**Working D R A F T KAS COMMITTEE Responsibilities ``````````````` Working D R A F T 10/11/15**

**Executive Committee**

**Annual Meeting**

**Internal Communications**

**Membership**

**Public Engagement**

**Grants & Awards**

**Education & Advocacy**

**KAS Mission: To foster scientific discovery and understanding in Kentucky**

***Italics indicate previous language from constitution***

**Bullets indicate suggestions for each committee resulting from Board Retreat**

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| --- | --- | --- | --- |
| **Committee Name & Description** | **Responsible person** | **Start** | **Complete** |
| **Executive Committee:** consists of the President (Chair), the President Elect, Vice President, Past President, Executive Director, and Treasurer  |  |  |  |
| * Assist and support President in leadership of the organization
 | All | 7/2015 |  |
| * Periodically review financial policies of the Academy and make recommendations to the Governing Board.
 | Treasurer |  |  |
| * Direct, oversee, implement, and evaluate the Strategic Plan and make an annual update to the Governing Board.
 | Vice Pres | 6/2015 | 12/2017 |
| * Activate all other committees; implementing and evaluating new trial committee structure
* Review new committee structure and propose constitutional changes for membership approval
 | All | 11/20154/2017 | 8/20168/2017 |
| * *Shall present nominations to the membership for all officers to be elected for the following year (Officers, Division leaders, at At-large representatives). Two candidates for each office shall be nominated and presented to the membership in appropriate form for mail balloting. Nominations of other candidates may be written in. Ballots for Division Representatives to the Governing Board shall be mailed only to members having identified with that Division. Ballots for the Representatives of the Membership-at-large to the Governing Board shall be mailed to all members of the Academy. It shall be the further responsibility of the Committee to canvass the membership to provide the Governing Board a list of members interested in serving as officers or on committees.*
 | Past Pres | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |
| * Shall present nominations for Ex Officio board members to the Governing board (Newsletter; Junior Academy; Program Coordinator; External Communications/ Public Relations; AAAS/NAAS Rep; Journal Editor)
 | Past Pres | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| * Create job descriptions for Officers that reflect specific responsibilities for each
 | President  | 12/2015 | 1/30/16 |
|  **Committee on Membership** (*The Committee shall periodically review and update, if necessary, criteria and procedures for membership and provide leadership in devising and implementing recruitment activities. It shall be the goal of the Committee to increase membership through active programs of outreach to non-members.)** Identify, cultivate, & recruit members from the private or government sector & P-12 educators, creating new categories as needed
* Identify underrepresented fields of science in the society and actively recruit for membership
 | Chair of Membership Committee | 1/2016 | 5/2017 |
| **Committee on Science Education & Advocacy** *Shall be responsible for the consideration of legislation that affects the scientific interests of the Commonwealth of Kentucky and the Academy and. shall recommend to the Executive Committee appropriate action to be taken*.)* Support science teaching at all levels
* Influence policy makers re: teacher education (Education Policy Standards Board)
* Support and validate Teacher Professional Development programs in light of the Next Generation Science Standards
* Engage students in a Student Ambassador Program (visibility & social media execution)
* Develop a Speakers Bureau of member volunteers
* Other?

C*oordinate activities to the extent feasible with the KJAS*. | TBD (needs to combine Legislative and Science Education Committees) |  |  |
| **Committee on Grants & Awards** *shall be responsible for evaluating research proposals, distributing funds and shall have accountability in the use of research funds.** Use the provided rubric for evaluation of grant proposals and present documentation to the Governing Board or Executive Director regarding all evaluated proposals
* Evaluate the impact of the Grants Program and recommend evaluation metrics and adjustments
* Evaluate the validity of the Awards Program
* Recommend future programs/awards such as Scholarships for meeting attendance, memberships, higher education tuition?
* Other?
 | Grants & Awards Committee chair  |  |  |
| **Annual Meetings Committee**The President Elect shall serve as Chair of the Annual Meetings committee. The Program Coordinator shall serve as Vice-Chair. Other members shall be theLocal Arrangements Chair, Junior Academy Director, and *Chairs of the Sections*. This Committee shall be responsible for the programs of the annual meeting and for the Junior Academy.* Research future meeting sites
* Identify and invite plenary speakers for the Annual meeting
* Identify activities that will strengthen the role of KAS in the Commonwealth and address other issues deemed appropriate by the Executive Committee.
* Confirm that grant recipients are presenting at the Annual meeting
* Involve Student Ambassadors
* Consider defining tracks for different types of members or special interests
* Consider providing workshops on effective use of social media
* Supervise local arrangements for each meeting as outlined in the Local Arrangements handbook
* Other?
 | Pres- Elect |  |  |
| **Public Engagement** Develops a communications plan that includes engaging the public in the work of the Academy* Increase the presence of KAS with stakeholders and citizens in Kentucky
* Develop a network of partners with complementary goals – opportunity to share via newsletters and other forms of communication
* Bring science to the public (science festivals, Science Cafes, You-Tube, Ask a scientist, “hub” or clearinghouse, one-stop shop/database of all things science in Kentucky)
* Develop partnerships with other Kentucky museums/organizations for co-educational opportunities
* Other?
 | Chair should be a board member |  |  |
|  |  |  |  |
| **Internal Communications Committee** *consists of two members from the Governing Board, and two members from the Membership-at-large. The Committee shall develop mechanisms to publicize Academy events, including annual and special meetings of KAS and the spring symposium of KJAS*. * Include shorter and more frequent touches via newsletter, social media (Facebook, Twitter, Instagram & other technologies used by students, teachers and faculty)
* Develop a more interactive web site
* Provide more frequent and effective communications to members
	+ Enlist Student Ambassadors to assist with social media
	+ Promote volunteer activities and accomplishments with members and public in all media
	+ Add more “cool science” videos to our web site featuring Kentucky scientists,
	+ Increase frequency of newsletters
	+ Include profiles of scientists in KY on web site, in newsletters, etc.
	+ Oversee and examine availability and access to an on-line version of The Journal
	+ Expand the visibility of the Junior Academy
	+ *Publications Committee* *shall recommend editorial policy for the* Journal *to the Governing Board* (This committee rolls together functions which were previously delegated to Publications Committee)
 | Chair should be a board member  |  |  |