

NAGT Officer Guidelines

The National Association of Geoscience Teachers relies on elected, volunteer officers to carry out the affairs of the organization. The elected officers are the President, Vice-President, Second Vice-President, Past President, Secretary/Treasurer, and six Councilors-at-Large.

Who becomes an officer?

Individuals are nominated to serve as NAGT officers because of their experience and expertise. An individual may be nominated by a peer, or may self-nominate. They may have experience within NAGT as a section or division leader or as a committee member or chair, or they may bring experience in other organizations to the leadership.

How does someone become an officer?

The nominations committee, which consists of the five most-recent past presidents, examines all of the nominations and selects individuals to run (unopposed) for office. In making selections, the nominating committee considers both individual qualifications and the range of expertise among the current officers and nominees to assure diverse and thoughtful perspectives.

What is the term length?

Councilors-at-large and the secretary/treasurer are elected for three-year terms, with two Councilors elected each year. The individual elected as 2nd Vice President serves for four years, one year each as 2nd VP, VP, President, and Past President. All terms begin and end at the NAGT Annual Business Meeting held in association with the annual meeting of the Geological Society of America.

What is expected of an officer?

Along with the Past President, Executive Director, and the Editors of JGE and ITT, officers are members of the Executive Committee of NAGT. The constitution and bylaws give authority to the Executive Committee to run the organization: set dues and membership categories, issue awards, make fiscal decisions about publications and programming, and other things as they come up. NAGT has vibrant and active programming, so there are frequent discussions and decisions to be made about how to capitalize on our strengths while staying within our budget. Decisions are made through a voting process that requires a quorum of six (the Executive Director and Editors are non-voting members; total voting members is 11). Active participation of all Executive Committee members is vital to the functioning of the organization.

Officers are also members of the NAGT Council, which also includes the President of each section and division, committee chairs, and representatives to other organizations. The Council is an advisory group, not a governing body. Active participation of officers in the Council is critical for promoting communication among all of NAGT's communities.

In order to effectively carry out the affairs of the organization, all officers are expected to:

- Attend and participate in face-to-face (at GSA and in the spring) and virtual meetings (quarterly or more frequently as needed) of the Executive Committee;
 - Travel to the 2-day spring meeting is paid for by NAGT and attendance in person is expected
 - Travel to GSA is not reimbursed for elected officers; while attendance in person is expected, virtual participation can be arranged in extenuating circumstances
- Attend and participate in face-to-face (at GSA) and virtual meetings (2 annual) of the Council;

- Carry out their fiduciary responsibility to ensure prudent use of NAGT's assets, including
 - The duty of care: ensuring prudent use of all NAGT assets, including facility, people, and good will which includes regular review of the budget and financials of the organization;
 - The duty of loyalty: advancing the mission of NAGT first and foremost; recognizing and disclosing conflicts of interest; and making decisions that are in the best interests of NAGT, not in the best interest of the individual officer or another organization; and
 - The duty of obedience: ensuring that NAGT obeys applicable laws and regulations, follows its own bylaws, and adheres to its stated corporate purpose/mission;
- Respond promptly to requests for scheduling meetings, voting by email, and other timely business;
- Serve as liaisons to NAGT sections and divisions and/or external organizations (guidelines laid out in another document);
- Take leadership roles in committees and/or programs of the organization;
- Prepare a mid-year and annual report each year describing NAGT-related activities (mid-year reports are prepared in advance of the face-to-face spring meeting, annual reports are prepared in advance of the fall meeting and are made public on the website).

If these expectations are consistently not met (e.g. lack of attendance at three consecutive meetings), an officer may be asked to resign prior to the completion of their term. Likewise, if your circumstances change and you find that you are no longer able to fulfill the expectations, you may voluntarily resign.

Note that the secretary/treasurer and officers in the presidential line have additional duties that are specific to those roles. These are listed at the end of this document.

What do I do if I'm contacted by the nominations committee?

First, feel good! The committee looks at many nominations, and they have decided to contact *you*. It is an honor to be considered for service as an officer, and reflects your interest in and dedication to geoscience education and research.

Second, and importantly, take stock and consider your existing priorities and time commitments, and whether or not serving in the leadership is compatible with those commitments. Look at the expectations and responsibilities, and determine if you will be able to fulfill them. NAGT is very active, which is exciting, and it also means that serving on the leadership takes time. Ask questions. Talk to your colleagues, boss, department chair, dean, family.

Finally, let the nominations committee know your decision as soon as you can. You might be interested, but not this year, or might not be interested, or you might be ready to go! All of these are reasonable responses. Remember, officers run unopposed, so if you say yes to the nominations committee, you are very likely to be elected. If you decline, nominations remain active for up to three years, so please indicate if you'd like to be considered in the future.

What do I do if I agree to serve?

The fun is just beginning...

You will be contacted by someone in the national office for a photograph and bio to put on the ballot. Then you won't hear much until after the election, when planning for GSA begins.

Duties of the presidential line

The president is the leader and public face of the organization, elected by the membership. The time spent in the presidential line allows a person two years as vice president to gain experience and understanding of the management of the organization. The overlap of leaders facilitates continuity while also bringing in new ideas and priorities each year. The presidential line are all *ex officio* members of NAGT committees, though committee duties are typically distributed among them. All NAGT committees have a defined membership, and the presence of someone serving in the presidential line assures that the committee's work is in alignment with the overarching goals of the association.

PAST PRESIDENT

The Past President is an experienced member of the Executive Committee. The primary defined role of the Past President is to serve as the chair of the Nominations Committee to bring new officers into the leadership, but they are also expected to serve as liaisons and/or representatives, and to participate on committees and other efforts of the organization.

PRESIDENT

The President is the leader of NAGT and in this role:

- Collaborates with the Vice President and Executive Director to develop Executive Committee and Council meeting agendas
- Runs the meetings of the Executive Committee
- Serves as the chair of the Neil Miner Award Committee
- As needed, serves as a liaison to a regional section and/or a division
- As needed, serves as an NAGT representative to other organizations
- If the need arises, appoints Acting Vice Presidents, an Acting Secretary/Treasurer, a Councilor-At-Large
- Takes on or leads other significant roles as needed (e.g., chairing search committees, leading initiatives of interest, establishing new liaisons with other organizations)

VICE-PRESIDENT

The Vice-President is the President-Elect, and assumes the duties of the President in the event of the absence or disability of the President. The Vice President also:

- Collaborates with the Vice President and Executive Director to develop Executive Committee and Council meeting agendas
- Leads Council meetings
- Serves as either GSA Associated Societies or AGI Associated Societies representative, depending on the year
- Serves as a liaison to a regional section and/or a division
- As needed, serves as an NAGT representative to other organizations
- Takes on or leads other significant roles as needed (e.g., chairing search committees, leading initiatives of interest, establishing new liaisons with other organizations)

SECOND VICE PRESIDENT

The Second Vice-President is the Vice-President Elect, and also:

- Serves as a member of the Investment Committee
- Serves as either GSA Associated Societies or AGI Associated Societies representative, depending on the year

- Serves as a liaison to a regional section and/or a division
- As needed, serves as an NAGT representative to other organizations
- Takes on or leads other significant roles as needed (e.g., chairing search committees, leading initiatives of interest, establishing new liaisons with other organizations)

Duties of the secretary/treasurer

The Secretary/Treasurer is the elected officer responsible for the financial welfare of the association—but this is not without help. Working with the executive office and director, the Secretary/Treasurer presents the financial report and the proposed budget for the following year at the annual meeting. The Secretary/Treasurer is also responsible for taking and distributing minutes for all regularly scheduled meetings of the NAGT Council and Executive Committee. The three-year (renewable) term of the secretary/treasurer provides stability for this key role.

The Secretary/Treasurer also:

- Serves as a member of the Neil Miner Award Committee
- Serves as an ex-officio member of the Investment Committee
- In coordination with the Executive Office and the Investment Committee chair, monitors investment records
- With the Executive Director, monitors the NAGT finances and helps guide the financial health of the organization
- As needed, serves as a liaison to a regional section and/or a division