



# ELECTED OFFICIAL DESCRIPTIONS & RESPONSIBILITIES

As of January 31, 2020

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## Duties Of The President Of The ACA

[Updated July 2016]

FROM ACA BYLAWS:

1. *The President*
    - a. *To have general administrative charge of the affairs of the Association.*
    - b. *To preside over all meetings of the Council.*
    - c. *To preside over all business meetings of the Association.*
    - d. *To appoint organizers of the scientific meetings of the Association.*
    - e. *To have such other duties as are specifically enumerated in the By-laws of the Association.*
    - f. *To be a member, ex-officio, of all committees, except the Nominating Committee.*
    - g. *To appoint or nominate representatives of the Association.*
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Council Handbook Description:

### **Awards**

The Awards Committee should notify the President who they have chosen as soon as possible, but no later than the date specified in the Awards Schedule. The President then notifies the awardees. The awardees are asked to prepare a talk for the meeting and submit an abstract. They should also be asked to submit an up-to-date curriculum vita, a current photograph, a brief summary of their work and a list of students and current and past collaborators. This, together with the dossier from the Award Committee, forms the basis for the press release and an announcement in the ACA newsletter.

An Awards Committee for the award to be presented at the next annual meeting should be formed.

## **Standing Committees**

The Chair of each Standing Committees should be notified of the appointment and given their charges by January 30. They should be asked to prepare a brief written report to present to Council at the Annual Meeting.

## **Nominating Committee**

The committee is comprised of the immediate Past President of the ACA, a new member appointed by the current ACA President, and one former member of the committee. This former member automatically becomes Chair. The President shall appoint this Committee no later than September 1 of the year of his/her term. The Committee should be instructed as to their responsibilities by October 1 of the year preceding the election for which nominations are needed, so that a Call for Nomination can be placed in the Winter issue of ACA RefleXions.

As a courtesy, the names of the nominees should be submitted to Council a month before the slate of candidates is required. The nominees are asked by the Newsletter Editors to prepare a brief statement and provide a photograph to be sent to the newsletter by May 1. Ballots are prepared and posted online during October for elected candidates to take office January 1.

## **Scientific Interest Groups (SIGs)**

The Chair of each SIG should be notified as to his/her responsibilities early in the year. A member of each SIG should be designated to prepare a report highlighting crystallographic research for the previous 12 months. A representative from each SIG should meet with the Council at the annual meeting and submit the report to Council at this time. Each SIG Chair should designate a member to organize the SIG part of the next year's meeting and attend the session planning meeting held at each annual meeting. See SIG GROUP section for SIG constitutions, list of officers and duties and election schedule. The President is authorized to create or assign positions on temporary committees, as he/she deems necessary.

## **Annual Meeting**

The President is responsible for assuring the conduct of the annual meeting. Before the meeting, this entails addressing questions pertaining to the meeting - especially with respect to expenditures. At the meeting itself, the President presides over the opening ceremony, the various award presentations, the Business Meeting, and the banquet.

The President should preside over a Council meeting with the Program and Local Chairs of the meeting scheduled for the following year, and Council should finalize details of the budget and scheduling of the symposium and workshops.

### **Fiscal Responsibilities**

A Presidential discretionary fund is included in the annual Operating Budget. President is the official contact for major donations and the creation of new awards.

### **Public Relations**

The President is the representative of the American Crystallographic Association to the world at large and as such should participate in activities that are of benefit to the membership of the Association. It is most important that the scientific community, the lay public, the funding agencies and the government officials understand what we do in order that they can support us.

The President should attend at least one of the two meetings of the Council of Scientific Society Presidents that are scheduled during his/her tenure as president. If the President is unable to attend, the Vice President should represent the ACA. A brief report of the highlights of these meetings should be prepared for the Newsletter. The President should attend the AIP meeting of society officers during his/her tenure. He/she should also have a portrait photo taken and send it to AIP for their collection.

### **ACA Council Meetings**

The President should schedule the time and location of meetings of the ACA Council. One meeting is normally held in conjunction with the Annual Meeting of the ACA. In addition, Spring and Fall meetings seem to be required to permit adequate attention to Council duties. Fall council meetings have been called in conjunction with a meeting of the US National Committee for Crystallography at the NAS. Council meetings might also be called in conjunction with Pittsburgh Diffraction Conference, AIP or CSSP meetings.

### **Timeline**

The President should prepare a timeline for his/her successor.

### **Newsletter**

President should review all Council related articles before publication in the Newsletter. The President shall also provide an article for each newsletter entitled "President's Column".

## Other Associations

American Institute of Physics: Prepare suggestions of ACA representatives to the various AIP Committees at Fall Council Meeting. AIP will usually email a reminder and list of representatives needed. Submit names to AIP in early November.

USNCCr/International Union of Crystallography: Every three years, the IUCr asks the USNCCr for nominees to the IUCr Commissions. The USNCCr may ask the ACA to provide suggestions.

The President should attend meetings of the U.S. National Committee for Crystallography, if a U.S. resident as an ex officio voting member.

## Presidential Time Line & Duties

### JANUARY

- Write letters to newly elected SIG and Standing Committee members. A member of each SIG should be designated to prepare an article highlighting crystallographic research from the previous 12 months for publication in RefleXions and on the web site. A representative from each SIG should meet with the council at the annual meeting and submit the article to Council at this time. Each SIG Chair should designate members to organize the SIG part of the next year's meeting.*
- Write letters to newly elected Council Officer(s) and invite them to attend the Spring Council Meeting.*
- Appoint Chairpersons of Standing Committees. This is typically the member who has been on the committee the longest. Ask them to prepare a brief written report for the annual business meeting and to present to Council at the Annual Meeting and an annual report to be submitted by December 1.*
- Start President's Column for Spring Newsletter and send to Editor for February 1, deadline.*

### FEBRUARY

- Feb. 1 - President's Column for Spring Newsletter due*

### MARCH

- March 1 - Newsletter due in Buffalo*

### APRIL

- Work on President's Column for Summer Newsletter (due to Editor May 1)*
- Prepare agenda and President's Report for Spring Council Meeting*

### MAY

- May 1 - Newsletter deadline*

- Notify winners of Awards*
- Attend Spring Annual & Council Meeting*
- USNC/Cr issues a call for nominations for IUCr Commission Members*
- Choose new member for Nominations Committee (due by Sept. 1)*

#### **JULY**

- Work on President's Column for Fall Newsletter*

#### **AUGUST**

- August 1 - President's Column for Fall Newsletter due to Editor*

#### **SEPTEMBER**

- September 1 Fall Newsletter due in Buffalo*
- Prepare "President's Letter" to be mailed with dues invoices. Send to Headquarters by October 15.*
- Call for nominations for AIP Committee Members for discussion at the Fall Council Meeting. Nominations are due at AIP December 15.*

#### **OCTOBER**

- Work on President's Column for Winter Newsletter (due to Editor November 1)*
- Prepare agenda and President's Report for Fall Council Meeting*
- Vote for candidates for membership to the USNC/Cr*

#### **NOVEMBER**

- November 1 - President's Column due*
- Update Presidential Time Line*
- Attend Fall Council Meeting*

#### **DECEMBER**

- Notify winners and losers from the ACA election. Telephone Council Officer candidates; e-mail Committee candidates; ACA Office will contact SIGS. Follow up with letters to everyone.*

# Duties of The Vice President

[Updated July 2016]

FROM ACA BYLAWS:

## 2. *The Vice President*

- a. *To act in place of the President when the President is not present or is unable to discharge the duties as specified in Section 1 of this Article.*

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Council Handbook Description:

### **Council**

The Vice President shall deputize for the President when necessary and shall undertake any specific assignments as requested by the President. The Vice President should attend all Council meetings, meetings of the U.S. National Committee for Crystallography, if a U.S. resident (as an ex officio voting member) and is encouraged to attend at least one meeting of the Council of Scientific Society Presidents, which is held twice yearly in Washington, DC, and the Annual Meeting of the Member Societies Officers of the American Institute of Physics usually held in March in College Park, Maryland. The Vice President shall be a member of the Finance Committee. The Vice President shall review, edit and propose changes to the Handbook by the time of the summer Council meeting.

### **Annual Meeting**

The Vice President shall prepare a calendar of other scientific events and national holidays to be considered when choosing dates for annual meetings. The committee will routinely recommend a meeting site four years in advance. The Vice President will be kept informed of potential meeting sites. The Vice President should choose the Program Chair, and, in consultation with the Program Chair, the Transactions Symposium topic and the Symposium Chair for the meeting two years out. The Symposium Chair will become responsible for editing the symposium proceedings as a volume of the Transactions of the ACA.

The Vice President should be ready for these duties in the early part of the year, especially when a final decision needs to be made at a Spring Council meeting.

## Award Committees

It is the responsibility of the Vice President to form award review committee(s) for the following ACA awards: Etter, Fankuchen, Trueblood, Patterson, Bau, Warren and Buerger. The committee for the Etter Award is comprised of the current YSIG Chair, the winner from the previous year and one former committee member. However, the VP must confirm their willingness to serve on the Etter review committee.

These committees will select the winner for award presentations two years in the future. For example, the VP in 2019 will select members to review nominations for the awards to be given out in 2021. All committees must be in place by November 30, 2019. The chair of each committee should provide names and email addresses to the RefleXions Editor for a call for nominations that is published in the winter issue of ACA RefleXions, for winter 2019 in this example.

The Vice President should begin forming the award review committee(s) as soon as possible after his/her election. (see Award Schedule for list of awards, dates and schedule of presentations). Each committee shall have a minimum of 3 and no more than 4 members. One member shall be appointed by the VP as the Committee Chair. As a place to begin, the VP may wish to ask the previous winner of the award if he/she is willing to serve on a review committee. It is not the responsibility of the VP or the award review committee to solicit nominations, nor are they permitted to submit nominations unless no nominations have been received by the initial deadline.

# Duties of the Secretary of the ACA

[Updated January 2011]

FROM ACA BYLAWS:

## 3. *The Secretary*

- a. *To keep minutes of all meetings.*
- b. *To review membership files.*
- c. *To attend to correspondence and notices of the Association.*
- d. *To keep a dossier of precedents and procedures, and to inform Council Members, Committee Chairs, and Meeting and Program Chairs of such precedents.*
- e. *To be a member, ex-officio, of all committees, except the Nominating Committee.*

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Council Handbook Description:

### **Annual Meeting**

Attend and take minutes of the Business and Council meetings. Post minutes to web site after the meeting. Contact Physics Today at least three (3) months prior to the meeting and arrange for an article to be published in an issue one or two months prior to the meeting. Supply Physics Today with appropriate information on the scientific program and local arrangements. Proofread article and approve prior to publication.

### **Awards**

The ACA has seven major awards that are presented every three years (see Award Section for schedule):

1. B. E. Warren Diffraction Physics Award
2. Bau Neutron Diffraction Award
3. Fankuchen Memorial Award
4. A.L. Patterson Award
5. M.J. Buerger Award
6. Kenneth Trueblood Award
7. Elizabeth Wood Science Writing Award



There are also the following annual awards:

1. Margaret Etter Early Career Award
2. Margaret Etter Student Lecturer Awards
3. Pauling Poster Prize(s)
4. Oxford Cryosystems Poster Prize
5. PDB Poster Prize
6. Journal of Chemical Crystallography Poster Prize
7. Structural Dynamics Journal Poster Prize

The following awards are given at the Council's discretion: Charles Supper Award, ACA Service Award and ACA Public Service Award and are also presented at the Annual Meeting, if Council has selected a winner(s) for that year.

It is the responsibility of the Council Secretary to prepare the announcements of these awards.

Warren, Fankuchen, Patterson, Buerger, Bau and Wood Awards

The President should send the names of the winner to the Secretary at the same time as the awardees are notified. The President will write a letter to the awardee notifying him/her of the award. The Secretary follows up with request for additional biographical info and a recent photo. The photos should be sent to the ACA Office. It is also a good idea to ask the awardee if there are other addresses to which the announcement should be sent to publicity purposes (to the awardee's institution, for example). It would be great if you have other ideas for publications that might be interested in the particular award. If an article describing the award and awardee is not received from the Award Committee, the Secretary shall write the article for ACA Reflexions. The Secretary shall also write the citations for the certificates and make arrangements for the preparation of the certificates for presentation at the annual meeting. The ACA office has templates for the various certificates on file.

The winner of the Wood Award is given a gift (a set of drinkware) that is held at the ACA Office. The Secretary should provide the office with the name of the awardee, so that the gift can be forwarded.

The ACA Service Awards (if any are awarded) will be decided at the March (Spring) Council Meeting. The Secretary shall arrange an appropriate engraved award to be presented at the Annual Meeting.

## **Council Meetings**

Attend all Council Meeting and take notes for distribution as Meeting Minutes. The minutes should be distributed to Council as soon as possible after the meeting. A list of Action Items should be distributed to Council within fifteen (15) days of an ACA Council Meeting (this directive added 09/02). After review by Council, they should be sent to the ACA Office for posting to the web site. A shorten version of the minutes should be sent to the Newsletter Editor for enclosure in the next Newsletter.

## **Standing Committees**

The chair of each of the standing committees should submit a copy of their annual report to the Secretary. The report is then posted to the web site by the Director of Administrative Services.

## **SIG Groups**

The chair of each of the SIG should submit a copy of their annual report to the Secretary. The report is then posted to the web site by the Director of Administrative Services.

## **Public Relations**

Work with the President in coordinating the timely dissemination of material concerning the activities of the ACA for the lay public, scientific community and funding agencies. To aid in this activity, public relations material should be on hand for each SIG that addresses: (1) a general statement of "What is Crystallography?" (2) "What new breakthroughs are taking place?" and (3) the impact of this work on science, health and education.

Arrange a protocol to direct press releases to such places as:

1. Physics Today
2. C & E News
3. The Scientist

# Duties of the Canadian Representative

[Prepared May, 1999]

The ACA is a Regional Associate of the IUCr. The Canadian Division is a National Division of the ACA. The Canadian Representative is an elected member of ACA Council, an ex officio member of the Canadian National Committee (CNC) for the IUCr and an ex officio member of the Canadian Division Executive. The CNC deals with matters pertaining to Canada's participation in the IUCr.

Main duties of the Canadian Representative:

1. To ensure that the Canadian view is made known at ACA Council meetings.
2. To act as a liaison between the ACA and the CNC.
3. To act as a liaison between ACA Council and the Canadian Division. The Canadian Representative should ensure that there is a meeting of the Canadian Division at each ACA meeting; ACA Council activities and CNC activities should be discussed at this meeting.
4. To contribute items to the ACA newsletter in collaboration with the Canadian Division Executive. The names and addresses of members of the CNC and of the Canadian Division Executive should be listed in the newsletter at least once a year. News of interest to the Canadian crystallographic community should also be included.
5. Provide suggestions for a suitable site in Canada for an annual meeting.

# Duties of the Treasurer

[Updated March 2012]

FROM ACA BYLAWS:

4. *The Treasurer*

- a. *Maintain a working knowledge of all fiscal affairs and commitments of the Association.*
- b. *Attend meetings of the AIP Committee of Society Treasurers and meetings of the USNCCr as an official representative of ACA.*
- c. *Work with ACA staff members for day-to-day operations.*
- d. *Attend Financial Review Committee meetings.*
- e. *Review monthly account reports.*
- f. *Present Financial Report at annual Business Meeting.*
- g. *Use results from Continuing Education Committee's review of annual Travel Grant Applications to determine the grant amounts.*

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Council Handbook Description:

- Maintain a working knowledge of all fiscal affairs and commitments of the association
- Attend meetings of the AIP Committee of Society Treasurers
- Attend meetings of the USNCCr as an official representative of ACA
- Work with the Financial Director for day-to-day operations
- Attend Financial Committee meetings
- Review monthly account reports
- Present Financial Report at annual Business Meeting
- Use results from Continuing Education Committee's review of annual Travel Grant Applications to determine the grant amounts