

Time Commitment for Section Officers

Section officers consist of five individuals: chair, chair-elect, vice chair, secretary/treasurer and immediate past chair. The term of office is one year for all offices, except for the secretary/treasurer which is section-specific (please refer to the section's bylaws for secretary/treasurer term specifics).

Conference Calls: Sections generally have monthly, one-hour conference calls.

Jamborees: AAPS organizes meetings called "jamborees" to help sections and focus groups develop programming. Sections send officers to the jamborees. The jamboree is generally held in July or August.

Committees: Section officers are asked to serve on various AAPS committees. The officers are expected to participate in committee conference calls and occasional face-to-face meetings. Some committees conduct monthly conference calls, but others meet less frequently.

- The section chair serves on the AAPS Nominations Committee. The committee holds one conference call in the fall, meets in-person during the AAPS Leadership Retreat, and meets again in March in Arlington, VA to finalize the Executive Council slate of candidates. The committee may also hold additional conference calls, as needed.
- Section officers may be invited to serve on the Member Groups Coordination Committee.

Annual Meeting: Section officers should attend the AAPS Annual Meeting, as they are expected to attend the section's executive committee meeting, membership meeting/reception, and any committee meetings that include the officers as representatives. The meetings are held over the space of three or four days in late October/early November.

Retreats: AAPS usually meets once a year for a retreat in January or February and section chairs and chair-elect are asked to attend. Depending on the topic, the retreat usually lasts three days.

Other Meetings: Additional meetings may be scheduled as the need arises. In addition, section officers may be asked to represent AAPS at other scientific meetings.

Section Officer Duties:

- Chair: Presides at the section executive committee and business meetings and prepares agenda for such meetings. (October/November)
- Chair-elect
 - Coordinates section programming for the year. (August – January)
 - Appoints members and chairs to section committees and AAPS committees. (August)
 - Develops agenda for tenure as chair. (October/November)
- Vice Chair: Serves on the Section Program Committee for the current year's annual meeting, and chairs the Section Program Committee for next year's annual meeting. (August – January)
- Secretary/Treasurer: Records the minutes of all section meetings and distributes as directed. (monthly)
- Past Chair: Acts as an advisor to the section officers.