



ARIZONA ARCHAEOLOGICAL COUNCIL

BOARD MEMBERS DUTIES AND RESPONSIBILITIES

Revised January 08, 2023

This document outlines the duties and responsibilities of the AAC Board members including the President, President-elect, Past-President, Members-at-Large, Secretary, Information Officer, Journal Editor, and the Treasurer. Because of the greater degree of responsibility, a schedule is also provided of the Presidential duties. The following descriptions focus on the primary responsibilities for each position, and all members may also be tasked with other duties as required.

AAC President Duties and Schedule

- Whenever appropriate, the President or their designee will attend meetings to represent the AAC such as AZSITE Board Meetings and GAAC (should it be reinstated). This would include preparing a brief statement, prior to attending these meetings on recent AAC activities.
- Serve as the AAC representative in all official affairs and transactions.
- Preside at all meetings.
- Follow Robert's Rules of Order during each meeting.

Before January 1st (when still President Elect):

- Establish schedule for board meetings.
- If meetings are to be virtual, identify an appropriate video conference platform and schedule online meetings. If meetings are to be in person, schedule room for the board meetings.
- Renew RPA membership for AAC.

January:

- Understand the AAC by-laws.
- Meet with Treasurer to review proposed annual budget, expenses, and payments
- Establish the Doug Craig Memorial Grant Review Committee in cooperation with AAHS. Applications would be due by March 15 with award notification by May 1
- Participate in review panel for Julian Hayden paper competition through AAHS.
- Pending board approval, contribute \$250 to purse for Hayden competition, and \$1,500 for the Craig Grant



ARIZONA ARCHAEOLOGICAL COUNCIL

During first Board meeting:

- Board should motion to add the new president to the AAC bank account.
- Obtain any AAC records from the past president.

After first Board Meeting:

- Obtain the minutes with the recorded motion to add new president to bank account.
- Schedule trip to the credit union with the Treasurer to be added to the bank account and arrange for a corporate credit card for both the President and Treasurer (if necessary). Be sure to bring the minutes that show the vote of the board.
- Coordinate with the Secretary, Treasurer, or other Board Members to determine who will have responsibility for ownership of the Post Office box and check mail.

February:

- Announce Doug Craig Memorial Grant and solicit applications.

March:

- President submits the report to the AZ Corporation Commission (Due 4/9).
- Arrange representation for AAC board at the Council of Councils meetings at the SAAs. This meeting is from 8 am to 10 am on Thursday of the annual meeting.
- Convene Doug Craig Memorial Grant Committee for grant review and selections.

April:

- Check with Treasurer on the AAC tax filing status (next month).

May:

- Establish theme for AAC Fall conference.
- Identify and reserve AAC Fall conference venue.
- Send notice requesting AAC Fall conference sponsorship.

June:

- Prepare abstract for AAC panel discussion at the Preserve AZ Conference (must submit to Board for approval before submitting).
- Select panel members for Preserve AZ conference discussion.
- Appoint chairperson who will convene an Elections/Nominations Committee and plan to solicit position statements from potential candidates.
- Issue call for papers for the AAC Fall conference. Include the Conference Presentation Statement with the call for papers:

Out of an abundance of respect for the ancient inhabitants of Arizona and their descendants, the Arizona Archaeological Council (AAC) does not allow the inclusion of photographs



ARIZONA ARCHAEOLOGICAL COUNCIL

depicting human remains, human burials, or funerary objects in AAC conference presentations. Illustrations may be used as necessary to convey important visual information. Presenters also shall review the Arizona State Museum guidance on Respectful Terminology Recommended for Discussion of Human Remains prior to any presentation discussing human remains. If a presenter has questions or concerns about illustrations proposed for inclusion in their presentation, they should feel free to contact the AAC for additional guidance.

July:

- Register for AZHP conference.

August:

- AAC election position statements are due to the Information Officer at least 60 days before Fall Conference.
- Conference Abstracts are due.

September:

- Participate in review panel for the Governor's Heritage awards.
- Ensure Elections Nominations Committee Chairperson submit nominees and position statements.
- Per bylaws, voting shall begin at least 30 days prior to Fall Conference.
- Close voting on open board positions (must be completed at least two weeks prior to the conference).
- Ballots should be returned to the Nominations Committee Chairperson at least two weeks prior to the Fall Meeting.
- Candidates are elected by a simple majority vote.
- In the case of a tie vote, a runoff election will be held at the Fall Meeting.
- Send email to all AAC members reminding them to attend the conference.

October:

- Participate in discussion panel at the AZ Historic Preservation conference.
- Host AAC Conference.
- Election results will be announced by the Nominations Committee Chairperson at the Fall Conference.

December:

- Arrange for orientation of newly elected board members at final board meeting, and work to insure a smooth transition for the new president.
- Ensure all communications, meeting agendas, and any other pertinent communications of President (or Board) are added to the Dropbox legacy records.



ARIZONA ARCHAEOLOGICAL COUNCIL

AAC President Elect Duties

(See also before January 1st duties under the President)

- The President Elect serves as a member of the Board and has the same duties and responsibilities of the other members.
- Understand the AAC by-laws.
- Follow Robert's Rules of Order during each meeting.
- At the outset of their term the President Elect should review all duties of the President, and be prepared to complete them.
- Vote on resolutions of the AAC.
- Introduce or second motions of the board.
- Responsible with other Board members for approving all expenditures of the AAC that exceed \$1000.
- Can be asked to assist other board members on specific tasks or to serve on committees, as needed.
- Attend and support the AAC annual conference.



ARIZONA ARCHAEOLOGICAL COUNCIL

AAC Past President Duties

- Attend Board meetings as a non-voting member.
- Provide advice and assistance to the President as requested.
- Can be asked to assist other board members on specific tasks or to serve on committees, as needed.
- Attend and support the AAC annual conference.



ARIZONA ARCHAEOLOGICAL COUNCIL

AAC Member-At-Large Duties

- Understand the AAC by-laws.
- Follow Robert's Rules of Order during each meeting.
- The primary responsibility is voting on resolutions of the AAC.
- Introduce or second motions of the board.
- Responsible for approving all expenditures of the AAC that exceed \$1000.
- The Member-at-Large shall hold office for two years, maintain good standing, and must attend AAC meetings to ensure a quorum.
- Can be asked to assist other board members on specific tasks or to serve on committees, as needed.
- Attend and support the AAC annual conference.



ARIZONA ARCHAEOLOGICAL COUNCIL

AAC Secretary Duties

- Understand the AAC by-laws.
- Follow Robert's Rules of Order during each meeting.
- Attend all AAC board meetings. If unable to attend, then delegate Secretary duties to another board member.
- Prepare Agenda 10 days prior to each meeting – and coordinate with Information Officer to provide notice of virtual meetings to the general membership.
- Prepare and maintain minutes of all meetings, including a list of all motions made and voted on.
- 10 days prior to each meeting prepare draft minutes for the last meeting for approval by the board.
- Provide the Information Officer with the approved minutes for posting on the website.
- Manage the AAC Gmail account, including answering emails, categorizing, and electronically filing correspondence.
 - Forward AAC website related emails, including requests to post job announcements to the Information Officer.
 - Forward Journal related emails, including online store orders to the Journal Editor.
- Maintain and update the Board contact list and Calendar.
- Visit Post Office to obtain key and check the AAC's P.O. Box at least once a month, in coordination with the Board Treasurer, for receipt of relevant mail and membership checks. P.O. Box 27566, Tempe AZ, 85282
- Maintain and update the AAC calendar of events and deadlines to include:
 - Board meetings
 - AAC Annual Conference
 - Abstract deadline for the Arizona Historic Preservation Conference
 - Filing deadline for the Arizona Corporation Commission (AAC)
 - Deadline for submittal of nominees for annual election
 - Start and end date for voting for annual election.
 - Other AAC related events and activities
- Organize and maintain the AAC library of documents and administrative files.
- Attend and support the AAC annual conference.



ARIZONA ARCHAEOLOGICAL COUNCIL

AAC Information Officer Duties

- Maintain AAC website with current news items, job postings, membership documents and information, and Journal of AZ Archaeology volumes.
- Follow Robert's Rules of Order during each meeting.
- Understand the AAC by-laws.
- Keep the website updated by removing/archiving old information and adding/updating new information as needed.
- Curate and maintain documents from the website as needed. Upload any created files desired for future AAC members to the @azarchaeology.org Google Drive.
- Create election polls.
- Monitor Facebook, Instagram, and Linked-In accounts (shared with Secretary). Add members and news items as needed/discussed. Assist Secretary with email account management if necessary.
- Ensure that membership renewal notices are sent (should be automated).
- Maintain master list of AAC membership and check for duplicate accounts.
- Management of membership profiles, in coordination with the Board Treasurer, through the AAC's website account, upon receipt of membership payment via check
- Resolve membership-related issues as it pertains to the website (e.g. update the website with new membership information for new members/current members). Coordinate with Treasurer to solve renewal issues as needed.
- Manage the online store, including adding any surplus of new issues of the Journal.
- Send out monthly email updates to membership, or as requested by the Board.
- Attend AAC board meetings, follow-up with Secretary for notes and missing portions.
- Submit update on any website issues as needed at each meeting.
- Attend and support the AAC annual conference.
- Create and manage a Fall Conference page prior to the conference. Post a recording of the conference to the AAC YouTube channel, with links to the conference page.
- Contact tDAR to submit conference abstracts and materials to the Arizona Archaeological Council Collection.



ARIZONA ARCHAEOLOGICAL COUNCIL

AAC Treasurer Duties

- Follow Robert's Rules of Order during each meeting.
- Understand the AAC by-laws.
- Keep accurate records of the AAC finances.
- Prepare an annual budget for approval by the board at the January meeting.
- Provide full financial reports at each Board meeting and whenever requested.
- Maintain AAC mailbox at the US Post Office in coordination with the President and Secretary.
- Attend Board meetings and introduce and vote on motions.
- Can be asked to assist other board members on specific tasks or to serve on committees, as needed.
- Attend and support the AAC annual conference.



ARIZONA ARCHAEOLOGICAL COUNCIL

The Journal of Arizona Archaeology Editor Duties

- Set the editorial policy of the *Journal of Arizona Archaeology (JAzArch)* and using input from peer reviewers and guest editors make final decisions on articles published in the *JAzArch*.
- Promote the mission of the *JAzArch* through the publication of scholarly research related to Arizona's archaeological record.
- Ensure that the procedures and the decision-making process for *JAzArch* are posted on the website in order to inform potential authors.
- Identify and avoid potential conflicts of interest among those involved in the *JAzArch*, including the authors, peer reviewers, guest editors and members of the editorial panel.
- Review content that is published in *JAzArch* for clarity and accuracy.
- Make editorial decisions as rapidly as possible and communicate them in a clear and constructive manner.
- Ensure the effective and timely peer review of submitted manuscripts.
- Maintain effective communication with authors regarding submitted manuscripts and acceptable scholarly practices.
- Organize and oversee the printing of electronic and paper copies of the *JAzArch* and distribute copies to the subscribers.
- Designate an Editorial Panel to assist with review, editing, development of editorial policy, and to nominate candidates for the editorship in the event of a vacancy.
- Select Guest Editors for *JAzArch* issues as necessary.
- Designate a Managing Editor to assist with the formatting and publication of the *JAzArch*.
- Send the Information Officer a high-quality PDF of each issue of the Journal when it is published, to post on the website.
- Request the AAC Board to approve expenditures for JAzArch publication, including an honorarium of \$750 per issue to the Editor, \$750 per issue to the Managing Editor, and expenses for printing, postage, and supplies.
- Regularly update the Board members on the journal status and document all expenditures. The editor will be dismissed by a majority vote of the AAC Board for failure to publish on a regular schedule or due to irreconcilable differences.
- In the case of a vacancy in the position of Editor, the Editorial Panel will nominate a candidate to the AAC Board, and the Board will by a majority vote accept or reject the panel's candidate.
- Attend the AAC annual conference.