

System for Allocating council members and officers to committee responsibilities

The following describes current practice in allocating Labor Section council members, officers and others to committee assignments and other responsibilities. This procedure was agreed to by the Section Council in 2004, and has been occasionally modified since that time. The procedures below are current as of **September 2008**.

NOTE: This model does not have the force of law or bylaw, as the formal rules give the chair ultimate responsibility to form all committees. It is, however, understood that these procedures strongly guide the chair in these matters.

The listing below is intended to accomplish several things:

- Make clear the responsibilities of current members of the council;
- Provide section members with a sense of who to contact if they wish to participate in section activities;
- Help those running the nominations committee to inform potential candidates what they will be doing if they are elected.

Some further points about the operation of this system

- *Since the new officers are known before the national meeting, this system will work best if the committee chairs are notified and finalized before the ASA meeting, so that they can think about and consult with possible members of their committee before and during the convention. The sitting chair of the section should make an effort to activate this procedure some time in the early summer each year;*
- Any council member can appeal to the chair for a change in assignment for a given year. For example, if the member had a book nominated for the Distinguished Contribution Award and was also scheduled to serve on that committee. In such cases, the section chair would be responsible for negotiating adjusted assignments;
- The chair should request volunteers for all committees at the business meeting, and then use volunteers to fill out the committees to needed strength. If this is insufficient, then further appointments can be made through later volunteers, nominations by council members, and through appeals over the listserv;
- These procedures can be amended, altered, or abandoned by future councils.

COMMITTEE ASSIGNMENTS:

Program Committee:

- **Chair:** *Section Chair,*
- **Members:** *Chair elect, Incoming council member, Section members who are organizing ASA sessions relevant to the Labor Section (if they are willing), volunteers from section meeting, members nominated by chair of committee*

Distinguished Contribution to Scholarship (Book):

- **Chair:** *Third year council member*
- **Members:** *Previous year's winner (if willing), volunteers from section meeting, members nominated by chair of committee*

Distinguished Student Paper

- **Chair:** *Second year council member*
- **Members:** *Previous year's winner (if willing), volunteers from section meeting, members nominated by chair of committee*

Distinguished Contribution to Scholarship (Paper):

- **Chair:** *First year council member*
- **Members:** *Previous year's winner (if willing), volunteers from section meeting, members nominated by chair of committee*

Nominations:

- **Chair:** *Past section chair*
- **Members:** *Section Chair, Outgoing council member, outgoing student member, Volunteers from section meeting, , members nominated by chair of committee*

Membership:

- **Chair :** *Outgoing chair,*
- **Members:,** *Student representative, Volunteers from section meeting, , members nominated by chair of committee*

OTHER RESPONSIBILITIES:

Budget report: *Treasurer.*

Annual report, coordination w/ASA, etc.: *Chair.*