

Western Section Executive Committee Officer Roles and Responsibilities

President of the Western Section:

- **Duties During Presidential Year:** Chairs the WSASAS Business meeting and Executive Committee. Approves the agenda and dates for the WSASAS Business and Executive Committee meetings. Appoints all standing committees, special committees, and program committees.
- **Full service of President of Western Section:** The Western Section President is actually elected as Secretary-Treasurer. In Year 2, the Secretary-Treasurer rotates into the position of President-Elect, and in Year 3, assumes the role of President. Please view the duties of Secretary-Treasurer and President-Elect to view full scope of the Western Section Presidential Duties.

President-Elect of Western Section:

- **Duties During President-Elect Year:** Chairs the Awards Committee. Collaborates with ASAS Business Office to modify and update all WSASAS websites. Represents the President in cases where the President is unable to act.
- **Full service of President-Elect of Western Section:** The Western Section President-Elect is actually elected as Secretary-Treasurer. In Year 2, the Secretary-Treasurer rotates into the position of President-Elect, and in Year 3, assumes the role of President. Please view the duties of Secretary-Treasurer and President to view full scope of the Western Section President-Elect Duties.

Secretary-Treasurer of Western Section:

- **Duties During Secretary-Treasurer Year:** Records and reports the minutes of the WSASAS Business and Executive Committee meetings. Collaborates with ASAS Business Office in reporting WSASAS financial activities and records. Coordinates the WSASAS annual meetings, which includes but not limited to working the ASAS Business Office, host institution representatives, and the Graduate Student Paper Competition chair. In cooperation with the President and ASAS Business Office, reports/posts WSASAS business (including approved minutes and meeting agendas), events, and activities to the membership.
- **Full service of the Secretary-Treasurer of Western Section:** The Western Section Secretary-Treasurer serves as Secretary-Treasurer in Year 1 of service to on the Western Section Board. In Year 2, the Secretary-Treasurer rotates into the position of President-Elect, and in Year 3, assumes the role of President. Please view the duties of President-Elect and President to view full scope of the Western Section Secretary-Treasurer Duties.

National ASAS Director, Western Section

- **Duties as National ASAS Director, Western Section:** Represents WSASAS at all ASAS Board of Directors meetings. Reports ASAS Board of Directors events, activities, and business to the WSASAS Executive Committee. Serves as a full member of the ASAS National Board of Directors.

- **Term:** This is a 3-year commitment to Western Section ASAS Executive Committee and to the ASAS National Board.

Industry Director

- **Duties as Industry Director:** Coordinates the Applied Animal Science Paper award.
- **Term:** This is a 3-year commitment to Western Section ASAS Executive Committee.

Graduate Student Directors

- **Duties as Graduate Student Directors:** Second-year and First-year directors represent the interests of the WSASAS graduate student membership and promote opportunities for graduate students to participate in and benefit from the WSASAS. Coordinate the annual WSASAS Graduate Student Lunch and Learn event. In cooperation with the Young Scholar Recognition Program Committee, the Secretary-Treasurer, and the ASAS Business Office, coordinate and organize the Young Scholar Recognition Program event.
- **Term:** This is a 2-year board commitment to Western Section ASAS.