

## **Manual-Program Officer, Program Officer-Elect and Past-Program Officer Society for Integrative and Comparative Biology**

The Program Officer (PO) of SICB is responsible for the organization of the content of the general meetings of the Society.

The following items are specified in the SICB Constitution and Bylaws.

**Terms of Office.** A person elected to the position of PO will serve one year as PO-Elect, and shall then successively and automatically become PO for two years and then successively and automatically become Past PO for one year. (SICB Constitution Article III Section 1)

### **Committee Assignments.**

The PO, the PO-Elect and the Past PO are executive officers and serve on the Executive Committee. (SICB Constitution Article III Sections 1 and 2)

**Program Committee.** The PO is the chair of the Program Committee. The PO-Elect or the Past PO (in years in which there is no PO-Elect) serves on the Program Committee. The function of the Program Committee is to receive and arrange the titles and abstracts of papers submitted for scientific programs prior to the SICB annual meeting.

**Public Affairs Committee.** The PO is an *ex officio* member of the Public Affairs Committee, working with this committee to broadly advertise the program of the annual meeting. (SICB Bylaws Article VII Section 5).

**Broadening Participation Committee.** The PO is an *ex officio* member of this committee and works to develop relevant workshops and other program elements for the annual meeting. (SICB Bylaws Article VII Section 6).

### **PO Responsibilities:**

#### **A. Participation in meetings.**

1. As an executive officer of the SICB, the PO, the PO-Elect, and the Past PO are expected to participate in weekly meetings and the face-to-face meetings of this group. The PO will make presentations at the face-to-face meetings to highlight plans of upcoming meetings. The PO and the PO-Elect and the Past PO will attend the SICB annual meeting and the two meetings of the SICB Executive Committee.
2. The PO is expected to participate in all meetings of the *ICB* Editorial Board. These meetings include a face-to-face meeting at the annual SICB meeting and monthly telephone conferences.

**B. Contribution to SICB newsletters and Member Updates.** The PO is expected to contribute to both the spring and the fall Society newsletters. The PO reviews and contributes as needed to the monthly Member Updates published by the Society.

#### **C. Select and Facilitate Organization of Symposia for the Annual SICB meeting**

1. Symposium Selection

- i. The PO will issue a call for symposia for the following year's annual meeting and work with Divisional POs to develop these symposia. The call for symposia should be initiated soon after the annual SICB meeting and intermittently through the spring and summer.
    - ii. Symposia for the following year will be selected by the Program Committee at the Fall Program Committee meeting.
  2. Symposium Planning
    - i. The PO works with all of the Symposium Organizers to facilitate symposium planning. This includes sending each organizer an acceptance letter with a detailed outline of expectations. The PO will notify each Symposium Organizer as to the amount of financial support that is available to them.
    - ii. The PO will organize a meeting for the following year's Symposium Organizers and the Program Committee at the annual SICB meeting.
    - iii. The PO will work with Symposium Organizers and the SICB Web Master to develop web pages that will highlight their symposium. The Web Page will include a list of symposium speakers.
    - iv. The PO will work with Symposium Officers to ensure that all symposia are published in *Integrative and Comparative Biology*.
    - v. Ensure that symposium organizers for the current year's meeting submit for external funding
  3. After the Symposium
    - i. The PO will work with symposium organizers, ICB and SICB office to ensure that the speaker's reimbursements are properly handled.
- D. Plan, Organize, and Assess the Annual SICB meeting
  1. Work with the Broadening Participation, Student/Postdoctoral Affairs, and Education committees to develop workshops for the coming annual SICB meeting.
  2. Work with Executive Committee and Development Committee on social events for the coming year's meeting.
  3. Assess the annual SICB meeting
    - i. The PO with the Executive Officers develops a current meeting survey that will be widely distributed soon after the annual meeting. The PO will review this post-meeting survey; prepare report for the Executive Committee and Program Committee. The PO will conduct an electronic Program Committee meeting to discuss the survey and lessons for the next meeting.
  4. Plan the Annual Meeting
    - i. The PO will work with Executive Officers and SICB to set the dates for the fall program committee meeting (make sure this date does not conflict with Yom Kippur or Rosh Hashanah) and abstract deadline for the upcoming meeting.
    - ii. Work with SICB office to develop the "Call for Abstracts." Review and edit Topics, Subtopics and Keywords. This should be completed by mid-July.
    - iii. The PO will work with SICB webmaster and Burk, Inc. to develop meeting website. The website will have descriptions of major lectures, symposia, travel and hotel instructions, workshops, online schedule, guidelines for speakers and session chairs, etc.

- iv. The PO will finalize workshops and post descriptions of workshops on the meeting website.
  - v. The PO will work with the Executive Committee to select venues and dates for future meetings and to select Plenary Speakers.
  - vi. The PO will develop the “Meeting at a Glance/Meeting Grid” with the help of Burk Inc.
  - vii. The PO makes sure that all symposium speakers have submitted their abstracts.
  - viii. The PO has a budget for the Program and the Symposia. The Programming budget is \$4000 and can be dispersed in ways to strengthen the program. The Symposium funds come from an endowed fund and provide approximately \$4000 for symposium strengthening. In addition there are funds available through the Prosser Endowed Funds that can be designated for symposia as per the instructions of the fund.
  - ix. The PO runs the fall programming meeting, which has the primary purpose of organizing all of the oral and poster sessions. Before the meeting, the PO receives and distributes the abstracts among the Divisional Program Officers (DPOs), who organize these into sessions according to detailed instructions from the PO. At the programming meeting, the PO and DPOs integrate all the sessions planned by the DPOs, and place these into times and rooms. The PO works with the DPOs to select session chairs. The DPOs will contact these individuals to ensure commitment. The program committee tours the venue to plan the placement of major events. The program committee also discusses how to improve the meeting and program. The program committee also selects the symposia for the following meeting (this part of the programming meeting is run by the PO-Elect in their election year), and allocates divisional funds towards these symposia.
  - x. The PO or PO-Elect will send acceptance letters to the organizers of the successful symposia (see section 2i above under Symposium Selection.)
  - xi. The PO will work with Burk Inc. to ensure that the program is accurate and organized. The PO and Burk, Inc. manage all cancellations and addendums.
  - xii. The PO will work with Burk, Inc. to develop and publish the meeting brochure/announcement.
  - xiii. The PO allocates programming funds to the symposia and workshops as necessary to support the meeting.
  - xiv. The PO ensures that the session chairs and student assistants are contacted and provided with instructions
  - xv. The PO reviews the printed program generated by Burk, Inc.
5. During the annual SICB meeting
- i. The PO works with the professional support staff to ensure that AV, food, room changes and other technical aspects of the meeting operate smoothly. The PO and the AV staff make sure that the student assistants are familiar with the function of the AV technology.
  - ii. The PO and the President welcome members to the meeting and introduce (or organize the introduction for) the plenary speaker.

- iii. The PO and the PO-Elect will attend the following committee meetings to promote integration of committee programs with future meetings: Broadening Participation, Public Affairs Committee, Ed Council, *ICB* Editorial Board meeting, Student-Postdoctoral Affairs Committee.
- iv. The PO chairs the Program Committee meeting, where the primary focus is on planning for next year's meeting and instructing symposium organizers for the following year on their responsibilities. Note that the PO-Elect should lead this meeting during the meeting just prior to becoming the PO.
- v. The PO attends the SICB Business meeting and makes a presentation regarding meeting highlights.

E. Program Officer-Elect and the Past Program Officer

1. Responsibilities

- i. The PO-Elect shall assist the PO as directed.
- ii. The PO-elect will assemble the symposia to be presented the first year after assuming the position of PO.
- iii. The PO-elect shall assume the duties of the PO if the latter is absent or unable to serve.
- iv. The Past PO provides mentoring and moral support to the new PO. The Past PO will take on the responsibilities of the PO if both the PO and the PO-Elect are unable to serve.
- v. The Past PO supports the PO during the Fall Programming meeting