

Pan-American Aerobiology Association
Policies and Procedures
Executive Committee Position Guidelines and Responsibilities
proposed June 2004 (ver: 4 Jun 04)

President

- Represent PAAA in all aspects, especially in its relationships with other institutions, associations, etc.
- Chair the EC and General Membership (GM) meetings.
- Responsible, with assistance from the Executive Committee (EC), for the direction and activities of the organization, including:
 - Ensure that annual meetings run smoothly and efficiently
 - Propose action items to be completed.
 - Form a proposed budget for each year of office.
 - Initiate and fosters communication between EC throughout the year.
- Prepare a report of activities for annual general meeting
- Prepare a list of PAAA activities for the IAA Secretary General (every four years). To be given to the Sec. Gen. before the IAA meeting.
- Review meeting minutes (from Recording Secretary) before distribution to PAAA members.
- Act as center of communications for student development awards (SDA).
 - Receive applications from applicants
 - Forward applications to SDA chair.
 - Receive decision from SDA chair and informs recipients and sends regrets to others.
 - Instruct Treasurer to write and send a check to the recipient.
- Respond to requests for information from internal and external sources (with assistance of Recording Secretary and Membership Sec./Treasurer).

Vice-President

- Oversees/updates PAAA “structure”:
 - Articles of Incorporation
 - Bylaws
 - Policies and Procedures
- Work closely with the President on action items and oversight of committees.
- Prepare a report of activities for annual general meeting.
- Take over responsibilities of the President (become “Acting President”) if the President is unable to fulfill his/her responsibilities.

Past-President

- Coordinate a smooth transition between ECs. Ensure that unfinished tasks and on-going activities from past EC are transmitted to new EC.
- Chair of the Nominating Committee.
- In collaboration with President, propose futures avenues for PAAA activities.

Membership Secretary/Treasurer

- Maintain membership lists, with up-to-date contact information, mailing addresses, and dues payment history.
- Receive and record PAAA membership applications and dues.
- Organize and produce a membership directory at least every other year.
- Manage PAAA finances
 - Maintain bank account; balance account monthly.
 - Deposit dues and other income.
 - Pays bills for approved documented expenses.
- Prepare (or contract for preparation) annual tax statement; obtain audit if necessary.
- Send PAAA dues notices in January of each year; sends reminders mid-year.
- Prepare a report of activities, including an annual balance sheet, for annual general meeting.
- Communicate with International Aerobiology Association (IAA) Secretary General.
- Send a list of new members to IAA Secretary General by April and October of each year for IAA newsletters in June and Dec.
- Send a copy of the entire yearly membership to the IAA Secretary General by November 1 along with a dues payment (\$18 for each member not already an IAA member through another association, plus \$1 for each PAAA member).
- Update the IAA Secretary General of any changes of officers for the PAAA including all contact information.

Recording Secretary

- Take the minutes EC and GM and other meetings (submit minutes within 30 days to President for review). Amend in consultation with President and other meeting attendees; file in PAAA official documents.
- Respond to inquiries from internal (PAAA) sources; if regarding PAAA committees, direct to Vice-President; if regarding finances, direct to Treasurer.
- Responsible for PAAA archives.
- Prepare a report of activities for annual general meeting

Webmaster

- Maintain a dedicated PAAA website. A basic knowledge of html or other Web language is useful (web pages can be produced with Microsoft word or other more web-specific software).

- Make sure the PAAA web page guidelines, “*Guidelines for Posting Information on the PAAA Web Page*” are followed.
- Make sure that *Namesecure* website pointing charges and registration fees are paid. Pay monthly website charges. The Webmaster is entitled to set the website on a different server.
- Update and enhance the website, with input from the EC, as necessary.
 - Update with society events and changes.
 - Keep list of upcoming meetings up-to-date.
 - Update information from individual members (job postings, etc.)
 - Add and update information from other aerobiological sources.
- Update membership dues form from year to year. Update SDA and other forms as needed.
- Prepare a report of activities for annual general meeting

Newsletter editor

- Edit & publish a newsletter twice a year, at regular intervals, preferably in early fall (with news of the past annual meeting) and late winter (with information on the upcoming annual meeting).
- Solicit and receive information for the Newsletter, including, but not limited to:
 - PAAA members activities.
 - Articles, reviews, etc.
 - Information regarding Aerobiology in the Americas.
- Request updated membership lists (or labels) from the Membership Secretary for Newsletter mailings.
- Send to Webmaster any information that should be made available to PAAA members in between newsletters that is appropriate for a web page.
- Prepare a report of activities for annual general meeting

At-Large members

- Actively promote PAAA, and aerobiology in general in their area of influence, to increase PAAA membership and conference attendance.
- Represent the needs, concerns, interests of their country, geographic area, or area of influence/expertise, to the PAAA as a whole.

Non-Executive Committee Positions:

Student Development Committee Chair

- Receive applications from the President.
- Distribute applications to committee members for recommendations.
- Set a deadline for review of applications within approx 2 weeks.
- Check the membership status of applicants (consult Membership Secretary).
- Receive recommendations from committee.

- Teleconference if there is any disagreement regarding recommendations.
- Determine recipients and inform President of the committee's decision.
- Prepare a few words to announce the award at the annual meeting.
- Coordinate with President on preparing a certificate for the awardee.
- Inform webmaster so that names can be added to the website.
- Make inquiries as to whether committee members wish to be replaced.
- Make recommendations to President if any committee members need to be replaced, before annual general meeting so that committee members can be assigned