

## **MCRSA Standing Committees**

Nominating Committee. The Nominating Committee shall be chaired by the appointed chair and shall consist of two additional members appointed by the President with the approval of the Board. The term of the office of the chair shall be determined by the Board. The term of office for the other two members of the committee shall be one calendar year.

The Awards Committee. The Awards Committee shall be chaired by the Past-President and shall consist of two additional members appointed by the President with the approval of the Board. The term of the office for the chair shall be one calendar year. The term of the office of the other two members of the committee shall be determined by the Board of Directors.

Competition Committee. The Competition Committee shall select the winner(s) of the Corporation's annual student paper competition, herein designated as the M. Jarvin Emerson Student Paper Competition. The Vice-President shall serve as the chair of the Competition Committee and shall be assisted by the Editor(s) of the Corporation's Journal and two other Voting Members in good standing to be selected by the Committee Chair.

## **Duties of MCRSA Officers**

Duties of President. The President will be the chief executive officer of the Corporation and preside at all meetings of the Voting Members and the Board. He or she may execute all contracts, deeds and other instruments for and on behalf of the Corporation and will do and perform all other things for and on behalf of the Corporation as the Board will authorize and direct. He or she will enjoy and discharge generally such other and further rights, powers, privileges and duties as customarily relate and pertain to the office of President. The President shall appoint the Nominating and Awards Committees with the approval of the Board, prior to the annual meeting of the Voting Members. The President may delegate any duties and authority to the Executive Director with the approval of the Board, and thereafter revoke such duties and authority with similar approval.

Duties of Past-President. The Past-President shall assist the President in the conduct of the President's duties, but primarily in an advisory capacity. The Past-President shall serve as the chair of the Awards Committee.

Duties of President-Elect. The President-Elect shall assist the President in the conduct of the President's duties. The President-Elect shall preside over all meetings of the Voting Members and the Board in the President's absence. The President-Elect shall become the President of the Corporation should the office of President become vacant. The President-Elect will normally organize a special session of the annual conference that is related to emerging issues in regional science. The President-Elect shall assume other duties and responsibilities as determined by the President and the Board.

Duties of Vice-President. The Vice-President shall assist the President in the conduct of the President's duties. The Vice-President also serves as chair of the Competition Committee.

The Vice President shall assume such other duties and responsibilities as determined from time to time by the President and the Board.

Duties of Executive Director. The Executive Director shall serve as the Corporation's secretary and treasurer and will otherwise be empowered to act on behalf of the Corporation in its general interests and consultation with the Board. The Executive Director will cause to be kept complete and correct minutes of all meetings of the Board and the Voting Members, and cause to be issued notices of all meetings in accordance with these Bylaws or as required by law.

When authorized and directed by the Board, the Executive Director will execute with the President all contracts, deeds, and other instruments for and on behalf of the Corporation. The Executive Director will be the legal custodian of all books, deeds, instruments, papers, and records of the Corporation, the inspection of which will be permitted at all reasonable times by any Director or executive officer of the Corporation.

The Executive Director will attend to such correspondence as may be incidental to the office, and will cause to be deposited all monies, securities, and other valuable effects of the Corporation in such depositories as the Board will authorize and direct and, whenever requested to do so by the President or the Board, will prepare and submit written statements, reports and accounts fully and accurately reflecting the assets, liabilities, and financial transactions and condition of the Corporation. The Executive Director will perform such other and further duties as the Board may from time to time direct, and will perform all other duties and discharge all other responsibilities which customarily relate and pertain to the office of Executive Director.

The Executive Director will be released and discharged of all liabilities and responsibility for any monies, securities, and other assets of value committed by the Board to the custody of any person over whom the Executive Director will have no direction or control.

Duties of the Mid-Continent Representative to the North American Regional Science Council. The Representative to the North American Regional Science Council (NARSC) shall represent the Corporation in all business brought before the NARSC. The Representative shall report back to the Board and the Voting Members on all matters from the NARSC that affects the Corporation. The Representative shall assume such other duties and responsibilities as determined by the President and the Board from time to time.

Duties of the Local Arrangements Chair. The Local Arrangements Chair shall have the responsibility for securing hotel accommodations, meeting rooms, meals, entertainment and any other requirements as host for the annual meetings. The Local Arrangements Chair shall assume such other duties and responsibilities as determined by the President and the Board from time to time.

Duties of the Program Chair. The Program Chair shall have responsibility for soliciting submissions, reviewing submissions, and organizing the program for the annual meetings. The Program Chair shall assume such other duties and responsibilities as determined by the President and the Board from time to time.

Duties of the Policy Editor(s) of *The Journal of Regional Analysis and Policy*. The Editor(s) of *The Journal of Regional Analysis and Policy*, shall oversee the publication of the *Journal*. Duties include maintaining a current list of volunteer reviewers for journal submissions, organizing the submissions for publication, and finding a publication for the *Journal*. The Editor(s) are ultimately responsible for all financial transactions relating to the *Journal's* publication and distribution. The Policy Editor(s) shall assume such other duties and responsibilities as determined by the President and the Board from time to time.

Duties of the Chair of the Nominating Committee. The Chair of the Nominating Committee shall call a meeting once a year prior to the annual meeting of the Board to nominate officers for the coming year. The Chair of the Nominating Committee shall present the slate of nominees to the Board of Directors and shall report the nominations to the Voting Members during the annual meeting. The Chair of the Nominating Committee shall assume such other duties and responsibilities as determined by the President and the Board from time to time.

Duties of the Chair of the Awards Committee. The Chair of the Awards Committee shall call a meeting once a year prior to the annual meeting of the Board of Directors to nominate recipients of special recognition in a given year. The Chair of the Awards Committee shall make an open call to the Voting Members for nominations, lead an evaluation process for the Awards Committee, and present a slate of nominees to the Board, who will make a final determination of recipients for special recognition during the annual meeting. The Chair of the Awards Committee shall assume such other duties and responsibilities as determined by the President and the Board from time to time.