President (two year term, elected odd years)

1. Set the agenda for the Fall Executive Committee meeting. This meeting is held at the institution that will host the Annual Meeting. Agenda topics include:
   a. preliminary organization of the Annual Meeting with the host, including
   b. setting date for “Call-for-Abstracts”
   c. setting date for abstract submissions
   d. addressing logistical issues, such as preprogram mailings, registration fees, etc.
   e. walkthrough of the facility
   f. organization of Nominating Committee for next election (President-Elect and Editor on odd-numbered years, Secretary and Treasurer on even-numbered years)
   g. reports from each officer as appropriate
   h. old and new business
2. Act as liaison with the host institution, helping to answer questions about the meeting organization with the host.
3. Set the agenda for the Spring Executive Committee meeting. This meeting is held at the institution that will host the Annual Meeting. Agenda topics include:
   a. final updates on the Annual Meeting from the host, including walkthrough of the facility
   b. report from each officer as appropriate
   c. old and new business
4. Set the agenda for Business Meeting held during the Annual Meeting. Agenda topics include:
   a. Secretary's report
   b. Treasurer's report
   c. Editor's report
   d. Elections
   e. old and new business
5. Presentations during the Annual Meeting, including:
   a. plaque to host institution in gratitude
   b. Warner Outstanding Teacher Award
6. Represent the Academy to external agencies as required or requested.
8. Other duties may include appointing auditing committee

President-Elect (two year term, elected odd years)

1. Serve as Executive Committee Liaison to Institutional Representatives.
   a. Solicit news items from the institutional representatives twice per year (at the annual meeting and in one mailing).
2. Attend Executive Committee meetings.
3. Procure plaque for outgoing President, to be presented at Annual Meeting.
4. Other duties as assigned by the President.
Communications Director (indefinite term, appointed by executive committee)

1. Maintain the WVAS website to include:
   a. Meeting information
   b. Organizational info: officers, institutional representatives
   c. Proceedings: Proceedings lists and availability, information for authors
   d. Membership: current form and dues structure
   e. Other announcements
2. Post news items on the WVAS website on an ongoing basis.
   a. Put out a call to members for news once or twice per year

Secretary (two year term, elected even years)

1. Record and type the minutes of the Executive Committee meetings.
2. Send minutes to all members of the Executive Committee.
3. Record and type minutes of the Annual Business meeting and send these minutes to the Editor for the Proceedings.
4. Liaison to American Academy for Advancement of Science.
5. Liaison to National Academy of Science.
6. Holder of membership list.

Treasurer (two year term, elected even years)

1. Send dues notices to all members February of each year.
2. Collect dues from:
   a. Members
   b. Assistant Treasurer (library subscriptions)
   c. institutional members
3. Record dues information on the membership list.
4. Reimburse Academy expenses.
5. Provide a financial report at each Executive Committee meeting.
6. Provide a financial report at the Business meeting.
7. Collect registration and vendor fees from the annual meeting.
8. Notify those elected to Emeritus status
9. Reimburse host and committee members for meeting costs.
10. Provide a fiscal year report and members report to the Editor for publication in the Proceedings.
11. Prepare and submit WVAS federal taxes.

Assistant Treasurer (indefinite term, appointed by executive committee)

1. Bill libraries for annual proceedings.
2. Keep record of library payments.
3. Receive money for library subscriptions.
4. Send receipts to Treasurer.
5. Maintain list of library addresses and contact persons, billing and receiving addresses.
7. Mail archive proceedings to libraries that have gaps in their collections.
8. Keep addresses up to date and send labels to Editor.
9. Handle complaints from libraries.

**Editor** (indefinite term, appointed by executive committee)

1. Assign submitted manuscripts a submission number and contact potential reviewers.
2. Send manuscripts to three external reviewers with standard reviewer form.
3. Compile and edit submitted manuscripts.
4. Notify authors of manuscript status.
5. Prepare galley proofs and publish manuscripts.
6. Coordinate efforts with associate/section editors.
7. Notify authors of page charges.
8. Receive abstract submissions and organize them for Proceedings.
9. Solicit advertisements to offset publication costs.
10. Send abstract information to host institution for preprogram.
11. Publish all volumes and numbers of proceedings including abstracts, symposia, minutes of annual meetings, and submitted manuscripts; mail copies to all members and send copies to Assistant Treasurer who handles library subscriptions.
12. Fill requests for back-issues of proceedings.
13. Prepare websites and on-line versions of proceedings and manuscripts.
14. Prepare reprints.
15. Maintain old copies of Proceedings

**Associate Editor** (indefinite term, appointed by executive committee)

1. Aid the editor in the following duties:
   a. Review papers as necessary.
   b. Send manuscripts to three external reviewers with standard reviewer form.
   c. Compile and edit submitted manuscripts.
   d. Notify authors of manuscript status.
      a. Prepare galley proofs and publish manuscripts.
      b. Contact potential reviewers.
      c. Receive abstract submissions and organize them for Proceedings.
      d. Solicit advertisements to offset publication costs.

**Immediate Past President** (two year term, appointment immediately following instatement of president):

1. Attend and participate in the meetings of the Executive Committee and otherwise offer advice as to how to best advance the goals of the WVAS.
2. Call the attention of the Executive Committee to opportunities to cooperate with external organizations and events (e.g. International Year of Chemistry) that would serve to advance the goals of the WVAS.
3. Contribute news items to the Director of Communications for possible posting on the WVAS web site.
4. Maintain corrections and revisions to by-laws.