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Carlisle, PA 17015-7930
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DUTIES AND RESPONSIBILITIES OF THE INTERNATIONAL CHAIR

The International Chair shall be the Chief Elected Officer of the Society and shall preside at all Society meetings; shall perform all duties as are provided for in the Constitution and Bylaws; and shall implement the policies of the Board of Directors and such other duties as usually are incidental to this office.

The responsibilities and duties of the International Chair are as follows:

1. Preside over all meeting of the International Board of Directors, including in-person meetings and meetings held via telephone conference. Prepare an agenda for the International Board meeting, with support from the International Secretary.
2. Appoint a parliamentarian to assist him/her in the conduct of the meetings, and insure that an individual performs the work of a minutes secretary for all meetings.
3. Appoint alternate directors for regions, if necessary, to participate in meetings of the International Board, based on recommendations of the International Director of the region.
4. Serve as a liaison between the International Board of Directors and members not represented by an elected International Director – the at-large members.
5. Appoint all committees that are created during his/her term of office, with said appointments to serve only during his/her term of office.
6. Report on Society activities at all regional meetings at which he/she is present.
7. Call special meetings of the Board as may be deemed necessary
8. Authorize mail ballots for decisions which must be made between regularly scheduled meetings/conference calls.
9. Keep the International President and International Vice President informed of events occurring in the Society's affairs during the year so that the Vice President can be of assistance, if necessary, or can preside at the International Board meetings in the absence of the International Chair.
10. Oversee any employees or contracted staff involved in administration or editorial activities associated with the IPPS International activities.

Approved _____, 2012

3-29-12, updated 5-11-12 peh



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DUTIES AND RESPONSIBILITIES OF THE INTERNATIONAL DIRECTOR

The International Directors are selected by each Region of the Society to serve a two-year term of office beginning January first of the year following selection, and may serve up to two consecutive two-year terms.

The International Directors are voting members of the International Board of Directors which is charged with the management and control of the affairs and of the property of the Society. The International Board authorizes and approves all contracts. The International Board has oversight of the business affairs of the Society, implemented through the International Secretary as directed. The International Board also has oversight of the publishing affairs of the Society, implemented through the International Editor as directed.

The International Board of Directors has the authority to hire or contract with individuals or companies for performance of the functions assigned to the International Secretary and International Editor, overseeing the responsibilities and delegating appropriate authority to these individuals and companies within the policies of the Board.

The responsibilities and duties of the International Directors are as follows:

1. Participate in all meeting of the International Board of Directors, including in-person meetings and meetings held via telephone conference. Directors are expected to review and be familiar with the agenda and all other materials provided prior to the meeting or conference call.
2. Review and be familiar with the governance documents provided to the International Board, posted on the IPPS website.
3. Participate in the International Tour and the conference of the Region in which the tour is being hosted, as a representative of the International Board.
4. Participate in committees as determined by the President, reporting at meetings and other times as needed to the full International Board.
5. Provide input to the International Board regarding the impact of various Board deliberations on the members in the Region represented by the Director.
6. Provide ongoing and regular communication to the Region's governance body and membership about the activities and decisions of the International Board of Directors when appropriate to do so, maintaining any confidentiality so noted by the International Board.
7. Prepare two reports each year on activities within the Region, for submission to the International Office for distribution to the International Board. One report shall be submitted midway through the year, and the other at the year's end.

Approved _____, 2012



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DUTIES AND RESPONSIBILITIES OF THE INTERNATIONAL ALTERNATE DIRECTOR

The International Alternate Directors are selected by each Region of the Society, and are encouraged to serve a two-year term of office beginning January first of the year following selection, and may serve up to two consecutive two-year terms.

The Alternate Directors are non-voting members of the International Board of Directors, except for instances in which the Alternate Director is serving in the absence of the International Director from his/her Region, in which case the Alternate Director may vote during that meeting.

The International Board is charged with the management and control of the affairs and of the property of the Society. The International Board authorizes and approves all contracts. The International Board has oversight of the business affairs of the Society, implemented through the International Secretary as directed. The International Board also has oversight of the publishing affairs of the Society, implemented through the International Editor as directed.

The International Board of Directors has the authority to hire or contract with individuals or companies for performance of the functions assigned to the International Secretary and International Editor, overseeing the responsibilities and delegating appropriate authority to these individuals and companies within the policies of the Board.

The responsibilities and duties of the International Alternate Directors are as follows:

1. Participate in all meeting of the International Board of Directors, including in-person meetings and meetings held via telephone conference.
2. Alternate Directors are expected to review and be familiar with the agenda and all other materials provided prior to the meeting or conference call.
3. Communicate regularly with the International Director from the same Region to insure full understanding and clarity about the matters under discussion by the International Board of Directors.
4. Review and be familiar with the governance documents provided to the International Board, posted on the IPPS website.
5. If possible, participate in the International Tour and the conference of the Region in which the tour is being hosted, as a representative of the International Board.
6. Participate in committees as determined by the President, reporting at meetings and other times as needed to the full International Board.
7. Assist the Director in providing ongoing and regular communication to the Region's governance body and membership about the activities and decisions of the International Board of Directors when appropriate to do so, maintaining any confidentiality so noted by the International Board.

Approved _____, 2012

DUTIES AND RESPONSIBILITIES OF THE INTERNATIONAL SECRETARY

The IPPS International Secretary is an appointed position and is not considered an officer of the International Board of Directors. This position has no voting rights in relation to affairs of the Board.

The International Secretary serves as the recording secretary for the International Board, provides administrative support to the Board, and manages the affairs of the IPPS International Office.

Responsibilities of the International Secretary are as follows:

1. Implement the policies and procedures provided for and directed by the International Board of Directors.
2. Assist the International Chair in arranging for meetings and conference calls of the Board, and facilitate other official communication among Board members as needed.
3. Assist the International Chair in the preparation of the agenda for each meeting and conference call of the Board, and gather or prepare all materials needed to support the agenda items to be discussed. Post materials on a website for Board review prior to conference calls, and produce the notebooks used by the Board at physical meetings, arranging shipping to the meeting location.
4. Transcribe minutes from each meeting or conference call of the International Board, distributing the draft within 30 days and making all corrections for the archives.
5. Provide assistance to committees as requested, facilitating conference calls and email communications, preparing reports and other information as needed, and taking notes from conference calls as requested.
6. Maintain the safeguarding of the Society's funds in appropriate bank accounts and investment accounts, arranging for signatory parties each year, monitoring monthly statements, filing tax returns, and facilitating other financial procedures.
7. Prepare financial reports for the Treasurer on at least a quarterly basis, for distribution to the International Board. Prepare other financial reports as requested by the Treasurer and/or International Chair.
8. Monitor and prepare financial reports regarding the production and distribution of each year's volume of the Combined Proceedings.
9. Assist the Treasurer/Finance Committee in the preparation of the annual budget for submission to the Board, and monitor income and expenses against the approved budget.
10. Facilitate the submission of forms for each year's Award of Honor nomination, assisting the Chair of the Award of Honor Committee (Vice President) in the process of recommending a nominee to the Board; arrange for the production of the plaque for presentation, and the transfer of the monetary gift to the recipient.
11. Maintain and encourage open, ongoing communication with the Regional Secretary-Treasurers, including instructions about reporting membership numbers, advising of the need for five-year membership plaques, facilitating the distribution of the International newsletter, and similar communication.
12. Facilitate conference calls among the Regional Secretary-Treasurers periodically throughout the year, including arranging the call time, preparing and sharing the agenda, facilitating the call discussion, and preparing/distributing notes following the calls.
13. Accept responsibility as a signatory on the IPPS International Society bank accounts, and sign all checks for authorized payments.

14. Arrange for the archiving and storage of IPPS International records and property, and protect the Society with appropriate insurance and legal support as needed.
15. Respond to inquiries about at-large membership, encouraging individuals to join IPPS, and facilitating the acceptance of these membership and annual renewals.
16. Monitor, maintain, and update appropriate reference documents for the International Board's information, posting these documents on the IPPS website for viewing and downloading by Board members as needed.
17. Prepare reports on membership and other Society activities in preparation for all meetings and conference calls of the International Board.
18. Oversee the activities of the International Office as follows:
 - a. Provide record-keeping for the Society's funds in appropriate bank accounts and investment accounts; arrange for the bank and investment firm to provide forms to verify signatory parties each year, provide financial reports from the accounting software as requested; provide information for use in filing tax returns; and facilitating other financial procedures as directed.
 - b. Oversee the archiving and storage of IPPS International records and property.
 - c. Maintain a current International database of membership records and work with the Regional Secretary-Treasurers in providing the information supporting that database.
 - d. Maintain the listing of members for all regions and the at-large member group on the IPPS website, requesting periodic updates of membership records from the Regional Secretary-Treasurers.
 - e. Receive, record, and deposit receipts from membership dues, sales of *Combined Proceedings*, interest on investments, and other sales. This includes preparation and distribution of invoices, reminders, memos, and receipts where necessary.
 - f. Prepare checks, electronic bank transfers, and other forms of payment for all financial obligations of the IPPS International Office, including electronic bank transfers where needed for international activities.
 - g. Maintain accurate accounting records for all receipts and disbursements of IPPS funds, as well as for investments.
 - h. Answer all inquiries via telephone, correspondence, fax, or email, forwarding to the International Secretary or other individuals as needed.
 - i. Facilitate the process to provide ISHS the mailing list for distribution of each volume of the *Combined Proceedings* to all current members, based on mailing information supplied by the Regions.
 - j. Fulfill all library orders for current and past Proceedings, alerting libraries of upcoming volumes and soliciting prepaid orders, and responding to website orders.
 - k. Maintain and process requests for any past issues of the *Combined Proceedings* in book or CD formats as might be available in inventory.
 - l. Communicate with Regional Secretary-Treasurers for database support, updated information on membership, information important to further communicate to members, etc.
 - m. Facilitate the collection of annual membership dues to the Society from each Region, including invoicing for reported membership numbers and persisting in collecting the monies due.
 - n. Participate in quarterly conference calls of the Regional Secretary-Treasurers, providing information about International Office activities and database training as requested.
 - o. Manage and continually update the IPPS International website, linking to regional websites, and instituting any new technology for continual improvement.

- p. Process requests from Regional Secretary-Treasurers for specified quantities of the five-year membership plaques, arranging each year for appropriate metal plates to be added, and shipping plaques as needed to their offices for distribution to appropriate members.
- q. Process requests from Regional Secretary-Treasurers for quantities of the IPPS membership pins, using order forms, shipping the requested numbers, and ordering new pins as the supply diminishes.
- r. Process at-large memberships, including renewal invoices each year, and listings on the IPPS website.
- s. Process forms received from International Board members for payment of travel expenses supported by the Society for each International Board Meeting, including arrangements for international bank transfers of funds.

4-30-12 peh



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DUTIES AND RESPONSIBILITIES OF THE INTERNATIONAL TREASURER

The International Treasurer serves as the chief elected financial officer for the Society, overseeing the financial activities supported by the International Office, as follows:

1. Oversee the receipt and disbursement of funds of the International Society and International Office, through the employee or contracted staff position that carries responsibility for the day-to-day financial operations.
2. Oversee the management of the Society's investments, operating within the Investment Policy of the International Board, and with any outside financial consultants approved by the Board.
3. Report to the International Board of Directors on at least a quarterly basis the state of the Society's international finances, including income and expenses, as well as the balance sheet showing cash and invested assets.
4. Prepare and present to the International Board of directors the annual budget proposal for the following fiscal/calendar year.
5. Chair the Finance Committee and facilitate the Committee's involvement in the preparation of the annual budget and other financial analyses and recommendations.
6. Facilitate the Finance Committee's review of any proposals for activities that have a budget impact for the Society, prior to their being presented to the International Board of Directors.
7. Participate as a member of the IPPS International Executive Committee, with the other officers.
8. Participate in the Staff Review Committee for the annual review of the International Secretary and International Editor positions.
9. If physically located in the country in which the International Office is located, agree to be a signatory on the IPPS International Society bank accounts.

Approved by the Intl. Board, _____



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DUTIES AND RESPONSIBILITIES OF THE REGIONAL SECRETARY-TREASURER TO THE INTERNATIONAL OFFICERS, BOARD OF DIRECTORS, AND TO EACH OTHER

The Regional Secretary-Treasurer is appointed by the Region's governing authority to support the Region as they direct. In addition, the Regional secretary-Treasurer has the following responsibilities to the International Office.

- Prior to or as of the beginning of the calendar year, provide to the International office the names, addresses, telephone numbers, and email addresses of elected/appointed officers, and Executive Committee/Board members, as well as the International Director and Alternate Director, to allow updating of the IPPS website.
- Provide current membership numbers and an up-to-date label list of members as of June 1 of each year, to be used in determining the number of Proceedings books and CDs to be ordered, and to arrange the mailing of same later in the year. If member addresses change after the label list is submitted, notify the International Office as quickly as possible.
- Provide information on Regional Conferences as soon as dates are known, even if locations are not yet determined, to allow the International Office to keep the website calendar updated and to assist in planning International Tours.
- Provide copies of the Region's newsletters to the International Office in print or in emailed electronic files.
- Submit electronic files of current members to the International Office when requested, usually three times each year, to allow updating of the membership listing on the website, and advise of any changes in addresses or other information as it occurs.
- As requested annually, provide the International Office with the names and affiliations of any members who have died in the previous year, for inclusion in the "In Memoriam" report for the Board and listed in the Proceedings.
- Arrange for payment of international dues, by bank check or electronic bank transfer, when invoiced following notification of membership numbers as of June 1.
- Submit names and mailing information of members who have completed five years of membership so that recognition plaques can be sent from the International Office.
- Support the International Director in submitting reports to the International Office mid-year and at the end of the calendar year, and in submitting any items to be included on the International Board's meeting agenda.
- Share newsletters with Secretary-Treasurers in other regions, as well as information about members relocating from one region to another, or attending a conference from another region.

Approved October 2012



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DUTIES AND RESPONSIBILITIES OF THE INTERNATIONAL EDITOR

The IPPS International Editor is an appointed position and is not considered an officer of the International Board of Directors. This position has no voting rights in relation to affairs of the Board.

The International Editor serves as the editor for the *Combined Proceedings* of the Society, facilitating their preparation and production into books and CDs, as well as the transition of all papers each year into the format necessary for posting on the PubHort website. The International Editor may also perform other duties related to the sharing of the Society's knowledge base internally and with other organizations.

Responsibilities of the International Editor are as follows:

1. Proceedings - oversee all aspects of the production of the *Combined Proceedings* in both book and CD formats, as well as preparation for website posting. This involves the following duties:
 - a. Work with regional editors on the submission of manuscripts in digital form for publication in the *Combined Proceedings*. This involves;
 - Contacting the editor if the regional contribution is late.
 - Reading all submissions to check for editorial and grammatical errors.
 - Determining that all images/figures are 300 DPI. In some cases this may require going directly to the author for needed images or other corrections via email.
 - b. Oversee the book design, which involves:
 - Type style selection, laying out the page with figures, and formatting all manuscripts to the style required by the book design process.
 - Collecting all plant names from the manuscripts for submission to the botanical editor for confirmation of correct nomenclature.
 - Incorporating corrections of plant names after botanical editor review.
 - Regional submission is then sent for book layout.
 - c. Verification process with regions after book design, which involves:
 - Examining the layout of the manuscripts for errors and returning to the book designer for correction.
 - Submitting corrected regional manuscripts to the regional editors for review.
 - After regions return the galley with any corrections, reading the galley proof for correctness and incorporating all changes from regional editors and all author reviews for submission to the book layout firm
 - Review proofs from layout firm for correct incorporation of submitted changes.
 - d. Front section material preparation, which involves:
 - Contacting the regions for lists of officers, committees, and awards.
 - Contacting the International Secretary-Treasurer for the year's summary, financial information, and In Memoriam reports.
 - Preparation of the Technical Sessions listing of papers from the regions.

- e. Review of paginated galley, which includes close review for errors since this is the first time the regional material is collected into the total document, rather than as separate sections.
 - f. Preparation of the three indexes — author, subject, and plant indexes, after which this 40-page component is submitted for book layout.
 - g. Final review of galley proofs before submission for the printer's "blue line" proof.
 - h. Review of blue line proof with final corrections submitted to the printer.
 - i. CD production after all corrections are made to the book galley, which involves:
 - Facilitating cover and CD label design.
 - Checking links from CD to actual papers to insure accuracy of the linking.
 - j. Coordinate with the International Secretary on quantities for production.
 - k. Preparation of pdf and text files for all papers, for placement on the PubHort website.
2. Provide leadership to research potential new activities of the Society for further distribution of the plant knowledge contained with the *Combined Proceedings*, such as work on the development of an arrangement for a refereed journal, other methods of distributing the papers, etc.
 3. Provide the International Board with information regarding estimates for *Proceedings* production, as well as reports regarding utilization of space within the Proceedings by regions, and any other reports as requested.

Approved by the Intl. Board, _____

10-12-07, updated 10-3-12 cwh