HANDBOOK

For the GSIS President/ Past President

Including Operational Guidelines for Officers, Committees, and Appointees

Revised 2003 by Lisa Dunn;
Revised 2004 by Lura Joseph;
Revised 2005 by Linda Musser

TABLE OF CONTENTS

INTRODUCTION

This handbook is a collection of responsibilities, policies, and recommendations covering the actions of the President and Executive Board that forms a guide for the terms of President and Past President. It is intended to be used in conjunction with the documentation passed on from previous presidents.

PRESIDENT/PAST PRESIDENT—TIME TABLE

Dates and deadlines are approximate; they depend heavily on the GSA Annual Meeting date and change with new GSA practices. *Advise: If you become uneasy about a possible missed deadline, don't hesitate to initiate contact yourself. The worst that could happen is that they tell you to relax.*

October/November ("your" GSA meeting as VP and as incoming President)
- Schedule an incoming Executive Board Meeting on the last day of GSA (typically Wednesday evening).
- Start identifying volunteers for committee appointments. Distribute sign-up sheets. Recommended: that you ask someone else, possibly a past president, to work the meeting to talk with new members about joining a committee.
- Help the incoming vice-president network with potential sponsors from among the exhibitors, etc. to help fund GSIS events.
- Provide the incoming VP with tips and information on conference planning, particularly on things you'd do differently.
- Network with the membership.

November/December
- **Newsletter article**—This is usually a meeting wrap-up article, and may include issues from the past Annual Meeting that will be a priority for the new year. Include a call for committee/representative volunteers.
- Write thank-you letters (not e-mail) to all topical and poster session participants, forum planners, field trip leaders and others who helped with the Meeting. These letters can include reminders to submit papers to the proceedings as well.
- Consider sending letters to GSA reps, the hotel catering staff, etc.
- Write acknowledgement letters to donors who helped support the Meeting.

December
- The JTPC should have contacted you to identify the GSIS contact for next year's meeting (the incoming VP). If not, contact them or remind the VP to do so.
- Post a call for volunteers for committees and reps. on the discussion list.
- Start making committee appointments.
- Contact authors with reminder of paper submission deadlines for proceedings (if you haven't already).
- Prepare calendar for next year.
- Approve preliminary Society budget.

January
- Complete a preliminary list of committee appointments, and finalize if possible.
- Send each committee chair a copy of the "Guidelines for GSIS Committee Chairs," their committee's charge, issues from the previous Annual Meeting, and any other appropriate documentation; advise them to forward their charge on to their committee.
- **Newsletter article**—Include your preliminary list of committee and representative appointments.
- Send updated committee/rep list to Webmaster and Secretary.
- Send "Guidelines for GSIS Executive Board" to the Exec Board members.
- Send calendar to Executive Board, officers, representatives and committee chairs.

February
- Touch base with VP on conference planning status—the master draft calendar of the GSIS meeting schedule is due to GSA from the VP at about this time.
- Early February—Send last reminders of deadline to proceedings authors.
- Submission deadline for proceedings papers, ~mid-February.
- GSA Associated and Allied Societies meetings are scheduled in Boulder for ~mid-February. Arrange for yourself or a GSIS rep to attend.
- AGI member society dues—AGI usually sends a reminder.

March
- **Newsletter article**—Include a summary of the GSA A&AS meeting, and a reminder to committee chairs and reps about the mid-year report deadline of April 30.
- Remind committee chairs that routine changes to committee documentation are due with their mid-year reports, April 30.
- Send thank-you's to all those who have left committees and rep positions.
- Budget requests exceeding $50 are due by **March 1**.

April
- If you haven't been receiving donation lists and/or new member notices from the Secretary by this time, contact them.
- Proceedings should be in the "edit as a completed volume" stage.
- Mid-year reports due **April 30**.
- Routine changes to committee charges and other documentation due with mid-year report **April 30**.

May
- **Newsletter article**—Include mid-year report; report on progress of the proceedings.
- Proceedings—complete final editing; format; contact Publications Manager about publishing deadlines.

June
- Proceedings should be at (or close to) camera-ready copy for submission.

July
- **Newsletter article**—Remind committee chairs and reps of annual report deadline.
- Proceedings—Submit to Publications Manager.

August
- Check with VP about conference details, including logistics of Exec. Board and Business meetings.
- E-mail reminder about annual report deadline in mid September (based on October newsletter submission deadline).
- Welcome/congrats letters to incoming elected officers.
- Reminder to officers, committee chairs and reps that the upcoming Business Meeting that they need to start getting you any action items if they want to be put on the agenda.

September
- **Newsletter article**—Include annual report.
- All annual reports due **mid Sept.**.
- Remind Exec Board members (including incoming members) to get you agenda items for the Board Meeting.

Month Before GSA (September/October)
- Update this Handbook and send a draft copy to the incoming president
- Contact Exec Board (including incoming Board) about pre-meeting dinner logistics.
- Distribute agenda and logistics for the outgoing Executive Board Meeting at GSA.
- Contact committee chairs and reps and remind them that if they need to be on the upcoming Business Meeting agenda, they must submit a request. *Advise— Geonet works fine for this.*
- Late September--Remind officers, committee chairs and reps to submit budget request changes for the next fiscal year by October 1 to either the Treasurer or the President.

At GSA (October/November)
- Meet with the VP/incoming president to touch base.
- Schedule an informal outgoing Executive Board meeting, usually the Saturday before the meeting to set the Board Meeting agenda.
- Chair the outgoing Executive Board Meeting; discuss the agenda for the upcoming Business Meeting, action items and results.
- Make the announcements at the Awards Luncheon.
- Chair the Business Meeting.

November/December (as Past President)
- Identify members to serve with you on the Nominating Committee and pass their names to the President.
- Forward all relevant documentation on to the President.

PRESIDENT—DUTIES & GUIDELINES

Article II, Section 1 of the GSIS Bylaws states that:
- The President shall preside at all Society and Executive Board meetings;
- appoint all committees;
- appoint members to represent the Society in other scientific or professional organizations;
- prepare for publication during his/her term as President the Proceedings of the previous year's Annual Meeting;
- and perform all other duties appropriate to the office of the President.
- The President shall maintain and distribute guidelines for the Officers and Committee Chairs.

SOCIETY MEETINGS & EXECUTIVE BOARD MEETINGS

GSIS Annual Meeting With GSA

Much of the Society's business is done at the Annual Meeting. You are responsible for:
- Scheduling an informal outgoing Executive Board Meeting (optional) to identify action items and help set the Board's agenda. This usually takes place in an informal setting such as restaurant or hotel room.
- Chairing the formal Executive Board Meeting, including setting the agenda. This meeting should be scheduled early in GSA (often Saturday or Sunday); check with the VP on time and place.
- Chairing the Annual Business Meeting, including setting the agenda.
- Moderating the proceedings of the GSIS Awards Luncheon.
- Attending the incoming Executive Board meeting chaired by the new president.

(Pass sign-up sheets for committees around at the Business Meeting, and keep sign-up sheets at the GSIS Exhibit Booth…coordinate with incoming President)

Other GSIS Business

In the past the Society has used conference calls to hold 1-3 meetings throughout the year. The Society's business throughout the year is now done primarily via e-mail among Executive Board members, committee members, and with feedback from the membership via Geonet.

GSA Associated & Allied Societies Meeting

A GSA A&AS meeting is usually scheduled for February in Boulder, Colorado, with two concurrent meetings for the associated and the allied societies. In the past the GSIS president has attended, although this is not the majority practice for other attending societies. You can appoint another GSIS member to attend the meeting—it is convenient to ask a regional member to attend, and you should encourage the appointee to participate for a 2-3 year term.

A summary of the meeting should be published in the April newsletter, either in the President's column or as a separate article. At least one other A&AS meeting is scheduled during the year, sometimes concurrently with another organization's meeting (example: AAPG). Attend if you can arrange it and would like to go.

Other Organizations' Meetings

The President is invited or asked to send a representative to other meetings that come up during the year. Examples include:
  AGI Leadership Forum (held in April at Washington DC, 2003)
  USGS Coalition meetings (held in Washington DC, 2003)

It is not always practical for the President to attend all or even some of these other meetings. Typically, the President asks a local member or someone already attending a concurrent meeting to attend on GSIS' behalf and report back.

OTHER DUTIES

Potential Members

The President sends letters on request to anybody asking for information about the Society. The letter should include information about the Society's publications, membership benefits, annual meeting, and current activities. The President may also send copies of the latest GSIS newsletters, the GSIS website or an upcoming GSA annual meeting website, for example.

The more personalized these letters, the better they will act as a recruitment tool. If possible, incorporate information about the recipient's organization, regional or topical geoscience information issues, etc. as they would relate to GSIS.

Example Potential Member Letter

GEOSCIENCE INFORMATION SOCIETY

Dear:

I am writing in response to your request for information about the Geoscience Information Society. Our purpose is to improve the collection, management, use and preservation of geoscience information. We have a diverse group of members including those from academic institutions, special libraries, professional associations and the publishing industry; our membership is international.

We are a very active Society. Our annual meeting, which takes place with the Geological Society of America (GSA) Annual Meeting each fall, offers a wide range of programs and activities. The Society's purpose is also carried out by our committees; some of them are specifically oriented towards the geoscience literature, e.g. the **Guidebooks Committee**, the **Guidebooks Standards Committee**, and the **Collection Development Committee**. You can find the full list on our Web site (www.geoinfo.org). Feel free to contact officers or committee chairs if you have questions or are interested in participating. Most of the committee work is done by email and phone during the year—you can be actively involved in GSIS even if you can't attend the Annual Meeting.

We have four formal communication products. The first is the **GSIS Newsletter**, which members receive every two months. The Society is the sponsor of **Geonet**, a moderated discussion list which members can join by sending the message "subscribe geonet (youremailaddress)" to majordomo@purdue.edu. Our website is www.geoinfo.org. We also publish a proceedings of the Annual Meeting every year. Informally, we have a thriving peer network that keeps us in touch with our areas of interest, reflected in Geonet postings.

I encourage you to join the Society and hope that I will hear from you.

Sincerely,

[NAME]
President, Geoscience Information Society
[YOUR ADDRESS]

New Members

It is important to welcome new members and inform them of some of the benefits and opportunities of the society. You can send an email or letter of welcome.

Example New Member Letter

Dear

Welcome to the Geoscience Information Society! I am pleased you chose to join our organization and hope you find it worthwhile. The GSIS maintains the Geonet listserv along with a new members-only listserv, GSIS-L. You should begin to receive the bi-monthly *GSIS Newsletter* shortly. Please consider submitting a brief piece about your library to the newsletter editor, Connie Manson. She is always looking for interesting material and new members are always interesting! Many of us find it useful to learn about other geoscience libraries and librarians and the challenges they face. Indeed, those are two of the reasons the GSIS exists – to allow colleagues to network for the benefit of the members and geoscience librarianship.

There are many ways to become active in the GSIS, if you wish to do so. Submitting items to the newsletter is one way. We have many committee opportunities as well (for a complete list, see our website at www.geoinfo.org) along with opportunities to be a liaison between GSIS and other organizations. If you are interested in serving on a committee, just let me know. I hope you consider submitting an abstract for a paper or poster session for our annual meeting in the fall. This year we are meeting in Salt Lake City. Adonna Fleming, our Vice President, is organizing the meeting and you'll be hearing more about the program in upcoming *GSIS Newsletter* issues. Let me know if you have any questions or suggestions for new activities for our organization. And again, welcome to the Geoscience Information Society.

Sincerely,

Budget Policy

The Society's policy is to be fiscally responsible and to operate in the black. The Executive Board will develop a fiscal policy for the Society to use as a guideline.

The Treasurer can provide budget information. Previous years' budgets are not necessarily good guides for spending since they do not reflect current Society deficits. Ideally, GSIS should break even or run at a slight profit to provide a financial cushion for those years when the meeting is held at a particularly expensive venue or the Society wants discretion to allocate money to a costly activity.

A preliminary budget is due January 1.
In **March** you should solicit a budget update from the VP and others that includes:
- Expected expenses for the GSIS annual meeting (AV equipment, meals and refreshments, etc.) based on last year's numbers
    - Room costs tend to stay in a similar range from year to year
    - Catering (the bigger expense)—Use last year's numbers but add $100-200 cushion per event to be safe.
- Photocopy, postage, FAX, telephone expenses, etc., you expect GSIS to pay for
- Other expenses officers and committee chairs think they might incur
[Note: The budget is already set by this time]

Pay all expenses possible with the GSIS credit card or use it as guarantee for direct billing (the Treasurer should have sent signatory authority paperwork to you earlier in the year). This helps establish and strengthen our credit history.

Sample Budget

GEOSCIENCE INFORMATION SOCIETY Draft Budget 2006 (by Jane Ingalls 10/15/05)

	Income Budgeted	Income Actual	Expense Budgeted	Expense Actual
EXECUTIVE BOARD				
President			$150.00	
Vice-President			$100.00	
Past-President			$25.00	
Secretary			$200.00	
Treasurer			$100.00	
Teleconferences			$0.00	
Subtotal			**$575.00**	**$0.00**
MEETINGS				
2006 Meeting (rooms and AV)	$1,000.00		$1,000.00	
2006 Meeting Reception			$1,500.00	
2006 Awardees lunch			$175.00	
2006 Meeting: fieldtrip	$600.00		$600.00	
Subtotal	**$1,600.00**		**$3,275.00**	**$0.00**
DUES				
Institutional	$1,800.00			
Personal	$5,600.00			
Sustaining	$30.00			
Retired	$200.00			
Student	$150.00			
Pooled Sponsorship	$300.00		$300.00	
Subtotal	**$8,080.00**		**$300.00**	**$0.00**
PUBLICATIONS				
Publications Manager			$500.00	
Directory of Geoscience Libraries	$80.00			
Mailing labels	$200.00			
Newsletter: printing			$1,500.00	
Newsletter: mailing			$500.00	
Newsletter: subscriptions	$600.00			
Newsletter: back issues				
Newsletter: cancellation refunds			$80.00	
Proceedings, v.34 (2003)	$1,400.00		$1,650.00	
Proceedings, v.33 (2002)	$300.00			
Proceedings, v.32 (2001)	$180.00			
Proceedings, prior volumes	$0.00			
Index	$15.00			
Reprints				
Royalties				
Subtotal	**$2,775.00**		**$4,230.00**	**$0.00**

REPRESENTATIVES/APPOINTEES

AGI Member Council rep		$25.00	
AGI Gov't Affairs Program rep		$25.00	
Congressional Science Fellow		$100.00	
CUAC (2 reps @ $200 each)		$400.00	
Publicity Officer		$50.00	
Auditor		$25.00	
Subtotal		**$625.00**	

COMMITTEES & SERVICE POSITIONS

Archivist		$50.00	
Best Paper		$25.00	
Best Reference Work		$25.00	
Collection Development		$25.00	
Distinguished Service Award		$75.00	
Exhibits		$85.00	
New display case		$200.00	
GeoRef Users Group		$25.00	
Guidebooks		$85.00	
International Initiatives		$25.00	
Membership		$100.00	
Membership brochure			
Photographer		$25.00	
Nominating		$100.00	
Preservation		$25.00	
Website Advisory		$25.00	
Subtotal		**$895.00**	**$0.00**

MISCELLANEOUS

AGI member society dues		$400.00	
GAP contribution		$400.00	
GIS International Fellow	$600.00	$0.00	
Ansari Award		$500.00	
Gifts (unrestricted)	$250.00	$100.00	
Gifts- Professional Develop Fund	$200.00	$200.00	
Bank charges		$50.00	
Interest	$200.00		
Subtotal	**$1,250.00**	**$1,650.00**	**$0.00**

TOTAL	**$13,705.00**	**$0.00**	**$11,550.00**	**$0.00**

Funds

Most of the GSIS funds are generated by dues and publications sales. The society keeps most funds in a pooled account but must track funds donated for specific purposes. These include the Ansari gift accounts, to be used until exhausted; the Professional Development Fund and the Sponsored Membership fund. Occasionally gifts come with no restrictions and may be used for any purpose. It is the responsibility of the Treasurer to track expenditures and amounts remaining in each of the special funds.

Donations

The President is responsible for acknowledging all donations and gifts from both members and non-members. Most member gifts come in with membership renewals; the Secretary is responsible for forwarding this information to you.

You should try to acknowledge donations within 30 days. Ask the Secretary to send you a list with the name, mailing address, amount donated, and any restrictions—this way you can cut-and-paste mailing addresses into the acknowledgement form.

Example Donation Acknowledgement Form

GEOSCIENCE INFORMATION SOCIETY

Dear:

On behalf of the Geoscience Information Society I would like to thank you for your donation of $___.00 to the _____ Program.

As a non-profit professional society, we have a number of projects and programs that strengthen the geoscience information field and are well worth supporting. Your donation helps us with these activities; without your help we would not be able to meet our goals.

If you would like more information about all of our areas of sponsorship, please let me know. Again, your gift is much appreciated.

Sincerely,

[NAME]
President, Geoscience Information Society
[YOUR ADDRESS]

Sponsors

GSIS should actively solicit donations to support its programs. All solicitations must be cleared through the Executive Board to reduce potential problems. The VP is responsible for arranging donations to cover "extracurricular" meeting events such as the GSIS Reception. **At your GSA meeting as VP/incoming President**, get together with the incoming VP about touching base with existing sponsors. Help the VP make contact with new sponsors, particularly publishers, at the Exhibit Hall. Some potential sponsors may be more interested in supporting non-Meeting activities such as publishing the Membership Directory or want to advertise in the GSIS Newsletter; that's fine too.

This can be the work of a committee—You can ask for volunteers but do so by **December or January**.

Society policy is that agreements on acknowledgement of sponsors must be made clear BEFOREHAND. (This is usually no problem since sponsors are typically reasonable about this.) GSIS acknowledges sponsors by:
1. Displaying small signs, banners, logos, etc. on a podium or refreshment table.
2. Thanking the sponsors in the session's introductory remarks.
3. No sponsor information at the GSIS exhibit booth.

Conflict of interest: Avoid it, especially for those events designed to provoke discussion of potentially controversial issues. Not only may the audience feel uncomfortable, but a conflicted sponsor may feel embarrassed. For example, don't ask publishers to sponsor the Collection Development Forum with its critical discussions of pricing, publishing and format issues.

Advertising

Advertising is acceptable for both the Newsletter and the Directory.

Rates are available from the Newsletter editor and the Publications Manager. In 2003 they were established per issue at:

Newsletter	Inserts up to one ounce	$200.00
	Inserts over one ounce	plus $100.00 per additional ounce
	Full page ad	$100.00
	Half page ad	$ 50.00
Directory	[undetermined]	

GSIS Archives

Send to the GSIS Archives Committee or Archivist:
- Originals (or copies on bond paper) of all of the letters, memos, and so on that you sent or received during your term of office that do not get turned over to the incoming President.

PROCEEDINGS

You are responsible for editing the proceedings papers; this includes the title of the volume, the preface, and any introductory remarks. The GSIS Publications Manager will handle the actual printing, budgeting, and distribution of the proceedings, and will distribute review copies to the Geotimes editor at AGI, Chemical Abstracts Service, GeoRef, and any other likely reviewing media.

Content

The proceedings reflects GSIS Meeting activities. In the past the proceedings has included papers presented at the topical session/symposium, and poster and technical session abstracts. (Poster and technical session authors are encouraged to submit papers as well.) According to GSIS editorial policy, the written results of Meeting events can also be included, for example forum summaries, handouts, workshop notes, and field trip guides. Other

Timeline

While you are VP, you must communicate all requirements for submission and publication, including copyright issues, to the authors. Request that the proceedings papers be submitted to you by a specific deadline, usually in **mid-February**.

The volume should be together (papers compiled) and editing well under way by **April**. *Advise—late paper submissions are almost unavoidable if you want the paper more than the author wants to get organized. Accepting late submissions is totally your call.*

Formatting (organizing document sections, page numbers, headers, etc.) is usually done last. This should be done by **June or July**. The proceedings should be submitted to the Publications Manager by **July** or **August**. Supply the Publications Manager with mailing addresses for non-GSIS proceedings authors; they get a free copy. That's it—you're done.

Format

Proceedings format is to some extent a matter of editor's stylistic choice. It has varied over time, but usually articles are arranged in two columns, right-justified, with standardized headings and with paragraphs separated either by an indent or a space (hard return). Use the GSA Style Guidelines at http://www.geosociety.org/pubs/geoguid5.htm as a guide.

The GSIS Publications Manager proof reads the proceedings one last time before sending it to the printers. *Advise—Proof-read the proceedings thoroughly, and have at least one other person proof-read it, before submitting it to the Publications Manager. Avoid having to ship camera-ready copy back and forth to correct errors.*

Color Illustrations: Color printing is a major expense and is prohibited unless the editor has made special arrangements **beforehand** to provide the additional funding. Examples of "special arrangements" are donations or special authorization by the GSIS Executive Board.

The proceedings volume goes to the Publications Manager as camera-ready copy. Cover colors are negotiable with the Publications Manager but usually have to be light in shade. Included in the camera-ready copy:
- Formatted spine page in landscape, with "Geoscience Information Society" and the volume number
- Cover page with
    - GSIS logo
    - Proceedings title
    - Illustration or photo with clear contrast
    - Proceedings volume and year
- Title page with
    - Series title
    - Date and location of meeting
    - Volume title
    - Edited by…
    - Proceedings volume, year, and "Geoscience Information Society"
- Title verso page (see sample)
    - Copyright notice
    - GSIS logo and organization name (spelled out)
    - ISBN [check with Publications Manager]
    - ISSN: 0072-1409
    - Contact information for the GSIS Publications Manager
    - Credit/explanation for the cover illustration
- Table of contents
- Preface (standard text)
- Introduction (if the editor chooses)
- Main body of articles and conference activities
- Author index

Copyright

GSIS holds the copyright to its proceedings. However, there is no documentation recording copyright agreements with the contributing authors prior to 2003. GSA holds the copyright to the abstracts, which were submitted to their annual meeting and published in the "GSA Abstracts with Programs."

The authors and contributors should be sent a copyright statement for their submissions.

Geoscience Information Society Copyright Statement

Regarding the following paper to be published in the Proceedings of the Geoscience Information Society:

{name of article }

1. You warrant that this is your original work, not previously published elsewhere.
2. You grant copyright to this work to the Geoscience Information Society. The Society has the right to publish and distribute this work in any medium (paper, electronic, or other) in perpetuity.
3. You have the right to reproduce and distribute copies of this work in any format via any means and to use all or part of this work in any future works provided that you credit the original publication by the Society.

Author signature: _____

Author signature: _____

Date: _____

Proceedings Guidelines (Sample)

INSTRUCTIONS FOR AUTHORS
Geoscience Information Society Annual Proceedings

INSTRUCTIONS FOR AUTHORS - GEOSCIENCE INFORMATION SOCIETY PROCEEDINGS

Your paper should include the normal parts—Title, Author(s), Author(s) affiliations and addresses, Abstract, Text, Illustrations, References, Appendices. See the style described below.

Deadlines and Submission

Send your final paper in electronic format directly to me by _____. You can send your electronic version either by e-mail attachment (preferred) or on disk. If you anticipate a problem with the deadline or submission format, please let me know as soon as possible. Microsoft Word or plain text format is preferred.

Format and Style

I will do the layout editing to achieve a common look, i.e., don't worry about formatting your paper into columns and such. I will do minimal text editing—please proofread your text for errors.

Abstract: An abstract of no more than 250 words should precede the body of the paper. The abstract should present the paper's essential elements and conclusions. It need not be identical to the abstract submitted to GSA.

Headings: Your copy should indicate the distinction between first-, second-, and third-order headings. For clarity, please use left-justified headings with:
      First-order   **BOLD, CAPITALIZED**
      Second-order   **Bold, Upper and Lower Case**
      Third-order   <u>Underlined, Upper and Lower Case</u>

Illustrations: We can accommodate any combination of black-and-white tables, figures or photos. For best results, send a camera-ready copy. If illustrations are not already incorporated into your paper, please send them as separate files with the software used to create them clearly indicated. Be sure to include captions and indicate where you want your illustrations placed in the text. We cannot support color illustrations. If you convert your color illustrations to black-and-white (recommended), please use black/grey/white or stippled/striped/dotted filler of adequate contrast.

References: Cite your references within the text by author and date. For example—
      Smith and Brown, 1995; Liu, 1987
Include page numbers for direct quotations. For example—
      Cortez' (2001, p.54) statement that "publishing information in the geosciences…"
Follow the Geological Society of America Bulletin style. For additional guidance, consult *Suggestions to Authors of the Reports of the United States Geological Survey*, 7th ed., USGPO 1991.

Appendices: Include important supporting material that would otherwise interrupt the text (for example, questionnaires or compendia.)

A copyright form is enclosed. Please sign and return the form.

Proceedings: Sample Title and Verso Pages

<div align="center">

Proceedings of the 37th Meeting
of the Geoscience Information Society

October 27-31, 2002
Denver, Colorado USA

NEW HEIGHTS IN GEOSCIENCE INFORMATION: ACCESS AND TECHNOLOGY

Edited by

Lisa G. Dunn

Proceedings
Volume 33
Geoscience Information Society
2002

</div>

Geoscience
Information
Society

For information about copies of this proceedings volume or earlier issues, contact:

Publications Manager
Geoscience Information Society
C/O American Geological Institute
4220 King Street
Alexandria VA 22302-1502 USA

Cover illustration: Colorado Front Range of the Rocky Mountains, used with permission, © B. Batterman.

COMMITTEES & REPRESENTATIVES

Committees, committee chairs, and representatives are appointed after the Annual Meeting. Potential volunteers can be identified by:
- Sign-up sheets at the Annual Meeting.
- Professional interests indicated on the Membership Form, that can be used to match people up with related committees (usually only available from last year's data).
- Geonet postings of vacancies and calls for volunteers.
- Recommendations from current or past committee members, appointees and officers.

Appointments should be made by the **end of January** and a preliminary list of appointments sent to the webpage and submitted for the February issue of the Newsletter. Appointees can be informed via e-mail, but should be given the option of also receiving a letter.

In **February or March**, those who are no longer serving on committees should be sent thank-you memos for their service. E-mail is acceptable, but again, people should be given the option of receiving a print letter as well.

The President should review the operational guidelines of the officers, committees, and representatives to ensure that they are reasonably up-to-date. All appointees and chairs should be asked to review the guidelines for their duties/committees as well.

Committees

Committee members are appointed for **2-year terms**; these terms usually start in January. (Until 2002, appointments have started at the Annual Meeting in Oct/Nov.) The time between the Annual Meeting in Oct./Nov. and January is used to transition people on and off committees, transfer records, etc. Keep records of the date in which you appoint people and pass this documentation along to the incoming President; this will reduce confusion about when their term is over.

Inactive committees—if you cannot find a chair for a committee, request that the existing members select a chair from among themselves. If no chair is selected and/or the committee is inactive, you can so state in your notes for the year. The Executive Board should review the status of committees that have been inactive for more than 2 years.

Representatives

Representatives are typically appointed for **3-year terms**; these terms may start with the Annual Business Meeting or in January, based on your judgment.

Four critical representative appointments are:
    AGI GeoRef Advisory Committee
    AGI Government Affairs Program
    AGI Member Society Council (see restrictions in Representative section)

GSA Publications Committee (not a GSIS appointment. GSA will contact you.)

Advise: Don't stress if other representative appointments remain unfilled.

Other Appointments

Other appointments include Newsletter Editor, Webmaster, and Auditor. The Auditor serves a calendar (fiscal) year. Terms are generally for 2 years. Some appointments are critical to the function of the Society—concentrate on those. *Advise: For non-critical appointments, post the vacancy as usual but don't expend energy trying to fill them.*

Appointment Form – version 1

Dear _____,,

This is to confirm your appointment to the GSIS _____ Committee for _____ (calendar year).

The Committee's charge is to: _____

You will find the chair's name and the names and appointment terms of your fellow committee members on the GSIS website at www.geoinfo.org.

If you have any questions or if you would like a formal letter of appointment, please let me know. Thank you for contributing to the goals of the Geoscience Information Society—your participation is much appreciated.

Sincerely,

_____, President
Geoscience Information Society

Appointment Form – version 2

Dear,

I am pleased to appoint you to serve on the [XXX] Committee for a two year term, from [year-year].   It is through the service of our members that the GSIS is able to accomplish our goals and I commend you for your service to the Society. The chair of this committee, [name], will contact you in early [year] to discuss planned activities and goals. A copy of the operational guidelines for the committee is enclosed.

Sincerely,

Appointment Form for committee chairs

Dear,

I am pleased to appoint you to chair the [xxx] Committee for [year]. It is through the contributions of members such as you that the GSIS is able to accomplish its goals and I commend you for your leadership and service to the Society. The following members have been appointed to the committee for [year-year]: …..

I am in the process of creating the GSIS calendar and will send it to you shortly for planning purposes. Key dates include the mid-year reports in April and annual reports due in September. Please notify the Vice President as soon as possible if your committee will require a time slot or space at the annual meeting. This will greatly assist her in her planning.

Finally, please encourage your committee members to consider taking on a leadership role in the Society. We all recognize that active and engaged members are essential in order to maintain the vitality of our organization. It is also important to nurture leadership within the organization to ensure stability and growth. Service as a committee chair is a first step toward serving as an officer and I urge you to nurture one or more of your members toward becoming a committee chair next year. Please also review the operational guidelines for the committee and suggest revisions as appropriate.

Thank you for your continuing contributions to the GSIS and I look forward to working with you.

Sincerely,

List of Committees & Representatives

APPOINTEES [terms vary. Generally 2 year terms. Mostly calendar year appointments]

Newsletter Editor
Newsletter Reviews Editor
Publications Manager
Publicity Officer
Auditor (the appointment should be staggered with Treasurer's election)
Geonet Moderator
Webmaster

REPRESENTATIVES [3-year terms]
         * Critical rep appointments

AGI Environmental Geoscience Advisory Committee
        This is a 3-year appointment. Two meetings are held during the year—typically on
        Tuesday mornings (8:00 am to 12:00 noon) the AAPG and GSA annual meetings (May
        and October, respectively). See the GSIS "AGI Committees' Operational Guidelines" for
        more information.

* AGI GeoRef Advisory Committee

* AGI Government Affairs Program
        This appointment has often been made from the ranks of past GSIS presidents. It begins
        at the fall GSA Annual Meeting. See the GSIS "AGI Committees' Operational Guidelines"
        for more information.

* AGI Member Society Council
        This is a 3-year appointment from the ranks of past GSIS presidents; the appointment is
        made in mid-summer and begins at the fall GSA Annual Meeting. See the GSIS "AGI
        Committees' Operational Guidelines" for more information.

ALA ACRL Science & Technology Section

ALA MAGERT

Atmospheric Sciences Librarians International

Cartographic Users Advisory Council (CUAC)

*GSA Publications Committee
        This is a 3-year appointment; the appointment begins at the fall GSA Annual Meeting.
        This is not really an appointment by GSIS. GSA will ask for suggestions.
        Two meetings are held annually—at the GSA Annual Meeting and at GSA headquarters
        in Boulder CO.

North American Cartographic Information Society

North East Map Organization

SLA Geography & Map Division

Western Association of Map Librarians (WAML)

COMMITTEES [2-year terms]

Best Paper Award Committee
Purpose: Determine winner of the Best Paper Award.

Best Reference Work Award Committee
Purpose: Determine winner of the Mary B. Ansari Best Reference Work Award.

Collection Development Issues Committee
Purpose: Collect, analyze, disseminate and publish data on geoscience literature costs;
investigate, respond to issues; report on cooperative collection development issues.

Distinguished Service Award Committee
Purpose: Select winner of Distinguished Service Award.

Exhibits Committee
Purpose: Plan, design and arrange for GSIS exhibits and maintain booth materials.

E-Resources Committee
Purpose: Monitor and report on emerging and changing e-resources. Plan E-Resources Forum
for Annual Meeting.

Guidebooks Committee
Purpose: Update and maintain the Geologic Field Trip Guidebooks database.

Guidebook Standards Subcommittee (of the Guidebooks Committee)
Purpose: Revise and distribute guidebook editorial guidelines; determine winner of Best
Guidebook Award.

International Initiatives
Purpose: Investigate, report on, and recommend internationally-focused activities for GSIS.

Membership
Purpose: Review/revise brochures; solicit new members; contact members who have not
renewed and welcome back members who renewed late.

Nominating Committee
Purpose: Nominate candidates for elective offices; prepare, mail, and count ballots and report
results. Chair: Past-President

Preservation Committee
Purpose: Monitor and report on preservation activities related to the geosciences. Plan
Preservation Forum for Annual Meeting.

Website Advisory Committee
Purpose: Advise on the content and organization of the GSIS website. Select winner of Best
Website Award.

OPERATIONAL GUIDELINES

It is the President's job to maintain and distribute operational guidelines for the Executive Board, committees and appointees. The President should direct the review of operational guidelines by the respective officers and committees as needed to ensure that they are up-to-date.

The following are the Society's operational guidelines. In this format they can be duplicated or cut-and-pasted and e-mailed to the committee chairs for distribution.

Guidelines for the President – see this Handbook.

Guidelines for the Vice President – see the Vice President's Handbook.

Guidelines for Past President

Article III, Section 1.5 of the GSIS Bylaws states that:
- The immediate Past President shall be a voting member of the Executive Board, and shall serve on the Nominating Committee.

The Past President contributes to the efforts of the Society in various ways, many having developed on an ad hoc basis, and then becoming an agreed-upon set of responsibilities. They include, but are not limited to the following:
   o Serves on the Nominating Committee as Chair, unless there are extenuating circumstances.
   o Serves as a source of information and support to the Executive Board, and particularly to the President, as needed.
   o At the end of his or her term, sends files relating to the position to the incoming Past President or to the GSIS Archives as appropriate.

Guidelines for the GSIS Executive Board
Revised 2003

The GSIS Executive Board consists of elected and appointed officials:
    President
    Vice President/President Elect
    Secretary
    Treasurer
    Past President
    GSIS Newsletter Editor
    Publications Manager

Duties:
- Shall be the chief executive officers of the Society and shall exercise general supervision over the affairs of the Society.
- Shall follow the "Guidelines for GSIS Committee Chairs," where relevant.
- Shall maintain and update Society business, operational and financial records.
- Shall maintain communication on ongoing issues and activities of the Society throughout the year.
- Shall communicate with the membership and solicit feedback on issues and Society operations.
- The outgoing Executive Board will meet at or before the start of the annual meeting at the meeting site, and will include committee chairs, incoming officers and appointees.
- The incoming Executive Board will meet during or after the annual meeting at the meeting site. At this meeting, committee charges will be reviewed, nominations and suggestions for appointments made, and issues for the upcoming year discussed. Agenda items from the outgoing Executive Board and annual business meeting are acted upon.

Guidelines for GSIS Committee Chairs
Revised 2005

1. Constitution, Bylaws and the List of Committees, Representatives and Officers. The Constitution and Bylaws are published in the annual Society Membership Directory and on the GSIS website. A preliminary List of Committees, Representatives and Officers is published in the **February** issue of the GSIS Newsletter; a final list is published in the **April** issue. A current List is posted on the GSIS website and also available from the President.

2. Appointments of Committee Members. The President appoints committee chairs and members. The term of office is 2-3 years, depending on the committee. Terms begin either in the calendar year (January) or at the time of the annual meeting, at the discretion of the President. Committee members serve staggered terms so that not all are appointed in one year.

    The President is responsible for sending both appointment letters and letters of acknowledgement for departing committee members.

3. Stationary and brochures. Society stationary is available from the Secretary; stationary can also be formatted using the Society graphic available on the GSIS website. Membership and other brochures are available from the Publications Manager, the Secretary, or the Chair of the committee producing the material.

4. Expenses and Budget. You must follow GSIS expense and budget submission guidelines if you expect to be reimbursed for expenses related to Society activities. Submit all reimbursement requests using the "GSIS Request for Reimbursement" form, available from the Treasurer in hardcopy or electronic format.

    GSIS will refund reasonable postage, photocopy and telephone expenses for your committee if your organization cannot absorb them. All checks issued by GSIS should be cashed within 30 days of receipt.

    As mandated by the GSIS bylaws, the Executive Board must have a draft budget in place by **January 1**. Submit any proposed budget changes to the Treasurer and President as early as possible.

    Unbudgeted expenses during the year must have the approval of the Executive Board for reimbursement; plan accordingly.

5. Reports. Two written reports are required annually from the Chair of each committee. The midyear report is due **April 30**; the annual report is due **September 20**. These reports should be sent to both the President and the Newsletter Editor for publication in the Newsletter. They should also be posted to the GSIS Website.

    The reports serve two purposes: To keep the Executive Board informed of your progress, and to keep the membership informed.

    Each Chair is expected to report or be available for questions at the Executive Board Meeting and the Business Meeting, both held at the GSA Annual Meeting. If you as Chair cannot be present, inform the President and arrange for a member of your committee to attend if possible.

6. Newsletter and Geonet. In addition to your required reports, you can also communicate to the membership and gather feedback via the Newsletter and Geonet. Geonet postings can be made at any time; it is recommended that you inform the Executive Board before posting any significant

Society business on the listserv. Newsletter deadlines are set by the Newsletter Editor; either the Newsletter Editor or the Executive Board can supply them. They are roughly the third week of the month before the Newsletter is published.

7. Website. Midyear and annual reports should be submitted to the Webmaster to be posted on the GSIS website. Other relevant committee information should also be posted on the website.

8. Archives. Records of activities should be submitted to the GSIS Archivist in December (see Archives Guidelines).

Awards Committees Operational Guidelines

Guidelines for GSIS Awards Committees
Revised 2005

Policies and procedures for awarding and publicizing GSIS awards will be standardized by:

Presentations
- The Chair of the awards committee will notify the winner(s) as soon as possible and invite them to the presentation at the GSIS annual meeting.
- Certificates will be presented at a GSIS annual meeting event, to be organized by the Vice President/President Elect in his or her role as meeting organizer. The Vice President will arrange with the Archives Committee to provide a photographer.
- If the award presentation is made at the annual GSIS luncheon or other ticketed event, GSIS will pay for up to two tickets per award. The Chair of the awards committee will arrange for the purchase of tickets for each awardee.
- The Chair or a designated committee member will serve as liaison to the awardee(s) and will serve as host at the presentation.
- The Chair will announce the awardee(s) to the Society (in the Newsletter or at the annual business meeting), and will make the presentation of the award at the event organized during the annual meeting. In presenting the award, the Chair (or a designated committee member) will summarize the reasons for the committee's choice and invite the awardee to respond.
- The Chair will mail the awards certificate and a letter summarizing the committee's reasons for its choice to any awardees who cannot attend the awards presentation.

Certificates
- All certificates presented for the year will be uniform in appearance. The Secretary should keep and make available a digital template.
- Text will include:
    - Name of award
    - Year in which the award is presented
    - Name of recipient(s)
    - Name of publication or resource for which the award is presented, in full citation
    - The phrase "Presented by the Geoscience Information Society at the GSIS Annual Meeting, [city], [state]."
- The certificate will be signed by the GSIS President and the Chair of the awards committee; the signatures will appear one above the other in the lower left corner.
- On a third line below the signatures, the date of the presentation will appear.
- The GSIS logo will appear in the lower right corner.
- Each certificate will be embossed with the GSIS seal (held by the Secretary) over the signatures.
- Text will be computer-produced and laser printed with a border, on paper sized 8.5 x 11".
- Each certificate will be framed behind glass (or equivalent).
- One certificate will be produced for each awardee.
- A second copy of each certificate will be reposited with the Archives Committee for inclusion in the Society's archives.
- A photocopy of each certificate will be sent to the GSIS President to be included in the President's working files.

Publicity
The Vice President/President Elect will notify GSA of awardees in due time to make use of GSA's publicity efforts. If awardee names are not available by GSA deadlines, the Vice President will list the

awards to be announced to GSA. Other publicity will be either managed or coordinated by the Publicity Officer. If no Publicity Officer has been appointed, the Chair of the awards committee will work on award publicity. (See also #6 below.)

Award Procedure Checklist:

The chairs of committees presenting awards are responsible for all logistics including:

1) Getting the certificates printed, proof-read, framed, and if a monetary award is involved, seeing that the check is cut.

2) Arranging for delivery of the award (certificate/check) to the meeting location. Deliver luncheon tickets to awardees.

3) Collecting the appropriate signatures on the awards certificates

4) Delivering certificates/checks to the luncheon

5) Presenting them to the recipients at the luncheon, or delivering/mailing them to recipients who are unable to accept them at the meeting

6) Preparing a press release for the award such as those found at:
http://www.geoinfo.org/press_releases_current.html The press release should be sent to the Web Master and to the Vice President. (If there is a GSIS Publicity officer, the Vice President may relay the information to the officer for appropriate distribution.) The names of award recipients and the press releases should be sent to the GSIS Vice President by September 1st, and the Vice President should then send the information to GSA in the first week of September so that it can be included in the November issue of GSA Today.

 The committee chair may delegate any or all of the above, but is responsible for the outcome.

Secretary Operational Guidelines

GSIS SECRETARY: OPERATIONAL GUIDELINES
Revised 2005

Purpose
1. Maintain membership records, including demographic and contact information.
2. Distribute and receive membership renewals.
3. Distribute the Society's mail as appropriate.
4. Record and distribute the minutes of GSIS Executive Board and annual business meetings.
5. Supply membership mailing labels as directed by the Executive Board.
6. Maintain template(s) for Awards Certificates.

Composition and Term
The Secretary is elected by the membership and serves as part of the Executive Board for a two-year term.

Duties
- Shall follow the "Guidelines for GSIS Committee Chairs," available from the President.
- Shall distribute, collect and forward as appropriate the Society's mail using it's corporate address:
     Geoscience Information Society
     c/o American Geological Institute
     4220 King St.
     Alexandria VA 22302
- Serve as a member of the GSIS Executive Board; take minutes at all Executive Board meetings and at the annual Society business meeting. The Executive Board meeting minutes shall be distributed to the Executive Board. The Business Meeting minutes shall be distributed to the Executive Board and sent to the GSIS Newsletter for publication.
- Shall produce mailing labels for selected portions or the entirety of the membership for Society business including for the Newsletter Editor (Newsletter mailings); Publications Manager (proceedings and membership directory mailings); Nominating Committee (ballots); and/or for outside distribution at the direction of the Executive Board.
- Shall maintain the membership database and backups in an appropriate readily-available software format, including demographic, status and contact information.
- Shall send out membership renewals in **December or January**, either by mail or e-mail. On receipt of a member's renewal, the database shall be updated; checks are sent to the Treasurer according to his or her directions. The Secretary will send out second renewal notices in **March**.
- Shall remove non-renewing members from the mailing list for the June issue of the Newsletter, until receipt of membership payment. Notify GSIS-L moderator of dropped members (assuming we keep GSIS-L). Also notify the Membership Committee chair.
- Shall respond to and forward as appropriate queries for membership and by new members.
- Forwards all payments to the Treasurer, along with a copy of the check and a list including the name of the person or organization writing the check, the bank, check number, amount and purpose of payment.
- Shall inform the President of donations received as part of membership renewals so that the President can send an acknowledgement letter.
- Shall notify President of new members so that President can send a welcome letter. Also notify the Newsletter Editor, Membership Committee Chair, and Geonet moderator.
- Forward requests for Sponsored Membership or Professional Development Fund applications to appropriate officers (see guidelines for those funds).
- Shall maintain a supply of extra copies of Newsletter issues to supply to members as appropriate.

- Produce the GSIS Membership Directory. The publication-ready copy is sent to the Publications Manager for reproduction and distribution; the Executive Board may set a deadline for publication of the Directory in consultation with the Secretary and the Publications Manager.

Membership Terms
Memberships are calendar year. A member joining or renewing in a specific year is entitled to receive all of the GSIS Newsletter issues, the Proceedings, and the Membership Directory (now online) for that year; the Secretary is responsible for seeing that members get all relevant publications.

Exception—Members joining or renewing in November or December (after the annual meeting) should start their membership in the following year unless they specifically request otherwise. These members may be sent a copy of the December issue of the Newsletter as well.

Treasurer Operational Guidelines

GSIS TREASURER: OPERATIONAL GUIDELINES
Revised 2005

Purpose
1. Receive and manage the Society's income.
2. Pay the Society's debts.
3. Keep the Society's accounts.
4. Oversee the Society's financial interests for the health and most economical financial practices of GSIS.

Composition and Term
The Treasurer is elected by the GSIS membership for a two-year term (renewable as appropriate).

Duties
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Serve as a member of the GSIS Executive Board.
- Shall prepare an annual financial report and a preliminary financial report for the annual business meeting.
- Receive and manage all checks and income of GSIS.
- Advise the Executive Board on managing and investing the Society's funds to best advantage.
- Pay bills and reimburse member expenses according to Society procedures and after evaluating the expenses as legitimate.
- Advise the membership on economical ways of accomplishing goals.
- Shall keep accurate and up-to-date accounts.
- Shall pay for and keep records on Society membership with AGI.
- Shall maintain the paperwork necessary to ensure the Society's status as a tax-exempt organization and to keep the Society in compliance with state and federal tax practices, including filing IRS forms.

Financial Information on GSIS
The Geoscience Information Society is legally a corporation incorporated in Washington DC.

The Society's tax identification number (or employer's identification number) is 52-6070335. This number is needed when opening financial accounts and when filing Federal income tax returns.

The Society is tax exempt under section 509(a) (2) of the Internal Revenue Service Code. The Society must file a form if it's income meets the minimum requirements (usually not the case); the Treasurer should check each year to see if a form needs to be filed. The tax return is filed on Form 990.

Financial Accounts
The Treasurer will keep authorized signatures for GSIS accounts up-to-date; account signature cards will be routed to the appropriate members of the Executive Board, either at the annual meeting or shortly thereafter. Two signatures required for withdrawing funds from accounts are recommended, but there should be enough total authorized members of the Executive Board to enable withdrawals in the event of one authorized signer being unavailable.

Financial records consist of spreadsheets to record income and expenses. Income categories include dues (corporate, individual, institutional), Newsletter subscriptions, Proceedings sales, etc. Expense

categories include AGI dues, GSIS annual meeting, Newsletter printing and postage, Proceedings printing, officers' expenses, etc. Categories can be added as needed. The checking account balance from the previous year's financial statement plus the total of the income categories minus the total of the expense categories should equal the current checking account balance.

Savings: GSIS received money from the Second International Conference on Geoscience Information; this money is invested in a one-year term account (matures every May) at the Home Savings of America, Walnut Creek Office, 1390 S. Main St. Walnut Creek CA 94596.

Checking: To open and operate a corporate checking account, the bank usually requires a resolution that must be signed by authorized officers.

Reimbursements: GSIS committee members shall submit bills through the Chair of the committee to the Treasurer according to "Guidelines for GSIS Committee Chairs." The Chair will forward bills to the Treasurer on approval, along with any comments. The cut check will be sent, along with a copy of the bill or other records and a stamped envelope addressed to the recipient of the funds, to the President or other authorized signer from the Executive Board for a second signature. This officer will then forward the check to the recipient.

Every reimbursement transaction will be documented. All reimbursement or bill-paying checks will be matched to a bill or receipt documenting the expense. GSIS has no petty cash fund; all expenses are paid by check.

Membership and Publications Income: Checks received by the Secretary and Publications Manager will be sent to the Treasurer via certified mail. The Treasurer must sign for certified mail delivery; pick a convenient mailing location for this. Checks from the Secretary and Publications Manager shall be accompanied by:
- a copy of the check
- a record or list of the checks including the name of the person or organization writing the check, the bank, check number, amount and purpose of payment.

All deposits will be made promptly. If a check does not clear at full US value, the bank should return or send you a corrected record of the actual value so that you will have a record for the Society books. Any subtractions can be entered into the appropriate income category as a negative transaction.

Income from Donations/Other Sources: Inform President of donations in cases where they do not come via the Secretary or via sponsorship of the Annual Meeting. It is important that all donations/contributions be acknowledged and this ensures that the President is aware of all sources of income.

AGI Dues and contributions: The Society is a member of the American Geological Institute. As a member, GSIS pays dues to AGI. Dues are based on the number of personal US members. Dues are assessed quarterly. AGI bills the Treasurer based on the previous quarter's personal membership count; this count should be updated at least annually. The Secretary shall be consulted on these numbers. Most recently calculated on a $2/per member basis, counting only North American full-time members (criteria or dollar amount per person may vary yearly; watch for AGI letter). The Secretary can supply proper member counts by category.

Audit: An audit is specified in the Society Bylaws Article II, Section 4. The Treasurer shall "arrange for the books to be audited each January for the previous year." The Treasurer should coordinate with the President to appoint an Auditor for a staggered term with the Treasurer. The Auditor will use the Auditor Operational Guidelines.

Record Retention: The IRS requires a tax exempt organization to keep its cancelled checks and other financial records for **five years**. These records shall be retained by the Treasurer—the University of

Illinois Archives, where the GSIS archives are deposited, is not set up to manage materials on a non-permanent basis and so is not an appropriate repository for these records.

Auditor Operational Guidelines

GSIS AUDITOR: OPERATIONAL GUIDELINES
Revised 2003

Purpose of the Appointment
1. Ensure that all GSIS income and expenses are appropriately handled and correctly recorded.

Composition and Term
The Auditor is appointed by the President of GSIS for a two-year term (renewable as appropriate) based on the fiscal year if possible, and reports to the Executive Board. Where possible, the term of Auditor will not coincide with that of Treasurer, but will be staggered.

The Auditor should, but does not have to be, a member of GSIS. Previous treasurers or other officers of GSIS who are familiar with the Society's operations are recommended as appointees. To avoid any conflic of interest, the Auditor should not have signed any Society checks or disbursed funds during the year(s) being audited.

Duties

- Complete the audit for each calendar year by March 30 of the subsequent year.
  - Inspect the list of checks and other records of income to verify that all funds were deposited in the appropriate accounts, and that the information on the financial statement is correct and accurately reflects the Society's income.
  - Inspect the list of checks and other records of expenditure to verify that all disbursements were appropriate, and that the information on the financial statement is correct and accurately reflects the Society's expenditures.
- On review of the financial statement and GSIS books and determination that they are correct, the Auditor signs and dates a statement to this effect and attaches it to the financial statement.
- Sends the original statement of verification to the current GSIS President. The Auditor sends copies of the audited financial statement to each member of the current Executive Board and the previous year's Board. The Auditor also sends a copy to the Editor of the GSIS Newsletter for publication in the June issue of the Newsletter.
- Advise the Treasurer and Executive Board of appropriate practices for handling accounts.

Geonet Moderator Operational Guidelines

GSIS GEONET MODERATOR: OPERATIONAL GUIDELINES
Revised 2005.

Purpose
1. Moderate and manage the Geonet discussion list.
2. Moderate and manage the GSIS-L (members only) listserv. *(currently under review)*

Composition and Term
The Geonet moderator is appointed by the President of GSIS for a two-year term (renewable as appropriate). Generally, appointments are for two years with no limits on the number of terms a member may serve.

Duties
- Manage and maintain membership of Geonet discussion list. Membership is not a requirement for participating in Geonet.
- Add new members to the list.
- Shall follow the "Guidelines for GSIS Committee Chairs" and "GSIS Awards Committee

Publications Manager Operational Guidelines

GSIS PUBLICATIONS MANAGER: OPERATIONAL GUIDELINES
Revised 2005

Purpose
1. Prints, distributes, sells and markets GSIS publications.
2. Maintains the inventory of GSIS publications.

Composition and Term
The Publications Manager is appointed by the President of GSIS for a two-year term (renewable as appropriate). Generally, appointments are for two years with no limits on the number of terms a member may serve.

Duties
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Serve as a member of the GSIS Executive Board.
- Advise the Executive Board on printing costs and vendor selection.
- Arranges for the printing, delivery, sale and marketing of the annual GSIS Proceedings, including back volumes and houses the inventory.
- Maintains publications list on GSIS website and provides copies to Publicity Officer and Newsletter Editor.
- Arranges for printing and delivery of gratis publications.
- Maintains subscriptions of the GSIS Newsletter, houses the Newsletter inventory, and fills claims.
- Arranges for the printing, sale, delivery and marketing of any other GSIS publications.
- Investigates and resolves customer claims and sales problems, fulfils orders, sends renewal notices.
- Forwards all payments to the Treasurer within 7 days of receipt, along with a copy of the check and a list including the name of the person or organization writing the check, the bank, check number, amount and purpose of payment.

Prepayment for all publications except for standing orders of the Proceedings is required.

Publications Requirements
The Publications Manager must have:
- Necessary computing skills
- Space to house a growing inventory of 80-100 linear feet of materials. [verify]
- Space to house files of 10-15 linear feet (approx. one filing cabinet). [verify]
- Access to mail shipping and FedEx.

Calendar
Spring:
- Proof, print and mail the Proceedings to members and subscribers
- Revise and print Publications List
- Submit budget requests to President
- Prepare midyear report

Late Summer:
- Prepare annual report

Fall:
- Send out Newsletter subscription renewal notices.
- Attend the GSIS Executive Board meetings and annual Business Meeting.

Late Fall:
- Send late payment notices to Proceedings subscribers who haven't paid yet.

Winter:
- Send previous year's publications to the Society Archives.
- Advise the Newsletter Editor of subscriptions cancelled for non-payment.
- Offer older surplus publications to graduate schools of LIS or other venues as appropriate, in consultation with the Executive Board.

GSIS Newsletter Editor: OPERATIONAL GUIDELINES
Revised 2005.

Purpose:
Publish the bi-monthly GSIS Newsletter.

Term
The Editor is appointed by the President of GSIS for a two-year term (renewable as appropriate). Generally, appointments are for two years with no limits on the number of terms.

Duties
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Publish the bi-monthly GSIS newsletter and distribute to members and subscribers.
- Publish deadlines for newsletter submissions.
- Solicit news and content from members.
- Solicit mid-year and annual reports from offices, chairs, and representatives.
- Solicit advertising.
- Work with Publicity Officer.
- Announce new members.
- Work with Newsletter Reviews editor to supplement the content of the newsletter.
- Provide extra copies of the newsletter to officers, Publications Manager, and members, as requested.
- Serve as a member of the Executive Board.

GSIS Newsletter Reviews Editor: OPERATIONAL GUIDELINES
Revised 2005.

Purpose:
Monitor the library and information science literature for articles and other works on interest to the membership.

Term
The Editor is appointed by the President of GSIS for a two-year term (renewable as appropriate)..
Generally, appointments are for two years with no limits on the number of terms.

Duties
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Scan recent library and information science literature and summarize items of interest to the members of GSIS.
- Prepare a list of these materials for regular publication in the GSIS Newsletter. Short annotations or reviews (2-5 sentences long) are helpful.
- Find reviewers (or prepare reviews) of any books sent to the GSIS for review.

Publicity Officer Operational Guidelines

GSIS PUBLICITY OFFICER: OPERATIONAL GUIDELINES
Revised 2005

Purpose of the Appointment
1. Centralize and standardize the release of publicity and information concerning GSIS, its members, activities and events.
2. Work with the Publications Manager to coordinate publicity, review, and announcements of GSIS publications as needed.

Composition and Term
The Publicity Officer is appointed by the President of GSIS for a two-year term (renewable as appropriate). Generally, appointments are for two years with no limits on the number of terms a member may serve as Publicity Officer.

Duties
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Plans and implements strategies, with approval of the Executive Board.
- Builds a database of publicity outlets.
- Maintains a manual of procedures and policies for publicity for the Society.
- Serves on the Program Committee of the annual meeting and provides publicity services for annual meeting activities as designated by the Vice President.
- Prepares and distributes press releases concerning GSIS activities, events and members. Examples: news on elections, awards, or jointly-sponsored events and activities.
- Responds to directory questionnaires (such as the Encyclopedia of Associations).
- Submits press releases to Webmaster to post on GSIS website.
- Submits publications list, awards announcements, and other GSIS information to *GeoSpectrum.*

Webmaster Operational Guidelines

GSIS WEBMASTER: OPERATIONAL GUIDELINES
Revised 2005

Purpose
1. Maintain the GSIS website.
2. Arrange for support of the GSIS website on an appropriate server (the AGI server).
3. Work with the Website Advisory Committee to improve the website.

Composition and Term
The Webmaster is appointed by the President of GSIS for a two-year term (renewable as appropriate). Generally, appointments are for two years with no limits on the number of terms a member may serve.

Duties Include
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Monitor access and address technical problems with access to the website.
- Work with AGI to maintain the website on the AGI server.
- Arrange for backup of website files.
- Update the website as appropriate.
- Advise and consult with the Website Advisory Committee on the GSIS website.

Archives Committee Operational Guidelines

GSIS ARCHIVES COMMITTEE: OPERATIONAL GUIDELINES
Revised 2005

[Note: This committee is currently not active but the Archivist has requested it be re-started. 1/2006.]

Purpose of the Committee
1. Archive and preserve Society records.
2. Inform GSIS officers and appointees on archiving practices and distribute the "GSIS Archival Guidelines."
3. Answer questions related to the GSIS archives.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee.

Duties
Chair
- Shall be the chief executive officer of the Archves Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs," available from the President.
- Shall maintain, update and distribute the "GSIS Archival Guidelines."

Members
- Shall assist the Chair in performing the duties of the Committee.
- Shall recruit members to photograph or otherwise record Society events as appropriate.

Archives Committee "GSIS Archival Guidelines"

GSIS ARCHIVAL GUIDELINES
Revised 2005

The Geoscience Information Society Archives are housed in the University of Illinois University Archives. The GSIS Archives Committee has prepared these guidelines to aid officers, committee chairs, and representatives in preparing and submitting materials to the Archives Committee. For additional information, please see the attached "Transfer Guidelines from the University of Illinois University Archives."

<u>Submission of Materials</u>
1. All GSIS officers, representatives, and committee chairs must submit materials related to the business of the Society to the Archives. The schedules below indicate the basic materials to be submitted.
2. Because it may be convenient to have your predecessor's papers, the recommended time to submit materials varies. See the schedules below.

<u>Preparation of Materials</u>
1. Weed from your papers duplicates and items that are only understandable to you. Put papers in the order you would use them, or in order chronologically from most recent to oldest.
2. Files should be packed so that items will not slide out of folders while shipping.
3. Records on computer disk are not accepted by the University Archives. For this reason, all records should be submitted in paper format.

<u>Schedules</u>

All Officers and Appointees:
    Current procedures and duties
    Midyear and annual reports
    Significant correspondence

President:
    Budget
    Agendas for meetings
    Calendars
    List of officers, appointees, representatives and committees
    Conference call agendas and summaries
    Project, activity and function files
    Policies, decisions, etc.
    Current committee charges
Submission—Submit your working materials to the incoming President. Submit your predecessor's materials to the Archives no later than by the end of your term as President.

Vice-President:
    Budget
    Annual meeting planning files and information
    Field trip guidebook (if prepared)
    Publicity, announcements, schedules, handouts, etc.
Submission—Submit your working files to the incoming Vice-President. Submit your predecessor's materials to the Archives no later than by the end of your term as Vice-President.

Secretary:
    Minutes of the Executive Board and Society business meetings
    Meeting notices
    Membership records

Submission—Submit your working files to the incoming Secretary. Submit your predecessor's materials to the Archives no later than by the end of your term as Secretary.

Treasurer:
    Annual audit report
    Annual income and expenses spreadsheets
    Updated procedures and guidelines
    Significant correspondence (over 5 years old)
Submission—Keep **the last 5 years** of the following materials rather than submitting them:
    Annual audit report
    Annual income and expenses spreadsheets
    Updated procedures and guidelines, including tax and other records
    Significant correspondence regarding financial issues (as opposed to other Executive Board
        issues)
    All bank statements and other bank records such as deposit slips
    All records of expenses, including each invoice and associated cancelled check
    All records of income EXCEPT membership check records (which are kept by the Secretary).
Do not include specific financial and membership transactions in the materials submitted to the Archives. DESTROY any records that do not go to either the incoming Treasurer or the Archives.

Publications Manager:
    Membership Directory
    Society Proceedings
    GSIS brochures
    GSIS publications list
    GSIS publications inventory
    Other Society publications for sale by GSIS
Submission—Submit one copy of each publication as they become available. Submit your working files to the incoming Publications Manager. Submit your predecessor's materials to the Archives no later than by the end of your term as Publications Manager.

Publicity Officer:
GSIS publicity items and news releases
Submission—Submit your working files to the incoming Publicity Officer. Submit your predecessor's materials to the Archives no later than by the end of your term as Publicity Officer.

Newsletter Editor:
One copy of each issue of the GSIS Newsletter
Submission—Submit the Newsletter as it is published to the Archives. Submit your working files to the incoming Newsletter Editor. Submit your predecessor's materials to the Archives no later than by the end of your term as Newsletter Editor.

Committee Chairs:
Handouts, schedules, photographs, and programs from annual meetings; brochures, committee documents, and publicity materials; copies of awards certificates, announcements and citations; sample ballots and candidate statements, reports of election results.
Submission—Submit your working files to the incoming chair. Submit your predecessor's materials to the Archives no later than by the end of your term as chair.

Representatives:
Agendas for meetings attended
Submission—Submit materials to the Archives at the end of your term.

Best Paper Award Committee Operational Guidelines

GSIS BEST PAPER AWARD COMMITTEE: OPERATIONAL GUIDELINES
Revised 2005

Purpose of the Committee
1. Determine the winner of the Best Paper Award.
2. Promote the Best Paper Award.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee.

Duties
Chair
- Shall be the chief executive officer of the Best Paper Award Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs" and "Guidelines for GSIS Awards Committees".
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.
- Shall set award deadlines in coordination with the Vice President for the GSIS annual meeting planning.

Members
- Shall monitor, evaluate, and report on committee activities in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for the Best Paper Award.
- Shall conduct a thorough literature search each year to ensure that all papers fitting the committee criteria are considered for the award, under the direction of the Chair.
- Shall solicit nominations from the GSIS membership.

Criteria for Selection of the Best Paper Award
1. There are no author restrictions. Authors of nominated papers need not be members of GSIS; there may be single or multiple authors.
2. There are no nationality or publisher restrictions.
3. The nominated paper must be published during the previous calendar year.
4. Nominations shall be received and evaluated by the committee. Each committee member will read and rate each nominated paper.
5. Nominated papers will be rated by the following:
    a. Significant contribution to the field of geoscience information.
    b. Shows originality, creativity and provides new insights, methods or applications.
    c. Scholarly, showing evidence of thorough research, up-to-date documentation, and critical evaluation.
    d. Clearly written, well organized, and able to communicate its message effectively.
    e. Demonstrate professional competence of the author(s).

Best Reference Work Award Committee Operational Guidelines

GSIS BEST REFERENCE WORK COMMITTEE: OPERATIONAL GUIDELINES
Revised 2005

Purpose of the Committee
1. Determine the winner of the Mary B. Ansari Best Reference Work Award.
2. Promote the Best Reference Work Award.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee.

Duties
Chair

- Shall be the chief executive officer of the Best Reference Work Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs" and "Guidelines for GSIS Awards Committees".
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.
- Shall set award deadlines in coordination with the Vice President for GSIS annual meeting planning.

Members

- Shall monitor, evaluate, and report on committee activities in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for the Best Reference Work Award.
- Shall compile a list of nominated geoscience reference works under the direction of the Chair. Nominations may be solicited from the membership.
- Shall evaluate nominated geoscience reference works. A ratings sheet may be used for the evaluation process.

Criteria for Selection of the Best Reference Work Award
1. The work must have been published or produced within three years preceding the date of the GSIS annual meeting at which the award is presented.
2. The work must have significant value to the geoscience community, and should be judged the most valuable contribution during the time period in question. "Significant value" criteria may include:
   a. Uniqueness (in approach, subject coverage, etc.)
   b. Comprehensiveness
   c. Usefulness (particularly to information providers)
   d. Quality
   e. Authoritativeness
3. Local or specialized works can be considered if they are particularly high in quality and could serve as a model for other works.

4. A work that is not strictly "geoscience" but that has significant value to the geoscience information community may be considered.
5. Formats other than monograph may be considered, for example maps, databases, etc. Any works nominated should be in a generally useable format (CD-ROM, etc.), be generally available for purchase by libraries, and (at least theoretically) have a stable future.
6. Although no work is specifically excluded from consideration, textbooks or monographs in geoscience or library/information science would not normally be considered. The award is meant to recognize geoscience reference works or works focused on the information aspects specifically of geoscience.
7. Software, numeric data sets, and other digitized information that are not specifically considered to be reference works and that the committee may not be fully qualified to evaluate content should not be considered.

Award Check: This award includes a check of $500 for the winner. Work with the Treasurer to obtain the check. The funds are to be utilized until depleted per the donor's instructions.

Collection Development Issues Committee Operational Guidelines

**GSIS COLLECTION DEVELOPMENT ISSUES COMMITTEE:
   OPERATIONAL GUIDELINES**
Revised 2003

Purpose of the Committee
1. Collect, analyze and disseminate data concerning costs of geoscience publications for comparison purposes.
2. Publish appropriate information and/or data in the GSIS Newsletter.
3. Provide a forum for discussion of collection development issues.
4. Report on and encourage cooperative collection development efforts in the geosciences.
5. Respond to other collection development issues as appropriate.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee.

Duties
Chair
- Shall be the chief executive officer of the Collection Development Issues Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs" .
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.
- Shall be responsible for determining collection development issues to be examined by the committee.

Members
- Shall monitor, evaluate, and report on collection development activities in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for collection development.
- Shall implement committee activities under the direction of the Chair, including programming for the annual meeting.

Distinguished Service Award Committee Operational Guidelines

GSIS DISTINGUISHED SERVICE AWARD COMMITTEE: OPERATIONAL GUIDELINES
Revised 2005

Purpose of the Committee:
    Determine the winner of the GSIS Ansari Distinguished Service Award.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee.

Duties
Chair

- Shall be the chief executive officer of the Best Distinguished Service Award Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs" and "Guidelines for GSIS Awards Committees".
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.
- Shall set award deadlines in coordination with the Vice President for the GSIS annual meeting planning.

Members

- Shall monitor, evaluate, and report on committee activities in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for the award.
- Shall solicit nominations from the GSIS membership.
- Promote and publicize the award.
- Review nominations and select an award winner.
- Draft award text, create certificate or plaque, and present the award at the annual meeting.
- Provide information on the award and past award winners via the GSIS website and directory.

Award : This award includes a check of $400 for the winner. Work with the Treasurer to obtain the check. The funds are to be utilized until depleted per the donor's instructions. Upon depletion of the funds, the name of the award reverts to the generic GSIS Distinguished Service Award. The award also includes a certificate or plaque plus a token for the awardee.

Sample Award Announcement:

The purpose of the GSIS Ansari Distinguished Service Award is to recognize and honor significant contributions to the geoscience information profession.

Eligibility:

Membership in the Geoscience Information Society is not a requirement.

Nomination process:
Provide your name and contact information plus the name, title, and contact information of the person you are nominating for the award. Please provide a resume or curriculum vita of the nominee along with a statement, not to exceed 700 words, indicating why the candidate is deserving of this award. Additional letters of support from other individuals may be submitted along with the nomination.

Deadline:
May 15

Presentation:
The award will be presented at the annual meeting of the Geoscience Information Society.

E-Resources Committee Operational Guidelines

E-RESOURCES COMMITTEE: OPERATIONAL GUIDELINES
Revised 2005

Purpose of the Committee
1. To organize the E-Resources Forum at the annual conference. This forum provides a venue where electronic resources of interest to the GSIS community may be presented, discussed and evaluated.
2. To evaluate geoscience digital products (for example: organizing database trials for GSIS members).
3. To participate and recommend standards for digital products (for example: recommend standards for web pages).
4. To report findings in the GSIS Newsletter, on the Society's website, and/or at the annual meeting.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee.

Duties
Chair
- Shall be the chief executive officer of the E-Resources Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Shall organize the E-Resources Forum at the annual meeting.
- Shall oversee any projects that committee members undertake to evaluate digital products, report findings at the annual meeting and, if appropriate, to vendors and agencies.
- Shall express the committee's concerns and recommendations regarding standards to appropriate vendors and agencies.

Members
- Shall monitor, evaluate, and report on new products in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for standards for digital data products.
- Shall assist the Chair in planning and putting on programs at the annual GSIS meetings.

Exhibits Committee Operational Guidelines

GSIS EXHIBITS COMMITTEE: OPERATIONAL GUIDELINES
Revised 2003

Purpose of the Committee
1. Arrange for GSIS to exhibit at the annual meeting with the Geological Society of America meeting, and other meetings as deemed appropriate by the Executive Board.
2. Plan and design a GSIS exhibit that will raise awareness of the Society and communicate the purpose and activities of GSIS to meeting participants.
3. Maintain GSIS exhibit booth materials

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee. It is recommended that the committee include members in the general geographical area of upcoming meeting sites.

Duties
Chair

- Shall be the chief executive officer of the Exhibits Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.
- Shall have responsibility for making the arrangements for exhibit space, including any recordkeeping and billing.
- Shall ensure that exhibit materials are shipped to each meeting site and returned.
- Shall be responsible for organizing staffing for the exhibit booth at the annual meeting.
- Shall prepare guidelines to help those who staff the exhibit booth, including a list of FAQs, a staffing sign-up sheet, and a log book for recording comments, opinions, questions and problems that arise during the meeting.

Members

- Shall monitor, evaluate, and report on exhibit activities in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for the GSIS exhibit.
- Shall implement committee activities under the direction of the Chair, including:
    - Participate in exhibit booth storage, shipping, set-up and take-down.
    - Participate in staffing and recruiting volunteers, and maintenance of the exhibit space including clean-up and replenishing give-aways.
    - Plan exhibit displays and organize necessary exhibit and promotional materials.

Annual Meeting Registration Fees
Two complimentary exhibit registrations are provided by GSA for exhibitors. The Chair receives one registration badge; the second goes to a committee member designated by the Chair who helps with the exhibit booth.

In addition, the Chair can authorize reimbursement of up to two student registration fees for students who help staff the GSIS exhibit booth. The Chair will schedule a student for not less than 8 hours.

Students will be reimbursed after having satisfactorily performed their duties and submitting a copy of their registration fee paid receipt. This amount should be included in the Exhibit Committee budget.

Exhibit Booth Check List
Revised 2005

The GSIS Exhibit display is "portable" to some extent and comes in a packing case. The display expands to 8 feet long and 4 feet high. The top segments of the display have red markings. The display is fabric-backed to hold Velcro'd items. The shipping case is somewhat damaged—to seal it you must close the latch with pliers and tape the lid closed with strapping tape wrapped from lid to handle. *[New cases is being purchased for 2006 meeting.]*

The display fixtures take up some of the available table space, but there is still plenty of room to display publications, handouts, GSIS mugs, pens, etc.

Payments: If possible, pay using the GSIS credit card—this may require more lead time because only certain members of the Exec Board can authorize payment using this credit card. You can also pay using a personal credit card—to get reimbursed from the GSIS Treasurer, save all receipts and invoices and turn them in with an expense reimbursement form.

Exhibit Booth Logistics
- Reserve a booth at GSA for the next year before the close of the Exhibit Hall:
  - Fill out the Exhibitor Prospectus (available from GSA Meeting Management)—**Do this as early as possible.**
  - ***Affiliated organizations such as GSIS are given free booths at the GSA Annual Meeting.***
  - Select proposed booth locations for the next year.
  - Booth assignments are made **between March and May** of the following year.
- GSA Exhibitors documentation is available via the Web. GSA and the site's vendor (example: Freeman Decorating) should have separate sites with documentation. An e-mail will be sent to the Exhibits Chair when the webpages become available.
- Shipping: Determine where the booth case will be shipped and stored. Select a location at or near the next meeting site if possible.
- The site's vendor is the source for rental furniture for the booth itself. The free booth is 10x10 ft, with standard carpeting included. The GSIS Exhibits Committee must rent the vendor's furniture—**pay attention to furnishing rental deadlines**. Rent:
  - One 8-foot table
  - One 6-foot table
  - Two side chairs
- Send payment to GSA Meeting Management—use the GSIS credit card if deadlines permit.
- Check on final disposition of the booth case—confirm that a GSIS volunteer will transport the case to the Exhibit Hall, or arrange for the case to be shipped from its storage location to the Exhibit Hall. GSA Meeting Management provides information on when and where to deliver the case.

Exhibit Content
- Decide on an exhibit theme. This can match the GSA meeting theme or be different.
- Plan a display of materials representing the GSIS awards given that year—contact awards committees for information. Use books, print-outs of webpages, articles, etc.
- Request photo .jpg's or .gif's from GSIS members via Geonet if you will be using photos of library sites. Allow for enough lead-time; send at least one reminder if you don't get sufficient response.
- Matt photos and other display materials; use Velcro to attach display items to the booth framework—do this beforehand.
- Arrange for a printed title banner for the top of the booth display if appropriate.

- Arrange any "give away" items such as pens, bookmarks, etc.
    - Identify supply companies that can provide monogrammed items.
    - Submit a purchase request and budget to the Exec Board for approval.
    - Place orders. Use the GSIS credit card if possible. Savie invoices, etc. to submit to the Treasurer.
- Purchase candy to distribute and bring a basket or other nice container to hold it.

Exhibit Booth Set-Up and Take Down
- You will need **pliers and strapping tape**, and should have a cutting tool for the tape.
- Arrive at the Exhibit Hall in time to—
    - Register as an Exhibitor—You need an Exhibitor's badge to enter the Exhibit Hall to set up (before it's "open"). NO EXCEPTIONS.
    - Remove the display from its shipping case (cut the strapping tape, etc.). Set up the booth and place display items on the fabric backing of the display. It usually takes 60-90 minutes.
    - You must be set up **by the time the Exhibit Hall closes** prior to the GSA Opening Ceremony. GSA has a specific time for you to be completed.
- Close down the booth—
    - Take down the display, remove all display items, and compress the booth into the shipping case.
    - Prepare the case as if you were shipping it (you never know)—close the latch with pliers and tape the lid closed with strapping tape wrapped from lid to handle.
    - Depending on your **prior arrangements**, ship the case to its interim storage location or make sure that it is picked up by a GSIS member.

Exhibit Booth Staffing
- Prepare sign-up sheets for GSIS volunteers to staff the booth during Exhibit Hall hours. Someone MUST be present during these hours according to the Exhibitors Prospectus and GSA Meeting Management.
- Announce needs for booth staffing before the meeting, and during the meeting at GSIS-sponsored events as appropriate and necessary.
- Make special arrangements to have the booth staffed by graduate students or others during the GSIS luncheon. Allow for lead time in this; there may also be GSIS members willing to do this—use Geonet to advertise.

Guidebooks Committee Operational Guidelines

GUIDEBOOKS COMMITTEE: OPERATIONAL GUIDELINES
Revised 2005

Purpose of the Committee
1. Identify geologic field trip guidebooks that fall within the scope of the Geologic Guidebooks Database (http://www.agiweb.org/georef/onlinedb/gnaintro.html) and submit the relevant information about them for inclusion into the database.
2. Resolve questions about the description of geologic field trip guidebooks in the database.
3. Collaborate with AGI to facilitate indexing of geologic field trip guidebooks in the database and in Georef.
4. Provide information to GSIS and AGI on matters pertaining to geologic field trip guidebooks, a unique form of "grey literature," of special importance to the geosciences.
5. Has a subcommittee "Guidebook Standards Subcommittee" which awards a Best Guidebooks Award.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee. Members of the Guidebook Standards Subcommittee will serve as members of this committee.

Duties
Chair

- Shall be the chief executive officer of the Union List of Field Trip Guidebooks Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs," available from the President.
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.

Members

- Shall discover and submit information about geologic field trip guidebooks in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for the description, indexing, and representation of geologic field trip guidebooks in the Geologic Guidebooks Database, Georef, and other media.
- Shall implement committee activities under the direction of the Chair, including programming for the annual meeting.

Guidebook Standards Subcommittee Operational Guidelines

GSIS GUIDEBOOK STANDARDS SUBCOMMITTEE: OPERATIONAL GUIDELINES
Revised 2005

Purpose of the Committee
1. Maintain guidebook standards that address durability and clarity of bibliographic information.
2. Provide authors, editors and publishers of geologic field trip guidebooks with bibliographic and format guidelines to assist in the publication of quality guidebooks, as described in the "Guidelines for Authors, Editors, and Publishers of Geologic Field Trip Guidebooks."
3. Honor geologic field trip guidebooks that best meets committee standards by means of the Best Guidebook Award.

Composition and Term
The Chair of the Subcommittee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee. Members of the subcommittee also serve as members of the Guidebooks Committee.

Duties
Chair
- Shall be the chief executive officer of the Guidebook Standards Subcommittee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs" and "Guidelines for GSIS Awards Committee".
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.
- Shall maintain a list of contacts for prospective editors, publishers, compilers and authors of guidebooks. Guidelines and a cover letter from the Chair should be sent to field trip leaders at least 4 months in advance of scheduled trips. The Chair of the Guidebooks Committee may act as a liaison by forwarding information on newly-published guidebooks.
- Shall set award deadlines in coordination with the Vice President for GSIS annual meeting planning.
- Shall notify the winner of the Award and provide information about the winner to the Publicity Officer.

Members
- Shall monitor, evaluate, and report on committee activities in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for guidebook standards.
- Shall revise, as necessary, the "Guidelines for Authors, Editors, and Publishers of Geologic Field Trip Guidebooks" under the direction of the Chair.
- Shall distribute the Guidelines to prospective editors, publishers, compilers and authors of guidebooks.
- Shall compile a list of nominations for Best Guidebook Award under the direction of the Chair.

Criteria for Selection of the Best Guidebook Award
The Best Guidebook Award shall be made according to adherence to "Guidelines for Authors, Editors and Publishers of Geologic Field Trip Guidebooks.

International Initiatives Committee Operational Guidelines

GSIS INTERNATIONAL INITIATIES COMMITTEE: OPERATIONAL GUIDELINES
Revised 2003

Purpose of the Committee
1. Improve the exchange of geoscience information across international boundaries.
2. Investigate and create opportunities for cooperation between GSIS and other organizations concerned with the international aspects of geoscience information.
3. Disseminate information on activities and opportunities for members and from the Society to other appropriate organizations.
4. Create liaisons with groups with similar international goals, such as the GSA International Division.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee.

Duties
Chair
- Shall be the chief executive officer of the International Issues Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.

Members
- Shall monitor, evaluate, and report on international issues and activities in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for international issues.
- Shall implement committee activities under the direction of the Chair.
- Shall work with the Membership Committee to devise brochures and promotional materials for GSIS and distribute them at professional meetings outside the US and Canada.
- Shall contact GSIS members living outside the US and Canada and encourage their participation in Society activities and attendance at annual meetings. Committee members will introduce international attendees to other Society members and assist them to get involved in Society activities.

Membership Committee Operational Guidelines

GSIS MEMBERSHIP COMMITTEE: OPERATIONAL GUIDELINES
Revised 2005

Purpose of the Committee
1. Supply potential members with information about GSIS membership.
2. Survey former members regarding reasons for dropping membership.
3. Revise the Membership Brochure and other recruiting information as needed. Post on website.
4. Conduct mass mailings of membership information to targeted audiences at the direction of the GSIS Executive Board.
5. Publicize Sponsored Membership Program.
6. Provide information about new members to the GSIS Newsletter editor.
7. Maintain the membership form on the GSIS website.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee.

Duties
Chair
- Shall be the chief executive officer of the Membership Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs," available from the President.
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.
- Shall express the committee's concerns and recommendations regarding membership to GSIS.
- Administer and report on Sponsored Membership Program.
- Maintain membership form on GSIS website.

Members
- Shall monitor, evaluate, and report on membership activities in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for recruiting members.
- Shall implement membership and recruiting activities under the direction of the Chair.

The membership brochure and form are available on the GSIS website.

Nominating Committee Operational Guidelines

GSIS NOMINATING COMMITTEE: OPERATIONAL GUIDELINES
Revised 2005

Purpose of the Committee
1. Be responsible for the nomination and election of GSIS officers.
2. Shall conduct a mail ballot for the election.
3. Shall count returned ballots.
4. Shall notify the President, candidates, and membership of election results.

Composition and Term
The Chair of the Committee is the immediate Past President. If the immediate Past President cannot serve, a recent member of the Executive Board should be appointed as Chair by the President. Other members are appointed by the President on the recommendation of the Chair. Generally, appointments are for one year with no limits on the number of terms a member may serve on the committee.

Duties
Chair

- Shall be the chief executive officer of the Nominating Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Shall follow instructions for nominations and elections in GSIS Bylaws.
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.
- Recommend at least two members to the President for appointment to the Committee by **mid January**.
- Shall distribute current job descriptions for GSIS officers to the Committee.
- Shall issue a Call for Nominations for the **December or February** issue of the GSIS Newsletter, including a deadline (usually **end of February**) and contact information for the Committee members.
- Shall compile a list of potential candidates by the **end of February**, based on feedback and rankings as appropriate from Committee members.
- Shall be responsible for contacting potential candidates by the **end of February or first week in March**. Nominate at least two candidates for Vice President. In alternating years, nominate at least one candidate for Secretary or Treasurer.
- Shall be responsible for compiling the ballot, including candidates' biographical information.
- Shall submit a budget for the expenses associated with mailing ballots to the Executive Board.
- Shall count returned ballots in **late May or early June** (6 weeks after the ballots are mailed). Ballot counts for each candidate are NEVER released, although information on the total number of votes cast may be noted. The outgoing Chair may share information on candidate rankings informally with the incoming Chair if appropriate.
- Shall release the election results (in this order) to
  - The President and all candidates.
  - The members of the Nominating Committee and the Executive Board.
  - The GSIS membership. The membership should be notified no later than the **August** Newsletter.

Members

- Shall be responsible for encouraging nominations at the direction of the Chair and shall nominate candidates as appropriate.
- Shall provide feedback to the Chair on nominations and assist the Chair in ranking candidates for the ballot.
- Shall assist the Chair in contacting potential candidates and informing them of relevant job descriptions.
- Shall be responsible for mailing the ballot in **April** (date determined by the availability of the final membership mailing list from the Secretary). One member shall order mailing labels from the Secretary and be responsible for mailing all ballots.

BYLAWS: Article VIII of the GSIS Bylaws states that:

Section 1. Nominating Committee. The Nominating Committee shall be responsible for:
- The nomination and election of Officers of the Society;
- Conducting a mail ballot for the election;
- Counting the returned ballots;
- Notifying the President, the candidates, and the membership of the results.
- Shall consist of no fewer than three Members, one of whom shall be the immediate Past President.

Section 2. Nominations for Elected Officers. The Nominating Committee shall:
- Nominate at least two candidates for the position of Vice-President and
- In alternating years, at least one candidate for the office of Secretary and one candidate for the office of Treasurer.
- All nominees shall be current members of the Society.
- Shall inform potential candidates of the duties of the offices and obtain their consent and biographical information.

Section 3. Election of Officers.
- The annual election of Officers shall be by mail ballot, prepared by the Nominating Committee and sent to all voting Members at least 12 weeks prior to the Annual Meeting at which the newly elected Officers are to begin their term.
- The ballot shall contain instructions for voting and indicate that completed ballots must be returned no less than 8 weeks prior to the Annual Meeting.
- The Nominating Committee shall tabulate, inform the candidates of, and report the results at the Annual Meeting.
- For each office, the candidate receiving the greatest number of votes shall be elected.
- The incumbent President shall have the power to resolve any ties.

Preservation Committee Operational Guidelines

GSIS PRESERVATION COMMITTEE: OPERATIONAL GUIDELINES
Revised 2003

Purpose of the Committee
1. Facilitate the exchange of information on preservation issues as they relate to geoscience information.
2. Inform the GSIS membership of new developments, publications, activities or electronic resources in preservation.
3. Create information exchange liaisons with other organizations having related interests in preservation issues.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee.

Duties
Chair

- Shall be the chief executive officer of the Preservation Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs" .
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.
- Shall express the committee's concerns and recommendations regarding preservation to GSIS.
- Shall be responsible for planning and organizing preservation activities at GSIS annual meetings as appropriate.

Members

- Shall monitor listservs, publications and other resources for preservation-related information.
- Shall gather and disseminate information on GSIS members' preservation activities.
- Shall implement resource- and information-sharing activities in preservation under the direction of the Chair.

Website Advisory Committee Operational Guidelines

GSIS WEBSITE ADVISORY COMMITTEE: OPERATIONAL GUIDELINES
Revised 2005

Purpose of the Committee
1. Advise the GSIS Webmaster regarding the content, organization, and administration of the GSIS Website.
2. Determine the winner of the GSIS Outstanding Website Award.
3. Promote the GSIS Outstanding Website Award.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee. Consider making Webmaster an ex officio member.

Duties
Chair
- The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs" and "GSIS Awards Committee Guidelines".
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.
- Shall set award deadlines in coordination with the Vice President for GSIS annual meeting planning.

Members
- Shall monitor, evaluate, and report on committee activities in assigned areas or areas of interest.
- Shall give input to the Chair and the Webmaster about concerns and recommendations for the GSIS Website.
- Shall compile a list of nominated geoscience websites for the GSIS Outstanding Website Award under the direction of the Chair. Nominations may be solicited from the membership.
- Shall evaluate nominated geoscience websites. A ratings sheet may be used for the evaluation process.

Criteria for Selection of the GSIS Outstanding Website Award
The GSIS Website Advisory Committee will accept nominations for an annual Outstanding Geoscience Website Award. All sites related to the geological sciences are eligible. These include both scholarly sites and those geared toward the general public. In addition, both free and subscription-based will be considered though preference will be given to sites with significant free content. Sites will be reviewed by the GIS Website Advisory Committee based on the following criteria:

Content
- usefulness and quality of content
- originality or uniqueness of components
- authority

- currency
- scope and comprehensiveness

Design and Organization
- user friendliness
- intuitive layout and ease of navigation
- graphics
- creativity

Technical Considerations
- browser compatibility
- link integrity
- speed and reliability
- effective integration of any advanced features
- accessibility for those using assisted technologies

Overall Site Effectiveness
- clear goals and purpose
- appropriateness for audience
- broad appeal
- innovative thinking
- attention to detail
- reason to return

GSIS Representatives Operational Guidelines

GSIS REPRESENTATIVES: OPERATIONAL GUIDELINES
Revised 2005

Purpose:
Act as a liaison between GSIS and other organizations.

Term: From 2-3 years, at the discretion of the President, renewable.

Duties:
- Shall follow the "Guidelines for GSIS Committee Chairs".
- Report on liaison activities with membership, at least annually.
- Represent GSIS positions to assigned organization (and visa versa).
- Attend meeting(s) or assigned organization and explore areas for possible cooperation and collaboration.

AGI Committees:

Responsibilities of AGI Committee representatives are provided each January by AGI.

Member Society Council (MSC)
The individual chosen as representative will act as liaison between AGI and the Member Society and should stay in close touch with society leadership to communicate AGI activities and programs with the society.

Appointments are for a **three-year term;** the appointment is made in **mid-summer**, and becomes effective **at the AGI Member Council meeting held at the next GSA Annual Meeting**. As per AGI rules, appointees are to be drawn from the ranks of past GSIS presidents. Schedules for Member Society Council are distributed in January. There are two meetings each year—at GSA and AAPG's annual meeting.

Government Affairs Program Advisory Committee
The Government Affairs Program Advisory Committee provides insight and advise from AGI's Member Societies to the Government Affairs Program (GAP) staff, ensuring that the program remains responsive to the needs of the Member Societies. The committee is comprised of representatives from each Member Society, serving a liaison function between GAP and the societies. In the past, the GAP appointee has been chosen from the ranks of past GSIS presidents.

The committee meets twice per year, typically at AGI headquarters in Alexandria, Virginia, to provide an opportunity for committee representatives to meet with congressional and federal agency officials. Reports from past committee meetings are available on the committee's home page at http://www.agiweb.org/gapac/gapac.html. Representatives will be recipient of monthly electronic Government Affairs Update.

Environmental Geoscience Advisory Committee (EGAC)
EGAC was created for participation by Member Societies in geoscience activities with the goal of

(1) Increasing public awareness and understanding of environmental issues and the controls of Earth systems on the environment;
(2) Communicating societal needs for better management of Earth resources, protection from natural hazards, and assessment of risks associated with human impacts on the environment;
(3) Promoting appropriate science in public policy through improved communication within and beyond the geoscience community related to environmental policy issues and proposed legislation; and
(4) Increasing dissemination of information related to environmental programs, projects, research, and professional activities in the geoscience community.

EGAC has promoted the AGI Awareness Series Booklests with additional projects including the Groundwater and Soil Contamination Data Base, Glossary of Hydrology (published), Environmental Internet Page http://www.agiweb.org/environment/, and Environmental Research Needs of Metal Mining (published). **Two meetings are held during the year**—typically on Tuesday mornings, from 8:00 am to 12:00 noon, during the weeks of the AAPG and GSA annual meetings (~May and October, respectively).

Blank Form for Operational Guidelines

GSIS _____ COMMITTEE: OPERATIONAL GUIDELINES
Revised 2003

Purpose of the Committee
1.

Composition and Term
The Chair of the Committee is appointed by the President of GSIS for a two-year term (renewable as appropriate). Other members are appointed by the President. Generally, appointments are for two years with no limits on the number of terms a member may serve on the committee.

Duties
Chair
- Shall be the chief executive officer of the _____ Committee. The Chair shall exercise general supervision over the affairs of the committee and preside over meetings.
- Shall follow the "Guidelines for GSIS Committee Chairs," available from the President.
- Shall monitor, evaluate, and report on activities in the GSIS Newsletter and shall assign these duties to committee members.

Members
- Shall monitor, evaluate, and report on _____ activities in assigned areas or areas of interest.
- Shall give input to the Chair about concerns and recommendations for _____.
- Shall implement committee activities under the direction of the Chair.

PROGRAMS

SPONSORED MEMBERSHIP PROGRAM
Revised 11/2005

Statement of Purpose
The SPONSORED MEMBERSHIP PROGRAM aims to enlarge the Society's circle of international, student and new librarian members. Sponsored Memberships, generally awarded for one year, are available only to the extent that Members contribute funds to support the program.

Applicant:
To be considered:
1. Complete the membership application form.
2. Write a brief letter explaining your particular interests.
3. If you are a student include a photocopy of your current student ID. Block out your student ID number.
4. Mail all to the Secretary, Geoscience Information Society at the address listed on the current application form available on the GSIS website: http://www.geoinfo.org/
5. Do NOT include payment at this time.

Secretary:
Sends application, letter and copy of student ID to Chair, Membership Committee

Chair, Membership Committee:
1. Reviews the case for merit. Consults with Executive Board, as appropriate.
2. Consults with the Treasurer to confirm funds are available
3. Decides to fund/not fund membership
4. In the case of international applications consults with Chair, International Initiatives Committee.
5. Notifies full Membership Committee, and Executive Board of decision. Also notify the Chair of the International Initiatives Committee, if appropriate.
6. Notifies applicant in writing of decision and its duration (if award is made)
7. Furnishes names of awardees to GSIS Newsletter,

Treasurer
1. Tracks awards on Sponsored Membership spreadsheet
2. Furnishes annual report of financial aspects of awards.

Membership Committee
Responsible for publicizing the program and following up with applicants as potential continuing members.

Note: The Geoscience Information Society reserves the right to make no award.

PROFESSIONAL DEVELOPMENT PROGRAM
Revised 11/2005

Statement of Purpose
The Professional Development Program supports recruitment of geoscience librarians by funding registration for the GSIS and/or GSA annual meeting for a student considering geoscience librarianship.

Applicant:
To be considered please
1. Write a brief letter explaining your particular interests and what you hope to learn by attending the conference.
2. Include a photocopy of your current student ID. Block out your student ID number.
3. Mail both items to the Secretary, Geoscience Information Society at the address listed on the current GSIS Membership application form available on the GSIS website http://www.geoinfo.org/.

Special notes for applicants:
4. Note that only Early Registration is funded. (Registration deadlines range from July – September each year.)
5. GSIS generally needs 6 weeks prior to the early registration deadline to review your application.
6. Decisions will be made no later than two weeks before early registration.
7. For this year's Early Registration deadline see the GSA website at http://www.geosociety.org/meetings/ There is also a link from the GSIS website http://www.geoinfo.org/
8. Applicants are responsible for registering and paying the registration fee. Awards will made by check delivered to the student at the meeting site.
9. Attendance is required for reimbursement.

Secretary:
> Sends application, letter and copy of student ID to the President.

President
1. Reviews the case for merit. Consults with one or two other members of the Executive Board.
2. Consults with the Treasurer to confirm funds are available.
3. Decides to fund/not fund registration.
4. Notifies Executive Board of decision.
5. Notifies applicant in writing of decision and includes names of events student may find especially worth attending or are asked to attend. (e.g., GSA Student breakfast)
6. Furnishes names of awardees to GSIS Newsletter.

Treasurer
1. Tracks awards on Professional Development Program spreadsheet
2. Furnishes annual report of financial aspects of awards.

Membership Committee

Responsible for publicizing the program and following up with applicants as potential continuing members.

Note: The Geoscience Information Society reserves the right to make no award.