

Officer Responsibilities

Duties of the Chair

- Serve as the sole Section liaison with the AAEA Business Office
- Execute the decisions and recommendations of the Section executive committee
- Facilitate Section conference calls
- Oversee all Section operations
- Assist the Secretary/Treasurer in the development of annual budgets
- Create business meeting agenda
- Facilitate and preside over business meetings
- Oversee special events held during the AAEA Annual Meeting
- Oversee other special non-AAEA meeting events (e.g., workshops)
- Facilitate communication on the Section listserv and/or online forum
- Verify accuracy of materials displayed on the Section website

Duties of the Chair-Elect

- Organize Track Sessions for the Annual Meeting
- Ensure all policies and procedures are followed relating to annual elections
- Draft AAEA Trust proposals on behalf of the Section
- Assist Chair in planning AAEA Annual Meeting special events
- Facilitate communication on the Section listserv and/or online forum
- Participate in conference calls and other Section activities

Duties of the Secretary/Treasurer

- Take Section Minutes at all official Section Meetings using the standard meeting minutes template supplied by the AAEA Business Office
- Lead the development of the annual budget
- Maintain Section website, or oversee website maintenance performed by an individual designated by the Secretary/Treasurer
- Facilitate communication on the Section listserv and/or online forum
- Participate in conference calls and other Section activities

Duties of the Immediate Past-Chair

- Chair the nominating committee and coordinate Section elections
- Participate in conference calls and other Section activities