

**BSA Board Meeting MINUTES
December 19, 2003
Email Vote**

BSA Board members reviewed and approved 6 BSA Board position descriptions in a vote via email. The descriptions are part of the effort to make the BSA nomination and election process more transparent and accessible.

The positions descriptions have been developed in conjunction with current and past Board members in those roles and with an eye to our Bylaws and policies regarding what is required.

Board Position Descriptions

President-Elect

Duties

Under Article VI of the bylaws of the Botanical Society of America, the President-Elect shall perform such duties and have such responsibilities as prescribed by the President or the Board of Directors from time to time. In the absence of the President or in the event of their inability or refusal to act, the President-Elect will perform the duties of the President.

Committee Assignments and General Duties- Executive Committee, Committee on Committees (Chair)

- Serve for three succeeding years as President-Elect, President, and Past-President.
- Review BSA mission, objectives, Bylaws, Policies, Strategic Plan, Officer duties.
- Read annual reports submitted the previous year by all governance groups.
- Attend the Board, Council and Members' Business meetings in the weeks prior to taking office to observe how business is structured.
- Attend 4-6 Board meetings throughout the year and participate in Board discussions/decisions via email.
- Attend Executive Committee meetings as needed.
- Attend the Advisory Council Meeting and Annual Members' Business Meeting at the conference.
- Chair 1-3 meetings of the Committee on Committees (as needed).
- Work closely with the BSA Executive Director and BSA officers to accomplish Society goals and deal with issues and unexpected opportunities as they arise.
- Provide feedback on the annual performance review of the Executive Director.

Post Annual Conference

Official duties begin at the conclusion of the Botanical Society of America's annual meeting.

Fall

BSA staff will provide a list of BSA committee positions that will become vacant at the BSA conference the following summer. Hold an orientation meeting of the Committee on Committees. Share this list of committee openings with the committee and begin discussions considering potential appointments to the positions available as well as provide an overview of the call for committee applicants and the application and review process to come.

February – April

Go over the names of potential committee members suggested by the Committee on Committees. Review applications of members who wish to serve in open committee slots. Work with the Committee on Committees (hold conference calls) to decide on possibilities to fill committee positions beginning after the BSA Conference. Contact individuals, if needed, to get commitments to serve. Explain: the duties of the committee they are asked to join; state that appointments officially start as soon as the Conference is completed; direct them to the committee description and committee terms on the BSA web site.

The President-elect along with input from the Committee on Committees and Board are responsible for filling open committee positions.

March/April

Provide the Executive Director with data on new Committee on Committee appointees, e.g., names, email addresses, committee of service, etc.

May-June

Prepare an Incoming President's address to be presented at the annual conference. After committee appointments are approved by the Board, work with the Executive Director to send out new committee welcome emails.

June/July

Prepare a 1-2 paragraph President-Elect report for the Advisory Council on the work of the Committee on Committees and any other President-Elect business from the past year. Attend annual BSA meeting, Board meetings (on front and back end of the conference), Advisory Council meeting, BSA Members' Business Meeting.

Present Incoming President's address at the conference.

President

Duties

Under Article VI of the bylaws of the Botanical Society of America, the President shall be the chief elected officer of the Society. Subject to the direction and control of the Board of Directors, the President may convene and shall preside at meetings of the Society and of the Board of Directors. They shall also, at the annual meeting of the Society and at such other times as is deemed proper, communicate to the Board of Directors or the Society on such matters and make such suggestions to promote the welfare and increase the usefulness of the Society, and shall perform such other duties as prescribed by the Board of Directors and membership from time to time.

Committee Assignments and General Duties: Executive Committee (Chair), Annual Meeting Program Committee, Financial Advisory Committee ex-officio, Education Committee ex officio, Distinguished Fellows Committee ex officio, DEI Committee ex officio

- Promote Botany in the broadest context to benefit BSA members and botanical colleagues.
- Contact Committee Chairs throughout the year to see that they are initiating actions.
- Contact individuals and other societies in the name of the BSA to promote cooperation and the botanical sciences.
- Attend and Chair 4-6 Board meetings throughout the year and participate in Board discussions/decisions via email.
- Attend and Chair Executive Committee meetings as needed.
- Attend and Chair the Advisory Council Meeting and Annual Members' Business Meeting at the conference.
- May develop an initiative in line with the strategic plan to enhance the mission of the BSA.
- Review and approve the monthly membership e-newsletter which is prepared by BSA staff.
- Work closely with the BSA Executive Director and BSA officers to accomplish Society goals and deal with issues and unexpected opportunities as they arise.
- Assist the Executive Director with funding agencies like NSF, USDA, etc., to keep the Society abreast of changes and initiatives at funding agencies and to help agencies stay informed on the Society's goals and interests.
- Provide feedback on the annual preperformance review of the Executive Director.

Post Annual Conference

Official duties begin at the conclusion of the Botanical Society of America's annual meeting. Lead the post-Conference Board meeting, which often takes place at the conclusion of the conference.

August-September

The Executive Director and President will welcome new committee members via email during this time and share the specific charge for each committee. Begin to contact Board members to inquire about items of business for the Society during the next year.

Fall

Work with the Executive Director and solicit items to put on the Fall Board meeting agenda for discussion.

December/January

Work with the Executive Director to organize the logistics of the Spring Board Meeting (normally for February or March)

February/March

Organize and hold the Spring Board meeting. Follow up with action on the activities of the Executive Committee Meeting.

June

Work with the Secretary, Executive Director, and other officers to organize the Summer Board meeting, Advisory Council, and Business meeting agendas.

July

Take stock of what has been accomplished the previous year and what direction the Society is moving. Write the "Report of the President" (typically 1-2 pages) for the Advisory Council Meeting.

Annual Meeting

Hold BSA Board meeting prior to the start of the annual meeting. Run the Advisory Council meeting and the Members' Business Meeting with support from the Executive Director. Introduce the President-Elect for their annual address.

Past-President**Duties**

Under Article VI of the bylaws of the Botanical Society of America, The Past-President shall perform such duties as prescribed by the President or the Board of Directors, as well as chairing the Election Committee and the Corresponding Member Committee.

Committee Assignments and General Duties – Executive Committee, Election Committee (Chair), Corresponding Members Committee

- Attend 4-6 Board meetings throughout the year and participate in Board discussions/decisions via email.
- Attend Executive Committee meetings as needed.
- Attend the Advisory Council Meeting and Annual Members' Business Meeting at the conference.

- Chair the Election Committee and oversee the election process with the assistance of the Executive Director.
- Chair the Corresponding Members Committee and oversee the process for selection of any new Corresponding Members of the BSA.
- Work closely with the BSA Executive Director and BSA officers to accomplish Society goals and deal with issues and unexpected opportunities as they arise.
- Assist the Executive Director with funding agencies like NSF, USDA, etc., to keep the Society abreast of changes and initiatives at funding agencies and to help agencies stay informed on the Society's goals and interests.
- Provide feedback on the annual preperformance review of the Executive Director.

Fall

Official duties begin at the conclusion of the Botanical Society of America's annual meeting. Activate the Election Committee. Contact members and ask them to be thinking about candidates. Hold an orientation call for the Committee to review the overall process and prepare to open a call for Board nominations with the assistance of the Executive Director. The ballot is made up of candidates the Committee selects, based on committee discussion of those nominated by the general membership and by the Committee. (See Article IV, section 1, for the specific charges to the Election Committee.)

January/February

Oversee the election process with assistance from the Executive Director. In consultation with the Election Committee, decide on a slate of candidates based on the current needs and gaps within the Board.

February/March

All nominees must agree in writing to stand for election. Forward the slate of candidates to the Board for review, input, and approval. Advise the Executive Director to prepare the ballot. Ensure each candidate provides a profile that is included on the ballot.

Election should open in March and close in April.

April

Receive and count BALLOTS. In consultation with the President, notify the winners and other candidates of the outcome. Also, report to the Elections Committee - if they have not helped count the ballots (given that the Committee is spread across the country, the Chair usually seeks permission to use other local BSA members to do the counting).

Receive Corresponding Member nominations. Distribute copies to the other members of the Committee (other two immediate Past-Presidents) for action on recommendation to accept or not. The candidates are usually discussed at the Spring Executive Committee meeting in April and recommended to the Council and Membership at the Annual Business Meeting in August. New members are elected by the Membership at the Annual Business Meeting.

June/July

Attend annual BSA meeting, Board meetings (on front and back end of the conference), Advisory Council meeting, BSA Members' Business Meeting.

Secretary

Duties

Under Article VI of the bylaws of the Botanical Society of America, the Secretary certifies the Bylaws, the resolutions of the members, the Board of Directors and committees, and other documents of the Society as true and correct, and shall have such other duties as prescribed by the President or the Board of Directors from time to time.

Committee Assignments and General Duties – Executive Committee, Advisory Council, Committee on Committees, Election Committee

- Attend 4-6 Board meetings throughout the year and participate in Board discussions/decisions via email. Take minutes of these meetings
- Attend Executive Committee meetings as needed and take minutes of these meetings. Attend the Advisory Council Meeting and Annual Members' Business Meeting at the conference and take minutes of these meetings.
- Attend Committee on Committees and Election Committee meetings, as needed.
- Ensure Business Minutes are shared with BSA membership in the Fall; ensure Council Minutes shared with the Council with the Council meeting agenda in June; ensure Board and Executive Committee minutes are shared with the Board throughout the year.

Post Annual Conference

Official duties begin at the conclusion of the Botanical Society of America's annual meeting.

Ensure BSA staff notify new 'Corresponding Members' of their election and provide them with membership. Ensure staff place notifications about award winners on the Society web site and in the PSB.

September

Secretary works with BSA Executive Director and Finance Manager to ensure the nonprofit registration with the state of Missouri is filed every other year.

Fall

Attend Committee on Committees and Election Committee meeting, if needed

December/January

Work with BSA staff to send copy of each section's bylaws to section leaders to verify current

bylaws or to update if changes have been made. Ensure sections receive updated financial accounting from their previous fiscal year.

February/March

Work with the Election Committee to review nominees and prepare an election ballot. Liaise with BSA staff to run the Election.

March/April

Participate in Committee on Committees meetings to review committee applications and assist in the appointment of new committee members.

May

Secretary works with BSA Executive Director and Finance Manager to ensure the corporation renewal report is filed in the state of Connecticut where BSA is incorporated.

May/June

Assist the BSA staff in orientation and transitioning of new Board members.

June/July

Attend annual BSA meeting, Board meetings (on front and back end of the conference), Advisory Council meeting, BSA Members' Business Meeting.

Director at Large for Education

Duties

At-large directors represent the Mission, Objectives, and current Priorities and Programs of the Society. The Director-at-Large for Education chairs the Education Committee and works with the Education Director (BSA staff) to carry out the strategic priorities set in the strategic plan as it relates to education and outreach efforts.

In general, the Education Committee studies and reports to the Board of Directors through the Director-at-Large for Education on all matters relating to teaching, training, and professional education in the plant sciences, including informal, K-12, undergraduate and graduate biology education and presents an assessment on the impact of any new activities for the society to the board. The Education Committee develops recommendations to the Board of Directors for specific initiatives. The committee works with sections of the society especially the Teaching Section, to promote education activities across the society, to encourage publication of education related articles in *Plant Science Bulletin* or *American Journal of Botany* as appropriate, to create or encourage appropriate educational material on the BSA web site, to create and maintain connections between research and education, and to enable collaborations and discussions among society members of BSA and between BSA and other societies.

Committee Assignments and General Duties – Education Committee (Chair); Bessey Award Committee (Co-chair with Teaching Section Chair)

- Attend 4-6 Board meetings throughout the year and participate in Board discussions/decisions via email.
- Attend Executive Committee meetings as needed and take minutes of these meetings. Attend the Advisory Council Meeting and Annual Members' Business Meeting at the conference and take minutes of these meetings.
- Work closely with the BSA Education Director to manage the Education Committee and its work.
- Respond to inquiries from members of the public and reporters, and periodically get involved in specific grant-related outreach efforts (ie. PlantingScience)
- Co-Chair the Bessey Award Committee and help facilitate the nominations and selection process.
- Work with BSA staff and the Ad Hoc Botany 360 Committee to plan education or outreach webinars throughout the year as needed.

Post Annual Conference

Official duties begin at the conclusion of the Botanical Society of America's annual meeting.

Fall

Welcome new Education Committee members. Work with Education Director to plan timing for a committee meeting to take place. Attends Fall BSA Board meeting.

Jan/Feb

Chairs mid-year Education Committee meeting and prepares short Education report to the Board in conjunction with Education Director.

Works with BSA staff and Teaching Section Chair to prepare and release the Bessey Award call for nominations.

March

Attends Spring BSA Board Meeting and present Education report.

April

Co-Chair the Bessey Award Committee and assist in review and selection of Bessey Award winner(s).

Pre-Annual Conference

Chair Education Committee meeting. Onboard newly appointed committee members who will officially start after annual meeting (often they are invited to attend this meeting for onboarding/transition purposes).

June/July

Attend BSA Board meetings (on front and back end of the conference), Advisory Council meeting, BSA Members' Business Meeting. Attend the Teaching Section meeting at the annual conference to foster coordination between the section and Education Committee.

Commented [MOU1]: Is this correct? Also, typically the Education Director-at-Large will attend the "Formerly known as Teaching" section meeting at the conference (typically a lunch meeting in the middle of section-sponsored talks) to encourage coordination with Ed Committee efforts and vice versa. Not sure if that should be included in official duties.

Student Representative

Duties

Under Article VII of the bylaws of the Botanical Society of America, graduate students may apply to serve as student directors (also known as representatives) on the Board of Directors. The Student Representatives on the Board Directors are elected by the student members of the Society. Student directors represent the student members of the Society in relation to the Mission, Objectives, and current Priorities and Programs of the Society. Student Directors serve on Committees as requested by the President.

Committee Assignments and General Duties – Annual Meeting Program Committee, Early Career Professional Development Committee

- Review BSA mission, objectives, Bylaws, Policies, Strategic Plan.
- Read annual reports submitted the previous year by the student representatives.
- Attend 4-6 Board meetings throughout the year and participate in Board discussions/decisions via email.
- Attend the Advisory Council Meeting and Annual Members' Business Meeting at the conference.
- Provide student perspective and feedback to the Annual Meeting Program Committee.
- Plan student activities and prepare student-targeted communications throughout the year in conjunction with BSA staff.
- Work in conjunction with the Early Career Professional Development Committee to plan events, workshops, Botany 360 webinars and the Careers in Botany luncheon.

Post Annual Conference

Official duties begin at the conclusion of the Botanical Society of America's annual meeting.

Student Reps work closely with BSA staff to assist in implementation and dissemination of their programs and ideas and in sending out emails targeted to BSA students to share resources and benefits of BSA membership. They also work closely with BSA staff related to BSA student chapters, updating of student sections of the BSA web site and Careers in Botany profiles on the web site.

Fall

Prepare something for the Fall issue of the *Plant Science Bulletin*. Participate in the conference program planning meeting (via Zoom). Start planning workshops and ideas for student activities at Botany conference. Participate in the Fall Board meeting (via Zoom).

January/February

Continue planning activities for Botany 2024. Work on article for Spring PSB issue. Prepare a report to the Board for the Spring Board meeting.

March/April

Attend Spring Board meeting and present a student report. Prepare a spring student email in conjunction with BSA staff.

May/June

Prepare a student report for the summer BSA Board meeting. Work on an article for the Summer edition of the PSB.

Summer

Attend annual BSA meeting, Board meetings (on front and back end of the conference), Advisory Council meeting, BSA Members' Business Meeting. Assist in transitioning the new student rep and orienting them to their role on the Board.