

**AMS Scientific and Technological Activities Commission (STAC)
Member and Student Member Position Description**

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

Purpose

This document describes the responsibilities and duties of the Committees and Board members within the Scientific and Technological Activities Commission (STAC).

The STAC Committees and Boards 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 of Members and Student Members

1) The members and student members (henceforth “members”) report directly to the pertinent STAC Committee or Board Chairs.

In some topical areas or tasks, responses will be directed to other Commissioners or Chairs if the member is participating on a special project or Ad Hoc group as a representative of his or her Committee or Board.

2) All members should follow professional standards as outlined in *Article XII. Guidelines for Professional Conduct in the AMS Constitution and Bylaws*.

3) Members should provide input to the Chair for the yearly report to the Commissioner, as requested.

4) Members may serve as the Committee or Board web page focal point during their appointment. AMS will provide training as needed on an ad hoc basis.

5) Members may participate in various capacities of the AMS Award process. This process includes:

- a) serving as a representative of a STAC Committee or Board on Society award nomination committees;
- b) reviewing and nominating individuals for an award as following the *AMS Policy, Guidelines, and Procedures Awards and Lectureship Statements*; and
- c) providing nominations and recommendations for the selections of the STAC Committee or Board Commission award.

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 Committee and Board awards, following the Terms of Reference, are to be given no more than once per year.

6) 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.

7) Lead activities for any meetings of interest either as requested by the Chair or as a volunteer, 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.

Only full members may serve as the Conference/Symposium Program Chairs (not student members); members may serve on the Program Committee and as Session Chairs.

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

8) As requested, serve on STAC Ad Hoc committees for the Chair.

10) At the request of the Chair, participate 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) Committee members should actively participate in Committee or Board activities including scheduled conference calls and 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

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