

## **AMS Scientific and Technological Activities Commission (STAC) Chair Position Description**

**15 July 2012  
(updated 8 March 2013)**

### Purpose

This document describes, in general, the responsibilities and duties of the Committee and Board Chairs within the Scientific and Technological Activities Commission (STAC).

The STAC Committees and Boards, have an overall purpose to a) keep watch on progress in research and operations, b) inform the Council on where additional support is needed, and c) stimulate activities in any scientific or technological subject of interest to the society.

### Responsibilities

1) The Chairs report directly to the STAC Commissioner. All Chairs should follow professional standards as outlines in *Article XII. Guidelines for Professional Conduct* in the *AMS Constitution and Bylaws*.

2) Maintain current memberships within the Board or Committee. Lead the yearly process by which the membership is either renewed or new nominations are provided to the Commissioner.

The first email reminder will be sent around 15 July, with all nominations into the Commissioner by 1 October. No late nominations will be acceptable except under special circumstances.

3) Maintain current Terms of Reference for the Board or Committee. Terms of Reference are reviewed at a minimum every three (3) years, but can be updated through the Commissioner with Council approval at any time.

4) Provide a yearly report to the Commissioner, no later than 1 December. No late reports will be acceptable except under special circumstances. The style of the report is free-style, and can consist of an email, or a more formal report. All reports shall be in Word (not a .pdf) to allow reformatting for the Council report.

5) Maintain the Committee or Board STAC web site. The Chair, if so desired, can appoint a member to be the focal point, or if that is not possible they will work directly with the AMS IT staff in order to ensure current content.

6) Chairs will participate in various capacities of the AMS Award process. This process includes:

- a) nomination submittal if so interested; and
- b) review and selection of awards as designated by the *AMS Policy, Guidelines, and Procedures Awards and Lectureship Statements*.

All AMS society-level awards are due 1 May, with award selections due by 1 June to the Awards Oversight Committee. The Commissioner serves on the AOC, and will assist the appropriate Chairs in the process. Lecture nominations are due 1 October, and are approved by the Council the following January.

Leads for Committee or Board for STAC awards will include a short report outlining the process followed for the nomination.

STAC Commission awards, following the Terms of Reference, are to be given no more than once per year.

7) Participate, as needed, as a member of other Boards or Committees across the AMS. In special instances, a member can represent the Committee or Board in lieu of the Chair.

8) Lead activities for any meetings of interest, in particular, conferences and symposia in the Committee topical area. Collaborate across the STAC with other Committees and Boards, especially for joint meetings, sessions, etc. This is of particular importance for the STAC Boards.

In addition, respond to requests by the Commissioner, President-Elect, or AMS Annual Meeting Chairs for input to meeting activities (e.g., Themed Joint Sessions).

9) As requested, service on STAC Ad Hoc committees for the Commissioner.

10) At the request of Council, lead the initial effort in the AMS Statement review process. This effort entails development of a précis, and possibly assisting in the process to review and revise any statements.

11) It is recommended the Chairs reach out to their Committees or Boards on a regular basis (e.g., quarterly). AMS HQ can help assist with telcons. In addition, activities can include face-to-face meetings at Conferences.

12) Provide peer review of new and revised Glossary of Meteorology terms as requested.

#### Yearly Deadlines of Interest or Action

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| 1 May  | AMS award nomination deadline   |
| 1 June | For participating Committees or Boards, award nominations due to Commissioner |

1 October Committee and Board membership actions due to the Commissioner

1 December Yearly report due to the Commissioner