RESPONSIBILITIES OF THE SECTION
CHAIR-ELECT, CHAIR, AND RETIRING CHAIR

The Section Chair serves a three-year term – the first year as Chair-Elect, the second year as Chair, and the third year as Retiring Chair. New terms begin the day after the Annual Meeting ends.* During all three years, they serve as a member of the Steering Group of their section. The eight-member Steering Group comprises the Chair-line, Section Secretary, and four Members-at-Large. Please note that at AAAS, the Retiring Chair position assumes the most responsibility during their term.

If, at any time, an individual becomes unable to fulfill their responsibilities for any reason, we ask them to let their Section Secretary and the Executive Office know.

Expectations as a member of the Steering Group include:

- Attendance at the Annual Meeting, including the section business meeting and the general section officers’ meeting (both take place during the Annual Meeting) [See below for future dates]

- Participation in nominating elected Fellows for the section Steering Group [Generally occurs late January through April]

- Participation in reviewing and voting on elected Fellow nominees for the section Steering Group [Generally occurs May through June]

- Participation in proposing symposia for the Annual Meeting [Generally occurs February to mid-April]

- Participation in reviewing symposia for the Annual Meeting [Generally occurs May through June]

- Responsiveness to communications from the Section Secretary, who manages the above processes for your section [Year-round]

- Your section may have additional responsibilities for Steering Group members; these will be communicated to you by your Section Secretary

- Participation in appointing the Section Secretary at four-year intervals [Occurs in the fall every four years]
In addition to the above general duties, specific responsibilities occur during each year of the Chair’s three-year term.

Chair-Elect (first year)
- In addition to attending the section business meeting and general section officers’ meeting, the chair-elect is expected to attend the Annual Meeting planning session.

Chair (second year)
- Develops an agenda and presides at the section business meeting held at the Annual Meeting [Friday evening or Saturday morning/afternoon at the February Annual Meeting]
- Attends the Annual Meeting planning session [Sunday afternoon at the February Annual Meeting]
- In the event of a vacancy on the Electorate Nominating Committee, appoints a replacement [As needed]

Retiring Chair (third year)
- Serves as a member (with voting privileges) of the AAAS Council, representing their section, and is expected to participate in Council activities [Duties occur throughout the year, with specific responsibilities in September/October, January and February]
- Attendance at the section business meeting, general section officers’ meeting, and in-person Council meeting (held on the final Sunday of the Annual Meeting)
- Participates as a member the section’s Electorate Nominating Committee (ENC), serving as a liaison for the needs of the Steering Group and helping to strategically select candidates for the Chair-Elect, Member-at-Large, Electorate Nominating Committee and Council Delegate positions for the AAAS annual election [Occurs March through May/June]

Those are the minimal responsibilities, but the opportunities are open-ended. The Chair-Elect, Chair, and Retiring Chair should take active roles in cooperation with the Section Secretary in (a) identifying opportunities for the active involvement of affiliated organizations in the affairs of the section, including lively symposia at Annual Meetings; (b) identifying broad issues in science of interest to the section and to the association overall; and (c) commenting to the Chief Executive Officer, the Board Chair, or the Chair of the Committee on Council Affairs on the operations and priorities of the Association, including worthwhile new initiatives deserving consideration in future planning.

Expenses incurred by the Chair-Elect, Chair, and Retiring Chair in attending the Annual Meeting are reimbursed by the Association as follows:
- Round-trip, non-refundable economy coach class airfare (or rail fare), purchased a minimum of 14 days in advance;
- Ground transportation from home to airport (or train station), from airport (or train station) to hotel, and return;
- Single standard room/tax rate for up to four (4) nights in a hotel at the AAAS-negotiated rate;
- Reimbursement for up to four days at the GSA-approved per meal rate for the city in which the Annual Meeting is taking place.
Responsibilities of AAAS Chair Line

Please contact the AAAS Executive Office at governance@aaas.org with any questions about these responsibilities.

*Upcoming Annual Meeting Dates

February 14–18, 2019   Washington, DC  
February 13–17, 2020   Seattle, WA  
February 11–14, 2021   Phoenix, AZ  
February 17–20, 2022   Philadelphia, PA