

Manual - President, President-Elect, and Past President Society for Integrative and Comparative Biology

The President of SICB is an Executive Officer, a member of the Executive Committee, and is responsible for overall leadership of the Society. The President presides at all general meetings of the Society. (SICB Constitution Article III. Sections 1 and 2; SICB Bylaws Article II. Section 1)

Terms of Office. A person elected to this position serves two years as President-Elect, two as President, and two as Past President. (SICB Constitution Article III. Section 1)

SICB Constitution and Bylaws. The President must be familiar with the SICB Constitution and the SICB Bylaws that govern the Society. The President insures that the rules governing the Society are followed.

President Chairs the SICB Executive Committee. The President chairs the Executive Committee of the SICB, which is responsible for the management of SICB, serving as its governing board. The Executive Committee meets two times at the annual meeting.

Committee Appointments. The President (or President-Elect if designated by the President) appoints members of standing and temporary committees. The President, together with the Executive Committee, defines the duties and areas of responsibility of such committees where these are not specifically designated by the Constitution and the Bylaws. (SICB Bylaws Article II. Sections 2 and 3)

Represents the Society to Outside Organizations. Whenever the officers of a number of related societies shall confer on matters of mutual interest to these organizations, the President shall represent this Society or shall delegate representation to a member of the Executive Committee. (SICB Bylaws Article II. Section 4)

Consultation with SICB Executive Officers.

1. The President consults regularly with the Executive Officers of the Society. This usually takes the form of regular, sometimes weekly, conference calls with the Executive Officers and other such individuals as needed.
2. The President meets annually with the Executive Officers at the site of the upcoming annual meeting in the fall of each year. This meeting is held in conjunction with a meeting of the Program Committee to organize the program for the upcoming meeting.

Committee Assignments. The President serves on two committees.

Advisory Committee. The President, President-Elect, and the Past President serve on the Advisory Committee consisting of former Presidents. (SICB Bylaws Article XV. Section 1)

Finance Committee. The President, the Treasurer, and the Executive Director serve on the Finance Committee.

Other Duties.

1. The President contributes to the Society's two annual newsletters.
2. The President writes welcoming remarks for the abstract issue of the Society's journal.

President-Elect Duties.

The President-Elect

1. is an Executive Officer and serves on the SICB Executive Committee. (SICB Constitution Article III. Sections 1 and 2)
2. shall, if instructed by the President, appoint the members of standing committees of the Society and of such temporary committees as may be desirable. (SICB Bylaws Article II. Section 2)
3. shall preside at sessions designated by the President. (SICB Bylaws Article III. Section 1)
4. shall assume the duties of the President in the latter's absence or inability to serve. (SICB Bylaws Article III. Section 2)
5. serves as an ex officio member of the Committee on Broadening Participation. (SICB Bylaws Article III. Section 3)
6. shall immediately assume the duties of President if the office of President should become vacant before the expiration of the normal term. (SICB Bylaws Article XIV. Section 1)
7. serves on the Advisory Committee. (SICB Bylaws Article XV. Section 1)
8. receives recommendations from the Educational Council on the appointment of new members of the council. (SICB Bylaws Article XV. Section 2)
9. participates in the regular discussions with the Executive Officers.
10. meets annually with the Executive Officers at the site of the upcoming annual meeting in the fall of each year. This meeting is held in conjunction with a meeting of the Program Committee to organize the program for the upcoming meeting.
11. keeps the records on committee appointments.
 - a. sends notice to Executive Committee members to receive advice on appointments. (SICB Bylaws Article XIII. Section 2b)
 - b. contacts divisional chairs and committee members for advice on upcoming vacancies on Society-wide committees.
 - c. insures that committee appointments are made by the President.
 - d. associated duties.
 - i. Update the SICB Standing Committees & Appointments master spreadsheet.
 - ii. Update the SICB web site with the appointment information.
 - iii. Oversee updating of the SICB Gmail distribution listing, if applicable.

Past President Duties.

The Past President

1. is an Executive Officer and serves on the SICB Executive Committee. (SICB Constitution Article III. Sections 1 and 2)
2. is invited to present a major address during the annual meeting. (SICB Bylaws Article IV. Section 1)
3. presides over the Advisory Committee. (SICB Bylaws Article XV. Section 1 and SICB Bylaws Article IV. Section 2)

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