

– ANTICIPATED DUTIES –
OFFICE OF PRESIDENT AND PRESIDENT-ELECT

POWERS AND DUTIES OF OFFICERS (from GSA Bylaws, Article VII)

1. THE PRESIDENT

The President shall preside at all the meetings of the Society, of the Council, and of the Executive Committee. Subject to the direction and control of the Council, the President will be in charge of the management of the affairs and the property of the Society and shall exercise general supervision over the Society so that the corporate activities are consistent with the stated purposes of the Society and so that no act is committed by the Society in contravention of its Articles of Incorporation or Bylaws. The President shall not oversee the day-to-day running of the Society and work of the permanent staff, which will typically be delegated to the Executive Director. The President, subject to the approval of Council, may also delegate authority for the management of the affairs and the property of the Society, to the extent allowed by the bylaws, to the Executive Director. No employee may serve as the President. The President shall also have the responsibility of ensuring that the policies instituted by the Council with regard to the promotion of the science of geology are implemented and shall perform such other duties as may be assigned to the President by the Council. He or she shall represent the Society on all appropriate occasions. He or she shall be an *ex officio* member of all committees of the Council and of the GSA Foundation Board of Trustees, with or without vote as identified in the rules of each committee.

2. THE PRESIDENT-ELECT

The President-Elect shall have and assume the powers and duties of the President in the event of the absence or disability of the President. The President-Elect shall perform such other duties as may be delegated to her/him from time to time by the Council.

PRIMARY DUTIES:

Incoming President-Elect (shortly before your term begins on 1 July)

- At the spring leadership meeting of Council, attend the Orientation of new Officers/Councilors; Council (as an observer); and the Corporate meeting. These meetings are held over a Saturday and Sunday in April/May.
- *Begin to consider* a current Councilor you wish to be the Council Member-at-Large during your term as President. When you begin your term as President, the Council Member-at-Large you appoint will become a voting member on the Executive Committee (for one year); the Programmatic Overview Committee (for one year); and, very importantly, will serve on the Nominations Committee for a two-year term; the first as its Chair-Elect, and the second as its Chair. It is good to decide whom to propose as your choice for Councilor-at-Large by the spring meeting of ExCom. Due to its important roles, we recommend that the selection be an experienced Councilor (likely in their second year) and someone who can confirm their attendance at the already scheduled Nominations Committee Meeting in August.

President-Elect (first year of service: 1 July through 30 June)

- Serve as Councilor and Executive Committee (ExCom) member. Attend and participate actively in all ExCom and Council meetings: two (2) in person per year, usually April/May and at the Annual Meeting, and teleconference meetings scheduled every month (ExCom) and as may be called (Council).
- Officially appoint a Council Member-at-Large to serve on the Executive Committee from amongst the sitting Councilors. Note: The Council Member-at-Large is a voting member on the Executive Committee (for one year); the Programmatic Overview Committee (for one year); and very importantly the Nominations Committee for a two-year term; the first as Chair-Elect, and the second as its Chair.
- Annual Meeting: Attend Presidential Address and Awards Ceremony. Prior to becoming President, the title for your presidential address is due (early spring). In November, the manuscript is due for publication in GSA Today (following presentation at annual meeting.)
- Membership on the following committees:
 - **Executive Committee (ExCom)**
 - **Finance Committee**
 - **Programmatic Overview Committee (POC)**
 - May be assigned a three-year term on one or more of the following:
 - **Geology and Public Policy (GPPC).** Includes attending GPPC meetings in March in Washington DC, and at the GSA Annual Meeting. (*Representative changes every three years so will only affect every third incoming President-Elect*)

- **Education Committee**, *ex officio*, non-voting (*Representative changes every three years so will only affect every third incoming President-Elect*)
 - **Congressional Science Fellow Selection Committee** (*Representative changes every three years so will only affect every third incoming President-Elect*)
 - **Chair & Liaison to Associated Societies (AS)**. (AS usually meet in late February at GSA Headquarters and at the annual meeting.) (*Representative changes every three years so will only affect every third incoming President-Elect.*)
 - **GSA Representative on AGI Society Member**. Includes attending the AGI Member Society Council meeting at AAPG, and the joint GSA-AGI Meeting at the GSA Annual Meeting. AGI also holds a Leadership Forum coincident with the Geo Congressional visits Day, usually 2-3 days in September in Washington DC. (*Representative changes every three years so will only affect every third incoming President-Elect*)
- May also be assigned as a GSA Representative to other meetings and to other ad hoc committees or task forces which involve national or international travel.

President (second year of service: 1 July through 30 June)

- Chair the Council and Executive Committee meetings. Attend and participate actively in all ExCom and Council meetings: two (2) in person per year, usually April/May and at the Annual Meeting, and teleconference meetings that are scheduled every month (ExCom) or called as needed (Council).
- Ensure assignment of Councilors to Division Liaison and Committee roles.
- Determine meeting and travel schedule of ExCom members to GSA Sections, Associated Societies and other meetings as representatives of GSA.
- Chair the GSA Executive Committee/Senior Staff Retreat (usually held 2-3 days in Boulder in August)
- Chair the Programmatic Overview Committee (POC) (usually held 2-3 days in Boulder in January)
- GSA Committees (Note: The president, or a representative designated by the president, shall be an *ex officio* member of every committee.)
- Give the Presidential Address at the Presidential Address & Awards Ceremony at annual meeting
- Recommend to ExCom for approval, your nominee for the President's Medal at the annual meeting.
- Attend various national and international meetings including EGU usually held April in Vienna, Austria.
- GSA Representative to the AGI Ian Campbell Medal Award Committee

Immediate Past President (third year of service: 1 July through 30 June)

- *Annual Report* of your Presidential term
- Council and Executive Committee member
- Membership on the following Committees
 - External Awards Committee
 - Programmatic Overview Committee
 - Public Service Award Committee, Chair, 1-year term

Past Past President (fourth year of service: 1 July through 30 June)

- External Awards Committee, 1-year term (if committee is active)

Past President (any future year)

- Many GSA Committees request the service of one Past President. You may be asked if you would be available to serve on such a committee; for example, the Programmatic Overview Committee (POC).

GENERAL INFORMATION

Resignation, Removal and Replacement of Councilors (Article V, Section 7)

- A. Resignation: Any Councilor may resign at any time by giving written notice of such resignation to the President.
- B. Removal: Councilors may be removed at any meeting of the Council, with or without cause, by a vote of the majority of Councilors other than the Councilor with respect to whom such vote is taken.
- C. Vacancies: Council positions vacated by resignation, removal, or death will be filled by vote of a majority of the Councilors then in office. The Council shall choose replacements from a list of former nominees for councilor. **Any councilor who is absent from three consecutive council meetings shall be deemed to have resigned.** A Councilor appointed to fill a vacancy shall hold office until the next annual corporate meeting at which the election of councilors is in the regular course of business, and until his successor is elected and qualified.

Expenses

The Council of the Society requests that expenses incurred in connection with service on committees or Council be paid from other sources whenever possible. *Participants who cover all or part of their own expenses may request, from the GSA Headquarters Liaison, a receipt to allow income tax deductibility.* In the absence of such sources, reimbursement for expenses may be requested from the Executive Director. No expenses will be paid for attendance at meetings held at the annual meeting. In unusual circumstances, requests for exceptions to any of these rules may be made to the GSA Executive Director.