Guidelines for Section and Chapter Chairs

Financial

Section Budget information:

- ESA maintains detailed records of each chapter and section budget. All of the chapter/section dues are included as income and any expenses on behalf of the chapter/section are listed as expense. The balance will carry forward if it is not completely spent in any year.
- Please contact ESA's CFO Elizabeth Biggs at any time if you would like the status of the amount of money in your chapter/section budget.
- If a chapter or section receives a Long Range Planning Grant those funds are tracked separately and do not carry over at the end of the fiscal year. If you would like a status of how much has been spent on a long range planning grant, please contact ESA's CFO Elizabeth Biggs

How to request payments be made out of the chapter/section budget:

- When requesting a payment be made out of a chapter/section budget please fill out the Chapter/Section Check request form. The form must be signed by the Chair of the chapter or section and then sent to Elizabeth Biggs in the financial office at ESA. If the payment is for a purchase of goods or services (such as a plaque or banner or book) please attach a copy of the receipt.
- If the payment is to an individual and is over $600 we will need the social security of the individual.

Financial Forms: Please see attached Chapter/Section check request
(This should be a link to the form on the website)

How Funds May be Used

- Chapter and Section funds may be spent on any activity related to the activities of the chapter/section if approved by the chair of the chapter/section. They may not be used to reimburse chapter/section leadership for any travel or time spent on chapter/sction activities.

Long Range Planning Grants

The ESA yearly budget frequently contains funds for long range planning grants. Sections, Chapters and Standing Committees are eligible to apply for these funds which are to be used for projects that move the Society towards long range planning goals. Only one application from a Section, Chapter or Standing Committee is permitted.

The announcement for the grant proposals is issued in the fall and sent directly to Section, Chapter and Committee Chairs and includes the application form and the criteria for the awards. Proposals are generally due in late fall. Proposals are evaluated by a subcommittee of the Governing Board and those awarded grants are notified in the winter. Reports on the progress of the activities supported by these grants are due in August at the time of the ESA annual meeting.

To request payment for activities related to long range planning grants, follow the guidelines in the Financial section of this document.

Elections/Leadership Updates

Each section holds their own election according to their own bylaws. ESA will provide a list of members. (See Communicating with your Members)

Each section has its own bylaws. Section Chairs are responsible for providing a copy of the bylaws to ESA. Please send them to esahq@esa.org.

Each section is to provide updated leadership list immediately after its elections. ESA will request this information after the Annual Meeting.

Council Reports

Each year ESA requests a brief annual report from the committee, section and chapter chairs which are distributed during the annual meeting and published in the Bulletin after the meeting. The deadline for these reports is mid-July. You will be given detailed instructions on where to send the reports and the exact deadline date in the Spring before the Annual Meeting.

Annual Meeting

Business Meeting and Mixers

It is the responsibility of Chairs to organize and reserve space for a mixer and or a business meeting to be held at the annual meeting. You will receive a reservation form from the meetings department early in the year with a deadline of mid-February. Along with the reservation form you will be informed of the money you currently have in your section budget. This money is to be used to pay for any food or drink provided at the mixer or business meeting. The reservation form includes the selection of food and beverages available.

Business meetings can be held Monday through Thursday mornings from 7 am to 8 am or 9 am; lunch time slots run from 11:30 am to 1:15 pm; and evening slots run from 6:30 pm to 8 pm. Evening slots are usually used for mixers, and often a section will combine a mixer and a business meeting in the evening.

Exhibit Booth

Sections and Chapters are offered the opportunity to have a booth in the exhibit hall free of charge. The Chair is responsible for deciding whether or not to have a booth. The booth needs to be manned during the show hours of 11:30 am to 6:30 pm, Monday through Thursday. Setup time for the booth is either Sunday from 10 am to 5 pm or Monday 7 am to 11 am and must be manned for the opening of the exhibits at 11:30 am Monday morning. Tear down time for the booth is Thursday 6:30 pm and must be complete by 8 pm. Section members are responsible to pack up their booth, anything left in the booth after 8pm will be discarded.

Promotion

Sections and Chapters can help us promote our annual meeting and encourage members to attend the annual meeting through newsletters or emails to your membership.

Section Awards

Sections offer awards that tie in with the annual meeting and often are based on oral or poster presentations. The Membership Manager will notify each of the Section Chair early in the year to remind them to provide ESA with their awards information. This information will be posted on the ESA website under the Awards tab. This information is very important to annual meeting attendees, since award money is often the only way one can afford to attend the annual meeting.

Symposium Endorsements

Your Section or Chapter may be asked to endorse Symposium proposals as the fall submission deadline approaches. This section provides an overview of what you will need to know and some pointers for handling endorsement requests. For the 2012 Annual Meeting in Portland the volume of these requests was higher than usual (around 5 requests/chair, although a few Sections received as many as 10-12). In a typical year you should expect to receive at most 3-4 requests.

Endorsements are unique to Symposia. There is no endorsement of any other type of session. There is a lot of confusion on this point, so you may be approached by people asking you to endorse other types of sessions anyway. The Program Committee will take endorsements into consideration as they make acceptance decisions about Symposium proposals. Along with reviewer scores and comments, endorsements help the committee gauge the ecological community's interest in the proposed sessions. They do not make or break a proposal's chances of acceptance.

Each Section, Chapter, or Standing Committee may submit up to one primary and two secondary endorsements. As chair you will receive a form email from ESA's proposal submission system every time an organizer who has entered a Symposium proposal indicates they're asking for an endorsement from your Section or Chapter. They may or may not have completed the proposal when you receive the form email, and they may or may not have contacted you in advance of entering your contact information into the system. Organizers will be able to log in through the Sept. 15 proposal deadline to edit their proposal. After that deadline passes, their proposal is final as submitted. The deadline to endorse a proposal is a little later,

usually about 2 weeks after the deadline, to give chairs look over any proposals in their final state and decide whether or not to endorse them.

The submission deadline for Symposia is typically in mid September, and that is when most endorsement requests will be received. You are free to commit to endorsing sessions that are of interest to you in advance of the deadline, or you can wait until after the deadline to make your decision. The guidelines and deadline for each year's Annual Meeting are posted on the meeting website in July, before the previous meeting has taken place. This is intended to give potential session organizers a chance to discuss session ideas and recruit speakers at the previous year's meeting. Some people do organize early, so you may be approached about endorsements starting in August.

If your Section or Chapter (or specific members of its leadership) is involved in organizing a Symposium, it is still allowed to endorse the proposal. If none of the proposals that have requested endorsement are of interest, you may decline to endorse any at all. The form emails sent to chairs will have more detailed instructions on how to submit an endorsement. At minimum we ask for an indication of primary/secondary endorsement and a sentence or two supporting the session. You will be able to upload a formal letter or type a few sentences into a text box, and whichever you prefer is fine.

Proposal Review

ESA's Program Committee relies on ESA's leadership for help assessing proposals for Symposia, Organized Oral, and Organized Poster Sessions for each year's Annual Meeting. Appropriate broad-based peer review of these proposed sessions is critical in order to maintain the high level of quality expected of these sessions at ESA meetings. Reviewers include the Annual Meeting Program Chairs, Section and Chapter Chairs, and members of certain Standing Committees. Each proposal will receive the attention of several reviewers. The input of Section and Chapter chairs as reviewers is extremely helpful as the committee decides which sessions will be accepted for the meeting program. Proposal review is one of the primary ways that sections can assist in developing the meeting program and represent the interests of the membership.

ESA will send out a request for reviewers around the submission deadline. Reviewers typically are asked to review 10-12 proposals over 3 weeks in October. Each proposal is short and does not take very long to read. Please note that chairs are still eligible to be a reviewer even if they have submitted or endorsed a proposal. ESA will avoid assigning to you any proposals in which you are formally involved, and you will be able to opt out of reviewing any proposals that present a conflict of interest.

Chapter/Section Website Information

Many of the ESA chapters/sections have websites; some are hosted at esa.org, while some are hosted externally.

ESA webmaster updates those websites, which are hosted at esa.org and don't yet use a content management system (CMS). Those chapter/section websites, which use a CMS, typically update their own content. ESA uses WordPress as the CMS of choice for all new websites hosted at esa.org.

Website update requests can be sent via a web portal at www.esa.org/web, no password or user id is required.

All other web related inquires can be sent to the ESA webmaster, webmaster@esa.org.

List of ESA section websites:

Applied Ecology Section
Agroecology Section
Aquatic Ecology Section
Asian Ecology Section
Biogeosciences Section
Education Section
Environmental Justice Section
Human Ecology Section
International Affairs Section
Long-Term Studies Section
Microbial Ecology Section
Paleoecology Section
Physiological Ecology Section
Plant Population Ecology Section
Rangeland Ecology Section
Researchers at Undergraduate Institutions Section
Soil Ecology Section
Statistical Ecology Section
Student Section
Theoretical Ecology Section
Traditional Ecological Knowledge Section
Urban Ecosystem Ecology Section
Vegetation Section

List of ESA chapter websites:

Canada Chapter
Mexico Chapter
Mid-Atlantic Chapter
Rocky Mountain Chapter
South America Chapter
Southeast Chapter

The following chapters/sections don't have a website yet: **Natural History Section**, **Policy Section, Southwest Chapter**.

http://www.doodle.com/	Organize a meeting
http://www.surveymonkey.com	Create online surveys
http://ballotbin.com/	Create online surveys and elections
http://pollcode.com/	Create free polls

Communication with your Members

- Mailing/email list of the chapter/section members can be requested from Thet Oo, ESA IT Manager. Alternatively, you can also send your text to Thet Oo and he will send it for you to your members. Please allow 3 to 5 business days to process your request.

Public Affairs

All units of ESA (such as sections and chapters) are viewed as part of ESA, therefore it is important that any lobbying activities or social media communications on public policy be coordinated with ESA's Public Affairs Office.

Social Media
ESA sections and chapters are encouraged to make use of ESA' social media, which includes Twitter, a blog, and Facebook. Sections and chapters might consider tweeting about news and opportunities. Several have created Facebook pages, which ESA also features on its FB page and section and chapter chairs or other members might also consider submitting a guest post to ESA's blog. Please note that communications related to policy should first be discussed with ESA.

Blog
ESA's blog ***EcoTone*** showcases ecology and ecologists, focusing on ecological science in the news and its use in policy and education. *EcoTone* welcomes guest submissions on topics of interest to the broad ecological community. Please see: http://www.esa.org/esablog/

Twitter
ESA uses Twitter daily to tweet items of interest to the ecological community, including news articles, members who have received a prestigious award or to announce deadlines to submit abstracts to the annual meeting. Sections might tweet about news relevant to their community or special opportunities and awards offered by their section.

Sections can use ESA's twitter handle: @esa_org For tweets specific to the upcoming Portland meeting, please also use the hashtag #ESA2012

ESA's Twitter page is at: https://twitter.com/#!/ESA_org

Facebook
Facebook (FB) is another outlet for sharing ecological and ESA-related information and encouraging conversation among ESA members and others. Sections and chapters that create their own FB page should notify ESA so that the Society can "like" them on FB and ensure they are featured on the Society's FB. Sections and chapters are also encouraged to "like" ESA on their respective FB page. Please go to: http://www.facebook.com/esa.org

Policy
Sections and chapters may be interested in becoming involved in policy issues or activities. They should inform the Society about their plans so that ESA is aware of activities that count as lobbying (for IRS purposes) and also to ensure that activities are consistent with the Society's perspective on a given issue. ESA occasionally encourages its members (often by state or section) to weigh in on a public policy issue. More details about ESA advocacy and policy positions are below. Please contact pao@esa.org with questions or suggestions.

Advocacy
As a 501(c) (3) organization, ESA is permitted to lobby but must abide by the Internal Revenue Service's (IRS) rules in order to maintain ESA's tax-free status. Sections and chapters planning a lobbying activity should coordinate with ESA's Public Affairs Office.

Policy Positions
ESA periodically issues position statements on policy issues. These must be approved by the Society's elected Governing Board. Sections and chapters are welcome to suggest public policy topics in which ecology may offer a useful perspective. View ESA positions here: http://www.esa.org/pao/policy_positions.php

ESA Policy Resources/Opportunities

• ***ESA policy handbook***, "**An Ecologist's Guidebook to Policy Engagement**" provides advice and resources for engaging with decision makers at various levels of government. It also includes overviews of environmental laws, federal agencies, and tips on effective communication. It is available through the ESA eStore.

• ***ESA Policy News*** is free resource for those interested in national environmental and science policy. To view and subscribe see: http://www.esa.org/pao/policy_news.php

• ***ESA's Policy Section*** provides networking opportunities for ESA members engaged in or interested in becoming engaged in policy. Contact Brian Wee, Chair at Bwee@neoninc.org

• ***ESA Graduate Student Policy Award*** is open to all ESA graduate students and provides a two-day policy experience in Washington, DC.
See: http://www.esa.org/pao/policy_involved_more.php#grad_student