

Operations Manual

as of 04-22-2018

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Position title: President

Membership on Council: Voting Member

Term of Office: One year; volunteer position

Position description: The primary role of the **President** is to serve as chair of the Council and to ensure the continuity of a smooth transition from one conference to the next. At the conclusion of the President's Reception (Sat. evening) of the annual conference, the President-Elect/Program Chair becomes the President. The President reports to: 1) The Western Social Science Association Executive Council, 2) The Association's Membership at the Annual Business Meeting

Position specific duties:

- Serve as Chairperson of the Executive Council.
 - In case of the President's absence, the Immediate Past-President shall act as Chairperson.
 - In case of the absence of both President and Immediate Past-President, the Executive Council may elect a temporary Chairperson.
- Prepare agenda for each meeting of the Executive Council (in consultation with the Executive Director and with input from the Executive Council). Agenda will always allow space for new business.
- Call all meetings of the Executive Council to order.
- Review the Strategic Plan at both the Fall and Spring meetings of the Executive Council.
- Preside at the business meeting of the Association.
 - In the President's absence, the Immediate Past-President shall serve in this capacity.
- Appoint all committees of the Association (except as otherwise indicated in this Operations Manual) and see that the business of the Association is faithfully transacted
- Guide the Council in the identification of potential leaders, including officers and section coordinators
- Participate in the advance team to meet with local institutions before the Fall Council meeting
- Serve as master of ceremonies for Welcome Reception (Wed.) and President's Reception (Sat).
- Give speech at President's Luncheon (Fri)
- Write articles for WSSA Newsletter as assigned by the Newsletter editor

- Select the recipient of the *President's Outstanding Emerging Scholar* award by November 1st, notify the Council of the selection by that date, and present that award at the Presidential Luncheon

Additional authority:

- Has signing authority in all business related matters, with consent of the Communications Director, in the case that the Executive Director is incapacitated
- Has signing authority in all business related matters, after consultation with Immediate Past President, in the case that both the Executive Director and Communications Director are incapacitated

Expected outcomes

- Smooth transition between, and execution of, conferences
- Efficient and productive Council meetings

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Position title: President-Elect/Program Chair

Membership on Council: Voting Member

Term of Office: One year; volunteer position

Position description: The **President-Elect/Program Chair** is responsible for coordinating the program for the annual conference. The **President-Elect/Program Chair** is a single candidate nominated by the Executive Board and elected through a balloting process by the WSSA membership. See Constitution for rules for possible other candidates. At the completion of the President's Reception (Sat. evening) of the annual conference, the President-Elect/Program Chair becomes the President, and the new President-Elect/Program Chair assumes the duties of the office.

Position specific duties:

- Work with the Executive Director, the Communication Director, and the Program Editor to plan, develop, and take steps necessary to prepare for the annual conference program
- Identify section coordinators for the annual conference.
 - The section coordinators may be appointed with the advice and consent of the Executive Council. In the event that Section Coordinators are unable to perform their duties, as described in the Section Coordinator's Handbook, the President-Elect may appoint an interim Coordinator. Notification of the Executive Council is required.
- Communicate in a timely and efficient way with section coordinators about deadlines and other relevant information.
 - Work with the Executive Director and Director of Communications to define specific deadlines for first and second call for papers.
 - Time-line for contacting Section Coordinators, including providing them with information about the call for papers.
 - See addendum to this document for a general outline of timelines.
- Oversee the organization of the panels received from the section coordinators into the most efficient and effective use of available space.
 - Organize and prepare the Conference Program for publication, in conjunction with the Program Editor.
- Meet and work with IT provider, hotel staff, Executive Director, and Communications Director to ensure appropriate technology for the conference.
- Review the catering orders prepared by the Executive Director to ensure continuity with conference program times and locations.

- Select, in conjunction with the Communication Director and Executive Director, the Conference Memorabilia for the Conference Packet
- Chair the Section Coordinators' Meeting and the New Coordinators Training meeting at the conference (Fri)
- Using information provided by the Program Editor and Section Coordinators, edit the Conference Program following the conference, to remove presentations which were not given and those for which the author did not register. Send edited Program to the Communications Director by June 15.
- Compile and edit the Conference Abstracts following the conference to remove presentations which were not given and those for which the author did not register. Send edited Abstracts to the Communications Director by June 15.
- Participate in the advance team meetings with local institutions
- Write articles for WSSA Newsletter as assigned by the Newsletter editor.
- Carry out other duties or responsibilities that arise related to the conference and/or office
- Select the recipient of the *President-Elect's Outstanding Emerging Scholar* award by November 1st, notify the Executive Council by that date, and present that award at the Presidential Luncheon

Expected outcomes

- A clear and accurate conference program
- A well-run and enjoyable conference

Position title: Vice-President/Secretary

Membership on Council: Voting Member

Term of Office: One year (renewable for one additional year); volunteer position

Position description: The **Vice-President/Secretary**'s primary duties are those of official recorder. Duties also include selection of the annual Spotlight Organization and coordination of the local charitable organization "Give Back" fund raiser. The **Vice-President/Secretary** is nominated by the Executive Board and elected through a balloting process by the WSSA membership. See Constitution for rules for possible other candidates. At the completion of the President's Reception (Sat. evening) of the annual conference, the incoming Vice-President/Secretary assumes the duties of the office.

Position specific duties:

- Attend all meetings of the Executive Council.
- Record (or appoint designee to record) minutes of all Executive Council meetings
- Record (or appoint designee to record) minutes of annual Business Meeting
- Email raw notes of meeting proceedings to Communications Director within 24 hours
- Email formalized minutes to Communications Director within 30 days of meetings, for publication to the website and for archives.
- Manage the selection and participation of charitable organization (*WSSA Give-Back*) in conference city. Includes writing articles for WSSA Newsletter as assigned by the Newsletter editor.
 - Meets with representatives of the charitable organization during the Fall Council Meeting
- Manage selection and participation of WSSA Spotlight Local Organization. Includes writing articles for WSSA Newsletter as assigned by the Newsletter editor.
- Meets with representatives of the WSSA Spotlight Local Organization during the Fall Council Meeting.
- Review website periodically, work with Communications director to keep website current and functional.
- Write articles for WSSA Newsletter as assigned by the Newsletter editor
- Send approved minutes to the Association Archivist
- Carry out other duties as requested by the President
- **Expected outcomes**
 - Clear and concise documentation of all decisions and future agenda items transacted at the Executive Council and the Annual Business Meeting (Fri afternoon)
 - Timely completion of charitable organization fundraiser and of Spotlight Organization choice

Position title: Immediate Past President

Membership on Council: Voting Member

Term of Office: One year; volunteer position

Position description: The primary role of the Immediate Past President is to serve the organization by ensuring continuity and a smooth transition from one conference and leadership administration to the next, by providing the incoming President with materials and mentorship. Duties also include Chairship of the Nominating Committee for the next year's officers and Council members. At the completion of the President's Reception (Sat. evening) of the annual conference, the President becomes the Immediate Past President

Position specific duties:

- Establish a clear nominating committee process that is early, inclusive, and representative.
 - Prepare a ballot listing the names of the nominees, with a short biography of each nominee for approval at the Fall Meeting of the WSSA Executive Council
- In case of the President's absence, act as Chairperson of the Executive Council meetings.
- Select the recipient of the *Immediate Past President's Outstanding Emerging Scholar Award* by November 1st., notify the Executive Council by that date, and present that award at the Presidential Luncheon
- Manage all aspects of the *WSSA Distinguished Book Award* committee, including but not limited to: selecting members for the committee, chairing the committee, notifying all applicants of the outcome in a timely manner (by February 1) and coordinating the winner's participation in the conference, if the winner is able to attend.
- Participate in the advance team to meet with local institutions
- Assist the President in identifying potential leaders, including officers and section coordinators
- Serve as Master of Ceremonies for the President's Luncheon (Friday).
- Write articles for WSSA Newsletter as assigned by the Newsletter editor

Expected outcomes

- Smooth transition between, and execution of, conferences
- Timely and appropriate nomination for the next year's officers and Council
- If necessary, efficiently-run and productive Council meetings

Position title: Executive Director

Membership on Council: Ex Officio

Term of Office: One year, renewable at the pleasure of the Executive Council; position may be paid or volunteer

Reports to: 1) The Western Social Science Association Executive Council. 2) The Membership, at the Annual Business Meeting

Position description: With the advice, consent and direction of the Council, the Executive Director develops and implements a plan of action relative to the business, contractual and financial goals, both long- and short-term, designed to meet the objectives of the Western Social Science Association. With the advice, consent and direction of the Council, the Executive Director has the sole authority to sign any and all contracts. The Executive Director will direct, manage and supervise the staff and volunteers of the organization. The Executive Director will use independent judgment in completing activities.

Position specific duties:

- Manage the business operations of the Association
 - Implement the decisions of the Council relative to the business aspects of the Association.
 - Ensure that the organization is run in accord with both legal and financial rules and regulations, in particular as it pertains to the 501(c) 3 status of the Association, as well as the incorporation of the Association.
 - Act as an advisor to the Council, ensuring that all dealings with the membership and Council are conducted fairly and to the highest level of professionalism possible, and in accord with the Association's Constitution and Operations Manual.
 - Establish a record of the business transactions of the Association.
 - Assist in the development of the annual operating budget
 - Regularly review and approve the processes for the receiving, maintaining custody of, and disbursement of Association funds, and management of the Association's finances.
 - Report all financial records to the Executive Council at each meeting of the Council and on a quarterly basis to the Finance Committee, and at the Annual Business Meeting.
 - Establish and follow a set of business practices in accordance with federal, state and local law. These practices are outlined in this Operations Manual.

- Be the representative of the Council as the signatory on all contracts and may be empowered by the Council to negotiate contracts on its behalf. Specifically, but not limited to contracts with:
 - The publisher of the Journal
 - Conference Hotels
 - Publisher and printer of the Conference Program
 - Other vendors as necessary
- Make recommendations to the Executive Council concerning the business operations of the Association.
- Serve as the institutional memory of the Association, in conjunction with the Communications Director, relative to past, present and future actions.
- Answer questions posed by both internal and external parties, about organization policies, routines, and procedures
- Respond to the suggestions of Council Members and committee members and follow through to completion the objectives assigned by the Executive Council
- Pursue possible expansion of financial support for the organization by cultivating community support for the organization and maintaining contacts with other organizations and with potential donors
- Have the authority to hire professional staff, upon annual review and approval of the Executive Council.
- Ensure that liability and Directors/Officers' insurance is in place
- Help develop and shape organizational structure, policies and procedures
- Manage all elections and balloting processes, after the list of nominees has been developed by the Immediate Past-President and approved by the Council.
- Serve as a liaison to various committees, provide support for those committees, attend meetings (*virtually or in person*) as required and maintain contacts with committee members to insure that goals are met
- Along with the President, ensure that the Executive Council is informed of all critical matters that occur between the meetings.
- Keep the Executive Council informed of problems and reasonable solutions relative to the business operations.
- Consult with and advise the Council on questions of policy interpretation
- Assist the Advance Team at the Fall Meeting
- Select future Conference sites, with input from the both the Executive Council and the affiliated Association for Borderlands Studies
- Work with the Archivist and Communications Director to ensure that appropriate material is memorialized in the archives of the Denver Library
- Address all issues related to letters of acknowledgment of papers by international scholars

- Work with the Student Grants & Awards Coordinator to ensure smooth operation
- Prepare letters of acceptance for attendees requiring such for their visa applications.
- Write articles for WSSA Newsletter as assigned by the Newsletter editor
- Perform other duties as assigned

Expected outcomes

- Maintain a financially solvent organization
- Maintain compliance with all state and Federal Regulations concerning the operation of a 503 (c) 3
- Report at the Fall meeting to the Council the financial outcome of the Conference
- Report at Spring meeting to the Council and the membership the overall financial status of the Association
- Effectively supervise the Communications Director
- Removed: reference to no-longer-extant Marketing, Retention, and Recruitment Coordinator
- Effectively supervise the Student Grants & Awards Coordinator

Effectively ensure adherence to the Constitution and the Operations Manua

Position title: Journal Editor(s)

Membership on Council: Ex Officio

Term of Office: Three years, renewable for up to an additional three years; paid position

Position description: The Editor is responsible for the overall editorial management and development of the *Social Science Journal* including coordination of refereeing and submissions. All work product of the Editor related to the journal is the property of the WSSA. The Journal Editor is selected by the Executive Council, based on a competitive search.

Position specific duties:

- Attend the Spring meeting of the Executive Council and report on the status of the *Journal* including impact factor, and rejection/acceptance rates, as well as the topic areas of the publications
- Provide annually, at the Fall Meeting of the Council, a set of recommendations for a healthy rotation of members on the Editorial Board. Final approval of the Editorial Board rests on the authority of WSSA Executive Board. Attendance at the Fall meeting is not required – the recommendations may be submitted virtually.
- Ensure timely blind peer review, and subsequent determination of rejection, revision and/or publication of articles as appropriate.
- Effect desk rejection where deemed appropriate.
- Select an assistant to serve as the journal manager of his/her choice at their institution, to assist with the administrative duties associated with the Editorship of the *Journal*. WSSA will compensate the assistant for his/her time.
- Select the members of the Editorial Board for the *Journal* on the basis of expertise and standing within the scientific discipline, knowledge of the subject matter, and reflection of the actual or anticipated geographic scope of the scientific discipline of the *Journal*.
- Select members for, and chair, the *Larry Gould Best Article Award* committee. Notifies the Executive Council of the final decision by November 1st., notifies all applicants of the final decision, and coordinate the winner's participation in the conference, if the winner is able to attend.
- Work with representatives of the *Journal's* publisher in a collaborative manner to ensure the timely publication and promotion of the *Journal*.
- Participate in the review and selection of potential publishers.
- Make suggestions to, or solicit suggestions from, the Executive Council of ideas for Special Issues and/or Guest Editors.

Expected outcomes

- Effective and efficient management of the *Journal* with attention to publication of pedagogically sound articles that have the potential of increasing the impact factor.

- Encouragement of article submissions representative of the range of disciplines of the Association.
- Adherence to all aspects of the *Journal* publication as described in the contract with the publisher.

Position title: Book Review Editor

Membership on Council: Ex Officio

Term of Office: Three years, renewable for up to an additional three years; volunteer position

Position description: The *Journal's* Book Review Editor is responsible for the book reviews within the *Social Science Journal*. All work product of the Editor related to the *Journal* is the property of the WSSA. The Journal Editor is selected by the Executive Council, based on a competitive search.

Position specific duties:

- Report to the Executive Council at the Spring meetings on the status of the book reviews, including number of reviews as well as the topic areas of the publications
- Identify book reviewers and distribute books for review to qualified reviewers.
- Ensure timely review of books submitted for review by the *Journal*.
- Work (in conjunction with the Executive Director) with publishers, including their third-party representatives, on a book display for the conference.
- Prepare a short list of the books reviewed in the last 12 months for the Immediate Past President, from which to determine possible candidates for the *WSSA Distinguished Book* award.
- Solicit from the Executive Council books for possible review.

Expected outcomes

- Timely production of appropriate number of book reviews for each journal issue.
- Selection of books to review that should appeal to a broad social science audience
- Adherence to all aspects of the *Journal* publication as described in the contract with the publisher.

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Position title: **Communications Director**

Membership on Council: Ex officio

Term of office: Serves at the pleasure of the Executive Director and the Executive Board; paid position

Position description: Responsible for distribution of and response to the general Association mail, email, and phone communications, and for the duties of Conference Manager, Web Manager, Newsletter Editor, and Assistant to the Executive director. Appointed by the Executive Director, with the advice and consent of the Council. Position includes the duties of the Conference Manager, Web Manager, Newsletter Editor, and Assistant to the Executive Director. Any or all of these positions may be made separate positions by the Executive Director, with the advice and consent of the Council.

General duties of Communications Director:

- Serve as the institutional memory of the Association, in conjunction with the Executive Director, relative to past, present and future actions.
- Ensure current membership is notified of upcoming elections, and that both current membership and appropriate previous members are notified of calls for papers, posters, and competitions; of upcoming registration processes; and of any other important Association information.
- Independently handle the general Association mail, email, and phone communications, and refer to the appropriate other officers when necessary.
- Deploy marketing strategies related to expansion of section membership
- Proofread and/or edit all Association public documents prior to publication

Specific duties as Conference Manager

Term of Office: Serves at the pleasure of the Executive Director. with the advice and consent of the Executive Board; paid position.

- Manage conference duties not assigned to the Executive Director, President or President-Elect. Responsible for all matters relating to conference registration, and for oversight of the Local Participation Waivers.
- Choose pictures and other images for each upcoming conference, subject to acceptance by the Program Chair and the Executive Director.
- Choose the site within the available space where on-site registration will take place, and designate sites for other public tables/booths. Decide location of the book vendor(s) in conjunction with the Program Chair.
- Create and maintain conference online registration processes, and membership-only process.
- Maintain membership and conference attendee lists and make available as needed.

- Hire, assign, supervise, and provide compensation for temporary conference staff.
- Design on-site registration procedures.
- Manage on-site registration.
 - Including supervision of student workers, and of
 - Program Editor, in conjunction with President-Elect/Program Chair
- Except for room/time changes, manage all on-site conference matters. In the absence of both the Program Chair and Executive Director, or by delegation from the Program Chair and Executive Director, may authorize room changes, and restructure decimated sessions, notifying Program Editor, Program Chair, and Executive Director as soon as possible.
- Authorize expenditures, with the understanding that capital expenditures must also be approved by the Executive Director, if available. Has authority to deny expenditures requests without consultation of Executive Director.
- Accept nominations for Local Participation waivers, arrange registration for those students, and notify them of their acceptance and the procedure for using their waiver.
- Choose and arrange for award certificates, plaques, trophies, etc.,.
- Arrange payment for all award winners and for vendors and others who are designated for payment by the Council or the Executive Director.

Specific duties as Web Manager

Note: the term “web manager” is distinguished from the term “web master” by two things:

1. the web manager is not required to have the technical expertise to create a website or to alter its functionality; these functions may be left to the web master, who will usually be a third party, who may also host the site and maintain the domain name.
2. the webmaster, as described above, is only concerned with the Association’s own website(s), not with any other Association web presence.

Term of Office: Serves at the pleasure of the Executive Director; paid position.

- Act as primary manager of all of the WSSA’s online presence. All changes to that presence must go through the Web Manager; the manager may delegate any specific portion of the WSSA presence to a volunteer, if that volunteer evinces a special connection to, or talent for, that portion.
- Independently keep all web content up-to-date, personally where applicable, or in cooperation with the webmaster if necessary, and make appropriate changes as requested by Association officers.
- Independently make, or instruct webmaster to make, changes to the website structure as needed to improve the basic functions of the website.
- Work with webmaster and Association officers to make changes to the functionality of the website.

- Create and maintain online donation processes for the Association and associated scholarships.
- Create and maintain social media accounts for the Association.
- Create and maintain Association information in general sites, such as Wikipedia.
- Work with Association officers and Council to improve web presence.

Specific duties as Newsletter Editor

Term of Office: Serves at the pleasure of the Executive Director, with the advice and consent of the Executive Board; paid position.

The WSSA Newsletter is intended to provide needed information to WSSA members, to serve as the “paper-of-record” for the Association, to act to bring to the members some sense of community, and to serve as a promotional tool in the recruitment of new members. To this end, it should include information regarding the Association's activities, status, and plans; provide news and narrative regarding Association members; and provide content designed to interest and/or inform social scientists in general, without specific connection to WSSA. Such general content is intended to be of a less rigorous nature than required for scholarly publication, and should be accessible to persons with some education in the social sciences but without expertise in the author's specific field.

- Ensure that the newsletter conforms to and promotes the values of the Association.
- Assign articles to Council members, solicit articles from appropriate others, and review voluntary submissions; at sole discretion, accept articles, request revise and resubmit, accept and edit, or decline. Attention shall be paid to balance between Association-specific and non-specific content.
- Write articles regarding WSSA matters as needed, or as directed by Council or Executive Director.
- Accept or decline promotional material submitted and, in conjunction with the Executive Director, set sizes and pricing for such materials.
- Design newsletter format, in conformance with WSSA branding.
- Paste-up newsletter, with attention to both flow between articles and use of location and formatting to highlight material needing emphasis.
- Ensure newsletter is delivered to membership, and to any appropriate others who may request it, in whatever medium the Council deems best, and at such intervals as shall seem appropriate.
- Report on matters regarding the newsletter at Council meetings. Report at September meeting may be made by proxy or by some form of distance submission if Editor is unable to be present. Absent exceptional circumstances, or unless prevented by other WSSA duties, the Editor is expected to attend the April meetings.

Specific duties of Assistant to the Executive Director

Term of Office: Serves at the pleasure of the Executive Director; paid position.

- Reports directly to the Executive Director.
- Assists the Executive Director in mutually agreed upon matters.

Position title: Student Award/Grant Coordinator

Membership on Council: Ex Officio, unless also serving as an elected member of the Council

Term of Office: Two-year term; renewable at discretion of Executive Council; volunteer position.

Reports to: The President and the Executive Council

Position description: The role of Coordinator is to manage the student awards and travel grants created by the Council which are not assigned to other individuals, including, but not limited to: 1) The Graduate and Undergraduate Student Paper Competitions; 2) Poster Competition; 3) Travel Grants; 4) The John Wicks Dissertation Award. This Coordinator is appointed by the President with the advice and consent of the Council.

Positions specific duties:

- Outreach to students concerning the competitions and grants.
- Regularly monitor submission of applications for grants and awards.
- Review travel grant applications and decide to whom the grants will be awarded.
- Form and chair committee to assist in the review of papers for the Student Paper Competitions and the John Wicks Dissertation Award competition.
- Respond to all applicants by Feb 15th, as to the outcome of the award/grant decisions.
- Notify the Communications Director by Feb 15th to ensure the payments of awards/grants.
- Organize the poster session at the conference, including the set up of the poster session.
- Conduct poster competition; tabulate votes and present award at Presidential Lunch on Friday.
- Mentor and prepare successor to take over the position.
- Write articles for WSSA Newsletter as assigned by the Newsletter editor

Expected outcomes:

- Effective and efficient tracking of grant and award applicants
- Timely notification of results to applicants

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Position title: Board Member

Membership on Council: Voting Member

Term of Office: Three years (may stand for election one time consecutively; not limited non-consecutively); volunteer position

Position Description - Serve on the Executive Board to assist the WSSA with its goals and objectives. Must be a member in good standing. Nominated by the Board and elected by the general membership. See the Constitution for rules for possible other candidates.

Specific duties

- Commit to a three-year term
- Attend/participate in all Executive Council meetings, in person (Fall and Spring)
- Attend and participate in the annual conference
- Attend all hosted open-member events at the annual conference
- Attend the annual business meeting, if not in conflict with other WSSA duties
- Participate in at least one standing and/or ad hoc committee each year, including attendance and participation in all committee meetings, as scheduled
- Write Newsletter articles as assigned by Communications Director
- Participate in membership recruitment outreach; serve as a champion for the WSSA in the Council member's professional and geographic communities
- Serve as a public relations champion for the WSSA
- Provide the Executive Council with fresh perspective on ideas for promotion of the organization and its sections
- Assist the Executive Council with funding, promotion, membership and events, through contacts
- Serve as a liaison between membership and Executive Council.

Support organization by attendance and other participation, especially by volunteering for tasks and/or as assigned

Expected outcomes

- TBD

Position title: Section Coordinators

See Section Coordinators Manual

Position title: Archivist

Membership on Council: Ex-Officio; not required to attend meetings

Term of Office: Serves at the pleasure of the Executive Council; volunteer position

Position description:

Work with the Executive Director to add appropriate material to the Western Social Sciences Association's archives at the Library of Denver. The materials such as minutes of meetings, copies of Conference Programs, records of committee membership, and newsletters shall be collected by the Executive Director and the Archivist. These materials shall be added to the archives once every two years.

Expected outcomes

A well-organized and reasonable complete set of Association archives