Brief descriptions of officer positions, Executive Board

The Society for Anthropology in Community Colleges

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**President** (3 stages: President-Elect 1 year, President 1 year, Past-President 1 year)

**President-Elect**

Term: 1 year (vote takes place every year)

The President-Elect position provides the incoming President with one year of “learning the ropes.” During this year, the President-Elect should begin planning for the SACC Annual Meeting.

**President**

Term: 2 years

The Presidenttakes office in November at the AAA meeting and serves two years. Responsibilities include planning and running the National SACC Annual Meeting in only one of the years in office, interacting with AAA on behalf of SACC for association business, and spearheading new section initiatives.

**Past-President**

Term: 1 year

The Past-President’s main duties are to submit the Section Annual Report to the AAA, prepare the Candidate Ballot for the next slate of officers, and to plan the “Five-Fields Update” invited session at the AAA.

**Vice-President for Membership and Development**

Term: 3 years

The VP for Membership and Development tracks the membership numbers provided by the AAA and provides suggestions/creates initiatives for membership recruitment. This person also serves as the Regional Vice-Presidents’ Chair, and coordinates activities and/or information with Regional VPs such as the Regional SACC Meetings.

**Treasurer**

Term: 3 years

The Treasurer handles the finances for the organization and reports to the AAA Controller. The Treasurer works with the President on pricing conference registration fees and all other financial matters.

**Secretary**

Term: 3 years

The Secretary records minutes at all AAA and SACC Board and Business meetings. Minutes must then be finalized and sent to the Board members. It is necessary for the Secretary to be prepared to travel to these two meetings each year of his or her term, otherwise a temporary replacement must be found.

**AAA Program Committee Representative**

Term: 3 years

The Program Chair has two main duties: to coordinate SACC sessions at the AAA meetings and paper presentations by participants at the SACC meeting. The Program Chair works closely with the President to send out the Call for Papers (CFP), review abstracts and plan the agenda for presentations at the SACC Annual Meeting. The Program Chair produces the SACC Annual Meeting program online and sends it to the President for printing and photocopying. The Program Chair is the section liaison in matters pertaining to SACC’s participation in AAA sessions.