

## APPENDIX C

### GENERAL OPERATIONAL DUTIES AND EXPECTATIONS OF THE SOCIETY PRESIDENT

#### Time-Line

##### *Year One*

##### July to October

1. Begin thinking about an Annual Meeting theme.
2. Begin thinking about who is to be your program chair(s).
3. Begin thinking about who is to receive the President's Award for Distinguished Contributions to Justice.

##### November

1. Attend the first November Board Meeting as an observer (held on the Tuesday prior to the Annual Meeting typically from 3:00 pm until 7:00 pm, with dinner thereafter).
2. Attend the Annual Meeting as President-Elect; basic on-site Annual Meeting duties:
  - a. Attend the Ice Cream Social (and work!!).
  - b. Attend the Friday evening Presidential Plenary, and participate in the photo-op at its conclusion.
2. Attend the second November Board Meeting as President-Elect (held on the Saturday of the Annual Meeting typically from 12:00 noon until 5:00 pm).
  - a. Present your proposed Annual Meeting theme for Board approval.
  - b. Present name(s) of program chair(s) for your Annual Meeting for Board approval.

##### December to April

1. Begin compiling a list of award, standing and program committee members. Be sure to ask all Divisions for recommendations and coordinate with the Executive Director.
2. Send the Executive Director the final lists by April 1.

##### April

1. Attend the Mid-Year Board Meeting (usually held the last weekend in April typically from 3:00 pm to 7:00 pm on that Friday, with dinner thereafter, and from 8:00 am to 4:00 pm on Saturday).
  - a. Present a list of award, standing and program committee members for Board approval.
  - b. Nominate a Treasurer for Board approval, if necessary.
  - c. Make a brief presentation regarding annual meeting plans.

##### May - July

1. Adjust committee member list based on potential committee members' willingness to serve. Coordinate with the Executive Director in this effort.
2. Inform the Board of the final committee lists.

## ***Year Two***

### November

1. Attend the first Board Meeting as President-Elect (held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm, with dinner thereafter).
2. Attend the Annual Meeting as President-Elect; basic on-site Annual Meeting duties:
  - a. Attend the Ice Cream Social (and work!!).
  - b. Attend the Friday evening Presidential Plenary, formally assume the office of ASC President at this event, and participate in the photo-op at its conclusion.
3. Attend the second November Board Meeting as President (held on the Saturday of the Annual Meeting typically from 12:00 noon until 5:00 pm).
  - a. Serve as the presiding officer at the meeting.
  - b. Coordinate with the Director to prepare an agenda in advance of the meeting.
4. Begin service on the Policy Committee for this year.

### December to November

1. Work with Program Chairs in crafting the upcoming annual meeting.
2. Organize a number of Presidential Plenary/Presidential sessions. Coordinate with the Executive Director for details.
3. Identify the Presidential Justice Award recipient
4. Prepare your Friday evening Presidential Plenary address (to be published in Criminology)
5. Deal with Society-related issues as they arise throughout the year.

April - Attend the Mid-Year Board Meeting as President (usually held the last weekend in April typically from 3:00 pm to 7:00 pm on that Friday, with dinner served thereafter, and typically from 8:00 am to 4:00 pm on Saturday). At that meeting:

- a. Serve as the presiding officer at the meeting.
- b. Coordinate with the Director to prepare an agenda in advance of the meeting.
- c. Present a nominee to the Executive Board for the President's Award for Distinguished Contributions to Justice.

### May

1. Formally notify the new ASC award recipients with a letter, and contact the chairs of the said award committees and inform them of the Board's decision regarding their specific nominees.
2. Contact ASC committee chairs and ASC division heads regarding any relevant Developments from the Mid-Year Board Meeting.

June - Contact the newly elected President and inform them of the results of the election.

### July-October

1. Formally notify the recipients of the Carte Award, Hindelang Award, Mentor Award, Petersilia Award, Poster Award and Teaching Award.
2. Compose a welcome letter for inclusion in the Annual Meeting program and send it to the Columbus office no later than August 31.

3. Contact the finalists who have been nominated to run for President, and urge them to stand for the election.

#### November

1. Attend the first November Board Meeting as President (held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm, with dinner thereafter). At that meeting:
  - a. Serve as the presiding officer at that meeting.
  - b. Coordinate with the Director to prepare an agenda in advance of the meeting.
  - c. Make a presentation regarding the upcoming meeting.
2. Attend the Annual Meeting as President; basic on-site Annual Meeting duties:
  - a. Serve as the presiding officer at the Award Plenary.
  - b. Serve as the presiding officer at other plenary sessions if so desired.
  - c. Attend the Ice Cream Social (and work!!).
  - d. Preside at the Friday evening Presidential Plenary, deliver the Presidential address, “pass the gavel” on to the next President, and participate in the photo-op at its conclusion.

#### *Year Three*

November - Attend the second Board Meeting as Past President (held on the Saturday of the Annual Meeting from typically from 12:00 noon until 5:00 pm).

December - Submit your Presidential Address to the Editor of Criminology for publication.

April - Attend the Mid-Year Board Meeting as Past President (usually held the last weekend in April typically from 3:00 pm to 7:00 pm on that Friday, with dinner thereafter, and typically from 8:00 am to 4:00 pm on Saturday).

#### November

1. Attend the first Board Meeting as Past President (held on the Tuesday prior to the Annual Meeting typically from 3:00 pm until 7:00 pm, with dinner thereafter).
2. Attend the Annual Meeting as Past President; basic on-site Annual Meeting duties:
  - a. Attend the Ice Cream Social (and work!!).
  - b. Attend the Presidential Plenary and participate in the photo-op at its conclusion.
3. Term in office expires Friday evening of the Annual Meeting