



Southern Region

American Society for Horticultural Science



Duties for Chairs and Officers

Southern Region of the American Society for Horticultural Science

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Section Chairs

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Paper Titles

It is the duty of the Section Chairs to collect all submitted paper titles, put them in the proper Word format and submit them to the Secretary-Treasurer by the deadline in the Fall Newsletter.

Special Notice

It is also the responsibility of the Section Chair to assure that sufficient paper titles are received to hold a session. A minimum of 4-6 paper titles is needed. It may be necessary to solicit paper titles from members. There are several ways to solicit titles:

- 1) Email leaders in the field and encourage them and their students to submit titles
- 2) Send reminders to the presenters of the past several conferences. Email addresses of authors can be found in the past Conference Programs at: <http://srashs.org/MeetingPrograms/MeetingPrograms.html>
- 3) The Membership Directory has limited information on members that would like to receive information on the various sections. Go to the Membership Directory at srashs.org, download the Excel format, and sort the column for your Section.

Projection Equipment:



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The Section Chairs are responsible for bringing a laptop computer and projector for their Sections. If this is a problem, contact the Secretary-Treasurer immediately.

Abstracts: (see format at end of document)

All Chairs collect abstracts at the meeting or give the presenters a few days to submit abstracts to the Chair by email. The Chairs send abstracts to National ASHS by the deadline and email listed in the Newsletter, usually Feb 15 to March 1. Check that all abstracts are formatted properly.

Oral and Poster Judges

The Collegiate Branch Chair arranges judging the Edmund Undergraduate oral presentations; the Poster Chair arranges judging the undergraduate and graduate National Cowpea Posters; and the President-Elect arranges judging the Childers Masters and Barham PhD graduate oral presentations.

- Judging instructions, guidelines and forms are available at <http://srashs.org/Forms/forms.html>

Additional Instructions for Poster Chair

1. The poster chair will receive titles for posters by the deadline in the Fall Newsletter. You can add the few that come in after that date if desired and on an individual case basis. The poster chair should communicate with the Secretary-Treasurer if questions arise.
2. After all the titles have been submitted, it is prudent to inform presenters of the correct format for posters and abstract submission. See the Poster Judging Criteria on the Southern Region section of the ASHS web site for the proper poster format (ashs.org/regional/history.html).
3. Poster presenters should be notified via email that it is important for them to be present at the poster during the specified time - and that students in the poster competition must be at their posters or they will not be included in the competition.
4. Poster presentations that are intended for the undergraduate and graduate poster competition should be recorded as such and that list provided to the poster competition judges.
5. Titles should be submitted in correct format. See example below:

Improvement, Propagation and Use of Taxodium in Southeastern China.

D. Creech¹ and Yin Yunlong². ¹SFA Mast Arboretum, PO Box 13000, Stephen F.



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Austin State University, Nacogdoches, TX 75962-3000; , ²Nanjing Botanical Garden, PO Box 1435, Nanjing, 210014, China. (dcreech@sfasu.edu)

6. After all the titles are received; they should be submitted in a single word document as an attachment to the Secretary-Treasurer of the SR-ASHS by the deadline in the Fall Newsletter.
7. At the conference, the poster chair should put the titles on the poster boards to allow presenters easy locating of their spot in the poster room. The simplest strategy is to print the document in large font size and pin the titles to each designated spot.
8. Poster Chair should bring extra-double sided sticky tape for those who have forgotten pins, thumbtacks, or double-sided sticky tape. While thumbtacks will work, most new heavy vinyl-quality posters do not flatten out easily and often pull away.
9. Once all the posters are in place, the poster Chair should make notes on what papers are not present. Non-presented posters are not eligible to have abstracts published - even if they are sent in by the due date in February.
10. The poster Chair is responsible for setting up a Judging Committee of three judges to judge the undergraduate and graduate poster competition. The judges should interview the students at the posters during the times that poster authors are assigned to be at the posters. If the students are not at the posters, that poster should be

Awards Committee Chairs

Your job is to receive all nominations. You may also have to solicit nominations using your network. The Chair and Members are to select the recipient.

- Make sure the recipients meet all the qualifications set forth in the Fall Newsletter. Great detail is available on the web site at <http://srashs.org/Awards/Awards.html>
- Check the Previous Recipients list for all career awards to make sure they have not received the award before.
- Active membership can be in the Membership Directory at <http://srashs.org/MembershipDirectory/directory.html>
- The guidelines do not give much guidance on the selection process. That is left up the committee. Each committee has members with a range of 1-3 years of experience; therefore rely on the process and protocol of the past.



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Working Group Chairs

Working Groups Chairs manage their own meetings. The Newsletter instructs interested individuals to contact you if they have questions.

A few comments.

- The Executive Committee established a new policy that abstracts will only be published if the title appears in the conference program. They can submit their title to the Section Chair by the deadline in the Newsletter. Or, if you collect the titles, we can publish the titles under your Working Group section of the Conference Program.
- Inform all your participants that they must register for the conference. The Executive Committee and the general membership expressed their views that everyone who attends the conference should register for the conference and therefore assist with the financial burden of maintaining the society in good fiscal condition. .

Officer Duties

President and Succession of duties

The President's duties begin the year they are elected as President-Elect-Elect, and progress through a series of duties for 6 years.

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| Year 1 – President Elect-Elect | <ul style="list-style-type: none">• Work with ACB President and ACB advisor to coordinate ACB activities on the first day of the meetings, mainly Club Share program, and ACB Tour or other activity. |
| Year 2 – President-Elect: | <ul style="list-style-type: none">• Chair and Moderate the Childers and Barham graduate student paper competitions.• Member, Childers Outstanding Graduate Student Award Committee.• Member, Executive Committee |
| Year 3 – President | <ul style="list-style-type: none">• Presides over business meeting• Member, Childers Outstanding Graduate Student Award Committee. |
| Year 4 – Immediate Past President | <ul style="list-style-type: none">• Member, Nominating Committee• Member, Paul Smeal Leadership Award Committee |



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Member SAAS

Year 5 – Senior Retired
President

Year 6 – Almost Free of
Duties President

- Chair, Childers Outstanding Graduate Student Award Committee.

- Chair, Nominating Committee
Member, Paul Smeal Leadership Award Committee

- Chair, Smeal Leadership Awards Committee

Secretary-Treasurer

Manages the daily operations of the Society. Carries-out the directives of the Executive Committee