

APPENDIX D

GENERAL OPERATIONAL DUTIES AND EXPECTATIONS OF THE SOCIETY VICE PRESIDENT

Time-Line

Year One

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 Publications Committee Meeting as Vice President-Elect.
3. Attend the second November Board Meeting as the voting Vice President-Elect (held on the Saturday of the Annual Meeting typically from 12:00 noon until 5:00 pm).

December - Begin to develop a theme/plan for the six lead articles in *The Criminologist*, one of which can be authored by the seated Vice President. The articles should be in the 3,000 to 3,500 word range, max.

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

Year Two

November

1. Attend the first November Board Meeting as Vice President-Elect (held on the Tuesday prior to the Annual Meeting typically from 3:00 pm until 7:00 pm, with dinner thereafter).
2. Attend the Publications Committee meeting as the Vice President-Elect.
3. Attend the second November Board Meeting as Vice President (held on the Saturday of the Annual Meeting typically from 12:00 noon until 5:00 pm).

November - April

1. As the Chair of the Publications Committee and in conjunction with the Publications Committee, conduct a search for an Editor of *Criminology* when necessary.
2. As the Chair of the Publications Committee and in conjunction with the Publications Committee, conduct a search for an Editor of *Criminology & Public Policy* when necessary.
3. As the Chair of the Publications Committee and in conjunction with the Publications Committee, conduct a search for an Associate Editor of *The Criminologist* when necessary.

November – October

1. Arrange for the submission of camera-ready lead articles to *The Criminologist* on the following time-line:
 - a. December 15 for the January/February edition.
 - b. February 15 for the March/April edition.

- c. April 15 for the May/June edition.
- d. June 15 for the July/August edition.
- e. August 15 for the September/October edition.
- f. October 15 for the November/December edition.

April

1. Attend the Mid-Year Board Meeting as Vice 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).
2. As the Chair of the Publications Committee, and if involved in a journal editor search per above, formally nominate the individual(s) for the said position at the Mid-Year Board Meeting.
3. As the Chair of the Publications Committee, and if involved in a journal editor search per above, formally inform all those who applied for the position in question of the Board's decision.

July - Arrange with Columbus for a Publications Committee Meeting at the Annual Meeting and notify all Publications Committee members of this meeting.

November

1. Attend the first Board Meeting as Vice President (held on the Tuesday prior to the Annual Meeting typically from 3:00 pm until 7:00 pm, with dinner thereafter).
2. Attend and preside at the Publications Committee meeting as the Vice President.
3. Term in office expires Friday evening of the Annual Meeting.