

## **Treasurer**

### **Duties**

Under Article VI of the bylaws of the Botanical Society of America, the Treasurer shall remain fully advised as to the financial condition of the Society and shall regularly report to the Board of Directors on the financial conditions of the Society and the adequacy of the accounting records of the Society. The Treasurer shall have such other duties as prescribed by the President or the Board of Directors from time to time.

**Committee Assignments and General Duties** – Executive Committee, Advisory Council, Financial Advisory Committee, Investment and Development Committees (ex officio)

- Attend 4-6 Board meetings throughout the year and participate in Board discussions/decisions via email.
- Attend Executive Committee meetings as needed. Attend the Advisory Council Meeting and Annual Members' Business Meeting at the conference.
- Attend Financial Advisory Committee meetings, and attend Development and Investment Committee meetings as ex officio, as needed (about 4 total per year between the two committees).
- Monitor income and expenditures. Ensure a budget and financial reports are submitted to the Financial Advisory Committee and the Board for review; ensure a financial audit is conducted as necessary.
- Oversees sectional finances and special requests.
- Provide feedback on the annual performance review of the Executive Director.
- Serve as backup for signing checks, contracts, or drawing down grant reimbursement requests and use of any investment account funds.
- Sign off on annual tax reports.
- Submit annual one-page report.

### **Post Annual Conference**

Official duties begin at the conclusion of the Botanical Society of America's annual meeting.

### **Fall**

Attend Financial Advisory Committee and Investment Committee meetings, as needed. Review financials of the Society as prepared by staff and share with the Board. Determine with staff if an audit is necessary and engage the Board and staff in contracting with an audit firm if needed. Attend Fall Board meeting(s).

### **January/February**

Work with officers to provide feedback on the annual performance review of the Executive Director.

### **Spring**

Attend Financial Advisory Committee and Investment Committee meetings, as needed. Review financials of the Society as prepared by staff and share with the Board. Attend Spring Board meeting(s).

**May/June**

Work with the Executive Director and Finance Manager to finalize a budget for the coming fiscal year. Share the budget and discuss the financials of the Society with the Financial Advisory Committee.

**June/July**

Attend annual BSA meeting, Board meetings (on front and back end of the conference), Advisory Council meeting, BSA Members' Business Meeting. Finalize a budget for approval by the Board, Council and Members and provide an annual report on the society's finances.

## **Director-at-Large for Publications**

At-Large Directors represent the Mission, Objectives, and current Priorities and Programs of the Society. The Director-at-Large for Publications chairs the Publications Committee and works with the Publications Director (BSA staff) to carry out the strategic priorities set in the Strategic Plan as it relates to publication efforts of the Society.

In general, the Publications Committee reports to the Board of Directors through the Director-at-Large for Publications on all matters related to the various publication activities of the Society. The committee seeks to maintain the BSA's role as one of the most influential publishers of scientific content in plant biology. The committee studies issues arising in the academic publishing landscape and makes recommendations to the Board accordingly, to guide the Society's policies with respect to all publication-related issues, in light of the Society's Strategic Plan. The committee and DAL for Publications regularly coordinate with the Editors-in-Chief and Associate Editors on issues regarding their publications, and consider new activities and initiatives related to publications, including preparing impact assessments for any new activities for the Board's consideration. In addition, as needed, the DAL and Publications committee work with outside evaluators on assessment of the journals and will assist the BSA staff in relations with the society's publisher.

## **Duties**

### **Committee Assignments and General Duties –Publications Committee, Advisory Council**

- Attend 4-6 Board meetings throughout the year and participate in Board discussions/decisions via email.
- Attend the Advisory Council Meeting and Annual Members' Business Meeting at the conference.
- Run Publications Committee meetings as needed and take minutes of these meetings.
- Work closely with the BSA Publications Director to manage the Publications Committee and its work.
- Act as the liaison to the Board of Directors and assist the Board in the process of selecting new Editors-in-Chief for BSA journals (every five years, for each journal).
- Help to select the participants and manage the activities of the Early Career Advisory Board (ECAB).
- Attend annual editorial board meetings for AJB and APPS.
- Submit (at minimum) an annual one-page Publications report prepared in conjunction with BSA staff. Prepare other Publications reports for the Board as requested.
- Handle papers for the AJB and APPS Editors-in-Chief when there is a potential Conflict of Interest for the EiC.
- Participate in and contribute to strategy sessions for the journals.
- ~~Write occasional articles for the *Plant Science Bulletin*.~~
- Serve on the AJB Reviews Committee and support the Synthesis Papers and Prize initiative.

## **Post Annual Conference**

Official duties begin at the conclusion of the Botanical Society of America's annual meeting.

Either in the spring or fall, participate in strategy sessions for the journals. Every 6 weeks meet with the Reviews team on Skype.

**Fall**

Attend the Fall Board meeting(s) and arrange virtual meetings for the Publications Committee and ECAB. Evaluate proposals for ECAB membership (every other year) and Synthesis Prize.

**Spring**

Attend the Spring Board meeting(s) and arrange virtual meetings for the Publications Committee and ECAB.

**June/July**

Attend the annual Botany meeting, including BSA Board meetings (on front and back end of the conference), BSA Advisory Council meeting, and the BSA Members' Business Meeting.