AMS STAC Newsletter Feb 2024

Hello STAC Boards and Committees! Welcome to the first quarterly newsletter of 2024 for the AMS Scientific and Technological Activities Commission. This year, based on feedback at our annual chairs meeting at AMS annual, we are trying something different for this first edition. The February newsletter will now be an annual quick how-to guide for running committees and boards in STAC.

Where to get help

Point of contact: STAC has three commissioners (current: Kristie Franz, outgoing: Ankur Desai, incoming: Clark Evans). Each of the 36 committees and boards is assigned one of us as your main point of contact, as noted here: https://www.ametsoc.org/index.cfm/stac/chair-member-information/commissioner-board-committee-line-up/ . The vast majority of time, a question you have, membership renewal, etc… should go by email to your point of contact.

AMS Community: All chairs need to follow communication on AMS Community: https://community.ametsoc.org/home. In particular, after this newsletter, all group communication to STAC chairs or members (such as this newsletter) will go through Community. In particular, there is one for STAC board and committee chairs and vice-chairs and one for all STAC members. If you are not on these, please let your point of contact know. There is also one for your committee or board that you can use to send and archive communications and store files/minutes. For each of these, please go to the "Settings" gear icon next to the name of the committee and select: Email Notifications -> Real Time. This will make sure you receive messages directly as they are posted. Chairs that have failed to do this have sometimes missed important meetings, deadlines, and opportunities. It is also important for you to notify us of any membership or leadership changes, as AMS uses these to populate each community and thus ensure you are in a position to receive these messages!

STAC website: Bookmark this page: https://www.ametsoc.org/index.cfm/stac/chair-member-information/ which has details on just about everything one needs to do as a chair or member of a committee/board in STAC.

Best Practices: On the STAC page you just bookmarked is the other most important document, our "best practices" which is basically the detailed version of this newsletter: https://www.ametsoc.org/index.cfm/stac/chair-member-information/stac-board-committee-best-practices1/ There will be a quiz!

Annual Report to Council: Another useful source of information is our annual report to council, the most recent and past reports can be found at: https://www.ametsoc.org/index.cfm/stac/news-reports/stac-reports-to-council-and-ec/

Things chairs need to do and when

MEET WITH THE COMMISSION, January, May, October: Attend or have a designee attend our annual STAC chairs meeting held on the Sunday before the start of the AMS annual meeting, in-person, with zoom and recorded option available. If you missed the meeting in January 2024, the link for those slides can be found at https://www.ametsoc.org/index.cfm/stac/news-reports/stac-annual-meeting-summaries/ In addition, we hold two virtual meetings throughout the year - May and October. Please attend or have your vice-chair attend. All STAC chairs meetings will be announced through the STAC board and committee chairs and vice-chairs community, and slides and recordings from past meetings can be found on this same community under "Library".

POPULATE AMS AWARD COMMITTEES, April: Several AMS level awards have review committees that require STAC committee or board representatives. The current commissioner will reach out to have you tell us the committee roster and AMS will reach out to organize access to nominations. Please respond promptly to these requests and pay close attention to deadlines, requirements for conflicts of interest, and terms of reference for each award.

NOMINATE STAC AWARDS, Summer, submit by September 30: STAC has its own set of awards. Each committee or board can nominate in one of three categories in any one year, with a deadline at the end of September.

Currently these nominations are emailed to your point of contact, following the procedure and requirements at: https://www.ametsoc.org/index.cfm/stac/chair-member-information/awards/stac-board-and-committee-awards/

MAINTAIN ROSTER, Continually, and especially in October: Your official membership list and expiration dates are automatically maintained on the membership page for your committee/board (from https://www.ametsoc.org/index.cfm/stac/). You keep your committee roster up-to-date by sending changes, additions, and deletions to your point of contact. It usually takes one to two weeks for the website to update after you communicate to us. If this list is not in line with your list, then contact the AMS commissioner point of contact and let them know.

Most members rotate on/off in January, for a maximum of two 3-year terms (2-year for students). Every committee or board needs at least one student member, preferably one early career member, and should consider diversity of community and representing breadth, including sector and not over-relying on membership from a single institution or sector. Adding a new member requires filling out the membership nomination form found at: https://www.ametsoc.org/index.cfm/stac/chair-member-information/membership/ and emailing that, along with a short CV, to the point of contact. Renewals, early departures, and role changes (e.g., member->chair, student member->member) can all be done by email to the point of contact.

Most boards and committees have their own processes for how to solicit, select, and onboard members, and you have flexibility in how you do so, including using the AMS volunteer portal or social media. Reach out to us (or read the best practices) for ideas on how to best solicit nominations. Especially important is to keep an eye on the end of term for the chair. If that term is not renewed, extended, or replaced before expiration, the committee/board will lack representation and communication. We will miss you.

RESPOND TO GOM, Continually: The AMS Glossary of Meteorology depends on STAC input on definition additions and revisions. The GOM editor, Ward Seguin, appreciates prompt replies to requests for committee or board input. Please acknowledge receipt when contacted and work to assemble a subcommittee to review and respond within a few weeks.

REPORT ON YOUR MEETINGS, After they happen: Within 2 weeks of completing a conference or meeting, please have a member of your committee or board solicit feedback and fill out the "Conference/Symposium Summary Report Form" at https://www.ametsoc.org/index.cfm/stac/chair-member-information/meetings/

UPDATE YOUR WEBSITE, As needed: For the time being, the recent cybersecurity incident has prevented boards and committees from doing direct edits to pages. For now, email Peter Killelea <pkillelea@ametsoc.org> with your edits (for now, ideally of limited to moderate scope) and they will be made promptly.

OTHER ACTIVITIES, As needed: Your committee or board may be involved in various activities including supporting program chairs in conference planning and award judging, selecting future meeting locations and partners, soliciting sponsors for those meetings, proposing a named session or symposium, organizing short courses and webinars, managing a social media presence, helping write/revise AMS statements, proposing new activities/awards/programs, reporting on highlights from recent meetings, or coordinating with our committees, boards, or commissions on joint activities. Use regular meetings to keep your committee and board updated and assign roles across your members to spread the workload. Work with and email your point of contact to help navigate AMS procedures and requests. Forms and processes for just about all of the above mentioned activities are discussed in the Best Practices and linked at: https://www.ametsoc.org/index.cfm/stac/chair-member-information/. In particular, with meeting planning, start early, typically 2 years (for domestic conferences) to 3 years (for international conferences) in advance for speciality meetings that occur outside of the AMS Annual Meeting.