

**GUIDELINES FOR TSHS CHAIRS  
(CHAIR-ELECT, CHAIR, AND IMMEDIATE PAST CHAIR)  
October 2004**

Guidelines for Chair-Elect

1. Appoint the Program Chair-Elect-Elect (the Program Chair-Elect during the following year) during June or July (i.e., make the appointment after the results of the ASA elections are announced, but prior to the beginning of the JSM). It is recommended that input be solicited from the Executive Committee prior to making the appointment official.
2. Chair the Budget Committee. This involves working with the Chair and the Secretary / Treasurer to put together a budget for the following year (the year in which the Chair-Elect will be Chair). This will normally be done in September, as the budget is to be submitted to ASA by October 1.
3. When needed, write a letter of support for continuing education courses that are sponsored by TSHS during the following year's JSM. This will normally be done during October, as the letters of support are to be submitted to ASA during October (the specific deadline varies).
4. Assist the Chair with TSHS matters when called upon to do so.
5. Attend the Council of Sections Chairs, Treasurers, and New Section Representatives Meeting during the JSM.
6. Attend the TSHS Executive Committee Meeting and the TSHS Business Meeting and Mixer during the JSM.
7. Participate in e-mail discussions and conference calls throughout the year.

## Guidelines for Chair

1. Make appointments as needed during the year. These include standing committee appointments as well as ad hoc committee appointments. Standing committee appointments are to be made each year, while ad hoc committee appointments are to be made as needed. Standing committees include the Committee on Nominations (chaired by the immediate Past Chair with the other two members being appointed by the Chair), the Committee to Nominate Fellows (members are not required to be ASA Fellows), the Charter Committee (in existence once every five years or as needed; the next review of the charter should occur in 2009), and the Budget Committee (the membership is defined in the charter). The following positions are to be appointed when needed: the Publications Officer and the Newsletter Editor. It is recommended that input be solicited from the Executive Committee prior to making these latter two appointments official. Note that the Newsletter Editor appoints the Book Review Editor.
2. Write a column entitled "From The Section Chair" for each issue (spring, summer, and fall) of the TSHS Newsletter.
3. Respond to all requests for information from the ASA office.
4. Order the food for the TSHS Executive Committee meeting and the TSHS Business Meeting and Mixer when instructed to do so by ASA. This is usually done in March. It is recommended that input be solicited from the immediate Past Chair prior to submission of the order.
5. Prepare an agenda for the TSHS Executive Committee meeting. This is usually done in July. Seek input from the Executive Committee regarding items that should be added to the agenda.
6. Attend the Council of Sections Chairs, Treasurers, and New Section Representatives Meeting during the JSM.
7. Chair the TSHS Executive Committee Meeting and the TSHS Business Meeting and Mixer during the JSM.
8. As a member of the Budget Committee, assist the Chair-Elect and the Secretary / Treasurer in preparing the section budget for the following year.
9. Keep the Executive Committee informed of activities and appointments. This is usually done by e-mail.
10. Participate in e-mail discussions and conference calls throughout the year.

### Guidelines for Immediate Past Chair

1. Chair the Distinguished Achievement Award Committee in odd-numbered years, beginning with 2005. The Chair and the Chair-Elect shall also serve on this committee. This committee will normally conduct its business in June and July.
2. Chair the Nominating Committee. Recommend two section members to the Chair for appointment to this committee. This committee will normally conduct its business from August through October.
3. Assist the Chair with TSHS matters when called upon to do so.
4. Attend the TSHS Executive Committee Meeting and the TSHS Business Meeting and Mixer during the JSM.
5. Participate in e-mail discussions and conference calls throughout the year.