



## ARCHAEOLOGY DIVISION RESPONSIBILITIES OF OFFICE

*(drafted 1985; updated May 1995, November 1997, April 2000, October 2005, February 2009; January 2013, March 2019, November 2019, August/November 2022)*

All officers listed below have dual obligations—to work to advance the goals of both the AAA and the Section.

This summary is intended only as a supplement to the AD Bylaws, which all officers should read carefully and often.

All officers should pass along to their successors any records pertinent to conduct of that office (e.g., correspondence with members or with AAA headquarters concerning AD matters). All documentation will be uploaded in the AAA AD Dropbox or chosen cloud service or website.

### **President Responsibilities**

President Responsibilities center on leadership of the Section overall and serving as the principal ongoing link with the AAA officers and Executive Office. The president should:

1. Set major initiatives for the AD.
2. Communicate with AD members via email or AAA Communications.
3. Represent the AD in AAA Section Assembly, and serve on AAA committees, reporting to the other members of the AD Executive Committee (ExCom) on issues of interest or items for action.
4. Solicit items for and set agenda for all AD ExCom meetings. One ExCom meeting is mandated in the By-laws, occurring prior to the AD Annual Business Meeting within the period of the annual AAA meetings. A second ExCom meeting is customarily held in conjunction with the Society for American Archaeology meetings in the spring. Agenda items are solicited from ExCom members; a draft agenda is sent to the ExCom in advance of meeting.
5. Set agenda for and chair the AD Annual Business Meeting. Common components of such an agenda are announcements, summarized reports of officers, old business, new business.
6. Chair the session devoted to presentation of the Distinguished Lecture in Archaeology. This session customarily follows immediately on the close of the AD Annual Business Meeting.
7. With the Treasurer, monitor monthly budget reports sent from AAA headquarters, to assure an adequate fiscal situation.
8. Serve as a member of the ExCom; emphasize leadership of the AD and constructive coordination within the AAA.
9. Appoint subcommittees of the ExCom, as needed, and serve ex-officio on these.
10. Serve as a member of any endowment subcommittee to coordinate fund-raising and acknowledgment of contributors.
11. Represent the AD in communications appointing, terminating, and thanking individuals for service to the Section.
12. Prepare the Annual Report for submission to the AAA as required by AAA.
13. Serve as liaison with presidents of other archaeological societies.

### **President-Elect Responsibilities**

President-Elect Responsibilities center on assisting the current President and preparing for smooth transition of leadership. The president-elect should:

1. Assist the President in duties outlined above, substituting for the President as needed.
2. Gain familiarity with AAA organization, personnel, and operating procedures, to best be ready to move forward with active programs upon becoming President.
3. Serve as Chair of the Willey Prize Committee. Winner(s) are decided at the spring meeting. Notify the winner after that meeting, preferably by telephone.
4. Serve as a member of the Gordon R. Willey endowment subcommittee.
5. Coordinate the "AAA-AD Sponsored" session for the annual SAA meeting.
6. Serve as a member of the editorial subcommittee chaired by the Publications Director, including serving as a peer reviewer for the annual AP3A manuscript.
7. Serve as a member of the ExCom and provide a fund of ideas and balanced judgment.

### **Secretary Responsibilities**

Secretary Responsibilities center on keeping minutes, working with the Nominations Committee and candidates, and providing the AD Section News column in AN. The secretary should:

1. Serve as Contributing Editor for the AD Section News column in the Anthropology News (AN). Columns are solicited from the AD Board or general membership and are submitted electronically via WordPress and are due 15 days before they are expected to go online. Seven of the columns appear on the hard copy of the AN and are due two months before they are expected to appear in print. The AAA AN Editor provides current information on deadlines and formats.
2. Keep a file of AD news from AN during their tenure, to build a cumulative archive. The file should be passed on from each outgoing Secretary to his/her successor, and archived every 6 years.
3. Serve as a member of the ExCom, and provide updated report of activities at each ExCom meeting. Such reports commonly include the results of nominations and elections and the status of reporting in the AN.
4. Take and prepare minutes from AD and ExCom meetings. Minutes of the fall and spring ExCom Meetings are published in the earliest possible AN issues following those meetings, in the Section News column.
5. Keep a cumulative file of past minutes, in the AAA-AD Dropbox, to be available for consultation at AD ExCom meetings. The file should be passed on from each outgoing Secretary to her/his successor.
6. Report results of the balloting to candidates, by telephone (if possible, for courtesy) and in writing (for the record).
7. Circulate a current roster of officers' names and contact information (addresses, telephone numbers, fax numbers, e-mail addresses), as well as those of members of the Nominations Committee, to the ExCom annually, after new officers are installed at the AAA meeting. Copy is also provided to AAA headquarters in the format they request by their fall deadline.
8. Prepare certificates to be presented to the Distinguished Lecturer, Willey Prize winner(s), and Student Diversity Travel Grant winners to be signed by the President and framed for presentation to the honorees at the AAA meeting. The Secretary also is responsible for having the Kidder Award medal engraved with the honoree's name (the AAA has the medals).

### **Treasurer Responsibilities**

Treasurer Responsibilities center on keeping and monitoring fiscal records, submitting receipts, and arranging meeting-room reservations. The treasurer should:

1. Keep fiscal records of the Section, submit a draft budget to the ExCom at the annual fall ExCom meeting, and submit the final budget to the AAA by June 30.
2. Make meeting-room reservations with the AAA for AD ExCom and AD Annual Business meetings (due at AAA headquarters at same spring deadline as submission for abstracts, etc. for annual meeting). Arrange with for refreshments with AAA and SAA staff for both events. Make meeting- room reservations and similar hotel arrangements for the spring AD ExCom meeting at the SAA meeting.
3. With the President, monitor quarterly budget reports sent from AAA headquarters, to assure an adequate fiscal situation.
4. Serve as a member of the ExCom, and provide an updated report of activities at each ExCom meeting. Such reports commonly involve membership and the budget for the Section.
5. Coordinate in advance with recipients of any prize awardees to enable their receipt of electronic payment from AAA.
6. Serve as a member of the Gordon R. Willey endowment subcommittee.
7. Submit receipts for reimbursement by AAA headquarters. Receipts from any officer or other authorized person should be submitted only if authorized previously in the Section's budget, and all submissions should be channeled through the Treasurer.

### **Program Editor for Archaeology**

Program Editor for Archaeology Responsibilities center on organizing the archaeological components of the AAA Annual Meeting, in conjunction with the AAA Program Chair, and arranging for the annual Distinguished Lecture in Archaeology. The program editor should:

1. Arrange the Section's "invited" sessions, which can be either sessions for which other scholars have initiated plans or sessions instigated by the Program Editor for Archaeology, who then identifies possible organizers. The number of invited sessions varies each year according to proportional section membership within the AAA overall. Invited sessions are specially designated by the Section and are guaranteed representation on the program. They are also highlighted in the printed program.
2. Work with the AAA Program Chair, who will hold planning meetings for the overall program committee. Obligations to the AAA Program Chair include reviewing abstracts submitted for the meetings, both individual papers and proposals for symposia. Group individual volunteered papers into topical or areal sessions, and obtain a moderator.
3. In consultation with the ExCom, designate the annual Distinguished Lecturer in Archaeology. Provide ranked names of potential such speakers at the fall ExCom meeting, and after review at that meeting, contact the speakers in order (in case the top-ranked individual declines). Provide information on the Distinguished Lecturer to be published in the September issue of the AN.
4. Encourage development of the Distinguished Lecture for potential publication in the American Anthropologist.
5. Serve as a member of the ExCom, and provide updated report of activities at each ExCom meeting. Reports commonly include numbers and content of sessions in preparation or accomplished.
6. Draw on the ExCom for advice on possible topics, and on both the ExCom and the AAA Program Editor for resolution of program problems.

7. Work with the Publications Director and the ExCom to develop successful sessions into potential monographs for the AP3A series.

### **Program Editor Elect**

Program Editor-Elect in Archaeology Responsibilities center on assisting the current Program Editor and preparing for smooth transition of leadership. The program editor elect should:

1. Assist the Program Editor in duties outlined above, substituting for the Program Editor as needed.
2. Gain familiarity with AAA and the Archaeology Division organization, personnel, and operating procedures, to best be ready to move forward with the Archaeology Division's role in the AAA Program and the process of choosing and hosting a Distinguished Lecturer in Archaeology upon becoming Program Editor.
3. Serve as a member of the Archaeology Division Executive Committee and provide a fund of ideas and balanced judgment.

### **At-Large Members of the Executive Committee**

At-Large Members of Executive Committee Responsibilities center on broadening the personnel available for proposing innovations and evaluating proposals from within and beyond the ExCom. The At-Large members should:

1. Serve on the ExCom, and provide an additional fund of ideas and balanced judgment.
2. Support the goals of the Section.
3. Evaluate and vote on actions proposed within the ExCom.
4. Serve as member of the editorial subcommittee chaired by the Publications Director, including serving as a peer reviewer for the annual AP3A manuscript.
5. Serve as member of the Willey Prize committee.
6. As necessary, serve on or chair special subcommittees for Section business.

### **Student Member of the Executive Committee Responsibilities**

Student Member of Executive Committee Responsibilities center on broadening the personnel available for proposing innovations and evaluating proposals from within and beyond the ExCom. The student member should:

1. Serve on the ExCom, and provide an additional fund of ideas and balanced judgment.
2. Support the goals of the Section.
3. Evaluate and vote on actions proposed within the ExCom.
4. Serve as member of the Willey Prize committee.
5. As necessary, serve on or chair special subcommittees for Section business.
6. Act as liaison to NASA (National Association of Student Anthropologists).

### **Publications Director Responsibilities**

Publications Director Responsibilities center on managing the serial publication Archeological Papers of the American Anthropological Association. The publications director should:

1. Serve as editor of the series of the Section. This includes management of the selection, editing, and production of each issue (annually, if all goes well).
2. Work with the ExCom to identify prospective manuscripts, often coming from AAA sessions. Present proposals for issues to the entire ExCom for their vote of approval; this should be done by email if necessary to speed up this process. Coordinate manuscript review by the ExCom, whose two at-Large Members and President-elect serve as the ad hoc editorial review committee.

3. Work with the volume author(s) or editor(s) to fulfill AP3A standards with regard to content and production.
4. Coordinate with AAA Director of Publishing and the AAA's designated press on all matters of style, editorial policy, printing contracts, and other issues. Keep AAA Director of Publishing and designated press apprised of new volumes for advertising purposes. Keep AD Treasurer apprised of budgetary matters with respect to AP3A.
5. Advise the AAA's Director of Publishing and designated press on the distribution of AD publications.
6. Serve as a member of the ExCom, and provide updated report of activities at each ExCom meeting.

### **Nominations Committee Chair Responsibilities**

Nominations Committee Chair Responsibilities center on the selection of potential nominees for AD and AAA positions. The nominations committee chair should:

1. Form a Nominations Committee consisting of at least two individuals not currently serving on the ExCom, and representing a diverse cross-section of AD membership. Ensure that the Nominations Committee has copies of by-laws and officers' duties, as well as clear instructions about their own duties and timetables. The Nominations Committee's nominees for AD and AAA offices are presented at the spring ExCom meeting.
2. Prepare draft lists for confidential circulation to other committee members, from which the Nominations Committee as a whole creates a ranked list of nominees for each office to be open in the coming election. Lists of nominees are prepared for all AD positions up for election as well as AAA offices that are open to archaeologists. Nominees for AD positions submit their materials in February; AAA-wide nominees self-nominate in October.
3. Announce the composition of the Nominations Committee in the fall in the AD Section News of the AN, soliciting submission of nominees for AD offices to the Nominations Committee by October 31 of that year. At this time, the Nominations Committee Chair should also solicit suggestions from the Executive Committee. This will give the Nominations Committee time to add such nominees to their final list distributed to the ExCom via e-mail. The AAA solicits self-nominations for the AAA-wide positions.
4. Submit the final confidential lists to the AD ExCom via e-mail for commentary and ranking at least 45 days prior to the deadline set by the AAA for submission of materials. The AD ExCom members review the lists, rank the nominees, and inform the Nominations Committee Chair of any disqualifying circumstances. The Nominations Committee Chair compiles the results and follows the resultant ranked list in contacting candidates, in order, until acquiring the requisite number for each office.
5. Use the ranked lists to solicit prospective candidates for office. Inform prospective candidates of the probable extent of their duties. Provide copies of current AD by-laws and AD and AAA descriptions of responsibilities of offices to those who agree to stand for election. For each candidate, obtain written confirmation of their willingness to serve, along with biographical information, position statement, and a photograph, following guidelines furnished by the AAA central office.
6. Compile all candidate materials. Format according to AAA guidelines; edit for length and clarity as necessary. Submit all candidate materials to the AAA central office by their stipulated deadlines.
7. Following the election, notify all candidates of the results.
8. Keep records of the complex election timetables. Keep lists of people who have recently run for office, have recently served in office, have declined to run for office, have expressed interest in running for office, or might potentially be willing to run for office if approached. Upon conclusion of term, pass these records to the Nominations Chair-elect.

### **Nominations Committee Chair-Elect Responsibilities**

The Nominations Committee Chair-Elect serves a one-year term, after which s/he steps into the Nominations Committee Chair position for a two-year term. The nominations committee chair-elect should:

1. Assist the Nominations Committee Chair in the duties outlined above, substituting for the Chair as needed.
2. Serve as a member of the Nominations Committee, assisting the committee in compiling ranked lists of potential candidates.

### **Nominations Committee Responsibilities**

Nominations Committee Responsibilities center on providing ranked lists of potential nominees for annual elections. This is usually a two-year term, as members are chosen by the current Nominations Committee Chair. Members of the committee, other than the Chair, are not voting members of the AD ExCom. The nominations committee members should:

1. Provide, via email, suggested names to the Nomination Committee Chair for AD offices.
2. Assist the Nomination Committee Chair in deliberations about potential candidates and the ranking of candidates.

### **Social Media Coordinator**

Social Media Responsibilities center on publicizing Archaeology Division membership; AD events, sponsored sessions, and awards; and AP3A publications to a wide audience, including current and possible future AD members and other anthropologists. The Social Media Coordinator should:

1. Monitor the AD Wordpress website and update it on a regular basis. Follow AAA Policy and Procedure for use of AAA Web Space.
2. Create posts on Communities, Twitter, Facebook, and possibly other social media platforms (e.g., Instagram, Discord or TikTok). Posts should focus on AD programming and opportunities. While the frequency of posts will vary throughout the year, the number of posts annually might fall in the range of 50-100 on each platform.
3. Communicate with the AD board about social media opportunities and discussions or questions that may arise on social media platforms.