



ASA

American Society of Agronomy

Leadership Handbook

2024

Communities and Sections

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Introduction and Overview

Vision: The American Society of Agronomy (ASA) envisions a future where people embrace science to improve agriculture, maintain or improve our environment, and enhance the human condition.

Mission: By empowering people and communities, ASA will help its members develop, disseminate, and apply novel agronomic solutions to sustain the world.

Core Values:

- **Integrity:** ASA is a trusted source of scientific knowledge, serving as a foundation for understanding and action.
- **Inclusion:** ASA provides a home for the global community of agronomists with diverse backgrounds, heritage, and career paths.
- **Adaptability:** ASA responds creatively to change, embracing opportunities in agriculture, the sciences, and our social environment.
- **Sustainability:** ASA takes responsibility for its actions and will protect and nurture environmental, social, and economic resources.



Leadership of ASA

Established in 1905, the American Society of Agronomy has a long and distinguished history. Achieving the mission of ASA – “Agronomy Feeds the World!” – is only possible through the dedicated leadership of our communities, sections, committees, editorial boards, and board of directors.

Communities are the building blocks of ASA. Communities allow ASA members opportunities to collaborate and educate while focusing on key technical and discipline-oriented topics. Community Leaders provide direction and purpose for and are a direct point of contact and guidance for many ASA members—they play a critical role in the success of ASA.

Sections provide the organizing framework for ASA. They facilitate planning, communication, and coordination among the programs and services of ASA. Each section also has a representative that serves on the ASA Board of Directors, providing a voice for section members and interests at the leadership level of the Society.

The Board of Directors provides the vision and strategic direction for ASA.

Committees and task forces provide recommendations and guidance to the Board of Directors. These groups focus on membership perspectives and work to provide memorable member experiences.

Headquarters staff keep the trains running. They monitor performance of Society programs, work with leadership from communities, sections, committees and task forces, and liaise with the Board of Directors to provide member programs. They are here to guide and serve the membership of ASA.

Agronomy Feeds the World!

The Leadership Handbook

The Leadership Handbook provides information and guidance for ASA Communities and Sections. It is a living document — it is designed to be updated and improved to better meet the needs of the communities and sections. If you have suggestions, please do not hesitate to reach out to the appropriate staff contact.



Organizational Overview

The American Society of Agronomy is governed by a 16-member Board of Directors who are guided by a Strategic Plan and adhere to the organizational bylaws. ASA, the Crop Science Society of America (CSSA), and the Soil Science Society of America (SSSA) are the charter member organizations of the Alliance of Crop, Soil, and Environmental Science Societies (ACSESS). ACSESS is a nonprofit 501(c)(3) organization providing management and administrative support service for the three Societies. The ACSESS Board of Directors is comprised of the ASA, CSSA, and SSSA presidents, past-presidents, president-elects, the chief executive officer as an ex-officio (nonvoting) member, and other ex-officio (nonvoting) members as needed.

Headquarters Staff

The ASA, CSSA, and SSSA staff members work to better serve and manage the three Societies. Headquarters staff seek to innovate our member and stakeholder experience, develop the workforce in agronomic, crop,

soil, and environmental fields, and elevate the status of our members and sciences.

Headquarters staff number between 43-48 employees, with the majority working from the Madison, WI office and others distributed remotely across the United States. Employees work in the departments of the Administrative/Executive Office, Agronomic Science Foundation, Business Development, Certifications, Support Center, Finance, IT/Operations, Marketing, Meetings, Member & Stakeholder Programs, Publications, and Special Projects. View the "Contact Us" on the ASA site for a current list of staff, titles, and contact information (www.agronomy.org/contact).



Chapter 1: ASA Communities

Agronomic Production Systems Section

Adaptive Nutrient Management
Applied Soybean Research
Bioenergy Systems
Crop Irrigation Strategies and Management
Fiber Crops
Nutrient Management Professionals
Organic Management Systems
Precision Agriculture Systems
Semi-Arid Dryland Cropping Systems
Sensor-Based Nutrient Management
Soil and Water Management Professionals
Weedy and Invasive Plant Species
Wheat Initiative Agronomists

Biometry & Statistical Computing Section

Bioinformatics in Crops and Soils
Statistical Education/Training for Researchers
Spatial Statistics and On-Farm Research

Climatology & Modeling Section

Agroclimatology and Agronomic Modeling
Airborne and Satellite Remote Sensing
Biophysical Measurements and Sensors
Evapotranspiration Measurement and Modeling
Global Climate Change
Model Applications in Field Research
Sensor-Based Water Management

Education & Extension Section

Advancing Agronomy via Public-Private Collaboration
Extension Education
K-16 Education and Outreach
Learning and Communication Technologies in Education/Extension

Environmental Quality Section

Animal Agriculture and the Environment
Biochar: Agronomic and Environmental Uses
Beneficial Reuse By-Products in Agriculture
Managing Denitrification in Agronomic Systems
Nutrients and Environmental Quality
Soil Carbon and Greenhouse Gas Emissions
Sustainable Intensification

Global Agronomy Section

Agronomic Solutions for Smallholders
Agronomy in Africa
Perennial Grain Development
U.S.-Sino Agricultural Research Forum

Land Management & Conservation Section

Cover Crop Management
Long Term Agricultural Research
Soil Health

The primary purpose of communities and sections is

Purpose of ASA Communities

to quickly assemble members with common interest, facilitate event planning, enable communication, and improve coordination of programs and services. Most Society programs and service activities are initiated by communities, with sections providing coordination and management.



Creating a Community

A potential new community starts with common interests and goals. Potential community members must:

- Identify a common, unifying interest that will include ten or more ASA members.
- Ensure there is no existing community that could include the proposed Community.
- Prepare to organize a minimum of one symposium, oral session, technical tour, workshop, or event at the ASA Annual Meeting every year.

If any of these criteria or interests are not met, the interested members should reevaluate their goals or seek inclusion in an existing community.

If, however, these criteria are met, then the new community starts by members completing an [ASA Community Creation Request Form](#).

This form is reviewed by the Stewardship and Review Committee, and, if approved, forwarded to the ASA Board of Directors for a vote. Notice of community formation approval or disapproval will be provided within three months of the submission.

Maintaining a Community

To maintain an active community, the following minimum activities must be completed:

1. Hold an annual community planning session at the ASA, CSSA, and SSSA Annual Meeting or virtually as arranged by community leaders.
2. Conduct an election of community leadership via email, discussion board poll, or at the Annual Community Planning Session.
3. Have 10 or more ASA members at the end of the calendar year.
4. Organize a minimum of one symposium, oral session, technical tour, workshop, or event at the ASA, CSSA, and SSSA Annual Meeting every year.

Changing a Community Name

If the community would like a name change, the presiding leader should poll the community members to establish over 50% of the poll respondents support the name change. This poll can be conducted via discussion boards or email. If a majority of respondents support the name change, the presiding leader should submit the request to the ASA Stewardship and Review Committee for a vote to accept the new name. If the committee approves the name change, the chair will send a letter to the ASA Board of Directors informing them of the new name.



Moving to a Different Section

If a community feels as if it would better fit in a different section, the presiding leader should notify the staff liaison, who will contact the community's current section chair and the chair of the section the community is interested in joining to obtain consent for the move. After receiving approval from both chairs, the staff liaison will notify the presiding leader.

The presiding leader should then poll the community members to establish that over 50% of the poll respondents support moving to a different section. If a majority of community members support the move to a new section, the presiding leader should notify the staff liaison, who will bring it to the ASA Stewardship and Review Committee for approval. If approved, the staff liaison will inform the ASA Board of Directors of the move to a different section. The community will be moved within 60 days of the ASA Stewardship and Review Committee's approval.



Sunsetting a Community

Communities can dissolve by following one of two different pathways: through inactivity or by request.

1. Through Inactivity

Communities will be dissolved if inactive for two consecutive years. “Inactive” is defined as not having met the four minimum activity requirements listed in the “Maintaining a Community” section. The ASA Stewardship and Review Committee annually evaluates the health of every current ASA Community. If the committee determines a community has been inactive, it will issue a letter to:

- The last listed leader and vice leader of the community,
- The chair and vice chair of the community’s home section,
- The ASA Executive Committee, and
- The ASA Section Board Rep from the community’s home section.

The letter will inform these groups of the inactive community’s status and detail which activity areas are below the minimums. The letter will state that the community has 60 days to respond with a brief written plan for how it will return to active status if it chooses to do so.

If the community does not respond or provide that plan within those 60 days, the Stewardship and Review Committee will recommend to the ASA Board of Directors that the community is dissolved.

2. By Request

A community may determine their purpose has been fulfilled and proactively request that the community be dissolved. For example, a community may find over time that their activities or topical area closely aligns with that of another community, leading one community to request dissolution.

The request to sunset a community has two steps:

1. Community leadership must poll community members to establish a minimum of two thirds of the voting members support dissolution, and
2. Formally request dissolution from the Stewardship and Review Committee, including the results of the poll. The committee will review the request and make a recommendation to the ASA Board of Directors.

Remember, with either pathway for community dissolution, it’s a “mission accomplished” mindset! Frequently evaluating our communities helps ASA leadership better understand the interests of our members and ensure ASA is providing members with topical, timely, and impactful programs and resources.



Community Membership and Recruiting

Members of ASA may join as many ASA Communities as they like as a benefit of membership. Community membership is easily modified through a member's "My Account" feature at <http://www.agronomy.org/my-account/communities/asa/>.

Community leaders may review the list of members on their community discussion board by clicking the "Members" link in the upper right corner. Leaders should encourage student and early career members to participate in community activities, or ask for feedback from student and early career members to develop activities.



Services to ASA Communities

The American Society of Agronomy is committed to creating, developing, and growing the opportunities for communities. Services to communities include:

- Support for setting up planning session meeting spaces at the Annual Meeting (<https://www.acsmeetings.org/planning/>).
- Support for creating events at the Annual Meeting, including workshops, tours, symposia, topical sessions, and student contests.
- Program Enhancement Funds.
- A discussion board for each community.
- Promotion of new communities to encourage participation.
- Promotion of community activities as requested.
- Connection of members and communities interested in similar topics.
- Coordination of Community Health Assessments and facilitation of the Community Stewardship Review Committee.





Discussion Boards

All discussion boards have links for elected leaders, guidelines, member list, and donations. Visit the discussion board tutorial page for details.

What can you do with the discussion boards?

- Network, connect, and stay informed.
- Get push notifications for time-sensitive posts.
- Communicate with your community members.
- Receive a daily digest of new community posts from all of your communities.
- Start and follow discussions.
- Archive discussions or use threads to keep up to date.
- Create polls to help with community elections, Annual Meeting session voting, and more!

Join the discussion: www.agronomy.org/discussion-boards.

Community Leaders

Community leaders must be members of ASA and members of the ASA community they want to represent. Community leaders serve two-year terms, with the first year as vice leader and the second year as presiding leader.



Roles of Community Leaders

Community leaders are responsible for community operations. Together, the presiding leader and vice leader will do the following:

1. Provide leadership, including directing the annual community planning session. The presiding leader and vice leader schedule the meeting time, notify community members, and conduct the meeting.
2. Identify oral and poster sessions, develop symposia, plan field trips, or create workshops. Leaders should forward all activity details to the section chair.
3. Provide nominees for the section chair and board of director representative.
4. Develop and implement plans to maintain or enhance the viability of the community and support the needs of community members.
5. Implement actions approved by community members.
6. Communicate and report information to the section chair efficiently as needed. The section chair makes an annual report to the ASA Board of Directors, including information about specific communities.



Electing Community Leaders

Section chairs are elected as part of the general election by the full ASA membership. However, community leaders are elected by community members only. Each year the community will hold an election for a new vice leader at the annual community planning session (typically at the ASA Annual Meeting), or at an alternative venue selected by the community leaders. Elections can be held online, if needed.

Community leaders will communicate with members about meetings and elections through the community's discussion board.



Annual Community Planning Session

There are several options for holding an annual community planning session, including:

1. During the ASA Annual Meeting at one of the following times:
 - After the section business meeting.
 - After a community symposia or session.
 - Another time during the Annual Meeting.
2. At another event throughout the year.
3. Virtually, through Zoom or another web meeting platform.

If the community leaders plan to hold their planning session at the ASA Annual Meeting, leaders should schedule their annual planning session and notify the section chair and community members of the time and place of the meeting. Find more information about setting up a community planning session here: <https://www.acsmeetings.org/submit/function>.

During the meeting, community leaders should take meeting minutes and send a written report to the section chair. Results of the vice leader election should be sent to ASA staff member Sally Paese.

Annual Planning Meeting Agenda

1. Review the community's activity over the past year.
2. Discuss ideas for future activity, including developing sessions and symposia for the Annual Meeting. Prioritize ideas, plan specific actions, and organize community members to help future activity take shape.
3. Elect a new vice leader, who will become the community's presiding leader after one year of service.

Activities and Competitions

Communities should work with their sections to incorporate student activities and competitions into their programs to mentor and attract undergraduate, master's students, and PhD candidates into greater participation with the Societies. This could include poster/oral paper competitions and awards. Contact Nate Ehresman (nehresman@sciencesocieties.org) to initiate a competition.

Proceedings and Publications

We highly recommend communities and sections take advantage of the Societies' journal publications. Should you desire to develop proceedings or a publication out of your symposia, the Societies request first right of refusal to publish.



ASA Communities and the Annual Meeting

Community activities at the ASA, CSSA, and SSSA Annual Meeting may include symposia, oral sessions, business meetings, workshops, tours, and social functions. Communities can also sponsor or conduct activities that go beyond the Annual Meeting, including virtual meetings or workshops, publications, awards, leadership development, white papers, books, grants, or other activities. All community activity should be guided by feedback from members.



Annual Meeting Programming

Communities, with their topical interests and close connection to members, are key to creating a compelling Annual Meeting program. Community leaders should consider:

1. Soliciting program ideas from community members.
2. Communicating those ideas and ideas for other activities to their section chair and keeping the section chair informed about sessions, symposia, and events the community is developing.
3. Adding events (like oral or poster sessions and your annual community planning session) to the program through our web-based scheduling software, Confex.
4. Providing student activities and competitions. Communities are encouraged to work with their sections to integrate student competitions into their programs to mentor and attract graduate and undergraduate students in the society. This could include poster/oral competitions and awards.
5. Publishing proceedings or meeting-based publications. Take advantage of the Societies' journal publications by developing proceedings or a publication out of your symposium. The Societies request first right of refusal to publish these documents.

Program Planning Resources

The meetings department from ASA, CSSA, and SSSA provides program planning information for Society leadership. You can find the latest deadlines, updates, tips, and tools by visiting the [meetings planning page](#).



Chapter 2: ASA Sections

Agronomic Production Systems Section

Biometry and Statistical Computing Section

Climatology and Modeling Section

Education and Extension Section

Environmental Quality Section

Global Agronomy Section

Land Management and Conservation Section

Purpose of ASA Sections

Sections are designed on broad disciplinary and functional themes within agronomic science. They are the organizational framework for community activities. For governance, section officers provide representation for each of the seven sections on the ASA Board of Directors.



Section Officers

Roles of Section Officers

There are three section officers: chair, vice chair, and board representative.

The chair for each section will:

- Serve as chair during their second year as section officer after serving one year as section vice chair.
- Serve as a member of the A711 Program Planning Committee. Duties include:
 - ◇ Overseeing the distribution of program enhancement funds.
 - ◇ Providing guidance to community leaders for organizing program technical sessions for the ASA Annual Meeting.
 - ◇ Arranging papers in a coordinated program.
 - ◇ Arranging symposia and field trips.
 - ◇ For overarching section topics and activities, the chair may also organize symposia, oral or poster sessions, field trips, or graduate student awards to prevent topical overlap.
- Schedule, write the agenda, and conduct the section's annual business meeting. This may also include including time for communities to meet in breakout sessions at the annual business meeting.
- Communicate and report information to and from communities within the section in a timely manner as needed to conduct ASA and section business.
- Chair the nomination committee for the section vice chair and for the section representative to the ASA Board of Directors. The nomination committee is composed of the section chair and vice chair. Nominations will be solicited from community members through community leaders.
- Serve as a member of the A101 Nominations Committee. Other members of this committee include the ASA Executive Committee with the current president serving as chair and voting members of the ASA Board of Directors that are not represented through sections (early career, finance, industry, and ICCA representatives).
- Submit an annual summary report of section and community activities to the ASA Board of Directors as requested.
- Respond in a timely manner to requests for section action from the ASA President, executive committee, board of directors, or staff liaison.



The vice chair of each section will:

- Serve as vice chair for one year before serving a second year as section chair.
- Assist the section chair in their role as section program chair.
- Serve as a member of the nomination committee for the section vice chair and section representative to the board of directors.
- Become section chair after one year of service as vice chair.
- Succeed the section chair role in the event the current section chair should resign or become unable to carry out a full year term.

Together, the section presiding chair and vice chair will:

- Identify and invite individuals to become community leaders (only when communities do not select their own leaders).
- Serve (via rotation) on the A213 Community Stewardship and Review Committee which meets to determine the viability of communities based on established criteria. If a community has been inactive for two years, the chairs will notify the previous community leaders of inactivity and ask for a plan of action to become active again. If no plan is received, the A213 Committee will ask for approval from the ASA Board of Directors for the community to be discontinued (see "Sunsetting a Community," p.11).
- Develop plans that maintain or enhance the section and support the needs of communities within the section.
- Assist in implementing actions approved by communities within the section.



Chapter 2: ASA Sections

The section representative to the ASA Board of Directors will:

- Serve on the ASA Board of Directors.
- Report on pending events and actions of the ASA Board of Directors at the annual section business meeting.
- Collect section consensus on issues that require pending action from the ASA Board of Directors.
- As appropriate, reports section discussions, actions, and resolutions to the ASA Board of Directors.
- Provide the name of nominees for the upcoming ballot for section vice chair, and, when appropriate, for the section representative to the ASA Board of Directors during the ASA Board of Directors Meeting at the Annual Meeting.
- Serve on the Budget and Finance Committee; Organization, Policy, and Bylaws Committee; Reinvest

in ASA Committee; Science Policy Committee; or Community Stewardship and Review Committee. All committee service is as needed or at will.

- Develop procedures to ensure section web pages are up to date, in conjunction with the section chair and vice chair.
- Participate in other activities as directed by the section, ASA Board of Directors, or ASA Executive Committee.



Section Elections

Officers for each of the seven sections are elected by the general ASA membership. Section officers must be active members of ASA. Terms are based on a calendar year (January 1 through December 31). Section officers serve the following terms:

- Section chair and vice chair: Two-year term, total, with first year as vice chair and second as presiding chair.
- Section representative to the ASA Board of Directors: Three-year term.

Candidates for section office are identified at the annual section business meeting, with section chairs reporting names to the section board representative. The section board representative reports candidate names to the ASA Board of Directors during their meeting held at the ASA Annual Meeting.

Section Annual Report

The section chair will submit an annual report summarizing section and community activities to the board of directors each year.

- Following the ASA Annual Meeting, a call for annual reports is emailed to all chairs by headquarters staff.
- Instructions for preparing the report, the report format, and the deadline for submission are included in the email.
- If the report carries definite recommendations or requires discussion, it will be added to the agenda of a future ASA Board or Executive Committee meeting.
- Community leaders will submit their annual community planning session notes to their section chair to be included in the section annual report.



ASA Sections and the Annual Meeting

Section Business Meeting

Section business meetings will be held at the ASA Annual Meeting. The meeting is chaired and conducted by the section chair and the vice chair keeps minutes. A report on the section business meeting, including annual community planning session notes, is submitted to the communities and divisions liaison at headquarters, memberprograms@sciencesocieties.org.

Section chairs of the section business meeting time and place through the section's discussion board.

Section business meetings should follow this format:

- Deliver message from one of the Society presidents.
- Deliver report from the board representative.
 - ◇ Section board reps will provide an update on Society activities (they will receive talking points in advance of the Annual Meeting).
 - ◇ This may include the Annual Meeting report, budget and finance summary, and a membership update.
- Review section activity.
- Open discussion for section-wide symposia ideas.
- Discuss the Program Enhancement Fund.
 - ◇ Explanation of the fund policy.
 - ◇ Encouragement for community leaders to submit proposals for funding if needed.

- Conduct election nominations.
 - ◇ Section chairs identify and discuss the candidates for vice chair and section board representative when positions are vacant.
 - ◇ Section chairs identify and discuss candidates for ASA President-Elect.
 - ◇ Section chairs provide candidate names of section officers and ASA President-Elect to their section board rep. Section board reps will announce names of candidates at the ASA Board meeting at the end of the ASA Annual Meeting.

Community business meetings can be held as breakout sessions following the section business meeting. Section chairs should coordinate with community leaders when scheduling the section business meeting.



Annual Meeting Programming

For the ASA Annual Meeting program, section chairs may:

1. Ask colleagues and community leaders for program ideas.
2. Guide community leaders in organizing sessions and activities for the ASA Annual Meeting.
3. Serve on the A711 ASA Program Planning Committee.

Section chairs should organize oral and poster sessions, symposia, student activities, contests, workshops, tours, and more at the ASA Annual Meeting. These activities should capture the combined interests of communities and members within the section.

Topical overlap: Since there may be topical overlap between communities and their research interests, section leadership should ensure coordination and communication between communities. Leadership should do their best to prevent topical overlap of programming created by communities.

Section-Wide Symposia: Symposia that span entire sections are excellent vehicles for promoting communities within a section. They also provide a

fitting form for highlighting issues that are relevant to multiple communities within the section. Speakers are generally invited, and symposia are also excellent fora for inviting a heavy-hitting speaker from outside the Societies. Symposia should focus on fewer presenters providing longer presentations, typically involving three speakers giving 40-minute presentations each, or four speakers providing 30 minute presentations. They're the centerpieces of section/division/community programming.

Note that each section and community are allotted a single two-hour symposium. If sections or communities would like to have additional symposia, they can consider "cosponsoring" with another division, section, or community that has not used their allotted number of symposia.

Contributed Oral and Poster Sessions: Sections may also organize volunteer oral and poster sessions that take in submitted posters or manuscripts on a certain topic or can be created to use for submitted papers that just don't seem to fit in one particular community. Session topics can be identified during the section business meeting, gathered through the section's discussion board, or proposed by community members.

Online Programming Tools: Section chairs and community leaders have access to our online abstract scheduling program, Confex, to organize and schedule oral and poster sessions for their communities and sections. Section chairs are responsible for ensuring organization and focus. Communication about programming will come from the meetings department at ASA, CSSA, and SSSA.

Awards and Contest: Sections are encouraged to develop contest and award programs. They may be held at the section-wide level or developed in support of one or more community initiatives.

Proceedings and Publications: Communities and sections, along with all members, are encouraged to take advantage of the Societies' journal publications. Should you desire to develop a proceedings paper or publication based on your symposia, the Societies request first right of refusal to publish this document.

Program Planning Resources

The meetings department from ASA, CSSA, and SSSA provides program planning information for Society leadership. You can find the latest deadlines, updates, tips, and tools by visiting the meetings planning page.

Chapter 3: Best Practices for ASA Communities and Sections

One of the Societies' greatest priorities is diversity and inclusion within communities and sections. We asked current leaders how they are improving inclusivity in their sections and committees and developed this list of best practices.

Year-Round Engagement and Inclusion

- Recruit future leadership through personal interactions and encourage diversity in leadership positions.
- Recruit new members to join ASA with personal invitations to students.

- Involve the chair elect in Annual Meeting scheduling and planning.
- Communicate with members via the Discussion Boards. Keep message short and use bullets to highlight important items.
- Consider hot topics or issues in the news when developing session ideas to gain traction and interest.
- Hold virtual meetings for topical discussions, networking, and social hours.
- Encourage community members to nominate themselves or others for ASA, CSSA, and SSSA awards.
- Schedule an annual online community planning session or section business meeting, which offers opportunities for members to identify future leadership and develop activities for the coming year.

Involve Students

- Highlight student competition opportunities at the Annual Meeting.
- Recognize contest winners at sessions and/or with monetary awards or certificates.
- Inform students directly about Annual Meeting social events.
- Invite graduate students to participate as session moderators.
- Ask other faculty and advisors to encourage students to participate in the meeting or specific sessions.
- Reach out to students you meet at the Annual Meeting and invite them to participate in community sessions the following year.

Annual Meeting Ideas

- Work with other community members to identify and schedule moderators and presenters for all symposia, sessions, and panels.
- Announce events from your community or section on your discussion board or through a CSA News article.
- If you'd like to bring in invited speakers or add other enhancements to a meeting event, don't forget to apply for Program Enhancement Funds or other funding sources.
- Schedule downtime during your sessions, if necessary.
- Consider creating short sessions that incorporate networking or other less formal activities. Make sure you title the session appropriately!
- Use mentoring to connect members, and feel free to include social events at the Annual Meeting or throughout the year. Acknowledge mentor pairs at your section business meeting—you can introduce them to everyone, bring them to the podium, and take photos.
- Promote attendance at your business meeting by providing lunch or scheduling your business meeting between a session and a mixer.
- Use the business meeting to gather ideas for next year's sessions.
- Organize five-minute oral sessions and poster presentation sessions and award certificates or cash prizes to winners.
- Have students (and all members in attendance) introduce themselves at business meetings.
- Use targeted emails, connections from the Annual Meeting, and discussion board posts to develop Cross-Division symposia or community symposia. Feel free to reach out to other leaders and pitch ideas for these sessions.
- Promote attendance at your business meeting by sending a reminder email the day of the meeting.
- Reach out to underrepresented groups and ask them to participate in your session or community.
- Evaluate invited speakers to ensure a diversity of thoughts, professions, opinions, and people.
- Use tours at the Annual Meeting and other networking events to develop new connections and friendships across Societies.



Chapter 4: ASA Board of Directors and Other Leadership Opportunities

ASA Board of Directors

Purpose of the ASA Board

The ASA board of Directors serves several purposes, including:

1. To serve as the policy-making arm of ASA as directed by the ASA bylaws, except for those matters which the bylaws specify are under direct authority of society membership or are specifically designated responsibilities of stated ASA officers. The ASA Board of Directors establishes policies and revises them when deemed advisable.
2. To have, hold, and administer all property and funds of ASA, in conformity with the ASA Articles of Incorporation and Bylaws.

3. To engage the ASA Chief Executive Officer and other employees as needed. However, ASA does not directly employ personnel, but has an agreement with the Alliance of Crop, Soil, and Environmental Science Societies (ACSESS) to handle its operational activities on a cost-input basis.
4. To continually reassess the current operations and future role of ASA and of agronomy as a profession. This includes updating the society's strategic plan regularly and monitoring the plan's progress.
5. To meet monthly to conduct society business. The presence of 50% of the voting members of the board shall constitute a quorum. Official action by the board is based on a majority vote. Agendas and board materials are emailed by the Director of Governance prior to the monthly Board Meetings. Resources such as Bylaws, Strategic Plan, Rosters, and Board Minutes, etc. are posted at www.agronomy.org/about-society/governance.

Fiscal Decisions: The ASA Board of Directors has a Budget and Finance Committee (B&F Committee) that reports financial results during monthly board meetings. The Board of Directors approves the annual operating budget that is recommended by the B&F Committee (prepared in collaboration with headquarters staff), generally at the Annual Meeting. If ASA receives special requests for funding not in the approved budget, the B&F Committee may review the request and make a recommendation for the board to approve the new funding requests.

Special Board Committees: Several subcommittees tackle particular tasks for the ASA Board of Directors. These committees include:

- ASA Organization, Policy, and Bylaws Committee
- ASA Budget and Finance Committee
- ASA Nominations Committee
- ASA Science Policy Committee
- Reinvest ASA Committee

Chapter 4: ASA Board of Directors and Other Leadership Opportunities

Board Memberships and Responsibilities

Individuals serving on the ASA Board of Directors must have an active membership. The term of office for members of the board begins on January 1 and ends on December 31. The ASA Board of Directors includes the following members who serve for the terms indicated.

Executive Board Members: The ASA executive board members are the president, president-elect, and past president of ASA. The ASA President serves as the presiding officer of the board.

Section Board Members: These board members include one elected member representing each of the sections of ASA, each serving a three-year term. Section nominations committees prepare the slate of candidates. If a section board representative is unable to attend a board meeting, they may request that the section presiding chair or vice chair represent the section at the meeting and serve as a voting member.



Other Leadership Opportunities

Society Committees

Committees help maintain effective operation of the American Society of Agronomy. The Committees are given authority to act in the ASA Bylaws. Standing committees are those established by the ASA Bylaws or through actions of the ASA Board of Directors. Other committees are established through actions of the ASA Board of Directors or by the Executive Committee. These are usually called special committees.

People appointed to Society committees must be members of the Society. Exceptions to the requirement for membership for service on committees can be made by the current ASA President when a committee needs special expertise from a nonmember.

Committee appointments: Committees are a wonderful opportunity for members to volunteer their time and talents in service of specific goals, like student programs, event creation, or strategic plans. Committees are filled by appointment by the president-elect of the Society, including appointing new members and selecting committee chairs.

Committee chairs: The chair of a committee is responsible for scheduling committee meetings. At the end of their term, the current chair should invite the new chair and committee members to attend the last committee meeting of the year. They should coordinate introductions, review the past year's activities, assist the new chair in developing an activity plan for the coming year, and pass on any committee files to the new chair. Committee business and activity is often accomplished through virtual meetings and email throughout the year.

Annual reports: All ASA Committees are required to submit annual summary reports for consideration by the ASA Board of Directors, headquarters staff, and the ASA Executive Committee. Headquarters staff will send required forms and instructions to the committee chair. The report should detail accomplishments throughout the year and any considerations that should go before the board.

If you are interested in volunteering for committee service, visit agronomy.org/membership/committees/volunteer/.

A list of all ASA committees can be found at www.agronomy.org/membership/committees/view.



Task Forces

A task force may be appointed by the President to tackle certain issues or topics. They may research a certain area and provide a report with recommendations to the ASA Board of Directors or ASA Executive Committee with suggested actions to take. A task force may recommend changes to Society structure, governance, activities, or services to meet strategic goals.

