

National Executive Committee

The officers shall consist of a President, Vice President, Treasurer, Corresponding Secretary, and Recording Secretary. These officers shall constitute the Executive Committee of the Students of Agronomy, Soils and Environmental Sciences (SASES).

Duties

President

1. Presides at the national convention and oversees the duties of the Executive Committee.
2. Works with the Executive Committee to appoint standing committees and any temporary committees.
3. Submits to the ASA-CSSA-SSSA Headquarters the names, addresses, telephone numbers and e-mails of all current SASES officers and committee chairs.
4. Works with the National Student Advisory Committee and ASA-CSSA-SSSA Headquarters Staff in planning the program and other details for the national convention.
5. Welcomes new and reactivated clubs into the SASES and follows up any requests for information from potential clubs.
6. Coordinates four or more telephone conferences among the Executive Committee, National Faculty Advisor and Headquarters staff.
7. Corresponds regularly with officers to coordinate all activities and provide leadership for the various activities of the SASES.
8. Corresponds regularly with ASA-CSSA-SSSA Headquarters to keep staff informed of the various activities of the SASES.

Vice-President

1. Works with committee chairs to coordinate activities of all standing committees appointed by the Executive Committee.
2. Serves as program chair at the national convention.
3. Serves as a member of the National Student Advisory Committee, and works with the National Officers, committee chairs, and local chapters to coordinate national convention plans.

4. Corresponds regularly with all appointed committees and committee chairs to keep updated on activities.

Treasurer

1. Prepares an annual meeting budget with the help of the ASA-CSSA-SSSA Headquarters Staff.
2. Contacts chapters in January about submitting membership dues.
3. Sends follow-up notices to chapters about renewing membership.
4. Contacts inactive chapters about reinstating their SASES chapter affiliation.
5. Gives a financial report at the annual meetings.

Corresponding Secretary

1. Publishes four newsletters.
2. Works with the ASA-CSSA-SSSA Manager of Communications to implement timely electronic news flashes.
3. Handles correspondence between SASES officers and committee chairs.
4. Handles correspondence between the SASES and local chapters including letters of welcome to new chapters.
5. Obtains reports of committee activities, news articles from all sources, etc., to be published in the Newsletter of the SASES.

Recording Secretary

1. Records minutes of the national convention.
2. Prepares and distributes corrected minutes of the SASES national convention *approximately one month* after the convention to all active chapters, national officers, national faculty advisors, and the ASA Headquarters Staff.
3. Obtains an accurate listing of convention delegates.
4. Records and prepares minutes of the SASES Executive Committee teleconferences and distributes a copy of them to the national officers, national advisors and ASA-CSSA-SSSA Headquarters Staff.

