American Bryological and Lichenological Society (ABLS) elected offices: responsibilities and requirements

President (automatically succeeds from President Elect):

**responsibilities:** 2-year term; second consecutive full term for this office not allowed. The duties of the President shall be: (1) to have general supervision over the business of the Society; (2) to preside at all business and program meetings of the Society and at all meetings of the Executive Committee (EC); (3) to call upon the EC, if it seems advisable, for a vote by mail on matters of Society business or policy; (4) to confer with Financial Advisory Committee regarding long-term policies and means of providing an adequate income for carrying out such policies and to report action of the Advisory Committee to the EC; (5) to appoint all committees and to be ex officio a member of all committees; (6) to approve all bills paid by the Society, except those covering ordinary expenses of the offices of the Editors, the Treasurer, and the Secretary; and (7) to serve or appoint a representative to serve as AIBS Governing Board Representative and as AAAS Council Representative.

**requirements:** Must be a current member of ABLS. The office is held in alternate terms by a bryologist then a lichenologist. Previous experience on the EC and other involvement with ABLS are desirable.

President Elect (elected; automatically succeeds to President):

**responsibilities:** 2-year term; second consecutive full term for this office not allowed. The duties of the President Elect shall be: (1) to make all arrangements for program meetings and forays of the Society, send out the call for papers, arrange the program and take whatever action is needed to ensure successful meetings; (2) to cooperate with officers of other organizations in arranging joint or concurrent meetings; (3) in case of resignation or incapacitation of the President, to serve as President for the remainder of that term; and (4) to serve as a member of the Executive Council.

**requirements:** Must be a current member of ABLS. The office is held in alternate term by a lichenologist then a bryologist. Previous experience on the EC and other involvement with ABLS are desirable.

Treasurer (elected):

**responsibilities:** 4-year term; second consecutive term for this office not allowed. The duties of the Treasurer shall be: (1) to have custody of all funds of the Society, to issue bills for dues and assessments payable and make proper record of same; (2) to pay all bills correctly chargeable to the Society; (3) to maintain the paperwork for the tax-exempt status of the society, and to maintain the ABLS copyright to ABLS journal content; (4) to report upon finances at the Annual Meeting of the Society; and (5) to serve as a member of the Executive Council.

**requirements:** Must be a current member of ABLS. The Treasurer shall be under bond. The Treasurer's financial records shall be audited annually.

Secretary (elected):

**responsibilities:** 4-year term; second consecutive term for this office not allowed. The duties of the Secretary-Treasurer shall be: (1) to maintain a register of the members of the Society; (2) to inform journal Editors concerning the status of members as to dues paid or not paid; (3) to prepare the minutes of the meetings of the Executive Committee (EC) and business meetings of the Society, to send copies to the EC members or other officers or committee chairs who have need of such information; (4) to prepare all ballots for voting by members (allowing thirty days for voting by mail), to receive and tabulate the votes on all business other than the election of officers and to report results to appropriate persons; (5) to notify officers of their election and send each a copy of the Constitution and By-Laws; (6) to handle the sales of the Society's publications and other items; (7) to maintain an inventory of the stock of publications and other items; (8) to recommend to the Editors the reprinting of issues as their stock becomes depleted; (9) to make proper record of all expenses of the office to support requests to the Treasurer for reimbursement; (10) to report upon membership at the Annual Meeting of the Society; and (11) to serve as a member of the Executive Council.

**requirements:** Must be a current member of ABLS.

Member-at-large (two offices; elected):

**responsibilities:** 2-year term, second term allowed. Participate as a full voting Executive Committee member, leading brainstorming discussions and spearheading initiatives on any aspect of ABLS Society activities or business.

**requirements:** Must be a current member of ABLS.
**Student Member-at-large (elected):**

**Responsibilities:** 2-year term, second term allowed when student requirement is met. Participate as a full voting Executive Committee member, especially leading brainstorming discussions and spearheading initiatives on aimed to increase numbers of as well as service to and participation of our student membership.

**Requirements:** Must be a current member of ABLS. Must be a current graduate students with at least 2 years expected before graduation.