

IUSSI Committee Member Responsibilities

President's Duties

1. Provide strategic direction for the Society
2. Prepare, in conjunction with the Secretary, agendas for committee meetings and AGM.
3. Chair society meetings; ensure meetings are held regularly in accordance with the Society's constitution and that responsibilities for actions are suitably allocated.
4. Prepare and present at the AGM a summary report on the Society's activities over the last year
5. To administer, in conjunction with the Treasurer, financial undertakings of the Society, ensuring that all money is securely handled and that Society finances are transparent to members
6. Liaise with and represent the Society to the Secretary General where needed

Treasurer's Duties

1. Manage the bank and PayPal accounts.
2. Receive membership dues and issue receipts when requested (we have a template for this).
3. Send regular e-mails to 'encourage' people to renew their memberships
4. Attend committee meetings (usually virtually once per year and then in a face-to-face meeting during the winter meeting).
5. Collect registrations and assist with organisation of the 1 day winter meeting held biannually. This means attending the meeting in person to collect registration fees etc. and banking the money.
6. Assist organisers of the 2-day winter meeting (held on alternate years), as it may be easier for the finances for the meeting to be funnelled through the society accounts.
7. Apply to central IUSSI for funds. They do this every four years associated with the congress.
8. Coordinate the travel award competition for students, assign judges, collate scores and distribute funds to the winners in cooperation with other committee members.
9. Pay the prizes and provide certificates for the winners of best talk/poster at the IUSSI winter meetings.

Secretary's Duties

1. Communicate any messages from the international IUSSI and other sections, as well as messages from our own membership (job openings and various requests for help) to members.
2. Compiling and sending out newsletters with input from Society members.
3. Helping the Treasurer and President with decisions on travel grants, scientific program of section meetings, applications to international IUSSI for section grants.