Goals and Expectations for Executive Board Officers

SACC, The Society for Anthropology in Community Colleges

Last updated 02.05.18

**PRESIDENT**

1. Duties, as stated in the SACC By-laws (Revisions to the by-laws are on-going; \*currently the President is serving for two years as a trial run)

Section 3. **The President‑Elect**. The term for the President-Elect shall be elected and serve for one (1) year and succeed to the office of President at the expiration of the President's term. The President-elect shall be installed to the board during the President’s final year in office, during the Business Meeting at the American Anthropological Association’s Annual Meeting. The President-Elect shall serve as a member of the Executive Board and of the Executive Committee and assume the duties of the President in the event of absence, death, resignation, or incapacity of the President. The President-Elect has responsibility to assist the planning of the biannual SACC Fest Meetings.

Section 4. **The President**. The President will serve a term of two (2) years and upon its expiration shall succeed to the office of Immediate Past President. The President shall be the presiding officer of SACC and exercise all the duties and responsibilities commonly associated with this office, except as limited by these By-Laws. The President is the Chair of the Executive Board and the Executive Committee. The President, with the advice of the Executive Board, prepares the Annual Report of past and future activities, which is to be turned in to the AAA in the fall. The President is the SACC representative at the AAA Section Assembly Meeting and the AAA Business Meeting. The President will plan and execute the biannual SACC Fest meeting, as well as the biannual Regional Meeting. During the President’s second year, he/she will complete the Annual Report submitted to the AAA.

Section 5. **The Immediate Past President.** The Immediate Past President shall serve a term of one (1) year, immediately following their term as president. In the event of the absence, death, resignation, or incapacity of the President and/or the President-Elect, the Immediate Past President shall assume the duties of the President. The Immediate Past President shall serve as the Chair of the Nominating Committee and serve on the Executive Board and the Executive Committee. The Immediate Past President shall be responsible for the Five Field Update Session at the Annual Meeting of the AAA, unless otherwise appointed. The Immediate Past President, with the advice of the Executive Board, prepares the Annual Report of past and future activities, which is to be turned in to the AAA in the spring, immediately following their term as president. The Immediate Past President will fulfill the duties of Former President at the expiration of her/his term.

Important Tools

1. SACC By-laws at <http://sacc.americananthro.org/> under About > SACC Resources.
2. SACC Executive Board Members at <http://sacc.americananthro.org/> under Home, scroll down.
3. AAA website at <http://www.americananthro.org/> especially Section Governance Information at Participate and Advocate > Sections.
4. “Planning the Annual Meeting,” a guide for planning the SACC Fest. This document will be posted on the SACC website. If it is not available, please contact Laura Gonzalez, SACC Media Chair at Lagonzal@sdccd.edu.

General Calendar

1. As President-Elect
	1. Preliminary preparations for SACC Annual Meeting during March/April of Presidential year. If possible, begin seeking hotel and other important venues 15-18 months prior. Also contact AAA Meeting/Events staff member to discuss city and hotel choices; these must be approved by the AAA. All contracts must be signed by the AAA; give plenty of time for this process.
	2. You can find the current AAA Meetings Planner staff member’s contact information on the AAA site at <http://www.americananthro.org/StaffList.aspx?navItemNumber=668>.
	3. Attend the SACC and AAA meetings if possible. There are no official duties for President-Elect, although SACC Fest attendees like to hear something about the next year’s location and possible activities at the Business Meeting.
2. As President
	1. Here is the Section Assembly page with all current Section Assembly leadership if needed <https://secure.americananthro.org/eweb/DynamicPage.aspx?Site=AAAWeb&WebKey=36137f89-e5c6-4b7e-8d5e-4b7ba11e285f&navItemNumber=753> .
	2. Plan to attend the AAA meeting in November for swearing in at the end of the SACC Board Meeting.
	3. It is very important to attend the AAA session for Incoming Section Presidents. (This is a morning meeting; breakfast is usually served.) Be sure to get on the Section Presidents list-serv/email distribution list (this should be discussed at the meeting).
	4. Begin considering possibilities for speakers for the Five-Fields Update session for next year’s AAA meeting.
	5. Work with the AAA Meetings Planner, SACC Treasurer and SACC Program Chair during your conference preparations for March/April.
		1. January 1 – Internal deadline to have Conference schedule posted on the SACC website. (Not a AAA deadline.)
		2. January 5 – Internal deadline to have Registration available on the AAA website, Hotel registration available online with SACC group rate discount.
	6. Request “Special Events” sessions for the AAA meeting in November before the April 14 deadline <http://www.americananthro.org/ConnectWithAAA/FAQListAnnualMeeting.aspx?navItemNumber=635> . Special Events sessions include the SACC Board Meeting, SACC Business Meeting, and time/space for a reception if desired.
	7. Confirm that the SACC Meeting is listed months in advance on the Anthropology News calendar <http://www.anthropology-news.org/index.php/calendar/action~agenda/request_format~html/cat_ids~5882/>
3. As Past-President
	1. Candidate materials and Annual Reports are due to the AAA by Jan 31st. Send candidate materials to Kim Baker at kbaker@americananthro.org or the current Organizational Governance Manager. Kim Baker will also send instructions for how to submit the Annual Report online. For samples of past annual reports, see this link <http://www.aaanet.org/about/Annual_Reports/Annual-Reports-Index.cfm?report=section>.
	2. Begin soliciting speakers for the Five-Fields Update by December/January or before. Session abstracts for “Section Invited Sessions” are due to the AAA by March 15th. Speakers’ names must be submitted for Invited sessions by April 15th. Work with the Program Chair on this. Information for submission can be found at <http://www.aaanet.org/meetings/presenters/CFP_FAQ.cfm>.
	3. Attend the AAA meeting in November, where the Past-President chairs the Five-Fields Update session. The Past-President also makes dinner arrangements in advance, inviting all Five-Fields speakers and interested Executive Committee members to dinner after the Five-Fields session; SACC pays for dinner.

**VICE PRESIDENT**

1. Duties, as stated in the SACC By-laws

Section 8. The Vice President for Membership and Development. The Vice President for Membership and Development shall

a. Maintain regular contact with President

b. Generate interest in SACC in local region and promote membership in organization through a variety of marketing and sharing of ideas; materials for marketing to be provided by SACC. (Should regional VPs create their own marketing materials, it should be approved by the SACC board prior to distribution)

c. Maintain a contact list of individuals that reside in the regional VP’s local area that could be potential future members and utilize it for ongoing recruitment.

d. Organize and host a “mini-SACC” conference in the VP’s local region using the Conference Guideline Document provided by the VP of Membership & Development upon acceptance of the Regional VP position. Event to be held every other year when a SACCfest is not being held. e. Attend the SACCfests and annual AAA events as possible.

1. Important Tools
	1. The Manager, Membership Services at the American Anthropological Association provides up-to-date membership lists upon request.
	2. Contact management software for maintaining lists of Board members, SACC members, regional VPs, and other anthropologists.
	3. SACC Executive Board Members at <http://sacc.americananthro.org/> under Home > scroll down.
2. General Calendar
	1. Act as the lead for Regional conferences, put on in different locations by the Regional Vice Presidents. Work with the Treasurer, who is the point person for the AAA for all matters relating to conferences.
	2. Prepare a report of activities-to-date for SACC Annual Meeting each spring. Present the report or submit electronically.
	3. Prepare a report of activities-to-date for Board Meeting at the Annual Meeting of the American Anthropological Association each fall. Present the report or submit electronically.
	4. In advance of the SACC Annual Meeting and the AAA Annual meeting, remind regional VPs to contact members in their constituency about upcoming SACC events.
	5. Send correspondence to the membership as necessary
	6. Undertake initiatives as desired, in consultation with the President and/or Executive Board

**TREASURER**

1. Duties, as stated in the SACC by-laws

Section 7: The Treasurer and Treasurer-Elect. The Treasurer-Elect shall be elected and serve a one (1) year term and shall automatically become Treasurer at the end of that one (1) year term. The Treasurer shall serve a three (3) year term. The Treasurer shall be custodian of all funds, receive all dues and other funds, and disburse all appropriations as permitted by the regulations and By-Laws of the AAA. The Treasurer shall perform such other duties as are assigned by the Executive Committee and in the absence, death, resignations, or incapacity of the President-Elect, President, and Immediate Past President will assume the duties of the President until elections can be held. The Treasurer solicits budget information from all officers and submits a yearly budget to the Executive Board and then to the AAA in the fall. In the event of the absence, resignation, death or incapacity of the Treasurer, the Executive Board will appoint a replacement to finish out the portion of the term that is remaining.

2. Important Tools

1. The American Anthropological Association’s *Section Treasurer’s Handbook*, provided upon request by Kathy Ano, Controller of the AAA kano@americananthro.org.
2. Admittance to the American Anthropological Association’s Section Treasurer’s Listserv, upon request by Kathy Ano or Elaine Lynch, CFO of the AAA elynch@americananthro.org.
3. Financial statements, sent quarterly by the AAA.

3. General Calendar

1. In January/February, assist the SACC President in writing the annual section report for the previous year. Review and approve/disapprove financial statements from the previous year.
2. Assist in managing the finances of spring meetings, whether regional or national (contracts, payments, awards, reimbursements, honoraria, registration, etc.).
3. Attend SACC spring meeting and prepare Treasurer’s report for SACC spring meeting (if held).
4. Prepare section budgets by June 30.
5. AAA approves the annual budget by November.
6. Attend AAA annual meeting in Nov/Dec and prepare Treasurer’s report for SACC business and board meetings. Attend the section Treasurer’s meeting at AAA. Assist in any payments, awards, reimbursements, honoraria associated with SACC’s participation at AAA.

**SECRETARY**

1. Duties, as stated in the SACC By-laws
	1. Section 6. The Secretary. The Secretary shall be elected and serve a term(s) of three (3) years. The Secretary shall act as Secretary to the Executive Board, Executive Committee, and the Annual Business Meetings. The Secretary shall act subject to the directives of the Executive Board, the Executive Committee, have charge of all records and general correspondence of SACC, maintain a roster of members and officers, and receive referenda petitions from the membership. In the event of the absence, resignation, death or incapacity of the Secretary, the Executive Board will appoint a replacement to finish out the portion of the term that is remaining.
2. Interpretation of Duties
	1. Minutes: Record minutes at all AAA and SACC Board and Business meetings, and any additional recordkeeping requested by the board. Minutes are finalized and prepared for the board. May involve sending files to the Board members, archiving in shared online file repositories, or housing in the members/officer section of the website.
	2. Travel: Travel to AAA and SACC larger conferences or events each year of their term, or find a temporary replacement.
	3. Communication: Assist scheduling of phone, conference call, and/or virtual meetings for board members if needed; communicate with AAA staff upon request.
	4. Information and organization: E-newsletter issues are sent out twice quarterly; Field calls from external interested parties; Important to be organized.

**SACC PROGRAM CHAIR**

1. Duties, as stated in the SACC By-laws
	1. SECTION 9: **AAA Program Editor**. AAA Program Editor (SACC Program Chair) shall be elected, serve a term(s) of two (2) years and perform the duties of their positions within AAA and SACC and such other duties as are assigned by the Executive Committee. The AAA Program Editor will serve as the Program Chair for SACC conferences. AAA Program Editor shall serve on the Executive Board and the Executive Committee. In the event of the absence, resignation, death or incapacity of the AAA Program Editor, the Executive Board will appoint a replacement to finish out the portion of the term that is remaining.
2. Interpretation of Duties
	1. At the annual AAA meetings – assist with the 5 field update panel as requested by the organizer; to set up the “I Love It When You….” Session; and to coordinate any other SACC sessions. The Program Chair is the section liaison in matters pertaining to SACC’s participation in AAA sessions.
	2. At the annual SACC meetings – coordinate paper presentations by participants at the annual 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.
3. Important tools
	1. The portals on the AAA website used to register sessions, presenters, etc. <http://www.aaanet.org/meetings/presenters/CFP_FAQ.cfm>.
4. General Calendar
	1. Attend AAA (Nov/Dec) and SACC conferences (variable dates) if possible
	2. AAA asks for presentation information by April 14th. Begin CFP for “I Love It When You…. “ session around January-February.
		1. After that, follow up and make sure all presenters complete all steps required by AAA
		2. Do the entry for business meetings as well if requested by SACC President
		3. Eventually program check for AAA to verify information (around August)
		4. Facilitate SACC sessions at the event
	3. SACCFest (full conference; every other year)
		1. Held late March-early April -- CFP needed around time of AAA
		2. Set up CFP on SACC website so people can start participating in that prior to the set up by AAA of registration (recommend Nov)
		3. In addition, CFP via SACC list-serv and other social media opportunities via Social Media board member
		4. January 5th: registration up and running
		5. Registration information for SACCFest sent in time for two week set up period by AAA (Program Chair or President may do this)
		6. Program Chair confirms presenters, organizes sessions, and gathers information for the program (the President, however, is the main point of contact for SACCFest)
		7. January 1st : Internal deadline to have SACCFest conference schedule posted on SACC website
		8. January 5th : internal deadline to have discount hotel info on SACC website
		9. Set up (electronically) program for SACCFest (working with President) and deliver copy for printing to President as required (3 weeks or so prior to SACCFest)
		10. Facilitate presentations during SACCFest