

## **Duties of HBA Officers and Committees**

### **President**

Serve a 1-year term as President-Elect, followed by a 2-year term as President, and after that, a 1-year term as Past President. Duties of the President include the following: Provide leadership to the profession, the Executive Committee and the membership, and to represent the Association, as needed. Write the cover letters that accompany the mailings to members (about July and January). Appoint committee chairs as needed. Work with the Executive Committee and standing committees on issues that arise, and with the Program Chair on the arrangement and content of the annual meetings. Set the agenda for and chair the Executive Committee meeting (the Tuesday evening before the annual meeting begins) and the Business Meeting. Handle the ceremonial duties regarding the Boas Award and the EE Hunt Student Prize at the Awards Luncheon

### **Executive Committee Members**

#### **Secretary-Treasurer position**

Membership and dues:

- Oversee financial records Allen Press will keep as part of our contract with them for membership services. S-T should look at the financial records twice a year.

Along with the President, remind people of obligations:

- Remind EC members and committee chairs to produce their reports for the EC mtg and business mtg.
- Remind the chair of Nominations and Elections Committee to produce the nominations forms for summer mailing. Help them with the ballot form, as needed. Balloting will be done on the Allen Press site, and Plan and prepare for annual meeting:
- Put together 2 meeting related mailings – one in the summer and one in about January. These will be done electronically as much as possible.
- Oversee meeting pre-registration – Allen Press will collect the money and maintain a registration database.
- Put together meeting registration packets
- Order the Boas bust; order Pearl plaque and coordinate with Mike Little to get the Pearl brochure produced.
- Take care of all billing associated with the meeting
- Organize and work at the meeting registration table
- Organize the awards luncheon
- Create a treasurer's report and projected budget for EC and business mtgs.
- Record minutes at the EC and business meetings
- Draft proceedings of HBA annual mtg for publication in AJHB.
- Order the food for the EC dinner, awards luncheon, coffee breaks and receptions
- Coordinate with the program person as needed, on things like abstract submission, program, student reception, and other random tasks

### **Meeting Program Chair**

Responsible for the organization of the scientific program of the annual meeting. Duties include:

- forming program committee.
- prepping call for abstracts & coordinating w/Sec-Treas to send out.
- ensure website for abstract submission is in working order.
- assigning abstracts for review to prog comm and then combining results of reviews.
- notifying submitters of outcome of review.
- coordinating with Prog Chair of AAPA on selection of joint symposium.
- constructing a program.
- coordinating with AAPA Prog Chair, AAPA Local Arrangements Chair, and HBA Local Arrangements comm on choice of presentation rooms and ordering AV equipment at meetings.
- coordinating with Past Prez/Prez-Elect on Student Reception.
- prepping program for publication; including program, author list, abstracts.
- reviewing/correcting program proofs.
- ensuring smooth running of program at meetings.
- bringing pushpins for poster set up

### **Public Relations**

Serve a 4-year term as member of the Executive Committee; participate in Executive Committee decisions

Attend the annual Executive Committee and Business Meetings

Submit a report to the Association at the annual Business Meeting

Communicate with the webmaster regarding the posting of information on the HBA website

Communicate with Allen Press regarding sending information to membership.

Maintain current the information on the HBA website as needed.

Respond to question from the membership regarding the HBA website

Prior to the annual meeting contact local news outlets, and especially their science reporters, re the meeting and invite them to attend. Arrange for press-passes and a quiet place to meet with speakers if needed.

Prepare news releases before and/or at the annual meeting for distribution to local news outlets.

### **International Representative**

The duties of the International Representative are (1) to form an effective liaison between international members and the Executive Committee and (2) represent the interests of the international members at Executive Committee meetings and at annual Business Meeting. The International Representative maintains a list of international members with electronic contact details and consults with them prior to the annual meeting to establish any concerns and issues they may have with regard to the Association. These concerns and issues are presented to the Executive Committee and at the business meeting in the form

of an annual report and the response of the committee and membership is relayed back to the international members.

The International Representative is also responsible for informing the international members about the submission requirements for travel awards to attend the annual meeting. Once applications have been received the representative submits appropriate applications and his/her recommendation to the Executive Committee for ratification.

### **Human Biology Association Executive Committee Membership Representative**

The Human Biology Association membership representative is responsible for review of applications from regular members for Fellow status in the association and for making a recommendation on the applications to the Executive Committee. If the volume of Fellow applications is sufficient, the membership representative may empanel a membership committee to assist in application review. The membership chair prepares an annual report on the composition of the membership for submission to the Executive Committee. Informally, the membership representative is also responsible for identifying ways to increase membership in the Human Biology Association.

### **Standing Committees:**

#### **Publications Committee**

1. Serve a 4-year term
2. Coordinate with editors of the Association textbook, *Human Biology: An Evolutionary and Biocultural Perspective*, regarding the publication of revised editions.
3. Judge student papers and posters for the Edward E. Hunt, Jr. Student Prize.
4. Submit a report to the Association at the annual Business Meeting
5. Chair the Committee if appointed to do so.

#### **Nominations and Elections Committee**

Members of the elections and nominations committee (ENC) serve 2-year terms. They are responsible for soliciting nominations for elected positions within the Association, checking with the Secretary-Treasurer regarding membership status, discussing and agreeing upon a final slate of nominees from the pool received, contacting the nominees about their willingness to run for office, and conducting the election. The ENC also solicits nominations for the Boas award and forwards the nominations and supporting letters (in electronic format) to the Executive Committee for consideration. The President appoints the Chair of the ENC, who leads discussions about electoral issues, serves as the point of contact with the nominees, the Secretary/Treasurer, and President. The Chair also summarizes the ENC's work at the annual Executive Committee meeting, and submits a report to the Association at the annual Business Meeting

#### **Local Arrangements Committee**

Coordinate with AAPA Local Arrangements Committee and Annual Program Meeting Chair for annual meeting requirements (space, travel arrangements, restaurant recommendations, local events). Committee members are appointed on a yearly basis; usually members who live and work in the locale where the meeting is held.