

## Calendar of Responsibilities of ASR Officers and Committees

Month	Officer/Committee	Responsibility
<b>September</b>	President	Finalizes selection of Furfey Lecturer, appoints two members of the Nominations Committee to work with the Past President in proposing a slate of candidates for the next election, appoints any <i>ad hoc</i> committees deemed necessary during the August Council meeting.
	Executive Officer	Requests Nominations Committee, headed by the Past President, to provide nominees who are willing to stand in elections.
		Begins searching for hotels for future conferences. Updates the website with new Call for Papers, grants, and awards.
	Past President & Nominations Comm.	Solicits and makes nominations for candidates for President and Council, contacts nominees for permission to put their names on the ballot, and requests their bios (and in the case of Presidential candidates, their vision statements for their leadership of ASR).
	President Elect	Begins thinking about what would be good themes for the ASR program and ASR-ASA joint sessions for the meeting when he/she will be president. Begins thinking about whom to invite to serve as the Program Chair for the meeting when he/she will be president.
<b>October - November</b>	Past President	Continues to collect names, bios, and vision statements of those willing to stand in elections. Forwards these to the EO by the end of Nov.
	Program Committee	Identifies scholars to whom to extend a special invitation to submit a session proposal for the Annual Meeting.
		Discusses the feasibility of organizing any joint sessions with SSSP, SSSI, or any of the international associations.
	Fichter Committee & Executive Officer	Publicizes Fichter Award competition. Confirms submission forms and opens submission box on the website.
<b>December</b>	Executive Officer	Ensures funds are properly transferred before the close of the year.
	International Liaison Committee	Publicizes Gallagher Grant Competition.
<b>January</b>	Executive Officer	Touches base with hotel regarding annual meeting.
		Send check for ASR expenses to institutional home. Pay Journal Editor and Book Review Editor.
		Renews ASR's incorporation status with the state of Connecticut by Feb. 28. Begins to complete the IRS Tax Form 990, due by May 15.
		Renews license to conduct business in the state of the ASR working address (when applicable).
		With the webmaster, create submission portals on the website for papers and sessions.
	Program Chair	Begins receiving proposals for sessions and individual paper presentations. Together with the President, submits final joint session material to ASA. Drafts letter/email of acceptance to program participants.
	Program Committee	Helps solicit meeting participation by faculty and grad students at local universities by further distributing our Call for Papers, requesting local support for the meeting, and brainstorming about how to link meeting participants to local attractions.
	Development/Finance Committee	Contacts publishers and universities which might be willing to sponsor a reception at the upcoming meeting. Begins developing a list of local media contacts in the city where the Annual Meeting will be held.
	International Liaison Committee	Publicizes Gallagher Grants. Confirms submission forms and opens submission box on the website.
	President Elect & her/his/their Prog Chair	Submits proposals to ASA for joint sessions to be held at future year's Annual Meeting. Typically due by the end of March.
	Lifetime Achievement Award Committee	Begins soliciting and accepting proposals for the award.
<b>February</b>	Program Chair	Continues receiving proposals for sessions and individual paper presentations. In communicating acceptance of proposals, program chair conveys that those wishing to be on the program must pre-register for the conference by July 1.

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	Executive Officer	Announces the slate of nominees for the upcoming elections. Works with webmaster to post election ballot to the website.
		Reports to Membership Committee of gains/losses in membership.
		Continues to work on IRS Tax Form 990, which is due to the IRS by May 15.
		If applicable, renews business license in the state that serves as the business address for the ASR.
	Membership Comm	Reviews data on membership provided by EO to determine what actions are necessary to promote membership.
	Fichter Committee	Reads and evaluates grant proposals received by Feb 1 <sup>st</sup> deadline. Announces and notifies awardees by April 1 <sup>st</sup> . Composes report that will be shared with Council in July (by mail) and in August (by oral presentation).
<b>March</b>	Program Chair	Continues receiving proposals for sessions and individual paper presentations. In communicating acceptance of proposals, program chair conveys that those wishing to be on the program must pre-register for the conference by July 1.
	Executive Officer	Announces elections and sends email to members requesting that they complete online ballot by June 1. Continues to work on Form 990.
	International Liaison Committee	Begins reviewing Gallagher Travel Grant Applications received from graduate students and international scholars, which include a c.v., an abstract and a 10- page summary of the paper they intend to present, and evidence that they could afford to actually come to the meeting if the size of their grant from ASR was only \$500-\$750. Those applications deemed worthy of travel funding are forwarded (by March 23 <sup>rd</sup> ) to the Program Chair for approval of their papers for the program.
<b>April</b>	Program Chair	Continues receiving proposals for individual paper presentations. In communicating acceptance of proposals, program chair conveys that those wishing to be on the program must pre-register for the conference by July 1.
		Evaluates the ILC's list of worthy Gallagher Travel Grant proposals for inclusion on the program. Responds to ILC Chair by the end of the 1 <sup>st</sup> week of April.
	Executive Officer	Completes and submits tax Form 990 to financial advisors and to the IRS. Reminds members to complete online ballot by June 1.
	International Liaison Committee	On receiving the Program Chair's verdict about the proposed Gallagher Grant awardees, the ILC Chair composes and mails (by April 15 <sup>th</sup> ) official letters on ASR letterhead to the awardees notifying them of their paper's acceptance and the intent of ASR to provide some financial assistance to support their participation in the conference. Awardees are instructed to use these letters to apply immediately for travel visas and to notify the Chair of the International Liaison Committee once the travel visa has been approved.
<b>May</b>	Program Chair	Prepares preliminary program based on proposals/abstracts submitted by April 30 deadline.
	Executive Officer	Asks new President Elect to finalize selection of his/her Program Chair. Sends award letters to recipients of the Gallagher Travel Grants.
		Ask hotel for designated hotel reservation link. Encourage people to register for the conference.
		Solicits publishers for book exhibit, including OUP, Brill, Springer, Scholars Choice, and invites any publishers who want to advertise the Annual Meeting program to submit their advertisements.
		Sends letter to graduate students residing in the city hosting the conference inviting them to consider composing a local restaurant guide or working at the registration desk during the conference. Seeks assistance from someone residing in the conference city.
	Distinguished Article Award Committee	Reads and evaluates articles published in the previous year's <u>Sociology of Religion</u> . Composes report that will be shared with Council in July (by email) and in August (by oral presentation).
	Development/Finance Committee	In consultation with the Executive Officer, begins seeking publishers or universities that are willing to sponsor a reception at the upcoming meeting.

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	Lifetime Achievement Award Committee	Review applications and make a decision by mid-May. Notify the Executive Officer and the recipient of the award, with the hopes that the recipient can attend a career-review session at the August conference.
<b>June</b>	Program Chair	Solicits volunteers to serve as conveners of sessions. Submits preliminary program to President and Executive Officer. Together with the EO begins to assign sessions to specific hotel meeting rooms using the floor maps of the conference hotel. Sends email to conference participants notifying them of the expectations of their program participation (length of presentation, who to submit their papers to, etc.). Composes report that will be shared with Council in July (by email) and in August (by oral presentation).
	International Liaison Committee	Beginning June 1 <sup>st</sup> , the ILC Chair compiles a list of international scholars whose applications were approved for funding and who successfully obtained travel visas. Sends this list, along with recommendations of the amount of money to award each person, to the Program Committee (i.e., the Executive Officer, President, and Program Chair) which, in consultation with the International Liaison Committee, makes a final determination about how to allocate the Gallagher Travel Grants to international applicants.
		Composes report that will be shared with Council in July (by email) and in August (by oral presentation).
	President Elect	Together with his/her Program Chair, prepares Call for Papers for next year's annual meeting. Appoints Chairs of the Committees (per by-laws) who will serve as Committee Chairs during his/her term as President. (Committee Chairs can be selected from among those currently serving on the Committees or from outside.) Communicates those appointments to the President and the Executive Officer. Begins thinking about whom he/she would like to appoint to serve with the Past-President on the Nominations Committee.
	Development/Finance Committee	Notifies Executive Officer of any publishers or universities which are willing to sponsor a reception at the upcoming meeting. Shares with the EO a list of local media contacts in the city where the Annual Meeting will be held so EO can invite media to attend the meeting.
		Reviews financial reports provided by Executive Officer in preparation for August council meeting. Composes report, in consultation with the EO, that will be shared with Council in July (by email) and in August (by oral presentation) to assist the Council during the Second Council Meeting in making decisions about the following year's budget.
	Executive Officer	Sends award letters to recipients of the Gallagher Travel Grants by June 30 <sup>th</sup> .
		Posts preliminary program to the website. Continues to update preliminary program as changes are made. Reminds members to complete meeting registration. Reminds Committee Chairs and Editor to write their annual reports and submit them to the EO before July 15. Encourage people to register for the conference.
		Reports results of election to Nominations Committee, which in turn notifies the candidates of the results of the election.
		Identifies graduate students residing in the city where the Annual Meeting will be held who would be willing to work at the Annual Meeting by staffing the Registration Desk, counting number of attendees at each academic session, and assisting with AV needs.
	Nominations Comm.	Chair of Nominations Committee (i.e., the Past President) notifies candidates of the results of the election after verifying that the winners are still available and willing to fulfill the expectations of their offices.
	McNamara Comm.	Reads and evaluates paper submissions received by June 1 <sup>st</sup> deadline. Notifies applicants of the results of their evaluation by the end of the month. Composes report that will be shared with Council in July (by mail) and in August (by oral presentation).
	Lifetime Achievement Award	In consultation with the Program Chair, the Chair and committee members organize a session to review and celebrate the career of the Lifetime Achievement Award recipient.
<b>July</b>	Program Chair	Makes any final changes to program, including placement on program of McNamara Award Winner. Sends his/her Program Chair's Report to the Executive Officer by July 15 so it can be presented to Council in July (by email) and at the 1st Council Meeting and the General Business Meeting (by oral presentation).
		Sends final copy of the program to the EO by the end of the month for posting to the website and printing.

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	President	Composes the President's Report announcing his/her committee appointments and submits it to the Executive Officer by July 15 so it can be presented to Council in July (by email) and at the 1 <sup>st</sup> Council Meeting and the General Business Meeting (by oral presentation).
	President Elect	Communicates Committee Chair appointments to the President and Executive Officer. Submits his/her Call for Papers for next year's Annual Meeting to the EO for inclusion in the final program.
	Executive Officer	Completes hotel arrangements for annual meeting (room assignments, food orders, etc.). Sends final notice about registration. Arranges for Final Program to be printed. Initiates contracts with Fichter Grant awardees. Encourage people to register for the conference.
		Create name tags for conference registrants. Order plaques and print award certificates for award winners.
		Finalize shipping arrangements for AV equipment.
	Committee Chairs and Editor	Submit their annual reports to Executive Officer by July 15 so EO can distribute these to Council in advance of August Council Meetings.
<b>August</b>	Continuing Council Members	Attend Council Meetings before meeting begins as well as on the morning after meeting ends. They are also encouraged to be present for the General Business Meeting.
	Council Members whose terms are ending	Attend 1 <sup>st</sup> Council Meeting. They are also encouraged to be present for the General Business Meeting.
	Council Members whose terms are beginning	Attend 2 <sup>nd</sup> Council Meeting on the morning after the meeting ends. They are also invited to attend the 1 <sup>st</sup> Council Meeting (as non-voting observers), and to be present for the General Business Meeting.
	Committee Chairs, Program Chair, and Editor	Present their annual reports to the members of Council at the 1 <sup>st</sup> Council Meeting before meeting begins as well as to the membership during the General Business Meeting.
	Executive Officer	Prints the Final Program, presents report at the Council Meetings, manages annual meeting, and touches base with next year's hotel.
		Updates website with new Committee and Council Member information.
		Before the conference, encourage people to register.
		After the conference, reimburse ASR Executive Council members for conference expenses according to the reimbursement guidelines.
	President	Chairs 1 <sup>st</sup> Council Meeting and the General Business Meeting, hosts Opening Night Reception, gives Presidential Address, introduces Furfey lecturer, and invites the Furfey Lecturer to dinner.
	Past President	Attends 1 <sup>st</sup> Council Meeting during which he/she announces the results of the election, introduces the President at the Presidential Address.
	President Elect	Together with his/her Program Chair presents the Call for Papers at the 1 <sup>st</sup> Council Meeting and General Business Meeting, at which he/she becomes President, and chairs 2 <sup>nd</sup> Council Meeting.
	Program Chair	Reports to both Council Meetings and the General Business Meeting about the Program.
	New President Elect	Is invited to attend council meetings, becomes President Elect at the General Business Meeting, and at the 2 <sup>nd</sup> council meeting and Introduces his/her Program Chair if that person has already been selected.