Goals and Expectations for Offices of the President and Vice President of Membership and Development

SACC, The Society for Anthropology in Community Colleges

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 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 for organizing the annual meeting of SACC.

Section 4. **The President**. The President will serve a term of one (1) year\* 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. 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.

Section 5. **The Immediate Past President**. The Immediate Past President shall serve a term of one (1) year. 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 Current Issues in Anthropology: Five Field Update Symposium at the Annual Meeting of the AAA. 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 be elected and serve a three (3) year term(s). The Vice-President for Membership and Development shall act to increase membership and act with Regional Vice-Presidents in developing regional activities. The Regional Vice-Presidents shall report to the Vice-President for Membership and Development. The Vice-President for Membership and Development Serves on the Executive Board and the Executive Committee and reports to the Executive Committee and President.

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.
	4. Standard report template:
		1. *Membership Numbers*
		2. *Report on Social Networking*:
			1. SACC Facebook “fan” page
			2. SACC on Twitter
			3. Website
		3. *Strategies for increasing membership*
		4. *Additional updates*
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