

Manual - Divisional Chair

Society for Integrative and Comparative Biology

This manual for divisional chairs contains important information and should be considered carefully. We hope it is useful. Feel free to make suggestions for edits to the SICB Secretary.

1. **Member of the SICB Executive Committee.** The divisional Chair is a full member of the Executive Committee of the Society for Integrative and Comparative Biology, and, as such, is an officer in the Corporation (please see the SICB Constitution Article III: Administrative Organization). As a member of the Executive Committee, the divisional Chair represents the division in all matters that come up for Executive Committee review, discussion, and vote.
 - a. **Executive Committee Meeting.** The Chair must attend the two Executive Committee meetings at each Annual Meeting.
 - b. **Report to Executive Committee.** The Chair reports in writing on the activities of the division since the last Executive Committee meeting.
 - c. **Other Executive Committee Responsibilities.** There is much activity that occurs between annual meetings. Many items are transmitted to the Executive Committee members during the year that require comment or votes with specific deadlines. The divisional Chair is expected to fully participate in the SICB Executive Committee actions, responding in a timely manner to requests for information and voting. The Chair should consult the other divisional officers or the full divisional membership when appropriate.
 - d. **Representation During Absence.** Divisional Chairs should consult the divisional bylaws for representation when he/she is unable to perform the duties of the Chair (e.g., when the divisional Chair must be absent from the SICB Executive Committee meeting).
2. **Meeting of Divisional Chairs at the Annual Meeting.** At each annual meeting of the SICB, the divisional Chair is expected to attend the meeting of the divisional Chairs convened by the President of SICB.
3. **Oversight of all divisional activities.** The divisional Chair is responsible for overseeing the divisional Executive Committee and everything that goes on in the division.
4. **Divisional Governance.**
 - a. **Rules of Governance.** As with all organizations where there is frequent turnover in officers, it is important that rules be followed. Divisional Chairs must be familiar with and comply with divisional bylaws. Since divisional Chairs are also members of the SICB Executive Committee, familiarity with the SICB Constitution and the SICB Bylaws is essential. It is the responsibility of the divisional Chair to ensure that divisional bylaws are compliant with the SICB Constitution and Bylaws.
 - b. **Policies of SICB.** A number of relevant policies that have been approved by SICB are available on the web under Resources > Policies.
 - c. **Divisional Business Meeting.** It is the responsibility of the Chair to conduct the annual business meeting of the Division, which takes place at

the annual meeting of the SICB. At this meeting, the Chair is responsible for:

- i. Setting the agenda for the meeting.
 - ii. Approving the minutes of the previous meeting.
 - iii. Receiving reports from committees.
 - iv. Calling for new business.
- d. **Officers and Elections.** The divisional Chair is responsible for ensuring a continuation of governance by being up-to-date on the terms-of-office of divisional officers, by providing a slate of candidates for each available officer position in the appropriate annual elections, and helping with the transfer of responsibility when new officers are elected. Election schedules are posted on the SICB web site under Resources > Elections > Election Schedule for SICB and Divisions. Elections are held only in the spring. In most divisions, elections are needed every year. Please note that Student-in-Training Members, Graduate Student Members, Postdoctoral Members, and Honorary Members may not hold office (SICB Constitution, Article II).
- Nominating Committee.** In the fall prior to the January annual meeting, divisional Chairs appoint a nominating committee to fill upcoming vacancies. Nominating committees may find it useful to review who has run for offices previously. This information can be found on the SICB web site under Resources > Elections > Election Candidates for SICB and Divisions. Nominations must be completed by the end of January so that the divisional Secretary can obtain the necessary information from the nominees for publication in the spring SICB Newsletter and subsequent ballot. Ballots are normally sent out in May and must be open for at least 30 days.
- Follow-up with a Note of Thanks.** The SICB Secretary will notify all divisional and SICB-wide candidates of the results of the election. Divisional Chairs should extend to all divisional candidates a note of thanks for running for office.
- e. **Student/Postdoctoral Affairs Committee.** The divisional Chair will recommend an individual to the SICB President for appointment to the Student/Postdoctoral Affairs Committee of SICB so divisional representation is both active and continuous. The term of each divisional representative is available on the SICB web site (Resources > Committees & Appointments > Student/Postdoctoral Affairs Committee).
- f. **ICB Editorial Board Representation.** The divisional Chair, in consultation with the divisional Executive Officers, will recommend to the Editor of *ICB* individuals who can represent the division on the *ICB* Editorial Board. In accordance with SICB bylaws, all members of the *ICB* editorial board, including divisional representatives, are appointed by the President upon nomination by the Editor and approval of the SICB Executive Committee (SICB Bylaws, Article XV, Section 5). The term of this appointment is five years and the term of each individual is found on the SICB web site under Resources > Committees & Appointments >

Editorial Board, *Integrative and Comparative Biology*. Recommendations for individuals to serve as a divisional representative should be made to the *ICB* Editor prior to the expiration of the term of the current divisional representative. The SICB Secretary should be copied on this recommendation and a current c.v. of the individual recommended must be provided.

Follow-up with a Note of Thanks. As with all service to the division, divisional Chairs should thank individuals for their service upon their retirement from the *ICB* Editorial Board.

- g. **Other Committees and Appointments.** Divisions may have other committees, including *ad hoc* committees, or other assignments that require appointments. Provisions for appointments are usually spelled out in the divisional bylaws.
 - h. **Advise on SICB Committee Appointments.** The divisional Chair will advise the SICB President on the appointment of Society-wide committees (SICB Bylaws, Article XIII, Section 2). Such recommendations can be initiated at any time; normally a survey for such advice is conducted annually to solicit input from the SICB Executive Committee.
5. **Programs.** The divisional Chair must communicate with the divisional Program Officer (DPO) to help ensure that the annual meeting contains excellent symposia! Remember that the content of symposia creates the content of the SICB journal, *Integrative and Comparative Biology (ICB)*. *ICB*'s rating depends on interesting and forward-thinking papers that a greater audience will read, download, and cite. The DPO is responsible for much of the work in organizing divisional activities at the annual meeting, but this should be done with full knowledge and input from the divisional Chair and the divisional Executive Committee.
 6. **Best Student Presentations.** At annual meetings, the divisional Chair will ensure that judges are appointed to evaluate student oral presentations and posters for divisional Best Student Presentations awards, and that the names of the award winners are transmitted to the SICB Secretary in a timely manner. Divisions have different practices on how the judging is accomplished. Divisional Secretaries are asked to submit the names of the student winners to the SICB Secretary within **two weeks** of the annual meeting. Guidance on the specific processes involved in administering the awards is found under Resources > Administration, Contacts & Handbooks > Administrative Procedures for Divisional Best Student Presentations.
 7. **Divisional Web Page.** Each division has a web page on the SICB web site. Important information appears on these pages and it is the division's responsibility to see that the information is kept up-to-date. The divisional Secretary can take care of revising the information working with the SICB Secretary and SICB Webmaster, but the divisional Chair should take ownership of the divisional pages.
 8. **Newsletter.** Divisional Chairs should take ownership of all Society Newsletter entries from the division through active interaction with the divisional Secretary and other divisional officers. The Chair ensures that appropriate deadlines are

- met, and ensures that the content of Newsletter entries adequately represent divisional activities and calendar events.
9. **Budgets.** Divisional Chairs are responsible for ensuring that the divisional budgets are properly spent, and that any requests for extra divisional support are properly documented/justified and forwarded to the SICB Finance Committee in a timely manner. Since divisions will have discretionary funds beginning in 2012, divisional Chairs should consult with the Divisional Executive Committee on how these funds are to be used.
 10. **Communicating.**
 - a. **Member Updates.** SICB will regularly communicate with the membership through Member Updates. Member Updates will normally be sent to all members once each month. A divisional Chair may communicate specific information to the division through these member updates.
 - b. **Email Addresses.** Email addresses have been set up by SICB for each divisional Chair and other divisional officers. These addresses are designed to automatically forward email sent to them to the user's professional address. A complete list of email addresses is found on the SICB web site under Resources > Administration, Contacts & Handbooks > SICB Officer and Committee Email Contacts. Chairs should become familiar with this list.

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