

SOCIETY FOR INTEGRATIVE AND COMPARATIVE BIOLOGY

Program Officer's Manual

I. Description of Primary Responsibilities:

1. Length of term: ~4 Years (see below)

As soon as a future Program Officer (PO) is elected (summer), it is helpful if that person is copied on e-mail correspondence by the current PO so that the future PO can start learning about programmatic issues. Status by calendar year is:

- Year X – future PO is elected in summer and will be PO at annual meetings in Year (X+3) and Year (X+4); expect to spend >10 hrs/week reading e-mail correspondence
- Year (X+1) – becomes PO-Elect at end of annual meeting in Jan.; during this year oversees symposia selection process for first meeting (in Year X+3), start thinking about/planning opening session/plenary speaker for first meeting (in Year X+3)
- Year (X+2) – becomes PO at end of annual meeting in Jan.; oversees symposia selection process for second meeting (in Year X+4), start thinking about/planning opening session/plenary speaker for second meeting (in Year X+4)
- Year (X+3) – is PO at this annual meeting in Jan.; next PO is elected this summer
- Year (X+4) – is PO at this annual meeting in Jan., becomes Past-PO at end of this meeting
- Year (X+5) – is Past-PO at this annual meeting in Jan., is completely done at end of this annual meeting

2. Goals:

- A. Ensure that the Annual Meeting program is dynamic and varied and includes at least one society-wide symposium.
- B. Increase participation at the Annual Meeting.
- C. Deliver well-scheduled, timely symposia (about 10 one-day symposia work well) at the Annual Meeting.
- D. Communicate frequently with the SICB Meeting Director, members of the Program Committee, symposium organizers, other divisional officers, and the SICB webmaster to ensure that everyone involved in the planning of the Annual Meeting is well-informed.

3. Amount of Travel:

- A. One Annual Meeting per year (5 to 6 days on-site).
- B. One Programming Meeting per year in September or October (4 days on-site).

4. Critical Dates

The Program Officer works with the SICB Meeting Director (Sue Burk in 2005) to identify critical dates and deadlines for the upcoming annual meetings. Typical dates are described below in Section II (Responsibilities by Month).

5. Divisional Program Officers - The divisional program officers should be the main group through which the SICB Program Officer communicates and interacts with the divisions. The divisional program officers are elected by their divisions for the purposes of developing and executing programs for the divisions, especially at the annual meeting.
 - A. The SICB Program Officer meets with divisional program officers at the Annual Meeting and at the annual Program Planning Meeting.
 - B. The SICB Program Officer networks with divisional program officers, representatives of affiliated societies (AMS and TCS), and with the Editor of *Integrative and Comparative Biology* to achieve the following:
 1. organize symposia at the annual meeting; the SICB Program Officer may be especially helpful in identifying program officers from different divisions to organize and sponsor symposia together.
 2. obtain input on the structure and the organization of the annual meeting; details of the annual meeting plans as they develop should be communicated to the divisional program officers on a regular basis.
 - C. The SICB Program Officer receives proposals from the divisional program officers for symposia to be sponsored divisionally at the annual meeting. Symposium proposals involving divisional sponsorship should already have been reviewed and approved by the sponsoring division(s).

6. Symposia
 - A. The Program Officer encourages and supports the divisional program officers in recruiting individuals to organize symposia for divisions and affiliated societies at the annual meeting.
 - B. Symposium proposals are submitted to a webpage within the SICB website; the Program Officer works with the SICB webmaster to set up the webpage format and content. The Program Officer may coordinate the solicitation for support for symposia from participating societies (i.e., TCS, AMS, etc.) and encourages organizers to solicit appropriate SICB divisions for support. Proposals are due a month before the Program Planning Meeting (e.g. due date was August 19 in 2005) to give the members of the Program Committee (the PO, PO-elect or Past-PO, all divisional program officers, and the representatives from TCS and AMS) time to review the proposals before the annual Program Planning Meeting.
 - C. Symposia are chosen from the proposals at the annual Program Planning Meeting (so about 18 months prior to the Annual Meeting at which they would occur) by the Program Committee. This time frame allows the symposium organizers time to submit proposals to federal or private agencies for funding support for their symposia. Proposals may be accepted, accepted contingent upon changes, encouraged for resubmission for the following year, or rejected. The Program Officer will communicate individually with all symposium organizers regarding their proposals.
 - D. The schedule of the symposia (e.g. dates) will be decided prior to the Program Planning Meeting that immediately precedes the Annual Meeting at which they will occur (so 4 months ahead) by the Program Officer. The Program Officer will communicate with the symposium organizers to confirm or update speaker lists, and to solicit date preferences.

1. If there are any issues/questions regarding the time schedule from the symposia/participating society organizers, they must be directed to the Program Officer.
2. The Program Officer is the "master" schedule-keeper throughout the entire process and must pay special attention to ensuring the minimum number of conflicts.

7. Abstract Process/Final Program

- A. The Program Officer updates the Abstract/Transmittal Form in April for the current meeting and updates the Abstract/Transmittal Form Guidelines for same.
- B. The Program Officer assists in the proofing of any marketing promotional pieces pertaining to symposia, the Abstract/Final Program, and the master schedule/grid.
- C. The Program Officer programs papers for Interdivisional Symposia and other special programming events.
- D. The Program Officer is alerted to any unusual challenges/occurrences with regards to the Abstract/Final Program that impact the Critical Dates, affect the overall Meeting Program or the look/quality of the program.
- E. The Program Officer works with the SICB Meeting Director in August to organize the annual Program Planning Meeting which is held in September. The planning meeting is attended by all members of the Program Committee and at this meeting all of the presentations are scheduled and moderators are identified.

8. Special Events: Workshops, Special Lectures and Symposia

The Program Officer recruits, reviews and schedules the special events for the Annual Meeting.

- A. Workshops: Most workshops are organized and run by particular SICB committees (such as Educational Council, Graduate/Student/Postdoctoral Affairs Committee, Public Affairs Committee, etc.). The Program Officer is to be aware of what these committees have planned for the next meeting and make certain that the special workshops are included in the program.
- B. Plenary Session/Special Lectures: The regularly scheduled Plenary Session includes the Past Presidential Address. Also scheduled annually is the Bartholomew Award Lecture (contact the DCPB Program Officer) and the Howard Bern Lecture (contact the DCE Program Officer). The other source of special lectures come from the affiliated and participating societies (e.g., ABS, AMS, TCS). The officers of these societies receive the same attention as is given to the SICB Divisions.

9. Plenary/Opening Speaker: The Program Officer works with the Program Committee or SICB Executive Committee members to secure a plenary or opening speaker (the Program Officer may decide to solicit suggestions from all SICB members through the SICB website). Currently this pertains to the year in which there is no immediate past president to deliver the Past Presidential Address.

II. Summary of Responsibilities by Month

DPO = Divisional Program Officer

BAI = Burk and Associates, Inc. (usually Sue Burk, SICB Meeting Director)

PO = Program Officer

January:	Attend annual meeting. Contact new DPOs re: welcome and thanks. Contact outgoing DPOs re: thanks. Contact symposium organizers re: thanks and reimbursement issues. Contact plenary speakers re: thanks. Ask webmaster for data on topics/subtopics and keywords to keep lists updated and evaluate meeting. Contact DPOs to send info on student awardees to webmaster. Send webmaster list of symposia for next meeting to post on website. Call for nominations for Opening Speakers for future meeting (unless Past-President will be speaking). Call for proposals for symposium proposals for meeting in 2 years.
February:	Send Spring newsletter blurb to Secretary/webmaster Encourage symposium organizers for next year to post information on web If voting for Plenary/Opening Speaker, work with webmaster on webpage.
March:	If voting for Plenary/Opening Speaker, ask Program Committee members to rank suggested speakers. Request press release brief write-up by symposium organizers for next meeting
April:	Exhibitor prospectus posted on web (BAI)
May:	Review last year's abstract guidelines and update (PO and BAI) Send update of abstract guidelines to Program Committee members. Review topics/subtopics and keywords from last meeting and update for next meeting (PO and Program Committee members) Abstract guidelines posted on web. BAI sets up fall Program Planning Meeting and notifies Program Committee members about fall meeting
June:	Preliminary schedule of events for next meeting (Plenary speakers, division meetings, etc. so can put meeting grid on web)
July:	PO reviews first draft of registration packet from BAI (2nd Friday) Registration packet finalized by BAI (3rd Friday) Abstract submittal and registration live on web (3rd Friday) Contact symposium organizers for 1st and 2nd choices of dates (PO)
August:	Symposium proposals due for Annual Meeting in 1.5 years (3rd Friday) Symposia for upcoming Annual Meeting scheduled
September:	Symposium organizers for upcoming meeting contacted to check that all speakers have submitted abstracts and registered (using SICB website backdoor). Abstract submission deadline (1st Friday) Web abstract submission removed by webmaster (2nd Friday) Abstracts sent to PO/DPOs by BAI Program Committee members contacted to let them know what to do before Program Planning Meeting. Program Planning Meeting to finalize program and related schedule and select chairs of sessions (last weekend)

October:	<p>Program Committee members communicate with chairs of sessions. Send guidelines to chairs of sessions. Full program of symposia and contributed papers put on web, authors notified of date and time of presentation (last Friday).</p>
November:	<p>Proof author index and keywords (PO/BAI) Final schedule changes (if any)</p>
December:	<p>Email job assignments to student support participants (BAI). Program to printer (BAI). Add approved symposia (for 2 meetings hence) to SICB website Post "Call for Symposium Proposals" for meeting 3 meetings hence so people can talk about it at upcoming SICB meeting.</p>

DIVISIONAL PROGRAM OFFICERS GUIDELINES

I. Functions Surrounding the Annual SICB Meeting

- A. The program officer will provide input into the structure and the organization of the annual SICB meeting to the SICB Program Officer.
- B. The program officer will meet with the SICB Program Officer and other divisional program officers at the annual SICB meeting and the annual Program Planning Meeting.
- C. The program officer will support and assist the SICB Program Officer in developing and organizing society-wide symposia.
- D. The program officer will encourage the membership to attend the annual SICB meeting and to present contributed papers and posters. To achieve the latter, the program officer may contact individuals to submit abstracts in disciplinary or thematic areas (e.g., the physiology of respiratory pigments or temperature regulation).
- E. The program officer will assist the SICB Program Officer in organizing and preparing the final program for the annual SICB meeting, including attendance at the annual program planning meeting (usually the last weekend in September).
- F. One of the main functions of the program officer is to develop symposia that will be sponsored or co-sponsored by the division at the annual SICB meeting. This should be done in consultation with the divisional executive committee.
 1. The program officer shall stimulate members of the division to organize symposia.
 2. The program officer shall work with symposium organizers to develop a formal proposal to offer a symposium, and will obtain approval of the divisional executive for the sponsorship or the co-sponsorship of the symposium.
 3. The program officer may assist symposium organizers in securing financial support for symposia.
 4. The program officer may assist symposium organizers in arranging publication of symposia. If the proceedings of the symposium are to be published in *Integrative and Comparative Biology*, the Editor must be consulted early in the process.

II. Duties not associated with the annual SICB meeting.

- A. The program officer may organize divisional or regional meetings (outside the annual SICB meeting).
- B. The program officer may work with other societies in developing programs and symposia at meetings co-sponsored by the division.
- C. The program officer will provide the membership with notice of upcoming meetings, workshops, and symposia through the SICB newsletter, the SICB web pages or any other means.