

ASRS PRESIDENT JOB DESCRIPTIONS

Adopted March 4, 2024

Revised and Adopted May 5, 2025

ALL PRESIDENTS

The President, President-Elect, and Past President will serve the American Society of Reclamation Sciences (hereafter referred to as the Society) as leadership of the National Executive Committee (NEC) of the Society.

With regard to the Annual Meeting, the President is the primary contact with the planning committee for the meeting occurring at the end of their term. The Past President is anticipated to provide feedback from the previous Annual Meeting and the President-Elect is anticipated to attend as many planning committee meetings during their term as possible to prepare for their role in the subsequent Annual Meeting.

The following tasks are to be the responsibility of each of the presidents:

1. One presidential representative will attend the monthly Financial Advisory Committee meeting
2. Attend the Annual Meeting while in office to directly communicate with membership and participate in Society activities at the Annual Meeting.
3. Submit website updates to website coordinator with a cc to the Social Media Manager.
4. Submit personal reimbursement requests to management organization as needed.
5. Coordinate with the presidents to meet one week prior to the monthly NEC meetings to discuss issues and priorities for that upcoming NEC meeting.
6. Participate in all meetings, if possible, throughout the term year.
7. Serve as a voting member of the NEC.
8. Keep all presidents copied on all pertinent written correspondence.
 - a. Contact management organization as needed

PRESIDENT

Serve the Society as chief executive officer-by directing its administration and policies towards achieving the goals of the Society. One-year term starts at the handing over the gavel ceremony during the Business Meeting during the Annual Meeting, i.e., the handing over of the gavel towards the end of the Business Meeting. Term ends at the handing over the gavel ceremony at the Annual Meeting the following year.

The following tasks are to be the responsibility of the President:

1. Work closely with the President-Elect and the Past President to ensure the professional, scientific, and fiscal health of the Society.
 - a. Review policy recommendations and changes for the betterment of the Society with the President-elect and Past President, prior to going to the NEC for its review and approval.

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2. Coordinate with the President-Elect and the Past-President to meet one week prior to the monthly NEC meetings to discuss issues and priorities for that upcoming meeting.
3. Set the agenda for the monthly Presidents' meeting.
 - a. Take notes at this President's meeting and summarize action items for the three individuals.
 - b. Compile and distribute action items from the President's Meeting for the President, President-elect and Past President.
 - c. Keep the President-elect, and Past President copied on all other pertinent written correspondence.
 - d. Contact management organization as needed.
4. Prepare agenda for monthly ASRS National Executive Committee Meetings in conjunction with the President-Elect.
 - a. Participate in and run the NEC meetings.
 - b. Set the meeting dates/times, in coordination with the other members of the NEC. Send out Doodle poll or similar survey instrument to determine best times prior to the first meeting in September and prior to the first meeting in February to accommodate academic schedules.
5. Provide input as needed to the President-Elect who derives the NEC monthly agenda based on past notes.
6. Maintain communications with the management organization to ensure all society administration aspects are being addressed.
 - a. Coordinate meeting with management organization on a quarterly basis with the President-Elect and Past-President.
7. Assign committees and subcommittees to various tasks required to conduct Society business, collect information, or address society issues.
 - a. Oversee other activities of the NEC to ensure they get done in a timely manner. This includes:
 - i. Retirees Updates to Reclamation Matters and activities.
 - ii. Community Forum Implementation.
 - iii. Others as needed.
8. Participate in regular meetings of the planning committee for the Annual Meeting occurring at end of President's term.
 - a. Stay in touch with conference chair(s).
 - b. Contact management organization as needed on behalf of conference chairs.
9. Coordinate with members of management organization as needed through the contract representative for management organization.
10. Prepare communications to be distributed to the membership to keep them up to date on ASRS NEC activities.
 - a. Compile 3-4 quarterly newsletters for distribution to the broad distribution list that FASS maintains prior to the end of the calendar year

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and prior to the annual meeting (for example, November, February and May).

11. Ensure that the approved budget is reviewed at least quarterly with management organization to ensure proper application of expenses and revenues. Adjust and correct as needed with the input of the NEC.

12. Submit President's Note to Reclamation Matters for the fall and spring editions.

13. Serve on the NEC as Past President (see job description for Past President).

PRESIDENT-ELECT

Serve the American Society of Reclamation Sciences (hereafter referred to as Society) as incoming chief executive officer. One-year term starts at the handing over the gavel ceremony to the new President during the Business Meeting during the Annual Meeting, i.e., the handing over of the gavel towards the end of the Business Meeting. Term ends at the handing over the gavel ceremony at the Annual Meeting the following year.

The following tasks are to be the responsibility of the President-Elect:

1. Attend monthly Presidents' Meetings.
2. Take notes at the monthly NEC meetings.
 - a. Once approved, upload to the ASRS One Drive.
 - b. Once approved, have website coordinator/management organization upload to website.
3. Utilizing these monthly minutes, create the agenda for the next monthly meeting in conjunction with the President and Past-President, as needed.
4. Attend as many regular meetings of the planning committee for the Annual Meeting occurring at end of President-Elect term as possible.

PAST PRESIDENT

Serve the American Society of Reclamation Sciences (hereafter referred to as Society) as past chief executive officer. One-year term starts at the handing over the gavel ceremony to the new President during the Business-Meeting during the Annual Meeting, i.e., the handing over of the gavel towards the end of the Business Meeting. Term ends at the handing over the gavel ceremony at the Meeting the following year.

The following tasks are to be the responsibility of the Past President:

1. Substitute, if needed, for the current President, especially in conducting meetings.
2. Obtain nominees for all outgoing NEC positions for the year of his/her Past Presidency.

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- a. Work in conjunction with outgoing NEC members, where possible, to complete this task.
 - b. Nominees should be selected by early September, to get biographies, photos and other necessary information prepared to send out the election ballot to the general membership by October 1, as called for in the Bylaws.
 - i. Work with FASS to ensure that ballots are sent in a timely manner.
 - c. Notify successful and unsuccessful candidate of results.
3. Review annual meeting recommendations from the current year and incorporate into the Annual Meeting Guidelines, based on the review by the Chair of the most recent Annual Meeting, current President, and President-Elect, with ultimate approval by the NEC at the January meeting.
- a. Provide updated guidelines to planning chairs for upcoming national meetings.
 - b. Review and update tax exemption forms (for tax exemption at each annual meeting) in conjunction with FASS.
4. Review policy recommendations from the current year and incorporate into the Policy Handbook, based on the review by the current President, and President-Elect, with ultimate approval by the NEC at the January meeting. The Past President should be aware of this requirement throughout the calendar year of his/her current Presidency, to keep track of necessary edits for later that fall.
5. Provide input as needed to management organization for the NEC contact list and committee roster for their use.