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ESA Section Leaders Manual

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Introduction

Congratulations on your election as an officer for your Section. As you embark on your leadership term, ESA Headquarters (HQ) has compiled this user-friendly manual to help you get started. This guide will not only familiarize you with your upcoming roles and responsibilities; it also details the resources available to you from ESA HQ to make your leadership term effective, efficient, and enjoyable. Acquaint yourself with the contents and refer back to them throughout your term.

Role and Responsibilities of Section Leaders

Successful Section leaders should demonstrate a genuine dedication to the mission of ESA and their elected Section, willingness to devote time and effort into the activities of the Section, ability to organize time and resources and to motivate others, and sincere desire to participate and be actively involved in Section and Society business, and they should obtain employer approval of time and expenses involved. Section leaders have many responsibilities throughout the term of service including but not limited to:

- Solicit Section members to serve on the ESA Governing Board, Governing Board for the Certification program and committees of the Society, including standing, presidential, and special committees as well as judges and moderators for the ESA Annual Meeting.
- Support policies and programs adopted by the Section membership and Governing Council.
- Promote member interest and active participation in the Society and report activities of the ESA Governing Board and Society to members by means of newsletters, publications or verbal reports at ESA meetings.
- Present semi-annual reports on the activities and accomplishments of the Section to the ESA Governing Board.
- Exercise general supervision of the activities of the Section committees or working groups.
- Inform the work and activities of the ESA Governing Board and take advantage of opportunities to represent the Section on important national issues.
- Record minutes of Section Business Meetings and Section Governing Council meetings and provide them to the Section membership.
- Identify and nurture future leaders of the Section and Society.
- President – Preside over all meetings of the Section members and Section Governing Council.
- President – Keep the Section Governing Council fully informed on the conditions and operation of the Section and special requests/needs/concerns as they arise.
- President – Act as spokesperson for the Section to the press, the public, legislative bodies, and related organizations in conjunction with ESA HQ.
- President, along with the Vice President – Serve on the ESA Annual Meeting Program Committee evaluating and accepting Section symposia proposals and organizing content submitted to their Section.
- President – Serve as a judge on the Founders' Memorial Award Judging Panel.
- President – Work closely with the Vice President in preparing to assume the duties of the President.
- Treasurer – Maintain accurate and detailed records of Section finances.

Additional information on specific areas of responsibility for your Section leadership are detailed below.

Annual Meeting Program Committee*

The current President and Vice-President of each ESA Section are also members of the ESA Annual Meeting Program Committee. Section leaders are responsible for their Section's scientific program elements for the Annual Meeting. These elements include:

- Oversee the symposium submission process through the Sections, e.g., solicit Section symposia proposals at annual business meetings.
- Submit details about Section-sponsored symposia to the Program Committee Co-Chairs.
- Attend meetings at which the scientific program is planned and organized: Preliminary and final meetings of the Program Committee at the Annual Meeting, and the Summer Program Committee Planning Meeting. During the latter meeting, all contributed papers and posters are arranged in sessions, assigned dates, times, and locations, and scheduled online. This meeting is typically held in June each year.
- Contact members to serve as moderators for their Section's contributed ten-minute paper sessions and Student Competition sessions. Two moderators must be selected for each session. Names and email addresses will be entered in Confex at the Summer Program Committee Planning Meeting. Since the Student Competition will be held on Sunday and Monday mornings, Section leaders must remind moderators to arrive at the meeting site by Saturday afternoon.
- Coordinate with Student Competition Co-Chairs for judges for the Student Competition Ten-Minute Paper, Three-Minute Presentations, Poster and Virtual Poster sessions. Three judges for each session within your Section (or across related Sections) must be selected and contacted. Prospective judges should be reminded that they must arrive at the meeting site on Saturday afternoon since the Student Competition is held on Sunday and Monday morning.
- Serve as a conduit for information between the Program Co-Chairs, ESA HQ, and Section members.
- Provide scheduling information to Section members after the program is set.
- Develop and run preliminary and final Section business meetings during the Annual Meeting.
- Identify press-worthy presentations for ESA HQ media outreach for the Annual Meeting.
- Prepare the final Section wrap-up report on the science reported and business meetings that took place at the Annual Meeting to be included with the Program Committee Co-Chairs final report.
- Provide ESA HQ the names and contact information for Section officers for the upcoming year.

**The information in this section has been copied from the ESA Program Committee Manual.*

Section and Society Elections

In April, Section leaders will receive an email from ESA HQ detailing the open positions for the upcoming year, including Editorial Board vacancies. (For more information on Editorial Boards, please see the Publications Council and Editorial Board Appointments section on page 5.) ESA HQ will also provide a link for submitting the nominations online. Section leaders are responsible for ensuring all nomination packets are submitted and completed prior to the May 31 deadline.

The positions that are typically requested are:

- Section Vice President-Elect
- ESA Governing Board Representative (three-year term)

- ESA Publications Council Representative (four-year term)
- ESA Editorial Board Representative to one or more of ESA's journals (four-year term)

In addition, you may provide nominations for the following ESA Society offices:

- ESA Vice President-Elect
- ESA Certification Board Director-Elect
- Student Representative to the ESA Governing Board

Section elections are held in conjunction with ESA Society elections every summer.

ESA Society Awards

The President of each Section will serve as a judge on the Founders' Memorial Award Judging Panel. The award deadline for the Founders' Memorial Award is typically December 1. ESA HQ will contact each Section President prior to the deadline and will provide judging instructions. The current ESA President serves as chair of the panel.

The President of the Sections below will be responsible for filling vacancies on ESA Society Award judging panels when vacancies arise. Each President will be notified in April regarding vacancies.

- PBT – Will need to provide up to three judges for the Lillian and Alex Feir Award when vacant
- P-IE – Will need to provide up to three judges for the Distinguished Achievement in Horticultural Entomology Award when vacant.
- SysEB – Will need to provide a non-ESA member as a judge for the Thomas Say Award when vacant.

Publications Council and Editorial Board Appointments

ESA HQ will notify Section leaders in April of their Publications Council and Editorial Board vacancies. Unlike committee appointments, Publications Council and Editorial Board appointments must be voted on by the Section membership. ESA HQ recommends Sections hold their Publications Council and Editorial Board elections alongside the summer Society elections. However, a Section may choose to hold its Publications Council and Editorial Board elections during its Section business meeting during the ESA Annual Meeting. Publications Council and Editorial Board appointments are four-year terms. More information on the roles and responsibilities of Publications Council and Editorial Board members can be found in Appendix I.

Committee Appointments

ESA HQ will notify Section leaders in early fall of their upcoming ESA committee vacancies. It is the responsibility of the Section President or Vice President to appoint individuals to serve prior to the ESA Annual Meeting. Most terms are for three years. A complete list of ESA Standing, Presidential, and Special Committees is available in Appendix II and online at http://www.entsoc.org/about_esa/governance/other/committees.

If a new committee is created mid-year by the ESA President, Section leaders will be asked to appoint a representative to the Committee at that time. In the event a committee member resigns or is otherwise unable to complete his or her term of service, Section leaders will be contacted by ESA HQ to find an appointee to fill the mid-term vacancy.

Governing Board Reports

The ESA Governing Board requests that each Section submit a report of Section activities twice a year: summer and fall. Reports for the Governing Board are due approximately three weeks prior to the Governing Board meeting. ESA HQ will notify Section leaders of the deadline.

All Governing Board reports should follow the template preferred by the Governing Board (see Appendix III). ESA HQ will provide all Section leaders with the sample template when they are informed of the deadline to submit their reports. Reports should highlight completed Section initiatives, as well as upcoming goals, and should not exceed five pages in length.

If the Section would like to put forward a motion for the ESA Governing Board to consider, that information should be included in detail, along with any financial implications, in the appropriate sections of the ESA Governing Board report. The Section Representative to the ESA Governing Board should be briefed on any motions so they are prepared to present the motion during the ESA Governing Board meeting. It is the responsibility of the Section Representative to the ESA Governing Board to provide the Section Governing Council with the final decision of the ESA Governing Board regarding the Section's motion.

Section Capabilities & Initiatives

Since the 2007 Renewal effort of ESA and the adoption of new Bylaws at that time, Sections enjoy expanded powers, responsibilities, and capabilities, where traditionally the Sections focused all of their efforts on events that were tied to the ESA Annual Meeting. The goal of the 2007 Renewal was to afford Sections increased influence and decision-making authority, allow them a way to take charge of topics of concern to their membership, and have a strengthened hand in self-governance.

Sections have the ability to:

- Change their names
- Support new Section-specific initiatives
- Hold meetings or workshops
- Conduct training seminars
- Develop awards, grants, or contests
- Write position statements
- Take “ownership” of scientific issues
- Develop sub-committees
- Add members to the Section Governing Council
- Self-assess fees to fund priorities of the Section

Section Governing Councils work closely with the ESA staff (currently the Director of Strategic Initiatives, Chris Stelzig) to develop goals for their Section that align with member interests and priorities.

Section Financials

Every year the ESA Governing Board allocates a set amount for Section funding. That amount is then divided up among the Sections relative to the percentage of ESA members that are members of each Section. Unspent money from previous years may be carried forward, but may not exceed two times (2x) a predetermined amount for each Section as specified by the ESA Governing Board.

Section funds are managed, accounted for, and reported on by ESA HQ. Sections submit their invoices, along with Payment Request Forms (see Appendix IV) to the ESA Director of Finance, Neil Willoughby, who prepares and sends payment. Section treasurers receive a monthly report that shows all checks year-to-date.

Section treasurers work with ESA HQ to administer Section budgets approved each year by the ESA Governing Board. The Treasurer must track expenses, file invoice and reimbursement requests, and reconcile statements with the Director of Finance. The Treasurer should be conversant with Excel and Adobe Acrobat for handling of accounting and invoices.

To comply with report requirements, ESA must present award winners with an IRS Form 1099 at year end for any award in an amount over \$600 USD. This requires that the award winner's Social Security number be included with the Payment Request Form (Appendix IV). This would include any award for recognition that is NOT being used to defray travel costs to attend an ESA meeting. Please contact ESA's Director of Finance, Neil Willoughby, with any questions.

Section Leader Resources

ESA Staff

Becky Anthony serves as the primary ESA HQ point of contact for Section leaders and is available to assist you on all matters. However, you are welcome to contact other staff directly for specific needs.

Topic/Need	Staff Member	Email	Phone Number
Primary Section Contact/Annual Meeting	Becky Anthony	banthony@entsoc.org	301-731-4535 x3018
Awards	Cindy Myers	cmyers@entsoc.org	301-731-4535 x3001
Committee Appointments	Katherine Matthews	kmatthews@entsoc.org	301-731-4535 x3002
Communication and Marketing	Debi Sutton	dsutton@entsoc.org	301-731-4535 x3021
Elections	Katherine Matthews	kmatthews@entsoc.org	301-731-4535 x3002
Expense Reimbursements	Neil Willoughby	nwilloughby@entsoc.org	301-731-4535 x3005
Finances and Reporting	Neil Willoughby	nwilloughby@entsoc.org	301-731-4535 x3005
Governing Board and Governance Related Issues	David Gammel	dgammel@entsoc.org	301-731-4535 x3008
Inter-societal Relations	David Gammel	dgammel@entsoc.org	301-731-4535 x3008
Section Capabilities and Initiatives	Chris Stelzig	cstelzig@entsoc.org	301-731-4535 x3012
Strategy and Planning	David Gammel	dgammel@entsoc.org	301-731-4535 x3008

Society Calendar

ESA HQ maintains an up-to-date calendar for the Society online at <http://www.entsoc.org/event-calendar>. If you wish to add an event or deadline to the Society calendar, please submit the name of the event/deadline, dates, location, and website link to Becky Anthony.

Society Timeline

ESA HQ has assembled a general timeline for all Section leader responsibilities. Please see Appendix V for specifics.

Section Awards

ESA HQ is happy to post any Section awards on your website. If the Section would like awards information posted online, please provide the following information for each award to Becky Anthony:

- Name of award/honor
- Type of award (professional, graduate student, undergraduate student, early career)
- Brief description of the purpose of the award
- Eligibility guidelines
- Nomination requirements
- Nomination process
- Deadline
- Evaluation criteria
- Renomination guidelines (if any)
- Name and contact information for award questions and nomination packets

If a Section would like to make use of ESA's online nominations system, please contact Becky Anthony at least four weeks prior to the opening of nominations to allow submission site development and testing. If the Section is already using the ESA online submission form for a specific award, advance notice is not needed.

Prior to the call for nominations, please provide Becky Anthony with the name and contact information for the Chair of each award along with the nomination deadline.

Section Member Communications

ESA HQ is happy to assist you in sending email communications to your Section membership. Below is a list of benefits you will receive by using ESA HQ communications:

- High visibility – emails receive much stronger open rates (which typically translates into stronger response rates by recipients):
 - Average open rate for emails sent through former Branch/Section leader tool: 28 percent
 - Average open rate for emails sent through HQ tool: 40 percent
- Subscription Management – not sending emails to recipients who are uninterested in a given “category” of message; keeping you and ESA in compliance with federal SPAM regulations
- Visually appealing templates – providing more consistent branding for ESA and its Sections.
- Minimal overlap and high engagement - ESA HQ will coordinate Section messages within the always busy schedule for ESA HQ messages to its members. ESA HQ can provide recommendations on combining messages to target specific audiences.
- Defined target audience – ESA will remove those who have already completed the call to action in the email from the lists for follow-up emails and phone calls.

Please allow a turnaround time of four to five business days for all emails. It is important to note that ESA HQ staff has limited availability in the weeks leading up to and during the ESA Annual Meeting, so the turnaround time for communications may be longer during that time. However, if ESA HQ is able to schedule the email communication earlier than the stated turnaround time, we will certainly do so. All communication requests can be sent to Becky Anthony.

Section Webpages

ESA HQ is happy to maintain your Section webpages on www.entsoc.org. Staff will make every effort to make requested updates within 48 hours of receipt. In the weeks leading up to and during the ESA Annual Meeting, ESA HQ staff have limited availability, so requested web updates may be delayed during that time. It is the responsibility of the Section to maintain up-to-date information on their website by forwarding update requests to ESA HQ. ESA HQ recommends the Section appoint an individual to be responsible for ensuring the website is up to date by reviewing the webpages on a monthly or quarterly basis. To request updates to the website, please contact Becky Anthony.

Section Leadership Conference Calls

ESA HQ has purchased conference call lines for each Section. The Section may use the conference call line assigned to them at any time as the line is dedicated solely for their use.

Medical, Urban, and Veterinary Entomology	Phone: 800-704-9804 Moderator: 63668499# Attendee: 6329177#
Physiology, Biochemistry, and Toxicology	Phone: 800-704-9804 Moderator: 63235138# Attendee: 5542246#
Plant-Insect Ecosystems	Phone: 800-704-9804 Moderator: 82974582# Attendee: 8281786#
Systematics, Evolution, and Biodiversity	Phone: 800-704-9804 Moderator: 84346268# Attendee: 8997473#

Robert's Rules of Order Summary

This two-page guide explains how to operate within the boundaries of Robert's Rules.

<http://www.entsoc.org/sections/members-only/section-leaders-manual> (scroll down to "Resources" section)

Fellman on Minutes and "Graymail"

This brief article outlines the correct way to write minutes and highlights the risk associated with "graymail" communications among the leadership of an organization (email among board members that constitutes board deliberation and would be subject to legal discovery), including Section Governing Councils.

<http://www.entsoc.org/sections/members-only/section-leaders-manual> (scroll down to "Resources" section)

Appendix I – ESA Editorial Board and Publications Council

Editorial Board and Publications Council Handbook

Thank you for your interest in joining an ESA editorial board or the ESA Publications Council! As a member of one of these volunteer groups, you will provide critical leadership for ESA's journals and book publishing program and help ensure that ESA's publications policies and processes are fair, ethical, and up to date with the needs and concerns of today's scientists and scholars.

ESA's Editorial Governance System

ESA publishes seven journals, a magazine, and a line of scholarly books under the Thomas Say imprint. Throughout this handbook, we will refer to these as "ESA publications" for simplicity's sake.

Each ESA publication is led by an **editor-in-chief**, an internationally recognized scientist whose reputation brings prestige and visibility to the publication he or she oversees. The editors-in-chief conduct initial reviews of new manuscripts and withdraw or reject papers that are not appropriate for full peer review. They also recruit knowledgeable, committed entomologists to serve as subject editors for their publications. In addition to their leadership of a specific publication, editors-in-chief guide ESA's publication program overall as members of the Publications Council.

Subject editors manage the peer review process and make final decisions on manuscripts. (Note that *Arthropod Management Tests* calls these editors "section editors" and *American Entomologist* calls them "contributing editors," but we will refer to them as subject editors for simplicity.) Because subject editors are responsible for the timeliness and fairness of the review process and their decision letters directly influence authors' manuscripts, their work is extremely important to the reputation of ESA's publications. Subject editors also attend and participate in the annual meetings of their editorial boards and provide feedback throughout the year to their editors-in-chief.

Each ESA publication is overseen by an **editorial board**, with members elected by ESA's sections. Editorial boards help to identify and consider opportunities to improve ESA's publication quality, editorial efficiency, and author experience.

Generally speaking, each editorial board includes one representative from each section, but there are a few exceptions. For example, the *Journal of Medical Entomology* has extra representatives from the MUVE section, given how closely the journal's scope is related to MUVE's interests. The publication's editor-in-chief is also an ex-officio member of the editorial board.

The **Publications Council** oversees all ESA publications from a broader perspective. The Council includes one representative elected from each section, two at-large members appointed by the ESA president, and all of ESA's editors-in-chief as ex-officio members. Each editorial board chair is also invited to attend the in-person meeting of the Publications Council at the ESA Annual Meeting.

Responsibilities of Editorial Board Members

Editorial board members have several main responsibilities that support the quality and smooth functioning of the publication they oversee:

Appeals. All ESA authors whose manuscripts are rejected are entitled to an appeal. When an author appeals a rejection, staff provide the editorial board with the author's original manuscript, review comments, and decision letter, as well as the author's letter explaining the reasons why he/she feels the appeal should be granted. Editorial board members are asked to review these documents and vote on whether the rejection should be upheld. The editorial board chair then sends the board's decision to the author. The editorial board's decision is final. This process typically takes about 30 days.

Subject editor appointments. ESA's editors-in-chief periodically appoint new section editors to replace retiring editors, support a subject section that is experiencing submission growth, or launch a new subject section. The editor-in-chief will send the rationale for the appointment and the proposed editor's CV to the editorial board for consideration. Each editorial board member evaluates the potential editor and votes on whether to approve his or her appointment.

Policy guidance and oversight. Every member of an editorial board contributes to the oversight of that journal. Editorial board members are encouraged to monitor the performance of the publication and suggest ideas for improvement. Editors-in-chief or staff may also contact the editorial board with an idea they wish the board members to vet or a broader question for discussion.

Annual meeting. Each editorial board meets face to face at the ESA Annual Meeting. (Subject editors are also invited to attend.) During the meeting, the editorial board hears reports from the editor-in-chief and ESA staff and discusses issues of importance to the publication. If an editorial board member cannot attend, he or she is still expected to read the agenda and provide comments on the agenda items.

Editor-in-chief appointments. When an editor-in-chief retires, the editorial board is responsible for recruiting his or her successor. With support from ESA staff, the editorial board issues a call for editors, evaluates all applicants, and makes a final recommendation to the ESA Governing Board for its approval. The editor-in-chief selected will shape the future of the publication for years to come, so this is perhaps the most important responsibility given to an editorial board.

Editorial board chair rotation. For editorial boards with four members, each member will serve as editorial board chair in his or her last year on the editorial board. For editorial boards with more than four members, all editorial board members entering their last year on the board are offered the opportunity to serve as chair. If more than one candidate steps forward, the editorial board will vote to select a chair during its annual in-person meeting. The new chair takes office at the end of the editorial board's annual meeting.

The Role of the Editorial Board Chair

Editorial board chairs facilitate and lead meetings and electronic votes and discussions held by the editorial board. In addition, the editorial board chair has several specific responsibilities:

Appeals. Once the editorial board votes on a manuscript appeal, the editorial board chair writes a letter to the author conveying the board's final decision.

Author misconduct/ethics cases. In cases where an editor-in-chief becomes aware of an accusation of author misconduct, the editor-in-chief may call for an Author Misconduct Panel to consider the evidence of misconduct and determine ESA's response. An Author Misconduct Panel consists of the editor-in-chief, the editorial board chair, and the Publications Council chair. Complete information on the Author

Misconduct Panel process and ESA's policies on author misconduct is available at <http://www.entsoc.org/pubs/author-misconduct-policy>.

Annual meeting. The editorial board chair contributes to and approves the agenda for the annual meeting of the editorial board. The chair facilitates the meeting itself, using Robert's Rules of Order as needed. The outgoing chair then approves the meeting minutes before they are distributed.

Publications Council annual meeting. Editorial board chairs are invited to participate in the Publications Council's annual meeting.

Responsibilities of Publications Council Members

The Publications Council provides advice and guidance related to publications policy and the publications needs of the Society. The Council also facilitates communication among the various groups involved in the governance of ESA's publications and the ESA Governing Board. Individual members of the council are expected to participate in discussions and votes and provide their full and honest feedback about questions and issues of importance to ESA's publications program.

Annual meeting. The Publications Council meets at ESA's Annual Meeting to discuss the current status of the publications program, future goals, and issues of importance. If a Council member cannot attend, he or she is still expected to review the agenda and provide comments on the agenda items.

Chair elections. The Publications Council elects a new chair each year during its annual in-person meeting from among the section representatives and at-large members of the Council. The new chair takes office at the end of the meeting.

The Role of the Publications Council Chair

The Publications Council chair facilitates and leads meetings and electronic votes and discussions held by the Council. In addition, the chair has several specific responsibilities:

Author misconduct/ethics cases. In cases where an editor-in-chief becomes aware of an accusation of author misconduct, the editor-in-chief may call for an Author Misconduct Panel to consider the evidence of misconduct and determine ESA's response. An Author Misconduct Panel consists of the editor-in-chief, his or her editorial board chair, and the Publications Council chair. Complete information on the Author Misconduct Panel process and ESA's policies on author misconduct is available at <http://www.entsoc.org/pubs/author-misconduct-policy>.

Annual meeting. The Publications Council chair contributes to and approves the agenda for the Council's annual meeting. The chair facilitates the meeting itself, using Robert's Rules of Order as needed. The outgoing chair then approves the meeting minutes before they are distributed.

Appendix II – ESA Committees

ESA Standing Committees

Committee on Annual Meeting Program

The Committee on Annual Meeting Program shall consist of the President of each Section and/or designate(s) and three Committee officers: a vice-chair, a chair, and a past chair. The vice-chair shall be appointed by the Vice President of the Society and shall serve in succeeding years as chair and past chair. The purpose of this Committee shall be to meet the goals of the Annual Meeting, in part by arranging the program.

- One of ESA's most active committees, members are expected to participate in biweekly conference calls as well as two in person planning meetings.
- The current Section President and Vice President serve on this Committee by default. The Section is not expected to appoint additional representatives to this Committee.

Committee on Audit

The Committee on Audit shall consist of the Vice President-Elect of the Society, who shall serve as chair, and two additional members appointed by the President. The purpose of this committee shall be to engage a certified public accountant to conduct an audit, review the professional audit of fiscal operations of the Society, provide an internal audit, and to ensure compliance of the Society and all entities to legal and fiduciary obligations. The Committee shall prepare an annual report and advise the Governing Board on matters of compliance.

- The work of the Audit Committee is not overly demanding and is primarily concentrated around the time of the audit.
- **Section leaders are not responsible for making appointments to this Committee.**

Committee on Awards and Honors

The Committee on Awards and Honors shall consist of a representative from each Section and each Branch. The purpose of this Committee shall be to facilitate recognition of outstanding achievement in entomology including but not limited to the awards and honors of Fellow, Honorary Member, Comstock Outstanding Graduate Student Award, and Founder's Memorial Lecture Award. The Committee shall oversee the awards program of the Society.

- As the Committee in charge of ensuring all Society judging panels are filled, this committee will be very active during the months leading up to the awards deadline and during the judging of the nominations. Outside of this timeframe, the Committee is less active.
- The Committee holds one in-person meeting each year in conjunction with the ESA Annual Meeting.
- Section leaders will be asked to appoint a Section Representative to this Committee in the event that the position is vacant.

Committee on the Common Names of Insects

The Committee on Common Names of Insects shall consist of nine At-Large members. The purpose of the Committee shall be to review proposals for common names and recommend names to be used in publications of the Society for approval by the Governing Board.

- This Committee is generally less active, but members must be prepared to dedicate adequate time to review the proposals received.
- The Committee holds one in-person meeting each year in conjunction with the ESA Annual Meeting.
- **Section leaders are not responsible for making appointments to this Committee.**

Committee on Education and Outreach

The Committee on Education and Outreach shall consist of one representative from each Section and Branch. The purpose of this Committee shall be to provide leadership and guidance to the Society in entomological education and outreach. To accomplish this goal, the Committee is charged with working with the Entomological Foundation on projects including developing the Insect Expo in years that one will be held.

- This Committee is very active, especially in partnering with the Entomological Foundation, and holds periodic conference calls.
- The Committee holds one in-person meeting each year in conjunction with the ESA Annual Meeting.
- Section leaders will be asked to appoint a Section Representative to this Committee in the event that the position is vacant.

Committee on Ethics and Rules

The Committee on Ethics and Rules shall consist of five at-large members of the Society, who shall serve terms of five years each. The purpose of this Committee shall be to maintain currency and consistency in the governing documents of the Society and to encourage and facilitate educational efforts devoted to ethical issues in entomology and related natural sciences. At the request of the Governing Board, the committee shall review and recommend changes in various governing documents and make recommendations about ethical issues that might place the integrity of the Society at risk.

- Members of this Committee are not expected to engage in regular activities but are expected to be able to dedicate adequate time to reviewing materials at the request of the ESA Governing Board when asked.
- **Section leaders are not responsible for making appointments to this Committee.**

Committee on Finance

The Committee on Finance shall consist of the Treasurer of the Society, who shall serve as chair, and five additional members including not more than two from any Branch or Section. The purpose of this committee shall be to ensure fiscal responsibility and soundness of the Society. The Committee shall advise the Governing Board on matters pertaining to fiscal management of the affairs of the Society, recommend a proposed budget for the following year, and provide other assistance and consultation on fiscal matters to the Governing Board.

- This Committee is mainly active during the fall when reviewing the annual budget proposed by ESA HQ for the coming year.
- Members will be expected to participate in one in-person meeting at ESA HQ, usually in October.
- **Section leaders are not responsible for making appointments to this Committee.**

Committee on International Affairs

The Committee on International Affairs shall consist of 15 at-large members. The purpose of this Committee shall be to increase awareness of the international aspects of entomology as a science and profession and to advise the Governing Board.

- This Committee is not currently active.
- **Section leaders are not responsible for making appointments to this Committee.**

Committee on Membership

The Committee on Membership shall consist of one representative from each Section and Branch. The purpose of this committee shall be to recruit and retain members of the Society.

- This Committee is generally active and holds regular conference calls.
- The Committee holds one in-person meeting each year in conjunction with the ESA Annual Meeting.
- Section leaders will be asked to appoint a Section Representative to this Committee in the event at that the position is vacant.

Committee on Student Affairs

The Committee on Student Affairs shall consist of one representative from each Section and Branch, who shall be Student Members at the time of election to the Committee. Members of this committee shall serve terms of two years. The purpose of this Committee shall be to stimulate interest in student participation in the Society and to advise the Governing Board on matters of interest to Student Members.

- This Committee is very active, especially during the months leading up to the ESA Annual Meeting. Members will be expected to participate in regular conference calls.
- The Committee holds one in-person meeting each year in conjunction with the ESA Annual Meeting.
- Section leaders will be asked to appoint a Section Representative to this Committee in the event that the position is vacant.

Publications Council

The Publications Council shall advise the Governing Board about the publication needs and policies of the Society; facilitate communication among the Governing Board, editorial boards, and Sections; and recommend editorial policy for the Society.

- More information on the Publications Council and ESA's Editorial Boards can be found in Appendix I.

ESA Presidential Committees

Science Policy Capability Committee (active)

The Science Policy Capability Committee works closely with the Governing Board and ESA's advocacy firm in Washington DC to set the Society's public policy agenda. The committee includes a representative from each Section and Branch, a Governing Board liaison, two Ad Hoc members, and the ESA Executive Director.

- The Committee holds one in-person meeting each year in conjunction with the ESA Annual Meeting, as well as regular conference calls.
- **Section leaders are not responsible for making appointments to this Committee.**

Presidential Committee on Fellows (ongoing)

The Presidential Committee on Fellows is charged with reviewing the ESA Fellow nomination requirements and making a motion (or motions) to the Governing Board to reflect recommendations regarding Fellows' eligibility.

- **Section leaders are not responsible for making appointments to this Committee.**

Insect Calendar Committee (ongoing)

The Insect Calendar Committee is charged with determining the most appropriate process for the selection of images for future ESA insect calendars.

- **Section leaders are not responsible for making appointments to this Committee.**

Linnaean Games Committee (ongoing)

The Linnaean Games Committee is charged with planning and running the Linnaean Games at the ESA Annual Meeting each year, with consistent rules and procedures and fair and interesting questions.

- **Section leaders are not responsible for making appointments to this Committee.**

Resolutions Committee (ongoing)

The Resolutions Committee collects and evaluates resolutions submitted by members of the Society during the ESA Annual Meeting. The president may appoint three committee members with one serving as chair. The chair may present the resolutions for vote by the membership during the closing session/final business meeting. For more information on resolutions in general, please see the book *Robert's Rules of Order*.

- **Section leaders are not responsible for making appointments to this Committee.**

Presidential Committee on YouTube Your Entomology (ongoing)

The Presidential Committee on YouTube Your Entomology is charged with evaluating the submitted videos to the "YouTube Your Entomology Contest" in an impartial manner, determining rules and procedures each year, and selecting the award nominees.

- **Section leaders are not responsible for making appointments to this Committee.**

ESA Special Committees

Committee on Diversity and Inclusion (D&I)

ESA's Strategic Principles state, "ESA has a social responsibility to develop all of its members." ESA's Outcome Statement includes: "To increase the diversity and satisfaction of members and customers as well as the value provided to them." To determine how ESA can best meet these principle and outcome statements and to support diversity and inclusion within ESA and within the science, ESA's Governing Board established a Committee on Diversity and Inclusion (D&I) in July 2015. The Committee will propose resources, programs, and services that will maximize D&I support among ESA members and increase the cultural competency of ESA members.

- This Committee is very active and members will be expected to participate in regular conference calls as well as one in-person meeting during the ESA Annual Meeting.
- Section leaders will be asked to appoint a Section Representative to this Committee in the event that the position is vacant.

Early Career Professionals Committee (ECP) [formerly Student Transition & Early Professionals (STEP) and formerly Student & Young Professionals (SYP)]

The Early Career Professionals Committee, a Special Committee to the Governing Board, was created to conceive and execute any specific needs that are not being met through other measures. The Committee is also a vehicle for recognizing the perspectives and experiences of the Student Transition and Early Professional population and helps develop our next generation of ESA leaders.

- This Committee is very active and members will be expected to participate in regular conference calls as well as one in-person meeting during the ESA Annual Meeting.
- Section leaders will be asked to appoint a Section Representative to this Committee in the event that the position is vacant.

Appendix III – Governing Board Report Template

Section Report to the ESA Governing Board

Title: [insert Section name] **Report**

Submitter: [insert Section leader name who is submitting report, with title]

Date: [insert current date]

Motion/Request for Action

[Insert any motion or requested action as clearly as possible. Please provide background and more detail on this request below under “Motion/Request for Action Information”. Please review with your ESA Governing Board representative before the meeting.]

Section Leadership

[Insert a list of current Section leaders and titles]

Current Activities and Recent Accomplishments

[Include any activities your Section is currently undertaking, including awards or scholarships, competitions, elections, details on any coordination with other groups on special projects, details on any recent changes to Section bylaws, recent committee appointments, etc.]

Section Business Meeting/Symposia Updates

[Include details on your Section meeting. These may include: number of symposia, papers and poster presentations (see chart below), keynote speakers, awards or scholarships presented, special events, etc.]

Total Section Symposia	Total Regular Oral Presentations	Total Regular Posters	Total Student Competition Oral Presentations	Total Student Competition Posters	Grand Total Presentations

Current Membership and Financial Status

[Include current Section membership counts and details on the financial status of your Section.]


Other Information/Comments

[Include any other comments here.]

Motion/Request for Action Information

[Provide background and detail on any request that you are asking the ESA Governing Board to take action on.]

Appendix IV – Payment Request Form

	Entomological Society of America		
	3 Park Place, Suite 307		
	Annapolis, MD 21401		
Payment Request - Sections			
Submitted by:			
Payment Type (Travel/Award/Other):			
Make Check Payable to:			
Payment Address:			
Honoraria (include SS# if payment is to individual)			-
Travel			-
F&B			-
Other			-
Award (include specific award)			-
SS# (if required)			-
			-
Total Request			\$0.00
Section Treasurer			
Submitted by (signature):			Date:
Section Treasurer (signature):			Date:
ESA-Internal Use Only			
Executive Director's Approval:			Date:
Charge to Account (Budget Code):			
Additional Guidelines			
Fax form to (301)731-4538 attn: Neil Willoughby or scan and email to nwilloughby@entsoc.org			

Appendix V – Society Timeline for Section Business

<u>Timeline</u>	<u>Task</u>	<u>Additional Details</u>
Early March	Review and approve Section Symposia proposals for the ESA Annual Meeting	ESA HQ will provide Section leaders with the symposia proposals for their Section. Section leaders have two weeks to review symposia submissions and inform ESA HQ & Program Co-Chairs of the accepted Section Symposia. ESA HQ will provide follow-up with the symposia organizers.
April	Section Election Nominations Notification	ESA HQ will provide Section leaders with the open positions for the upcoming year, including Publications Council and Editorial Board vacancies. ESA HQ will also provide a link for submitting the nominations online. The nominations website will be accepting nomination packets May 1 - May 31.
April	ESA Society Award Judging Panel Vacancies Notification	ESA HQ will provide Section leaders with any vacancies on ESA society award judging panels. Section leaders are responsible for appointing new judges to the panels by date specified by ESA HQ.
Early May	Governing Board Report Notification	ESA HQ will provide Section leaders with the Governing Board Report template 4-6 weeks prior to the deadline. ESA HQ will provide Section leaders with any resources needed to complete their reports. Section leaders are responsible for submitting the report by the deadline specified by ESA HQ.
May 1 - May 31	ESA Nominations Site for Summer Elections is Open	Section leaders are responsible for ensuring nomination packets are submitted and completed prior to the May 31 deadline.
May 15	Deadline for Founders' Memorial Award	ESA HQ will provide Section Presidents with all information related to judging the nomination packets.
Mid-May	ESA Program Committee Confex Webinar for the ESA Annual Meeting	ESA HQ and Confex will hold a webinar to train the full Program Committee on how to utilize the Confex system, used to organize the oral paper submissions for each Section. The Committee will be given detailed instructions and provided with the deadline for organizing the sessions in their Section.

Mid-May - Mid-June	Organize Annual Meeting Oral Paper Submissions	After the webinar training, Section leaders will be responsible for grouping all Annual Meeting paper submissions into their Section sessions. ESA HQ will provide all of the details and information necessary. The deadline to complete session groupings is approximately 7-10 days prior to the start of the Summer Planning Meeting.
Late June	Program Committee Summer Planning Meeting	The full Program Committee will have a 2-day planning meeting in the city hosting that year's Annual Meeting. The entire program for the Annual Meeting will be scheduled during that time. Dates and additional logistics will be provided to the Committee members approximately 4 months prior to the meeting.
Late June	ESA Leadership Joint Strategy Meeting	The Program Committee will join the ESA Governing Board and other committees to discuss the upcoming strategy and focus of the Society of the year(s) to come. This is typically a 1-day meeting between the Program Committee Summer Planning Meeting and the ESA Governing Board Meeting. Section leaders may meet separately during the week, time and topic permitting.
Late June	ESA Summer Governing Board Meeting	ESA HQ will provide details to the Section Representative to the Governing Board regarding the meeting 3 months prior to the date (including travel). Governing Board books will be sent a week prior to the meeting for review.
Mid-July	Moderator Assignments for Annual Meeting	ESA HQ will provide Section leaders with the final due date of all moderator assignments for their Section's contributed and student competition paper sessions. Moderators should be confirmed and assigned in Confex by that date. ESA HQ will provide follow-up and instructions to all moderators.
Mid-July - Mid- August	ESA Society Elections are Open	ESA HQ will email all ESA members with instructions on how to place their votes for the elections. Members of each Section will be able to vote on the open positions specifically related to their Section.
Early September	Student Competition Judging Assignments for Annual Meeting	ESA HQ will provide Section leaders with the final due date of all student competition judges for their Section's student competition paper, poster, virtual poster sessions. It is the responsibility of the Section leaders to confirm all judges and provide the Student Competition Co-Chairs with the assignments by the due date. ESA HQ will provide follow-up and instructions to all student competition judges.

Early October	Governing Board Report Notification	ESA HQ will provide Section leaders with the Governing Board Report template 4-6 weeks prior to the deadline. ESA HQ will provide Section leaders with any resources needed to complete their reports. Section leaders are responsible for submitting the report by the deadline specified by ESA HQ.
Early October	ESA Society Committee Vacancies Notification	ESA HQ will contact Section leaders with the list of society committee vacancies for the upcoming year. Section leaders are responsible for securing new committee members prior to the ESA Annual Meeting.
Mid-November	ESA Fall Governing Board Meeting	ESA HQ will provide details to the Section Representative to the Governing Board regarding the meeting 3 months prior to the date (including travel). Governing Board books will be sent a week prior to the meeting for review.
Mid-November	ESA Editorial Board Appointments	If editorial board vacancies were not included during the summer election cycle, they must be voted on during the Section Business Meeting during the Annual Meeting. Section leaders are responsible for notifying ESA HQ of the election results.
Various Dates	Section Award Deadlines	ESA HQ will work with Section leaders on opening and closing Section awards nominations.