

ROLES AND RESPONSIBILITIES OF DIVISION CHAIRPERSONS

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Introduction

The Administrative Office recognizes and greatly appreciates the dedicated efforts of the Special Problems Division Chairpersons. Without your support in maintaining the deadlines for the various activities, the business of the Society could not be conducted by our staff.

The following material is designed to answer your questions. Please do not hesitate to contact the Administrative Office for assistance.

Chairpersons should be able and willing to serve their full term. This service includes attending three days of the Annual Meeting in addition to service time during the year. Prior to the Annual Meeting, Chairpersons are expected to provide an annual report of their division activities to the Administrative Office.

A. Nominations Committee

The Nominations Committee will be comprised of the Chairperson of the Council of the Special Problems Divisions and four members appointed by the Board of Directors. The Chairperson of the Council of the Special Problems Divisions will serve as Chair.

The Nominations Committee nominates persons to run for the following elected positions: President-Elect/President; Vice-President Elect/Vice-President; Board of Directors; Budget, Finance, and Audit Committee; Committee on Committees; Editorial and Publications Committee; and the Membership and Outreach Committee. Prior to the Annual Meeting, it would be helpful to locate willing nominees for these positions to suggest to the Nominations Committee. There should be a commitment to nominating a diverse slate of nominees. This includes diversity based on racial-ethnic background, gender and sexual identities, geographic locations, and institutional settings (e.g., academia, practitioners, organizations, etc.)

B. Division Elections

1. Term

Each Special Problems Division should elect a Chairperson, a Chairperson-Elect, and other officers as determined by the division. Chairpersons are elected for two years. In the event that a division is unable to elect a new Chairperson, the current Chairperson may continue to serve as Chairperson, but for no more than an additional year, until a new Chairperson is elected. The transfer of responsibility of the Chair should be made at the appropriate divisional meeting at the Annual Meeting.

2. Division Election Procedures

- a. There must be at least two nominees for each division office. Nominees must be current division members to accept nominations. The Chairperson is responsible for seeing that there is the widest possible participation in the nominations procedure. Initial nominations may be solicited in one or more of the following ways.

- 1) Call for nominations in the division newsletter
- 2) E-mail division members and solicit nominations
- 3) Nominations from the floor at the divisional meeting

The latter two actions are more effective recruiting strategies than posting the call for nominations in the newsletter. If only one action is taken, the nominees should be reported in the division newsletter along with a call for additional nominees. Self nominations are acceptable.

- b. The Chair is responsible for providing the Administrative Officer with a list of confirmed nominees. The Graduate Research Associate will contact the candidates and request their biographical information and statement.
- c. Division elections for incoming Chairs should be held during the Chair's first year in office. This will assure that the Chairpersons will help in the planning of programs and other division functions, and give the Chair-Elect some experience regarding the responsibilities of the Chair before taking office. Names of the nominees need to be sent to the Administrative Officer by (no later than) May 1. Try to hold your election during the fall, if possible. No division elections will take place between June 15 and August 15 due to work associated with the Annual Meeting. Many divisions elect the Chair-Elect even earlier so that they may serve two years before becoming Chair.
- d. The actual election process will be handled by the Administrative Office. The preferred method of communication with members is by electronic mail. Electronic mail will be used for the notification of elections. It is considered the member's responsibility to notify the Administrative Office of any changes in e-mail or postal address in a timely fashion.

Election notification will be sent by e-mail from the Administrative Office when voting is opened. At least four weeks will be allowed from the opening of the election web site to receive votes before the voting is closed. The election web site will include a link to candidate qualifications. The Administrative Office will monitor the computer tabulation of votes and will report any irregularities to Division Officers and to the Board of Directors. A majority of votes cast will be necessary to elect any Division Officer. If there are more nominees for an office and there is not a clear majority, a run-off election will be held between the two candidates receiving the most votes. The same election procedures described above will be followed for the run-off election.

- e. The Administrative Officer will advise the Chair in writing who the winner is and the ballot count. The Chair will have the responsibility of advising, in writing, the candidates of the results. A copy of the letter should be sent to the Administrative Officer. The election results will be posted on the SSSP web site.

3. Division Name Change

- a. If a division wants to change its name, it must be voted on by the entire division. One option must be the current division name, no change needed. The Chair should provide the Administrative Officer with a list of the options. The options will be included on the election ballot.

C. Council of Special Problems Divisions

The Chairpersons of the Special Problems Divisions comprise the Council of the Special Problems Divisions. The Chairperson of the Council is elected by the Council from among its members for a three-year term and serves as a voting member of the Board of Directors. The Council meets at the Annual Meeting to communicate common concerns and to convey through its Chairpersons these concerns and policy recommendations to the Board of Directors. Please make sure that your division is represented at all scheduled meetings of the Council. If you cannot attend, appoint someone else to represent the division.

The Council of the Special Problems Divisions may recommend that a division be discontinued, if the division fails to comply with one or more of the following requirements: (1) have at least 150 members for two years running, (2) distribute at least one newsletter a year, (3) have a replacement chair elected by the end of the current chair's term of office, (4) organize at least two sessions for the Annual Meeting, (5) be represented at every meeting of the Council of the Special Problems Divisions, (6) hold a divisional meeting at the Annual Meeting, and (7) maintain a current division mission statement on the division's web page. The division can appeal the Council's recommendation, first to the Council itself, and ultimately to the Board if it is unsuccessful in its appeal to the Council.

D. Divisional Meetings

1. Each division will hold a divisional meeting at the Annual Meeting with the Chairperson presiding. The divisional meeting should serve as a forum to discuss concerns of the division and nominees for Chairperson-Elect. The divisional meeting can be a place to: a) suggest sessions for next year's program, b) plan special activities of the division, c) discuss awards to be made by the division, d) recruit members for the division and the Society's leadership, and e) plan publishing projects.
2. The Division Chairs meet as a group three times during the Annual Meeting: a) as the Council of the Special Problems Divisions (outgoing and incoming Division Chairs) to review the Roles and Responsibilities of Division Chairs, b) as the Council of the Special Problems Divisions (current Division Chairs) to focus on resolutions, and c) with the Program Committee in planning the following year's meeting. The Council will meet twice on the first day and once on the last day of the Annual Meeting.

E. Publications

1. Each division must have a current introductory statement located on the division's web page. This statement provides current and potential members with a clear idea of what is unique about their division, i.e., what defines it, and the ways in which the division advances the cause of social justice central to its mission as a division and the SSSP as a whole. SSSP's mission is scholarship in pursuit of a just society.
2. Several divisions have compiled edited readers published as SSSP-sponsored books. Proposals and contracts for such sponsorship must be reviewed and approved by the Editorial and Publications Committee and the Board of Directors. Responsibility for editorship of such a volume must be assumed by a member of the division.
3. Occasionally, special issues of *Social Problems* have been edited by a division. Proposals for such special issues must be submitted to the Editor of *Social Problems* for consideration of contents and the logistics of the editorial process.
4. New journals can be established by divisions. Proposals for new journals must be approved by the Editorial and Publications Committee and the Board of Directors.

F. Division Newsletter

1. The newsletter is a way to build networks of scholarly support and exchange within your interest area. Each division is entitled to have three division newsletters distributed electronically by the Administrative Office each year. Electronic distribution saves time, money, and our natural resources. No division newsletters will be distributed electronically between July 15 and August 15 due to work associated with the Annual Meeting. All division newsletters will be posted on the division's web page.
2. The division newsletter may be prepared by the Chairperson or someone within the division designated by the Chairperson.
3. The content of the newsletter is entirely up to the division. Some divisions have used the newsletter as a means of communicating substantive content of professional concern to the division. It is recommended that the division newsletter concern itself at least with the following:
 - a. Program planning for the division sessions at the next Annual Meeting (to augment the call for papers) in the fall or late spring newsletter.
 - b. The call for nominations or additional nominees for division office(s) and division election results.
 - c. News or articles of interest to the division members.
 - d. List of recently published work in the area.
 - e. News related to division members' research, publications, and awards. Encourage members to send announcements, articles about their work, reviews of books and/or articles of interest to members in your division. In addition, when you receive an article, book review, or announcement that you think might be of more general interest, please send it to the editor of *Social Problems Forum: The SSSP Newsletter* and to the Administrative Office for placement on the web site.

- f. Check the SSSP web site and ASA Employment Bulletin to see if there are job announcements that may be of interest to division members. If you have job announcements not currently listed on the SSSP web site, please [click here](#) to complete our complimentary job posting form.
4. The newsletter must be sent as a **plain text file** (no graphics or formatting and has the file extension (.txt)) and a **pdf file** (contains graphics and formatting and has the file extension (.pdf)) to the Administrative Office for distribution. No other formats will be accepted. If you do not have Adobe Acrobat Distiller (software often used to save a file as a pdf file), you can download free software called PrimoPDF by visiting www.primopdf.com/.
5. The Administrative Office recommends that the length of the newsletter not exceed 10 pages as longer newsletters may not be read.
6. If stipends are used for Division Newsletter Editors, they must be awarded after completion of two newsletters.

G. Annual Meeting Program

The Annual Meeting is designed to give as many persons as possible an opportunity to participate. However, the number of sessions cannot be increased to the point that there is not enough audience left to attend and not enough meeting space. Paper submitters must use referencing capitalization established in the *ASA Style Guide* for their paper title(s). The Program Committee reserves the right to edit paper titles for uniformity for title capitalization. The procedures below are designed to transform this very delicate balance into a great meeting.

1. Each division is entitled to three sessions and up to seven co-sponsored sessions. We encourage you to co-sponsor sessions with other divisions. Please shape the themes of co-sponsored sessions broadly to attract an optimal number of submissions. If you are co-sponsoring sessions with other divisions, please make sure that you submit the same session title and contact information for each organizer.

A regular session must consist of four papers with a discussant or a maximum of five papers without a discussant. With the approval of the Program Committee Chair, additional sessions may be scheduled if meeting space is available. These paper sessions are assigned on a first-come, first-serve basis to those divisions that indicate in writing to the Program Committee Chair and the Administrative Officer the names of presenters on panels or paper sessions. Priority is given for additional sessions to divisions planning joint sessions with each other or with the Program Committee.

2. You have full determination in regard to how your program sessions are used. However, consider using one session for an overall theme proposed by the President. Other sessions can reflect your particular interest(s) or what you consider the most intriguing topic(s) in your area. Please consider crafting your division's thematic session in the format of a "Critical Dialogue." This session will count as one of your three sessions. This format includes short (5 minute) presentations by 8 authors followed by an engaged dialogue that critically explores connections among the presentations. The audience will have an opportunity to participate in the dialogue as well.
3. Each division is encouraged to have a "Papers in the Round" session to promote multiple submissions. We urge you to think creatively about the possibilities of this format to encourage discussion and/or focus on a specific question rather than a broad defined topic. This session will count as one of your three sessions. Roundtable sessions are usually comprised of several tables, each with a different theme. Each roundtable consists of 4 paper presentations with an established scholar serving as discussant. Discussion proceeds simultaneously at all tables. At each table the discussant leader(s) will introduce the topic and facilitate discussion among all the participants at each table.

4. Projectors and screens will be available for all regular sessions. Roundtable and critical dialogue sessions will not have audio-visual equipment. You must bring your own laptop (and the connection cord if you have an Apple computer) or arrange with someone else in your session to share. Internet access will not be available.
5. Poster sessions are available in addition to the regular sessions at the discretion of the Program Committee. You may have as many participants as you wish in poster sessions. Posters are graphic presentations of the author's report. They consist of illustrative materials that may take the form of graphs, diagrams, charts, tables, or photos. For example, the slides of a PowerPoint presentation might be printed as 8x10 documents and displayed on a poster board if they include a minimal amount of text. Posters must be headed by a title. Any lettering should be large enough to be visible from 5' and the individual displays should fit on a 3' x 4' poster. The Society will provide a way to mount the posters. While the poster is on display, the author(s) should be present to answer questions. If several poster sessions are proposed, they may be combined in a large room.

Authors of poster reports must submit an abstract to the session organizer (or Program Chair), and must bring the completed posters to the meeting. Depending upon the number of submissions, presenters will be allotted a regular session period to display their materials in an assigned space during the Annual Meeting. Each day there may be one or two poster sessions during which the authors must be present to explain and/or discuss their presentations. Poster sessions receive the same academic credit as paper sessions. This is an established practice at scientific and other academic organizations. If you are planning a poster session, please let the Administrative Office know no later than March 1, since display equipment must be rented.

6. Individual preferences for dates/times for presentations cannot be accommodated. Sessions will be assigned to a day of the conference that works best for the Program Committee and Administrative Officer, which are charged with ensuring the overall coherence of the program and maximizing the number of sessions and papers included in the program.
7. You are responsible for screening papers or topics that will appear in the program sessions of your division. You may share this responsibility with a committee appointed for this purpose or assume full responsibility yourself. It is recommended that you have at least one person to share the responsibility for each session you organize. Your Chairperson-Elect may serve in this capacity.
8. All participants (except for those listed under "b." below) must be current members (they may join on acceptance of their presentation) and must register (paying the guest registration fee will not be accepted for program participants) for the Annual Meeting by July 1. Persons failing to register by July 1 will have their contributions deleted from the final program.

In order to expedite registration, the e-mail of acceptance specifies that participation is contingent on current SSSP membership and registration for the Annual Meeting. Participants may pay membership dues and registration fees online or by mailing or faxing the paper membership and meeting registration forms along with payment information. Exemption from paying registration fees will be granted for:

- a. Non-students who are unemployed and/or receiving monthly financial assistance to meet living expenses may request a waiver of registration fees to participate on the program.
- b. Individuals from community, labor, and comparable organizations working on social problems or social justice issues who have been invited to serve on a panel to make a presentation.
- c. Non U.S. and non-Canadian scholars who are from less advantaged countries.

- d. Co-authors of papers who will not be attending the meeting. One of the co-authors must be a paid registrant. Both co-authors must pay if both expect to attend the meeting.
 - e. Persons excused by direct request of the Program Committee Chair. Exemptions should be requested by May 31.
9. Registration fees will be refunded to persons who notify the Administrative Office that they will not attend the Annual Meeting prior to July 15. Once the final program is printed and participant packets have been prepared, the cost of processing the participant has already occurred.

H. Division Sponsored Workshop Policy

In an effort to allow Special Problems Divisions to sponsor workshops at the Annual Meeting, SSSP has created the following policy.

All division sponsored workshops must be scheduled the day before the SSSP Annual Meeting begins or the day after it ends. There will be no exceptions. The maximum number of meeting rooms that can be reserved for a division sponsored workshop is two. If the hotel charges a meeting space rental fee, the division will be responsible for payment.

If approved by the Board, the Meeting Manager will work closely with the workshop organizer(s) to ensure a successful workshop. In exchange for providing the following services, the division will pay the Meeting Manager a \$500 fee at the conclusion of the workshop. If additional services are required and the Meeting Manager can provide them, there will be an additional charge determined by the Meeting Manager in consultation with and with the approval of the Executive Officer.

- Serve as liaison between the workshop organizer(s) and the conference hotel
- Coordinate room set-up needs
- Coordinate audio-visual needs, if applicable
- Coordinate catering needs, if applicable
- Incorporate the workshop program into SSSP final program, if desired
- Answer all questions via e-mail

The Board of Directors must approve all division sponsored workshops. If your division wants to sponsor a workshop, you must submit a proposal to the Administrative Officer no later than July 1 of the year before you plan to hold the workshop. However, since hotel contracts are signed at least three years in advance, unless you plan three years in advance, meeting space cannot be guaranteed. The Board of Directors will consider all proposals at the Annual Meeting and the Administrative Officer will inform you of the Board's decision.

I. Guidelines for Participation

1. A participant may appear in the program as a sole author twice (**one sole-authorship paper and one critical dialogue paper**) unless he or she is a student paper competition winner. Student paper competition winners may appear in the program as a sole author three times. Persons who are giving papers or participating in panels or roundtables may not serve as a session chairperson or discussant with the following exceptions:
 - a. A person may chair a session in which he or she is also making a presentation.
 - b. A co-author of a paper whose co-author is a paid registrant may author (or co-author) a second paper or may serve as a chair or a discussant in a second session.

2. Program participants will be notified by the Administrative Office of their program participation by April 15. The Administrative Office encourages submission of an abstract and a paper to *Sociological Abstracts*. Since the Society does not publish proceedings or abstracts, providing this information makes other scholars who search the literature aware of your work.
3. All program participants must send a copy of their paper to the session presider and/or discussant by June 30.

J. Division Budgets

1. Annual Meeting Program. The amount of discretionary money per year available to divisions is set by the Board of Directors, upon recommendation of the Budget, Finance, and Audit Committee. Each Division Chair is asked to provide budget projections and requests for the current year and the following year. These projections should be sent to the Administrative Office no later than March 31. The Budget, Finance, and Audit Committee will review these requests at their annual mid-year meeting. If a Division Chair does not supply a written request, the committee will allocate \$300 for that division. A maximum of \$500 may be requested per division. How this money will be expended is entirely up to the division. Some divisions award a cash prize, pay membership dues, pay annual meeting registration, and provide a banquet ticket to the student paper competition winner, contribute to the division co-sponsored reception, serve refreshments at an informal division social function, provide a newsletter honorarium, or pay expenses of participants on the program. All requests for reimbursements for money spent must be accompanied by a receipt as proof of expenditure. This is required by our auditors. The Division Chair must authorize expenditure.
2. Requests for reimbursement must be made to the Administrative Officer before our fiscal year ends on December 31. All unspent funds will return to the Society's general fund. Unspent balances will not be carried over to next year's budget.

K. Division Listservs and Mass E-mail Announcements

Divisions may create a listserv to disseminate division related information. The Administrative Office will supply you with the names and e-mail addresses of your division members upon request. Division listservs should be monitored by a member of the division. The Administrative Office will provide suggestions/guidelines for operating a listserv, on request.

An alternative to a formal listserv is mass e-mail announcements to the division membership. If you want to send out mass e-mails to your division, please contact the Administrative Office to request an updated membership list. Our membership is constantly changing, so requesting an updated list ensures that recently added members receive your announcements.

L. Division Web sites

The Administrative Office maintains web pages for all its divisions containing a mission statement, newsletters, and elected officers. **Any division that wishes to create and maintain its own web site apart from the SSSP division web site maintained by the Society must submit a proposal for approval by the Board of Directors.** The proposal must address the issues of web site hosting, content, accessibility, construction, and continuity outlined below. In addition, the division must adhere to the guideline requirements approved by the Board.

1. Web site Hosting. The division will provide all financial support and effort to develop and maintain a web site. The web site may be hosted at a location determined by the Division Chair such as a university. Alternatively, if a division would like an extended web site but lacks the expertise or resources to develop and host a web site, they may use the current content management system used by SSSP. The cost would be an

undetermined initial consulting fee (depending upon the amount of time required of the consultant and the web designer's expertise level) plus an additional monthly charge for hosting. The SSSP uses the Avera Content Management System which currently charges the initial consulting fee plus \$10/month for hosting per division.

2. Content Requirements. Following is a list of items that should be included on each division web page. In general, the content of the division web site should reflect the mission and values of SSSP. The division web site should not have libelous content or content not related to the SSSP division. If you have a question about the appropriateness of any content on a division web site, please contact the SSSP webmaster.
 - a. SSSP Acknowledgement. The Society for the Study of Social Problems name, logo, and link to the SSSP site, www.sssp1.org, should appear on the division web site home page.
 - b. Division Mission Statement. The mission statement should be published on the division web site home page as it appears in the SSSP division web page.
 - c. Disclaimer Link. A disclaimer link should appear at the bottom of each web page stating the division is responsible for the information contained within the web site and it is not maintained by SSSP. An example disclaimer is "This page was authored and designed by the <name of division> division who is fully responsible for its contents. This site is not maintained by SSSP. Please send all comments or corrections to <e-mail address of division webmaster>."
3. Copyright Guidelines. Complete information on copyright law is available at <http://www.copyright.gov/>.
 - a. Web site Content. All web site content must follow copyright laws. You should always assume ALL information is copyrighted and obtain proper permission before using it on your web site. If you have a specific question about using links, images, articles, excerpts or quotes from articles or books, movies, recorded lectures, presentations, and other intellectual property, always contact the owner of the material. You should follow the individual's procedure for obtaining permission online, by e-mail, or in writing. Please be aware that many web sites specify free use of materials such as images, articles, etc. but they usually have an agreement which specifies the terms you must follow to use their materials such as requiring you to link to their site, etc. Please read and follow such agreements in their entirety before using the material on your division web site.
 - b. Copyright Protection Disclaimer Statement. In addition to using a disclaimer statement at the bottom of each division web site as shown in section 2c. above, you should add the following sentence to the disclaimer statement if your web site provides links to other web sites. "The <name of division> division does not endorse and is not affiliated with any of the organizations listed on this web site."
 - c. Copyright Infringement. If you are contacted about possible copyright infringement, take down the content in question immediately, even if you do not feel you have violated any copyright laws, and contact the SSSP webmaster.
 - d. Copyright Protection Statement. To protect the division's intellectual property provided on your division web site such as links, images, articles, excerpts or quotes from articles or books, movies, recorded lectures, presentations, and other intellectual property from copyright infringement by others, you must add a copyright statement at the bottom of each web page as follows. Typically the disclaimer statement is listed first and the copyright statement follows although this is not required. Copyright© <year material is copyrighted> <division web site URL>, All rights reserved.

4. Content Suggestions. Following is a list of suggestions which may be useful in determining appropriate web site content. Division web site content should be reviewed by the SSSP webmaster before the web site goes live to ensure there is no duplication of information within the division web site. A division may link to the SSSP web site to avoid duplication of information. We recommend you schedule at least one maintenance day per month to remove any information that is not current and to update web site content.
 - a. Links to web sites containing information relevant to division members
 - b. Resources and other useful information for division members
 - c. Announcements and Awards relevant to division members
 - d. Career opportunities
 - e. Division newsletters
 - f. Division listserv registration (if division has a listserv)
 - g. A discussion forum used to connect members from all over the world to discuss issues and resolutions, share experiences and views, communicate with student members, and leverage expertise specific to a division.
 - h. Solicit session topics and ideas for newsletters and the Annual Meeting
5. Accessibility Requirements. These requirements are taken from the W3C's Web Content Accessibility Guidelines (WCAG) 2.0.
 - a. Limit the use of graphics
 - b. Text Alternatives: Provide text alternatives for any non-text content such as graphic images.
 - c. Graphs and Charts: Summarize the content of all graphs and charts.
 - d. Typefaces/Fonts: Limit the number of typefaces/fonts used and ensure they are readable.
 - e. Contrast: Avoid using text colors that may be difficult to read against a background color. For example a plain white background and black text is usually safe on any monitor.
 - f. Blinking or Moving Content: Do not use blinking or moving content in your web pages.
 - g. Multimedia/Flash: If you use multimedia/flash on your web site, provide a text alternative.
 - h. Frames: Avoid using frames if possible. However, if you cannot find a good alternative to frames please review the Web Content Accessibility Guidelines (WCAG) 2.0 on frames.
 - i. Keyboard Accessibility: Make all functionality available from a keyboard. Web site visitors should be able to navigate the site without a mouse by using the keyboard, for example, the Tab key, Enter key, and up and down arrow keys. The only time this may be an issue is if a form is created on your web site where you would need to ensure the tab key moves between fields properly.

6. Web site Development and Other Resources. Once you have determined your content, you are ready to build your site. Below are some helpful resources for developing a web site.
 - a. <http://www.w3.org/>
 - b. <http://www.webmonkey.com/>
 - c. <http://www.sensible.com/>
7. Continuity. When a newly elected Division Chair assumes responsibility, it will be necessary to review the division web site and determine if it is a priority for the current chair. If so, they will make arrangements with the previous Division Chair to facilitate continuing the maintenance of the web site. During this transition, the web site can be temporarily disabled if necessary. If the newly elected Division Chair opts to not use the current division web site, the web pages and content should be sent to the SSSP webmaster so they can be archived.

M. Division Social Media Accounts

Social networking tools offer three main capabilities beyond those of e-mail lists. First, online discussion groups can help maintain institutional memory over the years, maintaining discussion archives and shared documents through the turnover of leadership. Second, it is possible to maintain an electronic presence beyond the official SSSP web site. Division Chairs have the flexibility in what to post, how to organize content, and whether to include interactive discussions. And, third, the more of an electronic presence that SSSP has, the more SSSP announcements will be disseminated through the internet and reach a wider, broader audience.

1. Social Media Options. There are social media outlets that divisions may want to consider. Facebook, Twitter, Google Plus, and many other online platforms may be good options for divisions.
2. Continuity. The Administrative Office requests that Division Chairs consider how to ensure continuity and transitions with all social media accounts. The Administrative Office suggests that Division Chairs do the following when creating and maintaining social media accounts:
 - a. Make sure that the incoming Chairperson becomes an account administrator, with all the necessary information. If the incoming Chairperson does not desire to continue the account, then it is your responsibility to remove the account before signing off as an administrator.
 - b. In the last resort, the Administrative Office needs to be able to terminate inactive accounts. The Information Technology Options Committee (ITO) therefore needs to share administrative access to any SSSP-related account. You may therefore either:
 - i. Create an e-mail address for your division's business and share the log-in information with the ITO Committee or
 - ii. You may add a SSSP administrative e-mail address to the account (thesssp@gmail.com). SSSP will not regularly monitor these e-mails; this account will be used solely for administrative access in the unlikely event that it is needed.

N. Division Chair Calendar

- SEPTEMBER:** Prepare information for the Call for Papers and e-mail it to the Administrative Officer (in response to request).
Contact candidates and request their ballot information for Chair and/or Chair Elect if the division is electing new officers.
- OCTOBER:** Prepare a fall newsletter for your division members and send a plain text file (no graphics or formatting and the file extension (.txt)) and a pdf file (contains graphics and formatting and the file extension (.pdf)) to the Administrative Office for distribution.
Prepare information for the Student Paper Competition and Outstanding Scholarship Awards and e-mail it to the Administrative Officer (in response to request).
- NOVEMBER:** Send ballot information to the Administrative Officer if you are electing new officers.
If your division's mission statement has not been updated within the last two years, prepare a revision and submit it to the Administrative Office (in response to request).
- DECEMBER:** Submit any outstanding receipts for reimbursement to the Administrative Officer (in response to request).
- JANUARY:** Receive and review papers from program participants.
Prepare winter newsletter for your division members and send a plain text file (no graphics or formatting and the file extension (.txt)) and a pdf file (contains graphics and formatting and the file extension (.pdf)) to the Administrative Office for distribution.
- FEBRUARY:** Send program information to the Administrative Officer (in response to request).
Remind session organizers to accept or refer all papers/abstracts by mid February
- MARCH:** Send the budget request to the Administrative Officer (in response to request).
Prepare spring newsletter for your division members and send a plain text file (no graphics or formatting and the file extension (.txt)) and a pdf file (contains graphics and formatting and the file extension (.pdf)) to the Administrative Office for distribution.
Notify the Administrative Officer (in response to request) if your division is participating in the Division-Sponsored Reception.
- APRIL/MAY:** Notify the Administrative Officer of the names, addresses, e-mail address, and award amounts of your division's Student Paper Competition and Outstanding Scholarship Award winners no later than May 31 (in response to request).
- JULY/AUGUST:** Prepare an agenda for your divisional meeting. Feel free to consult with members of the division for suggestions for agenda items. Be sure to include recruiting organizers for the following annual meeting division paper sessions as an item on your agenda.
Provide an annual report of the activities of your division to the Administrative Officer (in response to request).
- AUGUST:** At the Annual Meeting, attend division sessions, the divisional meeting, and the Council of the Special Problems Divisions meetings. **Attendance is mandatory.**
Prepare for the program for the following year. Talk about possible sessions at the divisional meeting, line up session organizers, etc. If you will be electing new officers this year, begin to identify candidates.