

GUIDELINES FOR ASSISTANT CHAIR

The Assistant Chair is selected from the REC to serve one year. Multiple terms may be served in this position.

JANUARY

Consult with Chair about the purchase of plaques or other tokens of appreciation for the Program Chair and Local Arrangement Chair to recognize their outstanding services to the organization. Purchase the agreed upon items for presentation at next month's conference.

Determine who should receive certificates of appreciation at the annual business meeting at conference, normally only those whose terms are ending terms. Purchase blank certificates and prepare using the computer and place in folders. (Old: Request certificates from the archivist, and when they arrive have them prepared. Find someone locally who can print well and do calligraphy or have the certificates printed professionally with the name and date.)

FEBRUARY

Pre-Conference:

Check with Chair of Nominating Committee to make sure all details for the election process at the conference have been handled.

During Conference:

Collect all copies of the agenda and report / handouts from the REC meeting for the archives. Get information from REC members of the individuals (name, titles, and addresses) at their school who need to receive recognition letters.

In the unavoidable absence of the Chair, preside at the REC meeting, conduct the annual business meeting, and represent the Chair at all conference functions where appropriate.

MARCH

Check with the Chair of the Nominating Committee to make sure that a call for nominations is placed in the spring Journal (deadline March 15).

Mail copies of all materials from REC meeting to the archivist.

Working with the Journal editor, see that new stationery is prepared and update all information before sending electronic templates to all members of the REC. Be certain to include terms of office for each person listed on the stationery. (Old: Printing two reams are generally sufficient. When stationery is ready, send a small quantity to REC)

members and state representatives; amount will depend on position (i.e., chair, assistant chair, membership chair, program chair, LAC, chair of nominating committee will need more than state reps). All should be encouraged to duplicate additional sheets of stationery for use in routine correspondence.)

APRIL

Assist the chair in writing thank you letters where appropriate to program chair, LAC, and officials at the host institution for the February conference.

Assist the chair in writing acknowledgment of service letters to those REC ending terms of office.

MAY – AUGUST

Check with Chair of Nominating Committee to be certain that the committee is at work to secure REC nominees.

Consult with Chair as needed.

SEPTEMBER

In the unavoidable absence of the REC chair, preside at the fall REC meeting.

Collect all copies of the agenda, reports, and handouts from the REC meeting for the archives. Get information from REC members of the individuals (name, titles, and addresses) at their school who need to receive recognition letters.

Check with the Chair of Nominating Committee to make sure candidates' biographical data and photographs will be ready by the fall Journal (deadline October 15). An electronic copy should be sent to the Web Tender.

Mail copies of all materials from the fall REC meeting to archivist.

NOVEMBER – DECEMBER

Consult with Chair as needed.