



Roles and Responsibilities of AIAEE Officers and Committee Chairs

19 March 2015

Position	Description	Term
1. President	<p>The President presides at all meetings of the AIAEE and the Board of Directors. The President appoints committees as authorized by the Board of Directors and shall act as the official representative of the AIAEE unless another representative is otherwise appointed. In addition, the President performs the duties customarily associated with the office of president of an organization. The president also requests plans of work from committee chairs.</p>	1 year, with an interval of two years from the time of completing a term of service before being eligible for election to the position of president-elect again.
2. President-Elect	<p>The office of President-Elect is an elected position filling a three-year term (President-Elect, President, Past-President). The President-Elect serves as the President in the event that the President or Past-President are unable or unwilling to serve. The President-Elect shall assist the President in the performance of duties and authority as is granted from time to time by resolution of the Executive Committee.</p> <p>The President-Elect is a voting member of the Executive Committee, which sets and implements policy that serves members and builds partnerships with other international Extension Professional/Rural Advisory Associations and related organizations.</p> <p>Duties:</p>	1 year

	<ul style="list-style-type: none"> • Preside over the Executive Committee in the absence of the President and/or Past-President. • Provide input to the President. • Serve on the AIAEE Conference Planning and Professional Development Committee. • Represent and promote AIAEE at national conferences and other events. • Distribute information about jobs, conferences, etc. to the membership via the AIAEE listserve. • Participate in monthly AIAEE conference calls and attend one face-to-face meeting annually. • Assist in the review of AIAEE conference abstract submissions. • Provide an overview and orientation to the incoming president-elect. • Other duties as required/requested. 	
3. Immediate Past-President	<p>Past presidents have two roles, nominations committee chair, and advising student group</p> <p>From the by-laws:</p> <p>Immediately upon completion of the term of office as President, the immediate Past President shall serve on the Board of Directors of the AIAEE for a one-year term in an advisory capacity to the President and the Board and serve as student group mentor. In the event the Immediate Past President cannot serve or must leave the position, the position will remain vacant until the President succeeds to the office of Immediate Past President.</p>	1 year
4. Secretary	<p>Elected position. Voting member of the board.</p> <p>Takes notes of board meetings</p> <p>Sets up board meetings on Skype, takes minutes of board, manages board Skype calls</p> <p>Prepares letters of invitation for conferences</p> <p>The position is renewable (by election). The secretary is responsible for ensuring that accurate and sufficient documentation exists regarding Executive Committee meetings and decisions, and</p>	1 year, without limitation on number of terms for which that person can be re-elected

	<p>membership business meetings and decisions (during annual conference).</p> <p>Duties:</p> <ul style="list-style-type: none"> • The role of secretary starts at the end of the annual conference, during the post-conference executive board meeting. • Participate in regular executive meetings, take minutes, share minutes, and amend as necessary • Organize regular executive meetings. This may include scheduling the meetings and setting up skype calls, helping all board members join the call • Prepare jointly with conference organizers invitation letters for participants who may need them (employer’s request, visa documentation, etc.) • Prepare attendance confirmation letters for participants who may need them. • Train the newly elected secretary • The last duties for the secretary include the following duties during the AIAEE annual conference business meeting (whole membership) <ul style="list-style-type: none"> ○ Amend as requested the minutes of the prior year’s business meeting minutes ○ Take minutes of the AIAEE annual conference business meeting ○ Share with the new elected secretary these minutes so they can be shared with the membership and approved during the following year’s annual conference business meeting. 	
5. Treasurer	<p>The treasurer serves as an elected member of the Association’s Executive Team and has the following tasks:</p> <ul style="list-style-type: none"> • Supervises the work of the support person and maintenance of fiscal record files 	2 years, without limitation on number of terms for which that person can be re-elected.

	<ul style="list-style-type: none"> • Is accountable to the Association's Executive Team and membership for appropriate management of fiscal resources • Approves all disbursements of funds • Signs all checks for payment of expenditures • Directs membership status/payment inquiries to support person to address but aids when necessary • Reviews and signs all contracts on behalf of the Association • Presents reports on fiscal matters to the Association at the Annual Conference 	
6. Member-at-Large Director	Advise AIAEE from her/his perspective concerning agricultural extension education situations and obstacles in developing countries	Three years, with an interval of one year after completion of a term of service before being eligible for election to position again.
7. Student Representative	The student representative organizes student activities and the annual conference and liaises between the board and the student membership. The student representative is a voting member of the board. Student representatives receive limited financial support to attend the annual conference.	One year, with an interval of one year after completion of a term of service before being eligible for election to the position again
8. JIAEE Executive Editor	Provides leadership for editorial policy, planning, production, distribution, publicity and marketing, and reporting.	
9. JIAEE Managing Editor	Coordinates the review process, including soliciting and assigning reviewers, for all Journal submissions and delegate Book and Tools submissions to Associate Editor(s).	
10. JIAEE Past Editor	Assist the incoming editor during the transfer of editorial functions and a mutually-agreed period thereafter (minimum of one year) for specific tasks desired by the editor.	
11. Scholarly Activities Committee Scholarly Activities Chair	The Scholarly Activities Committee Chairs shall serve as official appointed officer positions on the Board of Directors of the AIAEE and possess the right to vote. There are three positions (Poster Chair, Abstract Chair, and Scholarly Activities Chair) each with a one year term.	1 year

12. Scholarly Activities Committee Abstract Chair		1 year
13. Scholarly Activities Committee Poster Chair	<ul style="list-style-type: none"> • Assist with annual call for posters and papers (proofreading, updating etc.) • Answer author and member questions about submission/review process and deadlines for submission/registration • Navigate academic express to manage submissions and reviews • Pre-review submissions for word count and fit • Clean submitted abstracts to remove identifying information • Recruit a core team of poster reviewers and assign reviews • Track submissions and review status • Go through reviews to make sure comments are appropriate, etc. • Notify authors of proposal acceptance/rejection • Prepare poster presentation list for conference handout • Prepare conference poster proceedings in APA format • Review paper and poster proceedings for publication 	1 year
14. Conference Planning Committee Chair	Membership on a standing committee may be 1) by election or 2) by appointment.	No set term
15. Constitution Committee Chair	Membership on a standing committee may be 1) by election or 2) by appointment.	No set term
16. Communications Committee Chair	Membership on a standing committee may be 1) by election or 2) by appointment.	No set term
17. Auditing Committee Chair	<p>The Audit Committee Chair is a non-voting member of the Executive Committee, which is charged to advise on fiscal policy, independently review financial accounts and communicate with membership. The chair-elect should have experience serving as an audit committee member.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Preside over internal audit process 	<p>One year, appointed by president.</p> <p>In general the committee operates on a 3-year membership, where in the 3rd year of membership the member becomes the chair</p>

	<ul style="list-style-type: none"> • Liaison with Executive Committee, Treasurer, Journal Editors and CPA • Participate in regular executive meetings • Provide an internal review of all financial accounts • Advise on bookkeeping practices • Advise on general accounting practice • File annual report of financial integrity to membership • Authorize posting of Financials to web 	
18. Nominations	<p>Emails listserve to request nominations for AIAEE awards Makes recommendations to the board for eligible candidates from the nominations</p>	No set term
19. Professional Development	<ul style="list-style-type: none"> • Makes call for professional development session at conference in collaboration with the conference planning committee • May hold professional development sessions (usually by webinar) between conferences 	No set term
20. Student Advisor	This is the Past President	1 year
21. Awards	Develop judging schedule for abstract and poster sessions during conference, print paper awards for presentations, and order awards (plaques) for association awards.	No set term