

## Description of Duties for the various SEDAAG Offices

### SEDAAG President (Two Year Term)

The President serves a 2 year term and performs the following duties annually unless where indicated otherwise:

- Presiding over and preparing agendas for the annual Business Meeting and Meetings of the Executive and Steering Committees;
- Soliciting invitations from universities/cities to host the annual conference and assisting the Local Arrangements Committee with approval of contracts related to the meeting;
- Appointing SEDAAG members to serve on and chair the Tellers, Audit, and Resolutions Committees;
- Coordinating with the Executive Committee to select Student Representative on an annual basis;
- Providing oversight on the activities of all major committees and Division officers (Secretary, Treasurer, Vice-President, Journal Editor, Historian, Student Representative, State Representatives);
- Preparing at least one column or letter to the membership per year for publication in the Division's newsletter and assisting the Secretary in collecting other content for the newsletter;
- Assisting the Secretary in publishing announcements and news related to the Division and its members using the SEDAAG listserv;
- Supervising the negotiation and approval of contract between *Southeastern Geographer* and the journal's publisher (usually every four years);
- Supervising the nomination and election of the AAG Regional Councilor (every 3 years);
- Consulting with AAG regional Councilor and AAG Executive Director on matters of common interest and concern between SEDAAG and AAG national association;
- Coordinating with Geography departments, programs, and stand alone scholar-teachers to identify new faculty in the region and assess the health of the discipline within the Region;
- Contact and welcome new faculty appointments in Geography within the Region;
- Organizing "New Voices in SEDAAG" session(s) for the annual conference to showcase recently hired faculty;
- Working with the Treasurer in organizing and implementing membership renewal and new membership campaigns;
- Assessing the effectiveness of services and programs for the Division's membership and developing new initiatives and programs to benefit members when necessary.

### SEDAAG Vice-President (Two Year Term)

The main duty of the Vice-President is serving as the Program Chair for the annual SEDAAG meeting.

The Program Chair is responsible for: 1) issuing a call for papers, posters and panels, 2) receiving, acknowledging and cataloging submissions, 3) choosing reviewers and sending submissions out for review, 4) collating reviews, making acceptance and rejection decisions, and sending these decisions to authors, 5) organizing papers, posters and panels into sessions, 6) creating the program, 7) posting preliminary program, 8) making any final changes necessary to the program.

## **SEDAAG Secretary (Two Year Term)**

### **SEDAAG Treasurer (Two Year Term)**

- Manage SEDAAG financial accounts. This has typically entailed opening a bank account and managing the balance in no-risk investments.
- Make payments for SEDAAG expenses. Most expenses relate to the annual meeting and come at that time.
- Coordinate membership issues with UNC Press, which maintains the membership list and collects dues. This entails notifying the Press of any honorary memberships awarded, fielding general inquiries from the membership as to membership status, and cashing quarterly checks sent by UNC Press.
- Coordinate with the Program Chair in the months leading up to the meeting to ensure that all presenters on the program who reside in the SEDAAG region are members of SEDAAG. This duty is key to maintaining SEDAAG membership at a sustainable level.
- Handle IRS forms. In the past this has been minimal (simply a change of address form and a form declaring non-profit status) because SEDAAG revenue has been below the level for a non-profit that would require filing income tax forms. That may change in the future, however, as SEDAAG revenue is close to that limit.
- Write an annual report, summarizing SEDAAG finances and membership, and present it to the Executive Committee and general membership at the annual meeting.

### **SEDAAG Regional Councilor (Three Year Term)**

The SEDAAG Regional Councilor serves as a liaison between the region and the Central AAG Office. In addition, the Councilor represents the region on the AAG Council. Specific tasks associated with these responsibilities include attending two AAG Council meetings a year (one at the AAG National meeting and one in the fall hosted by a AAG Region), providing a report of the current conditions of the Region to the Council, reviewing AAG Annual reports, and deliberating and voting upon any AAG resolutions presented to the AAG Council. Nomination of individuals who will wish to be part of the leadership and administration of the AAG, represent the region well to a national audience, and provide guidance to the SEDAAG is highly encouraged.