WI	24	1.7%	21	1.4%	22	1.4%								
NY	23	1.6%	20	1.3%	21	1.3%								
MD	21	1.4%	21	1.4%	22	1.4%								
MN	18	1.2%	18	1.2%	21	1.3%								
WV	17	1.2%	15	1.0%	12	0.8%								
other														
US	112	7.7%	119	8.0%	172	10.9%	336	21.5%	310	20.4%	268	18.6%	236	17.8%
Int.	60	4.1%	56	3.7%	61	3.9%	73	4.7%	69	4.5%	55	3.8%	46	3.5%
<b>Total</b>	<b>1450</b>		<b>1495</b>		<b>1572</b>		<b>1565</b>		<b>1521</b>		<b>1440</b>		<b>1327</b>	

## ATTACHMENT I: SAMPLE CALL FOR NOMINATIONS

Message to members of the American Physical Society's Ohio Section, Authorized by Laura Van  
Wormer, Secretary of OSAPS

\*\*\*\*\*

Dear Colleague

The Ohio-region Section of the American Physical Society (OSAPS) invites nominations for the OSAPS executive committee. The executive committee meets twice yearly on the Friday morning of the OSAPS spring and fall meetings. The following three positions are open:

1. Vice Chair (to replace Linn Van Woerkom) - the vice chair is the starting point for the OSAPS chair sequence. In successive years the vice chair will become chair elect, chair and past chair. The total term is four years.
2. Treasurer (to replace Jeffrey Dyck) - the treasurer has responsibility for managing OSAPS funds, for keeping financial records, and for interfacing with the APS main office for these purposes. The term is three years.
3. Student Member-at-Large (to replace Hyundeok Song) - The student member-at-large is a student and represents student views on the executive committee. The term is two years.

Detailed descriptions of these positions can be found at:

<http://aps.org/units/osaps/governance/bylaws.cfm>

If you would like to nominate someone, including yourself, please contact any member of the nominating committee by 14 February 2010. The OSAPS nominating committee is:

Terry Sheridan, Ohio Northern University, [t-sheridan@onu.edu](mailto:t-sheridan@onu.edu)  
Paul Wolf, Air Force Institute of Technology, [wolf@afit.edu](mailto:wolf@afit.edu)  
Eric Herbst, The Ohio State University, [herbst.6@osu.edu](mailto:herbst.6@osu.edu)

Sincerely  
Terry Sheridan, Chair OSAPS Nominating Committee  
Professor of Physics  
Ohio Northern University