Responsibilities of AMS Annual Meeting Co-Chairs

Prepared by Dian Seidel and Mary Cairns for AMOC Meeting, 18 January 2007

Action	Time Frame*	Lead
Develop theme and Presidential Forum program	Early in yr-2	President, Co-Chairs
Prepare and coordinate calls for papers to include language on the theme	Nov. yr-2	Claudia Gorski
Invite Presidential Forum speakers, oversee their abstract submissions, address funding requests, prepare bios for introductions, arrange possible breakfast, etc.	yr-2, yr-1	Co-Chairs, President
Suggest/plan special events	Jan.-July yr-1	President, Co-Chairs
Participate in Program Committee Chairs' conference calls	April yr-1 Aug. yr-1 Jan. yr	Claudia Gorski
Recruit specialty conferences and symposia	yr-2, early yr-1	Co-Chairs, STAC Commissioner
Respond to requests for special sessions, etc.	Jan.-Dec. yr-1	Co-Chairs and Meetings Dept.
Provide input to "common times" grid, considering Pres. Forum, named symposia, honorary lectures, poster sessions, possible plenary sessions	Feb. yr-1	Claudia
Review complete program, correct problems (e.g. overlooked joint sessions, conflicts in schedules)	Late Aug./early Sept. yr-1	Co-Chairs
Write draft article for BAMS (not sure if this will be done in future)	Sept. yr-1	Co-Chairs, Rachel Thomas-Medwid
Review 5 "marketing" emails to AMS members	Sept. yr-1 through Jan. yr	Stephanie Kenitzer
Make suggestions for media highlights	Fall, yr-1	Stephanie Kenitzer
Prepare Forward to Program booklet	Oct. yr-1	Co-Chairs, President, Claudia Gorski
Consider suggestions for Video Theatre	Fall, yr-1	Walt Lyons
Engage local chapter(s), coordinate with Local Chapter Affairs Committee	Summer, yr-1	Co-Chairs

*yr = year of annual meeting (e.g., 2007), yr-1=previous year (2006), yr-2=(2005)

Other Critical Dates

Mid-Jan:	Announcement for AMS Annual Meeting
Mid-Feb:	Initial call for Annual Meeting specialty conferences, forums, symposiums
Aug 1:	Abstracts due
September:	Specialty conference program agendas due (authors notified). Short course announcements issued.
December:	Final program sent to printer
Late-Dec:	Manuscript and Presentation Deadline