

Duties of the President, APCG

From the Constitution:

Article 4: Officers

Section 1. The elected officers shall consist of a president, vice-president, and a secretary-treasurer. The elected officers, plus the immediate past-president and the Association of American Geographers (AAG) Councillor, shall constitute the Executive Council. Only the president, vice-president, and secretary-treasurer have voting rights on the Executive Council.

Section 2. Should the office of president be vacated before the expiration of the term of office, the vice-president shall automatically succeed to that office for the remainder of the term. Other offices vacated between elections shall be filled by appointments made by the Executive Council.

Section 3. While wholly separate from the Association of American Geographers, the APCG acts as the Pacific Division of the AAG. APCG officers must be members of APCG and AAG. The APCG must provide a Regional Councillor to the AAG to serve a three-year term. Ballots for the Regional Councillor election are sent to APCG members and to AAG members who are not APCG members but who reside in the states served by the Pacific Division.

Specific tasks:

- Read and understand the Constitution and Bylaws of the APCG.
- Identify volunteers for all necessary committee appointments. The listing should appear in the Fall issue of *Pacifica*. The one exception is the Budget Review Committee which can be appointed shortly before the annual APCG meeting. This committee reviews the 'books' of the Secretary-Treasurer.
- Write two columns for *Pacifica*. Note that the first one will have to be sent to the editor shortly after the annual meeting.
- Obtain minutes of the annual Business and Executive Council meetings from the Secretary-Treasurer; review action items and track progress or initiate action as necessary.
- In January, if they have not already done so, stir the Nominations Committee to look for candidates for Vice President and any other office that requires a vote of the membership (Secretary-Treasurer and AAG Councillor.)
- Check with all necessary committee chairs during the year, and especially in late summer, to see what issues need to be addressed in advance of the Annual Meeting.
- Prepare the agenda for the Executive Council meeting and the annual Business Meeting.
- Presidential address at the APCG banquet.

- Submit presidential paper to the *Yearbook* editor by the end of December following address.
- Following the APCG annual meeting, write letters (as immediate Past-President) to all student award winners.
- Work with Executive Council to establish future sites for annual meetings.