

July 8, 2010

To: Michele Koontz, Administrative Officer & Meeting Manager

From: Stephani Williams, Chair, Council of the Special Problems Divisions

RE: Council of Division Chairs Report

The final meeting of Division Chairs was my first meeting as Chair of Chairs. This meeting was devoted to the nominations process. As has been reported in the past, the meeting was a bit frustrating as Chairs do not feel they have enough time or information to rank potential candidates. Ultimately we were able to accomplish the task thanks largely to the determination of Division Chairs.

This report highlights activities and thoughts of the Council of Division Chairs during that meeting and following the 2009 meetings. I will update this report after the second meeting of the Council in order to share the thoughts and concerns of Division Chairs with the Administrative Office and Board of Directors.

1. First, on behalf of the Division Chairs, I would like to thank Michele Koontz for her patience and assistance in helping the Divisions run smoothly.
2. Last year Nancy Mezey reported to the Division Chairs that a change in the nomination process was being reviewed and a new, smaller committee dedicated to nominations would likely replace our current method. Division Chairs greeted this news enthusiastically. We recently received a memo from Nancy Mezey about a recommendation for a smaller nominations committee. I will request nominees/volunteers for this ad hoc committee and the first division meeting. Since that process is not yet up and running, we will be trying a new method of handling the nominations process this year. In the hopes of making the nomination meeting more efficient, Michele and I agreed to disseminate all of the submitted nomination forms prior to the meeting. Division Chairs will receive the packet via email attachment 2-3 weeks before our 1st meeting. This will give the Division Chairs time to review the information, and will remind them to again reach out to membership for the names of other members willing to serve. My hope is that this will not only make the meeting shorter and more efficient, but will reduce the frustration that Division Chairs frequently report about this task.
3. The online nomination form was again provided to members this year to facilitate the nominations process. As of July 8th, only 8 nominations had been received. It is still the desire of the Division Chairs that an alternate committee be created to facilitate the nominations process,

and to ensure that nominees are ranked efficiently and effectively. I will be able to report after our first meeting, the response of the Division Chairs to the new process proposed by Nancy Mezey.

4. The biggest surprise to me, after completing my first year of office, is how many divisions are not fulfilling their responsibilities to their members, or the Society. As this will be my first full meeting acting as Chair of Division Chairs, I hope to once again communicate to the Chairs the importance of fulfilling **all** Division responsibilities. It was noted last year that Division's not completing their responsibilities would be reviewed to determine if they might be placed on probation. This issue was addressed again this year at the Budget, Finance and Audit Committee meeting in May 2010. It is clear that many divisions are still not upholding all of their responsibilities. I will review all of the obligations of Divisions to their membership, and the Society, at the first meeting of Division Chairs.
 - a. At the end of the 2009 meeting, 3 divisions had not yet updated their mission statements
 - b. 2 Divisions did not hold their required business meeting, 4 did not have representatives at the 2009 2nd meeting of Division Chairs (they may have missed the earlier meeting but I had not yet been elected and was therefore not tracking attendance).
 - c. 6 Divisions have not produced a newsletter since the 2009 meeting.
 - d. Last minute elections (6 of the 12 didn't complete elections until the last week of June-August 1st). This puts too much pressure on the Administrative Office (multiple reminders to chairs, requests to complete online nomination form, email blasts to members, tabulating and communicating the results, etc).

We have 12 incoming Chairs, so I hope that we can get these Chair's off to a good start, and reduce the number of Divisions not currently meeting the requirements listed in the bylaws.