

** PRESIDENT OF CSAAPT **

The main duty of the President is to insure that the section has two meetings per year, Fall and Spring.

The local host of the meeting usually puts together the physical details of the meeting (securing rooms, lining up AV, putting together a luncheon, banquet, snacks, and/or continental breakfast, lining up a plenary speaker and welcome from local dean or department chair if desired, and putting up signs).

The President's responsibility involve establishing the program:

- a. Putting out a call for papers.
- b. Corresponding with those who will present papers.
- c. Coordinating with the Communications Officer to post things online.
- d. Coordinating with the host of the event.
- e. Putting together the final program.
- f. Conducting the business meeting at the Section meeting.

The Business Meeting has several critical functions:

1. Soliciting host institutions for future meetings. The key to this is finding institutions that don't charge for the meeting, or that charge a token amount.
2. Have a report from the Treasurer.
3. Distribute minutes from the previous section meeting.
4. Have a report from the Section Rep, who will report on issues raised at the national meetings.
5. Discuss any other matters pertinent to the section.

The President has a Vice-President to help with all of the duties of the meetings. It is the President's responsibility to determine exactly how much responsibility to delegate. It gives more continuity to have the section officers share in the burden of putting on the meeting, by doing more of the offsite work. We all act as a consultant to the host and keep the host informed of our activities in preparation.

Occasionally we receive additional assignments from the national AAPT office. We have organized a Physics Day at the NSTA regional meetings when they are in our section. This can be done by the President or assigned to the Section Rep or Vice-President. Our job there is to line up the speakers and workshop leaders.

Sections are asked to participate in National AAPT meetings when they are in our area.

The President, along with the executive committee, has responsibility for insuring the success of the section meetings. We experimented with a change in structure recently. The old model was to have workshops and a banquet on Friday afternoon and evening. Saturday was contributed papers, and a lunch that was either provided in the cost of the conference or on your own. Our new structure has been only a Saturday meeting. That meeting consists of contributed papers, demonstrations, and an optional luncheon speaker. The host would put together a plan for a box lunch or buffet that would be included in the cost of the conference.

A shared responsibility of the President and Communications Officer is to maintain an effective mailing list. National AAPT will give us lists of AAPT members that we can use to put this list together. What we have typically done is to email those who are members of the national organization and then send out special notices to those who are in the local area.

The executive staff of the section consists of a President, Vice-President, Secretary, Treasurer, Section Rep, and Communications Officer. Typically we correspond with each other by email. The role of the Vice-President is not really set, other than to assist the President. The President can delegate to the officers whatever seems appropriate. The President simply needs to be responsible for making it happen, but not for doing everything.

The President is not required to go to the national AAPT meetings. They are certainly welcome to go, and there is typically a Section Officers meeting at the National Meetings. The Section Rep is the officer that has a responsibility to go to the National Meetings at least once a year, represent the section, and report back to the section.

The term of a President is one year, with the option of doing a second consecutive term. Typically Presidents have agreed to do two terms, because after the first year they have the experience to make the second year better. It gets busy around the time of the meetings, but the workload is manageable. It is really critical as President, of course, to come to the meetings. Even though the host of the meeting chooses dates that will work into their schedule at their school, the Executive Committee must approve the dates. Typically the host will propose a few dates. If there is a date that won't work for the President, he or she can certainly opt for one of the other proposed dates, as long as it fits the needs of most of the executive committee and the section. Certainly there is no date that will fit everyone's schedule.

Working as President is rewarding. The Executive Committee is great to work with. The reason we change Presidents every two years is to get some new perspective into how to do things better and to give the President a rest. A new candidate for President should be someone with experience with the section, and it would be great if they have previously been a host so they know what it takes.

After finishing one's term as President, you become the head of the Nominating Committee to find new officers. The past three presidents are on the Committee to help as well.