



**2023 NOMINATION FORM  
PAS BOARD OF DIRECTORS**

PLEASE MAKE RECOMMENDATIONS FOR BOARD OF DIRECTORS (BOD) CANDIDATES BY COMPLETING THIS FORM AND RETURNING TO: Adam Wiewel, Nominating Committee Chair, adam\_wiewel@nps.gov.

YOU MAY NOMINATE YOURSELF.

**NOMINATION DEADLINE: June 12, 2023**

Nominee:

Title:

Affiliation:

Email:

IF NOMINATING ANOTHER MEMBER, PROVIDE A BRIEF RESPONSE TO THE FOLLOWING QUESTIONS:

Has the candidate agreed to be nominated? Yes No

Why would this person be an ideal PAS BOD member?



## PAS BOARD OF DIRECTORS EXPECTATIONS

- I understand that the term of elected Board members is three years.
- I recognize the importance of attending the Plains Anthropological Conference during the election year and the following three years of service (four years total).
- I will attend virtual and in-person Board meetings as they are scheduled (including virtual meetings in the spring and fall prior to the annual meeting along with the first and second Board meetings and business meeting at the conference).
- I will keep my PAS membership current during my three-year term on the BOD.
- I will participate actively on the PAS Board by serving in a leadership role on one or more committees and/or as an officer, assisting with other committee positions, and contributing to discussions about PAS topics.
- I understand that if two members cannot be solicited from the membership to run for PAS President during the bi-annual election, the President will be chosen from among BOD members. I may be asked to serve as President.



## PAS BOARD OF DIRECTORS OFFICERS AND COMMITTEE POSITIONS

### **Vice President**

- The Vice President acts in the absence of the President or otherwise as duties are assigned. The time commitment for this position is minimal, although one must be cognizant of the potential to serve as President.

### **Secretary**

- The Secretary keeps minutes of Board and Society meetings, communicates with the Webmaster and Website and Social Media Committee chair as needed to provide relevant information to membership, and works with the Archives Committee to maintain a permanent record of Society activities. The time commitment for this position is substantial, and tasks are ongoing throughout the year.

### **Committees**

#### Archives

- Archives, chaired by the Secretary, communicates with the BOD and membership to gather and submit PAS records to the PAS archives. Archives works with an archivist at the University of South Dakota Special Collections and Archives, Vermillion, where PAS archives are kept, to file and monitor the processing and updating of records. The time commitment for this position varies, but generally is most time-consuming following meetings when records are generated and BOD terms end.

## Bylaws

- Traditionally chaired by the Vice President with variable time commitment, depending on whether bylaw revisions are proposed. If amendments are proposed by the BOD, a specific process outlined in the bylaws must be followed.

## Conference and Conference Handbook

- This committee consists of a member of the BOD and recent conference host(s). Their responsibilities include revising the conference handbook, facilitating communication between the BOD and conference organizers, and assisting organizers during the conference planning process. The time commitment for this position is significant, especially in terms of communicating with conference planners and previous conference hosts.

## Distinguished Service Award

- The DSA committee solicits nominations from the membership, reviews their nomination packets, and selects the annual awardee(s). Fulfillment of these duties requires following an established timeline, but the overall time commitment is moderate.

## Ethics and Inclusion

The EIC annually reviews and recommends updates of PAS anti-harassment, conference conduct, and similar policies to the BOD as needed and may work with conference organizers on a code of conduct and abstract submission statements. This committee continues to research feasibility of a reporting and enforcement system for violators of our Code of Conduct. Overall time commitment varies with annual goals.

## Membership

- The membership chair maintains and updates the annual membership roster, hosted on the backend of the PAS website. The committee actively works to promote membership in the organization, so time commitments are variable but increase substantially leading up to the annual conference as members look for account assistance. The chair has a moderate time commitment throughout the year, with a heavier commitment during renewal season from December to February. The membership chair also helps the Treasurer (an *ex officio* position) resolve journal delivery problems.

## Native American Student Award

- The committee solicits nominations, reviews them, and identifies one or more Native American (including Métis) students who are deserving of the award, which is meant to defray education expenses. Fulfillment of these duties requires following an established timeline, but the time commitment for the committee is moderate.

## Nominations

- Solicits nominations for BOD vacancies annually and for President bi-annually and oversees the elections. A general timeline exists for scheduling the nomination calls, communicating with candidates, and coordinating with the webmaster to hold the election. The time commitment varies by year but can be significant, depending on the difficulty of identifying the requisite number of candidates, and is generally concentrated in the late spring to early summer.

## Resolutions

- The time commitment for this position is generally low, but it requires communication with conference organizers to identify members, volunteers, businesses, and other institutions to be recognized at the PAS annual meeting. Also, the committee chair keeps a record of members or Plains researchers who have died since the last annual meeting and recognizes them as part of the resolutions.

## Student Paper Award

- This committee works with the conference organizer to arrange a student paper session, solicits papers from students, and selects award recipient(s) based on an oral presentation and written paper at the annual meeting. Guidelines for the award are established, and time commitments for the committee increase significantly before and during the conference.

## Student Poster Award

- This committee works with the conference organizer to arrange a student poster session, solicits posters from students, and selects award recipient(s) based on the quality of their poster and ability to communicate their research. Time commitments for the committee increase significantly before and during the conference.

## Website and Social Media (Communications)

- Communicates often with the Webmaster to ensure that the PAS website is updated and regularly posts news and announcements to the Society's social media. Tasks associated with this position are ongoing, so it requires a moderate to significant amount of time.

### Donna C. Roper Research Fund

- Following established guidelines, this committee solicits applications for anthropological research conducted in Kansas or Nebraska, evaluates proposed research and budgets, and selects one or more awardees. The time commitment is moderate.

### Endowment

- The committee works on Endowment-related issues and on soliciting donations to the PAS Endowment Fund and the Donna Roper Endowment Fund.

### Financial Review

- The committee develops financial controls for the PAS, monitors finances, and otherwise works closely with the Treasurer (an *ex officio* position).

### Student Affairs

- This committee is chaired by a student member, and BOD members serve as liaisons. The committee is meant to work with the BOD to generate ideas for student membership and facilitate communication between student members and the BOD. Among other tasks, the committee works with conference organizers to plan student-focused events at the annual conference.

### Travel Grants

- This committee reviews applications, which include budgets and letters of interest, and awards grants to support the attendance of undergraduate students at the annual conference. The time commitment varies depending on the number of applicants but concentrates before the conference.

### Sensitive Image Policy

- This committee was established in 2022 and is currently seeking participants who will contribute to the development of a sensitive image policy for both *Plains Anthropologist* publications and annual meeting presentations.