

**RESPONSIBILITIES OF DIVISION (TECHNICAL GROUP)
OFFICERS AND STANDING COMMITTEES**

OFFICERS

1. The officers of the Division (Technical Group) shall be a **Chair**, a **Vice-Chair**, and a **Secretary-Treasurer**, or a **Chair**, a **Vice-Chair**, a **Secretary**, and a **Treasurer**. The duties of the Secretary and Treasurer may be combined into a single office (i.e., Secretary-Treasurer). All officers shall hold their offices for a one-year term or until their qualified successors are elected or appointed.
2. The **Chair** shall have the following responsibilities:
 - a. Supervision over the affairs of the Division (Technical Group), subject to the direction of the Executive Committee.
 - b. Preside at meetings of the Executive Committee and shall have the power to perform such other duties as may be provided in the Bylaws, or in the Rules, or as may be delegated to the office by the Executive Committee.
 - c. Be an ex-officio member of all committees of the Division (Technical Group) and an ex-officio member of the Professional Divisions Committee of the Society.
3. The **Vice-Chair** at the time of election shall be designated Chair-Elect, and at the expiration of that term will automatically succeed to the office of Chair. The **Vice-Chair** has the following responsibilities:
 - a. Perform the duties of the Chair if the Chair is unable to serve.
 - b. Serve as Chair of the Program Committee of the Division (Technical Group), or as the Alternate Chair of the Program Committee.
 - c. Other duties as may be assigned the office by the Executive Committee.
4. The **Secretary or Secretary-Treasurer** has the following responsibilities:
 - a. Shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division (Technical Group) Executive Division (Technical Group) and do not have to be filed with the Executive Director.
 - b. Shall act as custodian of Society Bylaws and Rules, and of Division (Technical Group) Bylaws, and Rules.

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- c. Shall arrange for all notices to Division (Technical Group) members and for publicity releases, and shall be responsible for obtaining a roster of Division (Technical Group) members from the Executive Director.
- d. In the absence of both the Chair and the Vice-Chair, shall preside at meetings of the Division (Technical Group).
- e. Shall have such other duties as may be assigned by the Executive Committee.

For Divisions (Technical Groups) that do not have a Treasurer, the Secretary-Treasurer shall also serve as a member of the Finance Committee, and shall be the responsible custodian of any special funds of the Division (Technical Group), The **Secretary-Treasurer** shall have the same duties as the **Treasurer**.

- 5. For Divisions (Technical Groups) that have a Treasurer, the **Treasurer** shall have the following responsibilities:
 - a. Fiduciary responsibilities of the Division (Technical Group) and shall provide a direct interface to the individuals of the Society that are charged with financial matters.
 - b. Develop financial statements and present year and out-year budgets to be presented to the Executive Committee at the Annual and Winter Meetings. Upon Executive Committee approval of the present year and out-year budgets, the Treasurer shall send the Division (Technical Group) budget to the Executive Director.
 - c. The **Treasurer**, as well as the **Chairman**, represents the only officers that are empowered to disburse Division (Technical Group) funds to internal and external organizations and individuals, as appropriate.
 - d. Oversee the financial aspects of all embedded and stand-alone topical meetings that are sponsored by the Division (Technical Group).
 - e. Should a Division (Technical Group) sponsor and/or endow a scholarship, the **Treasurer** is responsible to report the accrual of the scholarship fund to the Executive Committee at the Annual and Winter Meetings, and interface with the Scholarship Committee.
 - f. Serve as a member of the Finance Committee, and shall be the responsible custodian of any special funds of the Division (Technical Group).

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- g. Such other duties as may be assigned by the Executive Committee.

STANDING COMMITTEES

- a. **Nominating Committee** – Shall be composed of not fewer than three members. The most recent available past-Chairperson should chair the Nominating Committee.
- b. **Program Committee** – Shall be composed of not fewer than five (5) members, and a Chair, as appointed by the Division (Technical Group) Chair. Three (3) of the members may be the Vice-Chair of the Division (Technical Group), the Chair of the Division (Technical Group), and the immediate Past Chair of the Division (Technical Group). The Vice-Chair of the Division (Technical Group) may serve as Chair of the Program Committee. The Program Committee shall be responsible for planning technical meetings of the Division (Technical Group) and sponsoring special technical sessions at national meetings of the Society. For special technical sessions of contributed papers at national meetings, the Program Committee shall select session chairs and other officers required for presiding at technical meetings of the Division (Technical Group) and at its special sessions in national meetings of the Society; all such meeting officers shall be members of the Division (Technical Group). The Program Committee shall, as needed, call on other members of the Division (Technical Group) to serve as long-range planning coordinators for particular meetings or special sessions. The Chair of the Program Committee shall be responsible for liaison (i.e., Division or Technical Group Representative) with the National Program Committee of the Society.
- c. **Membership Committee** – Should be composed of not fewer than three (3) members, who shall be charged with the duty of bringing the advantages of Society and Division (Technical Group) membership to the attention of qualified candidates.
- d. **Finance Committee** – Should be composed of a minimum of three (3) members including the Secretary and Treasurer or Secretary-Treasurer who shall be responsible for the financial activities of the Division (Technical Group) in cooperation with the Society Treasurer and Executive Director.
- e. **Honors & Awards Committee** – Should be composed of not fewer than two (2) members who shall be responsible for recommending to the Executive Committee, Division (Technical Group) members as candidates for Society and/or Division (Technical Group) Honors and Awards and nominees for Society officers and membership on national committees.

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- f. Additional standing committees (e.g., **Scholarship Committee, Public Policy Committee, Education Committee, Publications Committee**) may be established by the Executive Committee. Special committees may be established from time to time by the Chair, subject to authorization by the Executive Committee; these shall be dissolved upon completion of the duties assigned to them.