

Description of Duties and Time Commitment for each Member of Governing Council of the P-IE Section

April 2019

The following lists are not meant to be detailed or exhaustive in coverage. They are meant to represent the variety of general tasks with the intent to provide a minimum estimate of the time required to perform the necessary duties.

President (third year of four-year term)

Set P-IE agenda and lead all activities

Run monthly meetings; set up telecommunications

Participate in monthly P-IE teleconferences

Coordinate with ESA staff.

Prepare newsletters.

Ensure P-IE award winners are chosen and recognized

Oversee elections or delegates duties (P-IE VP chairs committee rep and election candidate nominations).

Recruit judges and moderators for annual meeting

Prepare many other things needed for annual meeting

- submit P-IE meeting requests into Confex.

- order food/beverages for P-IE annual meeting events (networking and feedback sessions).

Serve on ESA Section Leadership Council.

Serves on ESA Fellows review and selection committee.

Review P-IE symposium proposals in March

Review Special Event (tour) proposals in August

Review requests for funding submitted by P-IE members at any time

Attendance at June program planning and strategy meeting and fall meeting

Time commitment for this year: 80 hours plus attendance at two meetings

Vice-President (second year of four-year term)

Work with President on Annual meeting program.

Assist President with oversight of committees

- serve as chair of P-IE nominations committee.

Gather, assemble, and deliver committee report presentation at annual meeting.

Recruit judges and moderators for annual meeting

Participate in monthly teleconferences

Review symposium proposals in March

Review Special Event (tour) proposals in August

Review requests for funding submitted by P-IE members at any time

Attendance at June program planning and strategy meeting and fall meeting

Invited to attend ESA Section Leadership Council meetings.

Time commitment for this year: 40 hours plus attendance at two meetings

VP-elect (first year of four-year term)

Prepare slides for annual P-IE networking session

Participate in monthly teleconferences

Review symposium proposals in March

Review Special Event (tour) proposals in August

Review requests for funding submitted by P-IE members at any time

Time commitment for this year: 22 hours plus attendance at annual meeting

Past-President (final year of four-year term)

Advise other GC members

Participate in monthly teleconferences

Review symposium proposals in March

Review Special Event (tour) proposals in August

Review requests for funding submitted by P-IE members at any time

Time commitment for this year: 20 hours plus attendance at annual meeting

Treasurer (three-year term)

Oversee P-IE Section budget

Work closely with ESA financial staff

Oversee financial aspects of special events such as tours

Participate in monthly teleconferences

Review symposium proposals in March

Review Special Event (tour) proposals in August

Review requests for funding submitted by P-IE members at any time

Time commitment for each year: 40 hours plus attendance at annual meeting

Secretary (three-year term)

Capture and disseminate GC meeting minutes and other items as asked by President.

Coordinate P-IE social media activities; prepare social media account prior to the annual meeting

Participate in monthly teleconferences

Review symposium proposals in March

Review Special Event (tour) proposals in August

Review requests for funding submitted by P-IE members at any time

Time commitment for each year: 36 hours plus attendance at annual meeting

Early-Career Professional Representative (two-year term)

Recruit and organize ECP volunteers for P-IE events at annual meeting

Participate in monthly teleconferences

Review symposium proposals in March

Review Special Event (tour) proposals in August

Review requests for funding submitted by P-IE members at any time

Time commitment for each year: 22 hours plus attendance at annual meeting

Student Representative (two-year term)

Recruit and organize student volunteers for P-IE events at annual meeting

Participate in monthly teleconferences

Review symposium proposals in March

Review Special Event (tour) proposals in August annual

Review requests for funding submitted by P-IE members at any time
Time commitment for each year: 25 hours plus attendance at annual meeting

P-IE Representative to ESA Governing Board (three-year term)

Liaison between ESA Central and P-IE

Participate in four 2-hour ESA GB teleconferences

Participate in monthly P-IE teleconferences

Review symposium proposals in March

Review Special Event (tour) proposals in August

Review requests for funding submitted by P-IE members at any time

Attendance at June program planning and strategy meeting and fall meeting

Time commitment for each year: 40 hours plus attendance at two meetings