



**WASHINGTON  
STATISTICAL  
SOCIETY**

**Officers' and Committee Chairpersons'  
Handbook**

**Third Edition  
May 2016**

## Table of Contents

	Pages
1. Acknowledgments .....	4
2. Introduction .....	4
3. Functions and Composition of Board of Directors.....	5-6
4. WSS Electronic Calendar .....	7
5. President-Elect .....	8
6. President .....	9-14
7. Past President .....	15-16
8. Nominations and Elections Committee .....	17-18
9. Secretary .....	19-20
10. Treasurer .....	21-25
11. Council of Chapters Representative .....	26-27
12. WSS Representatives-at-Large .....	28
13. Student Representative .....	29
14. Methodology Section Program Chair, Methodology Section Chair and Other Program Chairs .....	30-40
15. Historian .....	41
16. WSS Newsletter Editor & WSS Advertising Policy .....	42-43
17. WSS Employment Column Coordinator .....	44
18. Electronic Mail Manager .....	45
19. WSS Webmaster .....	46
20. WSS Quantitative Literacy (QL) Committee Chair .....	47-48
21. WSS Quantitative Literacy (QL) Volunteer Coordinator .....	49
22. Quantitative Literacy Workshop Coordinator.....	50
23. Quantitative Literacy Poster Competition Committee .....	51-52
24. Curtis Jacobs Memorial Prize Committee .....	53-55
25. WSS Science Fair Committee .....	56-57
26. Audit Committee .....	58
27. WSS Membership Committee .....	59-60
28. WSS Short Course Committee .....	61-67
29. Committee on ASA Fellows .....	68-69
30. Social Arrangements Committee .....	70-71
31. WSS Annual Dinner .....	72
32. Communications Officer and Electronic Communications and Publicity Committee.....	73

33. Gertrude M. Cox Award Committee .....	74-76
34. Morris Hansen Lecture Committee .....	77-79
35. Herriot Award Committee .....	80-82
36. Julius Shiskin Memorial Award Committee .....	83-88
37. WSS Statistics Education Committee.....	89
38. WSS Student Travel Award .....	90
39. Mu Sigma Rho WSS Chapter Representative .....	91
40. Washington Academy of Sciences WSS Affiliate Representative .....	92
41. Appendix I: WSS Constitution .....	93-96
42. Appendix II: WSS By-Laws .....	97-100

## **1. Acknowledgments**

First Edition: Polly Phipps, Representative-at-Large (2006-08), and Nancy Bates, Representative-at-Large (2005-07) completed the first version of the *Handbook* under the direction of WSS President Jill Montaquila in July 2007. Polly Phipps completed an update in June 2008 under the direction of WSS President Michael P. Cohen. Jeri Mulrow and Brian Harris-Kojetin, Representatives-at-Large (2007-09), finalized the first edition of the *Handbook* under the direction of WSS President, Karol Krotki in January 2009.

Second Edition: Carol Joyce Blumberg, Representative-at-Large (2010-12), led the effort to create the second edition of the *Handbook*. She was assisted by Representatives-at-Large Christine Cox (2009-11) and Michael Costello (2010-12). This was done under the direction of WSS Presidents J. Michael Brick (2010-11) and Jonaki Bose (2011-12). Many other people assisted in this process and are listed here in alphabetical order by last name: Rich Allen, R. Clifton Bailey, Jonaki Bose, J. Michael Brick, Colleen Choi, Bob Clickner, Michael P. Cohen, Joseph Conklin, Darryl Creel, John Czajka, John Dixon, Bob Fay, Mike Fleming, Daniel Gillman, Gloria Gridley, Daifeng Han, Dan Jacobs, David Judkins, Phil Kalina, Tom Krenzke, Karol Krotki, Jane Li, Elizabeth Margosches, S. V. (Vince) Massimini, Jill Montaquila, Chris Moriarity, Tom Mule, Grace O'Neill, Mark Otto, Robert Parker, Van Parsons, Keith Rust, Adam Safir, Stuart Scott, Marilyn Seastrom, Richard Valliant and Glenn White. Version 2.1 was completed in February 2012.

Third Edition: Wendy Barboza and Erin Tanenbaum, Representatives-at-Large (2015-2017), led the effort to create the third edition of the *Handbook* under the direction of WSS President Chris Moriarity. Version 3 was completed in May 2016.

## **2. Introduction**

The Washington Statistical Society (WSS) is the largest chapter of the American Statistical Association. WSS members work in government, academia and the private sector, spanning many disciplines. WSS activities include a large and varied technical seminar program, short courses, social events, and service opportunities. WSS produces a monthly email newsletter (The WSS News) with announcements and descriptions of forthcoming events, volunteer opportunities, and lists of job openings. The WSS website (<http://washstat.org> or <http://www.washingtonstatisticalsociety.org/>) provides additional information on events, WSS contacts and WSS history.

### 3. Functions and Composition of Board of Directors

The Constitution and the By-Laws of the Washington Statistical Society provide for elected officers of the society, a Board of Directors to manage the Society, Standing and Ad Hoc Committees, and Sections.

The ASA Council of Chapters Chapter Officer Handbook (general URL: <http://community.amstat.org/coc/documentation>; specific PDF URL: [https://higherlogicdownload.s3.amazonaws.com/AMSTAT/b29d5b39-37da-4e94-b3b7-  
ea8bdb5e73c6/UploadedImages/COC%20Handbook%202-17-2011.pdf](https://higherlogicdownload.s3.amazonaws.com/AMSTAT/b29d5b39-37da-4e94-b3b7-<br/>ea8bdb5e73c6/UploadedImages/COC%20Handbook%202-17-2011.pdf)) provides general information about ASA Chapter Officers roles. This handbook provides more specific and detailed guidance about the roles, duties, responsibilities and terms of office or appointment for the various WSS officers and committee chairs.

The Officers of the WSS (according to Article 4, Section 2 of the Constitution) are the President, President-Elect, Secretary, Treasurer, Communications Officer, four Representatives-at-Large and Chairs of each Section (where Section is defined in Article 5 of the By-Laws and is a more formal entity organizationally than a program committee). At the present, the only Section of the WSS is the Methodology Section. By Article 4, Section 3 of the Constitution each of the Officers is considered a Voting Member of the Board of Directors. The additional Voting Members of the Board of Directors are the Past President and Council of Chapters Representative.

By Article 5, Section 1 of the Constitution the following offices must be filled by election: President-Elect, Secretary, Treasurer, Communications Officer, and Representatives-at-Large. By Article 5 of the By-Laws the Section Chairs must be filled by election. Also, by Article 5 of the Constitution, the President, Secretary, Treasurer, Communications Officer, and Council of Chapters Representative must be Full members of ASA. The terms of office are defined at various places in the Constitution and By-Laws or have been established by WSS tradition and are:

- President-Elect (1-year term and automatically becomes President and Past-President the next two years)
- Secretary (2-year term)
- Treasurer (2-year term)
- Communications Officer (2-year term)
- Representatives-at-Large (2-year terms)
- Council of Chapters Representative (3-year term)
- Methodology Program Chair (1-year term and then automatically becomes the next Methodology Section Chair)

The terms of all of the above, except the Council of Chapters Representative, go from the beginning of the Board of Directors meeting in June of the year they are elected until the end of the Board of Directors meeting in June of year in which their term ends. In particular, at this June Board meeting, both the in-coming and out-going Board Members will be considered as full members of the Board. However, for ease of communication, these terms are defined in writing as going from July 1 to June 30. The Council of Chapters Representative term begins on January 1 of the year after the election.

According to the combination of the Constitution and By-Laws, all of the officers mentioned above on this page are members of the Board of Directors. In addition, the following are considered non-voting members of the Board of Directors: Chairs of all committees (including program committees), Newsletter Editor, and "others as the President shall appoint with the advice of the Board" (quote is from Article 4, Section 3 of the Constitution).

As clarification of the above, the Methodology Program Chair is not a Voting Member of the Board of Directors. But, the Methodology Section Chair is a Voting Member. In addition, the other Program Chairs are not Voting Members of the Board.

The required Standing Committees, according to the By-Laws, are the Nominations and Elections Committee, Audit Committee, Membership Committee, Publicity Committee, Social Committee, Committee on ASA Fellows, Arrangements Committee, Employment Committee, Newsletter Committee and subject matter area Program Committees (which, at a minimum, must be Agriculture and Natural Resources, Statistical Computing, Economics, Physical Sciences and Engineering, Public Health and Biostatistics, Social and Demographic, Interprogrammatic (cross-sectional), and Short Courses). Although not stated explicitly in the By-Laws, the assumption seems to be made that a Standing Committee or Program Committee may consist of a single member.

Meetings of the Board of Directors generally are held monthly. The exceptions are: no meeting in July, and one meeting in late November or early December in lieu of a meeting in late November and a meeting in late December. Meetings should be scheduled at times to achieve adequate Board representation. Days having known or perceived conflicts with achieving adequate attendance (e.g., religious holidays or conferences) should be avoided. As a courtesy, Board members should forward potential conflicting days to the WSS Secretary at least four months in advance.

## **4. Accessing and Using WSS Board Website and Electronic Calendar**

### **WSS Board Website**

The WSS Board Website is accessible only to Board members with approved access. When a new person is elected/appointed to a Board position, the WSS Webmaster will set up access to the Board website. The WSS Webmaster or the WSS Secretary will contact the person and give them a User name and Password. Board members can then access the main Board homepage at <http://washstat.org/board> and other pages on the Board website using this User name/Password. If you forget your User name and/or Password, contact the WSS Webmaster or the WSS Secretary.

### **WSS Electronic Calendar**

An electronic calendar has been established through Google Gmail. It is for the use of all members of the WSS Board of Directors. Instructions for its use are included in this section. It is expected that those planning WSS Seminars and other events will check the calendar for conflicts when picking dates and times. It is further expected that those planning WSS seminars will add their events to the calendar immediately upon confirmation of a date and time. It is even encouraged that events be entered as soon as a tentative date/time is known.

### **Instructions for use of WSS Electronic Calendar**

Prior to scheduling a WSS event all program chairs and coordinators should check the WSS calendar to make sure there are no other conflicting events. Efforts should be made to avoid conflicts. The WSS calendar can be accessed using the following steps.

1. Go to [www.gmail.com](http://www.gmail.com)
2. Sign in as an existing account holder using the email address and password given to all officers. If you cannot find your copy of that information, contact the WSS President or Secretary.
3. Select the 'calendar' button.
4. The calendar for [wss.calendar.board@gmail.com](mailto:wss.calendar.board@gmail.com) (the calendar indicator is on the upper right side of the screen) should be the primary one displaying.
5. If the WSS calendar is not displaying, then select that box to display and unhighlight any of the other calendars.
6. You should be able to enter your event.

### ***When entering an event the following information should be included:***

- a. Name of the seminar/event
- b. Date
- c. Time
- d. Location, including address, room number
- e. Under 'Description' please include:
  - i. The point of contact, including name, phone number and email
  - ii. The sponsors, including the program, e.g., methodology section
  - iii. Whether this is a tentative or finalized event. Once an event is finalized or a date no longer needed, the status of the event should be updated accordingly.
  - iv. Name of person entering the event.

## 5. President-Elect

This position actually involves three stages, each lasting one year:

- WSS President-Elect
- WSS President
- WSS Past President

**Description:** The President-Elect presides at Chapter meetings in the absence of the President, succeeds to the office of the President in the event the President cannot serve the full term, and assists the President as requested.

**Length of term:** 1 year. Term shall begin and end on July 1, but the office-holder serves until a successor takes office.

Duties of President-Elect	
Timing	Duties
At beginning of term – July 1	<ul style="list-style-type: none"><li>• Obtain signature authority over WSS accounts</li><li>• Obtain access to WSS website board member area</li><li>• Obtain access to WSS online calendar</li></ul>
Throughout year	<ul style="list-style-type: none"><li>• Attend Chapter Board meetings</li><li>• Preside at Chapter Board meetings in the absence of the President</li><li>• Confer with President and Past President on executive decisions arising between Chapter Board meetings</li><li>• Serve as a member of the Gertrude Cox Award Committee</li><li>• Serve as a member of the Nominations and Elections Committee</li></ul>
June	<ul style="list-style-type: none"><li>• Work with the outgoing President to establish monthly meeting dates for the upcoming WSS year for distribution at the June Board meeting.</li></ul>



## 6. President

**Description in ASA Council of Chapters Chapter Officer Handbook:** From Section 1.3: "The President presides at all meetings of the Chapter, appoints such committees as designated in the Chapter constitution, is chief spokesperson for the Chapter, and sees that the Chapter has an active program of meetings and projects during his or her term of office."

**Description in WSS Constitution:** From Article 4, Section 4: "The President, or the representative designated by the President, shall preside over meetings of the Board, and four Directors eligible to vote shall constitute a quorum. Unless otherwise specified in this Constitution, a majority vote of voting Board members present in quorum shall carry. The responsibilities of the Board, which may be delegated at its discretion to one or more committees, shall include the establishment of broad programs of operation of the Society, the planning of the regular meetings of the Society, the planning of such other activities as the Society may undertake, and the making of appropriate arrangements for informing persons interested in membership concerning the activities of the Society and the Association. The President, or a representative designated by the President, shall preside at meetings of the Society."

From Article 4, Section 8: "Annual Reports. An annual report of the broad program and the detailed activities of the Society during the year shall be prepared by the outgoing President covering his/her term of office. Results of elections shall be included in the President's annual report. An annual report on the finances of the Society and the activities of the Treasurer shall be prepared by the Treasurer and incorporated in the President's annual report. After approval of the President's report by the outgoing Board of Directors, the report shall be distributed by mail to the members of the Society."

**Length of term:** 1 year. Term shall begin and end on July 1, but the office-holder serves until a successor takes office.

**Reference:** Article 4 of the WSS Constitution has more details on the chapter President duties.

Duties of President	
Timing	Duties
At beginning of term – July 1	<ul style="list-style-type: none"> <li>• Write/update President's letter that appears in brochure and on website</li> <li>• Fill vacancies in Program Chair and other appointed positions</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Fill position vacancies as needed</li> <li>• Respond to issues that arise (typically via email or by phone)</li> <li>• Encourage submission of articles to Amstat News on significant Society events</li> <li>• Ensure WSS responds to periodic calls for submissions to the Council of Chapters "Chapter Chatter" electronic newsletter</li> <li>• Ensure that an active seminar program is maintained</li> <li>• Serve as a member of Gertrude Cox Award committee</li> </ul>

Monthly	<ul style="list-style-type: none"> <li>• Prepare list of agenda items for board meeting and send to Secretary</li> <li>• Chair the Board meeting</li> </ul>
June	<ul style="list-style-type: none"> <li>• Chair Board meeting after gavel is passed on</li> </ul>
July	<ul style="list-style-type: none"> <li>• Typically no Board meeting</li> </ul>
August	<ul style="list-style-type: none"> <li>• At JSM, attend appropriate workshops and meetings for Chapter officers. At board meeting, confirm that ASA has been notified of any dues changes.</li> <li>• Appoint new Hansen Committee member from a short list provided by Hansen Committee Chair</li> <li>• In years with last two digits divisible by 3 (2012, 2015, etc.), appoint new member to Herriot Award Committee</li> <li>• Work with Treasurer to create a draft of the operating budget for current fiscal year</li> </ul>
September	<ul style="list-style-type: none"> <li>• Discuss with Board the possibility of submitting proposals for ASA strategic initiative funding (Proposal deadline is Feb. 1)</li> <li>• Remind Board members of Hansen Lecture plans</li> <li>• At Board meeting, begin plans for Holiday Party</li> </ul>
October	<ul style="list-style-type: none"> <li>• Attend Hansen Lecture</li> <li>• At Board meeting, firm up plans for Holiday Party</li> </ul>
November	<ul style="list-style-type: none"> <li>• Typically only one Board meeting in November/December, e.g., in early December</li> </ul>
December	<ul style="list-style-type: none"> <li>• Attend Holiday Party</li> <li>• In years with last two digits divisible by 3 (2012, 2015, etc.), appoint new Council of Chapters Representative</li> <li>• Submit annual chapter report that is available in "members only" area of ASA website ("My Volunteer Activities", "My Chapters", "Washington Statistical Society", "Annual Chapter Reports")</li> </ul>
January	<ul style="list-style-type: none"> <li>• Begin planning for President's Invited Lecture (typically held sometime during the spring, April-June timeframe.)</li> <li>• Assure Cox Award process is underway</li> </ul>
February	<ul style="list-style-type: none"> <li>•</li> </ul>
March	<ul style="list-style-type: none"> <li>• At Board meeting, begin plans for Annual Dinner/Cox Award Lecture</li> <li>• Ensure dialog has begun with DC-AAPOR about a jointly sponsored Summer Conference Preview/Review</li> <li>• On a three-year cycle (2013, 2016, etc.), confer with President-Elect and Past-President on the selection of the ASA Award for Outstanding Chapter Service winner</li> </ul>
April	<ul style="list-style-type: none"> <li>• Remind Board members that discussion on any dues changes should occur at May board meeting</li> <li>• At Board meeting, firm up plans for Annual Dinner/Cox Award Lecture</li> </ul>
May	<ul style="list-style-type: none"> <li>• At Board meeting, hold discussion of dues changes</li> </ul>
June	<ul style="list-style-type: none"> <li>• Attend Annual Dinner (details on preparation for this are given in the Attachment) and Cox Award Lecture</li> </ul>

	<ul style="list-style-type: none"><li>• Board meeting is the "open" board meeting and is also the joint board meeting (of the outgoing and incoming boards)</li><li>• At the Board meeting, give annual report. Also send this to WSS News editor to be published in newsletter and submit a summary for publication in Amstat News.</li><li>• Work with the incoming president to establish monthly meeting dates for the upcoming WSS year for distribution at the June Board meeting.</li><li>• After giving annual report, turn over gavel to new President.</li></ul>
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## WSS President Appendix

### i. President's Letter

- *Description* – Traditionally, a letter from the president has appeared in the WSS membership brochure and on the WSS website. The incoming president may either modify the existing letter or write an entirely new letter.

### ii. Fill Vacancies

- *Description* – At the beginning of the term, the president should determine which non-elected positions are vacant. The president should identify and appoint someone to fill any non-elected vacant positions. Appointments by the President shall be for terms of not more than one year.

In accordance with ASA By-Laws, the WSS Board of Directors shall fill any vacancy on the Board that occurs between elections, except as provided below. Vacancies in the Council of Chapters Representative shall be filled as provided for in the charter of the Council of Chapters.

If a vacancy occurs in the office of the President and there is no vacancy in the office of the President-Elect, then the President-Elect, if willing, shall become President for the remainder of the current term, as well as for the entirety of the succeeding term. In any other case of vacancy in the office of President or President-Elect, the WSS Board of Directors shall fill the vacancy by choosing one of the Representatives-at-Large of the Board.

If a vacancy occurs in the office of the Past President, the office shall remain vacant for the remainder of the term.

### iii. Obtain a Copy of the WSS Constitution and By-Laws

- *Description* –The President should bring a copy to each Board meeting, for reference purposes. A copy of each is at the end of this Handbook.

### iv. Respond to Issues

- *Description* – Throughout the year, the president will receive numerous questions and requests, typically via email or telephone. These may come from other Board members, from the ASA, from outside organizations, or others. The President should, whenever possible, be prompt in responding. When necessary, the President should bring requests to the Board (either at the next board meeting or via email).

### v. Keep Running Lists of Items

- *Description* – The president should maintain a running list of items to be discussed at the next Board meeting. These may include items carried over from previous Board meetings, items requiring discussion at particular Board meetings (such as plans for the Annual Dinner), or items that arise between Board meetings.

### vi. Prepare List of Agenda Items for Board Meeting

- *Description* –Refer to item 5. Each month, prior to the Board meeting, the president should send the Secretary the list of agenda items. The Past President and

President-Elect also supply agenda items. The Secretary will distribute the board meeting announcement/reminder and prepare the agenda.

**vii. Chair the Board Meeting**

- *Description* – It is the responsibility of the president (or someone appointed by the President) to preside over each WSS Board meeting. The President is responsible for ensuring a quorum is met, calling the meeting to order, and chairing the meeting. As needed, the President should call for motions and votes on specific items, and ensure that the protocol is followed.

**viii. Ensure that an Active Seminar Program is Maintained**

- *Description* – The President is responsible for ensuring that the Society maintains an active seminar program, offering seminars on a variety of topics that are of interest to the local statistical community.

**ix. Plan for President's Invited Lecture**

- *Description* – Traditionally, the President has had the option of organizing a special "President's Invited Lecture." This lecture may feature an out-of-town speaker (in which case, the President is authorized to offer reimbursement of travel expenses) and a light reception. The lecture is typically held in the spring or early summer, April-June in recent years.

**x. Annual Dinner**

- *Description* – The Annual Dinner is typically held in June. Beginning in 2012, the Cox Award lecture has been held on the same day as the Annual Dinner, as a separate event prior to the dinner. This change has meant that the lecture location and the dinner location must be close to each other. As a result, annual dinners since 2012 have taken place somewhere in downtown DC, because the Cox Award lectures have occurred either at RTI or Mathematica. The Social Committee chair is responsible for making arrangements for the dinner. However, before the date can be set, the Gertrude Cox Award recipient must have been selected and possible dates must have been discussed with the recipient (since the Cox Award lecture is to occur on the same day as the dinner).
- *The President's Role* – The President presides over the dinner program, including welcoming guests; the introduction of the Cox Award Committee member who will introduce the Cox Award speaker at the Cox Award lecture; the announcement of the election results; and the presentation of awards.

**xi. Open Board Meeting**

- *Description* – The June board meeting is an open meeting. It should be announced in the WSS newsletter, and non-board members should be invited to attend. At that meeting, the President should ask whether any guests are in attendance, and all board members should be introduced. The June board meeting is also the joint meeting of the incoming and outgoing boards. The President should call the meeting to order, give the annual report (see item 12), and then turn the meeting over to the incoming President.

**xii. Annual Report**

- *Description* – At the end of the term as President, the President is responsible for preparing an annual report. This report should summarize the state of the Society

and highlight key events and functions over the previous program year. It should also address any imminent concerns or challenges facing the Society. This annual report should be delivered at the Annual Dinner and at the June Board meeting. It should also be posted in the WSS newsletter. A summary of the Society's activities may be submitted to the Amstat News as Chapter News.

**xiii. Other Topics**

- Ask board members to send agenda items for ASA Board of Directors meeting
- Hold discussions with RTI about Gertrude Cox Award (See Section 33 "Gertrude Cox Award.")
- Solicit ideas for ASA strategic initiative funding proposals

## 7. Past President

**Description:** In addition to the duties listed in the timeline, the Past President undertakes special projects for the President and advises the President on important matters of policy. The Past President is chairperson for the Nominations and Elections Committee (see Section 8) and serves, along with the President and the President-Elect, on the Gertrude Cox Award Committee (see Section 33).

**Length of term:** 1 year. Term shall begin and end on July 1, but the office-holder serves until a successor takes office.

<b>Duties of Past President</b>	
<b>Timing</b>	<b>Duties</b>
July	
August 1	<ul style="list-style-type: none"> <li>• Submit an article to the WSS newsletter editor discussing the WSS accomplishments in the past year (when serving as President) and submit a summary to Amstat News.</li> </ul>
September to January	
February	<ul style="list-style-type: none"> <li>• Early February -- consult with the President and President-Elect about potential nominees for WSS offices</li> <li>• Board meeting -- review upcoming vacancies on the Board with current Board members and ask for additional suggestions for potential nominees for elective office.</li> </ul>
March	<ul style="list-style-type: none"> <li>• March 1 -- consult with President and President-Elect on the list of possible nominees for the Gertrude Cox Award.</li> <li>• March 1 to March 20 – contact potential nominees for various elected offices until have the required number of nominees</li> <li>• Mid-March -- with the President and President-Elect, have a telephone conference call with staff of RTI to select the Gertrude Cox Award winner. After the nominee has been notified, consult on the date for the Annual WSS Dinner</li> </ul>
April	<ul style="list-style-type: none"> <li>• By April 1 -- provide the WSS newsletter editor with the election announcement, slate and candidate bios to be published in the next newsletter. Provide slate and bios to WSS Webmaster for creating the electronic ballot. Set the dates for the election to begin the first week of May and end the last week of May or the first week of June (depending on the timing of the Annual Dinner).</li> <li>• Ensure that the newsletter announcement and electronic ballot will be ready by May 1.</li> <li>• April Board meeting -- present slate of nominees</li> </ul>
May	<ul style="list-style-type: none"> <li>• First week of May -- ensure the electronic ballot is distributed to all voting members of WSS.</li> </ul>
June	<ul style="list-style-type: none"> <li>• First week of June – end election period, count the ballots, and inform nominees and the Board of the results.</li> </ul>

	<ul style="list-style-type: none"><li>• Mid to late June -- attend the WSS Annual Dinner and recognize the new members of the Board.</li></ul>
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## **8. Nominations and Elections Committee**

By tradition, the Nominations and Elections Committee is chaired by the Past-President and consists of the Past-President, President, and President-Elect. However, this is not specified in either the Constitution or By-Laws and so, the President may appoint a Nominations and Elections Committee of a different composition.

### **WSS Constitution: Article 5. Elections**

Section 2. Nominations. Candidates for elective offices shall be proposed by a Nominating and Elections Committee appointed by the President with the advice of the Board. The report of the Nominating and Elections Committee shall be presented to the Society at least one month prior to mail balloting. Candidates other than those proposed by the Nominating and Elections Committee may be nominated by petition of at least 2 percent of the members of the Society, provided the petition is received by the Nominating and Elections Committee at least two weeks before mail balloting. Names of candidates proposed by petition shall be sent to all members of the Society along with the report of the Nominating and Elections Committee.

All nominees submitted to the members of the Society for election must satisfy the Association membership requirements listed in Article 5, Section 1.

### **WSS By-Laws, Article 3:**

The Nominating and Elections Committee shall nominate for election at least two official candidates for each elective post, except the Secretary and the Treasurer (or the Secretary-Treasurer), unless extraordinary circumstances prevent this. Persons holding elective office may be nominated for an additional term, except for the President-Elect.

The report of the Nominating and Elections committee shall be presented to the Board at or before the April meeting, and to the Society in the May Newsletter. The names of candidates nominated by petition, as provided for in Article 5 of the Constitution, must be received by the Nominating and Elections Committee on or before March 15. All names of candidates shall be sent to all members of the Society, along with the report of the Nominating and Elections Committee, in early May. Ballots to be counted must be received by the Nominating and Elections Committee by the date specified in the ballot instructions, but not later than June 10. Tie votes shall be resolved by majority vote of all Directors eligible to vote.

### **Details of the Nominations Process**

The Nominations and Elections Committee must complete the nomination process by around April 1 of each year in order for the election process to run smoothly, even though the By-Laws specify it should be completed by March 1. The committee is responsible for securing nominations for the following office on a yearly basis:

President-Elect (two nominees)

Representatives-at-Large (four nominees for two positions)

Methodology Program Chair (two nominees)

By tradition, the office of President-Elect rotates between Federal government (election in even numbered years) and non-Federal government (election in odd numbered years).

Nominations for the following offices are done periodically:

Secretary (nominated in odd numbered years—only one nominee is required)

Treasurer (nominated in even numbered years—only one nominee is required)

Communications Officer (nominated in even numbered years - two nominees)

Council of Chapters Representative (if not appointed by the President, then nominated every third year (2009, 2012, 2015, etc.—two nominees are required))

By the Constitution (see above) there must be a two-week waiting period between when the nominated candidates are announced to WSS members and the beginning of balloting. The purpose of this waiting period is to allow for nominations by petition from the WSS membership.

### **Details of the Election Process**

The election is conducted primarily via the WSS website on the Internet, between approximately May 1 and June 10. A total of approximately 3 weeks should be allowed as the voting period. The WSS webmaster sets up the online voting process.

The WSS Constitution requires membership (ASA/WSS or associate) as of March 31 of a given year in order for a member to participate in the WSS election that year. Members with valid email addresses on file with WSS will receive an email from the webmaster (or designee) inviting them to cast their votes online. The message will include a random 5 digit number that the member is required to use when voting online. An example message is given at the end of this Section. The members without valid email addresses will receive a paper letter (via mail or fax) from the Secretary with a ballot, candidate information, and instructions of where to mail the ballot (postmarked no later than the last day of the election period.)

The Membership Committee (in consultation with the Electronic Mail Manager and Webmaster) will provide a valid list of voting members in a format that can be used by the Webmaster to prepare the distribution of the electronic ballots and the mailing of the paper ballots by a date decided upon by mutual agreement of the Webmaster and Chair of the Membership Committee.

At the end of the election, the Webmaster will provide the Chair of the Nominations and Elections Committee with a list of online voters and number of votes for each candidate.

A procedure for handling the counting of the paper ballots must be decided upon. One suggestion is to have each paper ballot contain a random 5 digit control number that is manually entered by the appropriate person. At the end of the election, a list of control numbers on the ballots can be checked against the list of those who voted electronically.

### **Example Email Text Voting Message**

Dear <insert first name>,

It's time to cast your vote for the officers of the Washington Statistical Society! Simply go to the following link to find out about the candidates and complete your ballot:

<insert link>

To vote, you will need to enter your last name (<last name>) and the following 5-digit control number: yyyyy

You must submit your votes by **June xx, 21XX**. Please note that you may only submit your ballot one time, so please ensure you've selected your choices correctly before you cast your ballot.

Thank you <insert first name>!

## 9. WSS Secretary

**Description in ASA Council of Chapters Chapter Officer Handbook:** The Secretary generally keeps minutes of the Chapter meetings, sends notices of meetings, and maintains the Chapter's records and documents.

**Supplemental description:** The WSS Secretary also does other WSS mailings as needed, and maintains WSS's past records and documents with the help of the WSS Historian. The Secretary and the President, along with the Chapter Representative, are the chief correspondents with the ASA headquarters.

**Length of term:** 2 years. Term shall begin and end on July 1 of odd-numbered years.

<b>Duties of WSS Secretary</b>	
<b>Timing</b>	<b>Duty</b>
At beginning of term – July 1 following election and around July 1 of beginning of second year of service	<ul style="list-style-type: none"> <li>• Update letterhead, renewal letter, and board list. For all board members, coordinate access to BLS building with Stella Godbolt (or her replacement). Coordinate access to the Board area of WSS website with the WSS Webmaster.</li> <li>• Arrange for regular collection of the WSS mail from the WSS Post Office Box</li> <li>• Start work on updating brochure, with President, then order new brochures (200, or amount specified by President). Send PDF of brochure to WSS Webmaster for posting. Distribute brochures at first Board meeting after they are printed. Make sure copies of the brochure are given to BLS to have on hand for seminars, etc.</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Confer with Presidents (-Elect, -Current, -Past) for items for WSS Board meeting agenda.</li> <li>• Send announcement for WSS board meetings, with agenda, minutes, and any handouts.</li> <li>• Take minutes at WSS board meeting, and distribute preliminary version to, at a minimum, the President, President-Elect, and Past President.</li> <li>• Make sure all new Board members (both appointed and elected) are WSS members.</li> <li>• Maintain associate member list; send renewal notices to associate members and coordinate receipt of checks with Treasurer.</li> <li>• Coordinate with WSS Electronic Mail Manager and Membership Committee to make sure that all new member (either Full or Associate) emails and changes in emails are added to listserve in a timely manner. Also, notify Electronic Mail Manager and Membership Committee of people to be deleted from listserve.</li> <li>• Supply brochures for events such as the Hansen Lecture, Short Courses, etc.</li> <li>• Update board list, as needed; provide updates to WSS newsletter editor and send a file of Board list to WSS webmaster</li> </ul>
July	<ul style="list-style-type: none"> <li>• See above for beginning of term</li> </ul>

August (or earlier)	<ul style="list-style-type: none"> <li>• Coordinate with Council of Chapters Representative to make sure notice of dues changes, if any, are sent to ASA and updated on the WSS website.</li> </ul>
September	<ul style="list-style-type: none"> <li>•</li> </ul>
October	<ul style="list-style-type: none"> <li>•</li> </ul>
November	<ul style="list-style-type: none"> <li>• Notify Associate Members that it is time for membership renewal</li> </ul>
December	<ul style="list-style-type: none"> <li>• Coordinate with Treasurer to make sure the annual rental fee for the Post Office Box is paid</li> </ul>
January	<ul style="list-style-type: none"> <li>• Provide membership counts (Full Membership count, Associate Membership count, and number of Academic, Business, Government, Student, and other members) to Council of Chapters Representative for annual report to ASA</li> </ul>
February	<ul style="list-style-type: none"> <li>•</li> </ul>
March	<ul style="list-style-type: none"> <li>• Contact University department heads for outstanding graduate student awardees</li> </ul>
April	<ul style="list-style-type: none"> <li>• Contact selected graduate students and invite them to the Annual Dinner</li> <li>• Work with Membership Committee to make sure a complete list of Full Members of WSS is available for the annual election. Send list to WSS Webmaster and Chair of Nominations and Elections Committee.</li> </ul>
May/June	<ul style="list-style-type: none"> <li>• Coordinate ordering, preparation and pick-up of plaques, awards and certificates for Annual Dinner; including the plaque for the Gertrude Cox Award</li> </ul>
June	<ul style="list-style-type: none"> <li>• Coordinate preparation and printing of Annual Dinner program with Social Committee chair.</li> <li>• Make sure that a copy of the Annual Dinner program is put on WSS website and given to Historian</li> <li>• Coordinate with Council of Chapters Representative to make sure ASA is notified of WSS Election results within 30 days of the election.</li> </ul>

## 10. WSS Treasurer

**Description in ASA Council of Chapters Chapter Officer Handbook:** The Treasurer handles the Chapter's finances. This includes receiving dues from headquarters and from individual Chapter members, maintaining bank accounts as needed, paying bills as authorized by the Chapter Constitution, and making financial reports to the Chapter monthly or as requested.

**Supplemental Description:** The WSS Treasurer is also responsible for the preparation and filing of tax documents with the IRS at the end of each fiscal year.

**Description in WSS By-Laws:** From Article 2, Section 3: Financial responsibility shall reside with the Treasurer, and all funds of the Society shall be deposited with the Treasurer who shall make disbursements at the direction of the Board of Directors. The Treasurer shall have authority to invest the funds of the Society, and to liquidate such investments. Such activities shall be conducted only in accordance with such guidelines as the Board of Directors may prescribe. The Treasurer, the President, and the President-Elect shall have authority to draw checks on the Society's account.

From Article 6: The Treasurer shall represent the WSS Board in the financial management of the newsletter.

From Article 2, Section 2: The business of the Society shall be conducted on a fiscal year basis from July 1 to the following June 30.

**Length of term:** 2 years. Term shall begin and end on July 1, but the office-holder serves until a successor takes office.

**Table of Duties is on the next page.**

<b>Duties of WSS Treasurer</b>	
<b>Timing</b>	<b>Duty</b>
At beginning of term – July 1, following election	<ul style="list-style-type: none"> <li>• Transfer of accounts into new Treasurer's name</li> <li>• Change signature cards</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Prepare monthly treasurer report for WSS Board meeting</li> <li>• Manage all financial activities, accounts, transactions, and investments</li> <li>• Payment/tracking of expenditures and receipt/recording of membership dues.</li> </ul>
July	<ul style="list-style-type: none"> <li>• By July 15, prepare final annual accrual report and send to ASA and the members of the WSS Audit Committee.</li> </ul>
August	<ul style="list-style-type: none"> <li>• Assist President with creation of the operating budget for current fiscal year.</li> </ul>
September	<ul style="list-style-type: none"> <li>•</li> </ul>
October	<ul style="list-style-type: none"> <li>•</li> </ul>
November	<ul style="list-style-type: none"> <li>• Annual income tax filing by November 15, with a copy to the WSS Audit Committee</li> <li>• Pay Morris Hansen Lecture Series expenses</li> </ul>
December	<ul style="list-style-type: none"> <li>• Roger Herriot Award contribution sent to appropriate person when requested</li> <li>• Make arrangements to pay for Holiday Party</li> </ul>
January	<ul style="list-style-type: none"> <li>•</li> </ul>
February	<ul style="list-style-type: none"> <li>•</li> </ul>
March	<ul style="list-style-type: none"> <li>•</li> </ul>
April	<ul style="list-style-type: none"> <li>•</li> </ul>
May	<ul style="list-style-type: none"> <li>• Prepare preliminary version of annual accrual report and distribute at Board meeting along with dues recommendation.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Gertrude Cox Award expenses and RTI reimbursement</li> <li>• Julius Shiskin Award expenses and Business and Economics Statistics Section reimbursements</li> <li>• Make arrangements to pay for Annual Dinner</li> </ul>

## WSS Treasurer Appendix

### 1. WSS Chapter Dues from ASA

- Description – Every month, the ASA sends the WSS Treasurer a check for chapter membership dues. The ASA handles all transactions related to the membership dues and charges a \$1 fee per membership for their assistance.
- WSS's Role – The WSS Treasurer keeps track of the chapter dues transactions; especially the \$1 fee per transaction. Accounting for this fee separately is needed for tax purposes.

### 2. WSS Chapter Dues from Associate Members

- Description – As year's end approaches, the WSS Secretary contacts WSS members that are not ASA members as their chapter memberships are up for renewal. These members are called "associate members." There will also be new associate members sending in dues payments throughout the year. The associate members will mail their membership fee to the WSS PO box or use the online payment option.
- WSS's Role – The WSS Treasurer deposits the chapter dues received from associate members. Since the entire transaction is handled by the WSS, there is no additional fee per transaction.

### 3. Tax Return

- Description – Every year, the WSS is required to complete a 990-EZ tax return. Essentially, it involves categorizing every WSS transaction from the previous FY into certain revenue and expense categories. The FY runs from July-June and the taxes are due November 15<sup>th</sup>. Assistance may be obtained from ASA upon request.
- Past Tax Information – Hard copies of the previous tax returns are available in the WSS files that are maintained by the WSS Treasurer.

### 4. Gertrude M. Cox Award

- Description – Award sponsored by RTI that identifies a statistician making significant contributions to statistical practice. This award is presented every year at the WSS annual dinner. The selection committee includes representatives from both RTI and the WSS.
- WSS's Role – WSS provides payment for all expenses associated with the Cox award (\$1,000 honorarium, travel expenses, and plaque). RTI then reimburses the WSS to keep the Cox award fund balance at \$3,000.

### 5. Morris Hansen Lecture Series

- Description - The Morris Hansen Lecture is held in the fall of the year, typically in October.
- WSS's Role – Using the funds from the grant contributed by Westat, the WSS provides payment for all expenses associated with the Hansen Lecture (\$1,000 honorarium, travel expenses (for presenter and discussant), promotional flyer printing and mailing, and post-lecture reception). For more information, see Section 34. In addition, the WSS is responsible for investing the Hansen Lecture fund in order to accrue interest on the account.

- Annual Expenses – The annual expenses associated with the lecture series vary from year to year. An amount that should provide adequate coverage for expenses is \$4,500. With this annual expense in mind, a goal for investing the Hansen Lecture fund is to ensure \$4,500 is available every October/November. The balance of the fund can be tied up in CDs or other investments.

#### 6. Roger Herriot Award

- Description –The award is cosponsored by the WSS, the Government Statistics and Social Statistics Sections of the ASA. See Section 35 for details.
- WSS's Role – Every year, the WSS contributes \$400 toward the honorarium associated with the award. Someone from the ASA will contact the WSS Treasurer toward the end of the year requesting a contribution. This needs to be authorized each year by a vote of the Board.

#### 7. Jeanne E Griffith Mentoring Award

- Description –The award is cosponsored by the ASA Government Statistics Section and Social Statistics Section, NORC at University of Chicago, Westat, American Institutes for Research (AIR), American Educational Research Association (AERA), The Council of Professional Associations on Federal Statistics (COPAFS), Stata, WSS, and the Interagency Council on Statistical Policy (ICSP).
- WSS's Role – In 2014, the WSS Board agreed to support this award in the amount of \$250 for 2014-2016.

#### 8. WSS Science Fair

- Description – The judging for awards sponsored by WSS for various regional science fairs is part of the WSS Quantitative Literacy outreach to local schools. See Section 25 for details.
- WSS's Role –The funding of these awards varies. The WSS Science Fair Coordinator is the award point of contact and will contact the Treasurer for funding.

#### 9. Julius Shiskin Award

- Description –The award is funded by the National Association for Business Economics (NAEB), and the Business and Economics Statistics Section of the ASA. See Section 36 for details.
- WSS's Role – The WSS stores the Shiskin award fund, makes deposits of contributions, and writes checks for the honorarium at the request of the Shiskin Award committee.

#### 10. Audit

- Description – Every year, the WSS is required to have an audit of its financials.
- WSS's Role – The WSS Financial Advisor and Audit Committee shall make an audit of the Society's finances each fiscal year and transmit the audit to the Board of Directors with whatever comments and interpretations may be necessary. The report of the Committee shall be distributed to the membership (WSS By-Laws, Article 2, Section 4. Audit.)

#### 11. Social events and short course expenses

- Description – The WSS regularly sponsors social events and short courses for the benefit of its members and the greater statistical community.



- WSS's Role – The WSS underwrites the events and writes checks for reasonable expenses incurred by the events or courses, including, but not limited to, expense for rental or lease of event space, food and beverages, local and state taxes, AV equipment, and honorarium for speakers or instructors.

## 11. WSS Council of Chapters Representative

**Description in ASA Council of Chapters Chapter Officer Handbook:** The Chapter Representative is the official representative of each Chapter to the Council of Chapters of the ASA, and as such, is the crucial communication link between the Chapter, the Council, and the ASA as a whole. The Council of Chapters consists of one representative from each Chapter and the members of the Governing Board. The Chapter Representative is designated as a member of the Council of Chapters and votes in elections for the Council of Chapters Chair-Elect and for the Vice-Chair of the Chapter's District. This officer is also eligible for election as a District Vice-Chair.

The duties of the Chapter Representative are to:

1. Encourage and serve as the communications link between the local Chapter and the Council of Chapters.
  - a. Complete and return the Annual Report of Chapter Activities to the Council of Chapters Governing Board.
  - b. Disseminate communications from the Council to local Chapter Members and insure Chapter follow-up.
  - c. Present to the Council the needs and concerns of the local Chapter.
  - d. Encourage Chapter participation in Council programs and initiatives.
  - e. Insure that someone from the Chapter notifies ASA's Chapters Liaison of their election results within 30 days of the election.
2. Attend the Business Meeting and Workshop of the Council of Chapters at the Annual Meetings of the ASA.
3. Participate in the election of the Chair-Elect of the Council of Chapters.
4. Participate in the election of the Vice Chair for his or her local district.

**Supplemental Description:** Serve as a voting member of the WSS Board of Directors.

**Description in WSS Constitution:** The Chapter Representative ... shall serve three-year terms defined on a calendar year basis. ...The Chapter Representative ... shall serve on the Society's Board of Directors....

**Length of term:** 3 years. Term shall begin and end on January 1 in accordance with Council of Chapters charter, but the office-holder serves until a successor takes office.

Duties of WSS Council of Chapters Representative	
Timing	Duties
Throughout year	<ul style="list-style-type: none"> <li>• Disseminate communications from the Council to WSS members and ensure WSS follow up</li> <li>• Present to the Council the needs &amp; concerns of WSS</li> <li>• Encourage WSS participation in Council programs and initiatives</li> <li>• Communicate with District Vice-Chair and make sure all necessary information/forms are forwarded to District Vice-Chair in a timely manner</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep Council and other chapters current on WSS activities</li> </ul>
August	<ul style="list-style-type: none"> <li>• Attend the Business Meeting and Workshop of the Council of Chapters at the Annual Meeting of the ASA</li> </ul>
January	<ul style="list-style-type: none"> <li>• Complete and return the Annual Report of Chapter Activities to the Council of Chapters</li> </ul>
May	<ul style="list-style-type: none"> <li>• Elect the Chair-Elect of the Council of Chapters</li> </ul>
June	<ul style="list-style-type: none"> <li>• Coordinate with Secretary to make sure ASA is notified of WSS Election results within 30 days of the election.</li> </ul>

## **12. WSS Representatives-at-Large**

**Description:** The Representatives-at-Large represent the WSS membership in issues that come before the Board and also take on projects as assigned by the President. There are four elected Representatives-at-Large, serving staggered two-year terms with two persons elected each year.

**Length of term:** 2 years. Term shall begin and end on July 1, but the office-holders serve until a successor takes office.

**Specific Duties Related to WSS Handbook:** One major responsibility of the Representatives-at-Large is to ensure that the WSS Handbook is updated regularly and that the updated Handbook is posted on the WSS website. It is expected that a report be prepared for the January Board meeting each year as to the status of the Handbook.

### 13. Student Representative

**Description:** The student representative serves as a link between WSS and the area college student community.

**Length of term:** 1 year. Student Representative is appointed by the President with advice of the Board of Directors to serve for one year, but may be reappointed by the succeeding President as desired. The intention is to rotate the representative using the following graduate Departments/Programs, with the understanding that a Department/Program can say no to suggesting a student to be appointed as Student Representative:

1. University of the District of Columbia, Department of Mathematics
2. George Mason University, Department of Computational and Data Sciences or Department of Statistics
3. University of Maryland, College Park, Department of Mathematics, or Department of Epidemiology and Biostatistics, or Department of Human Development, Learning and Quantitative Methodology
4. George Washington University, Department of Epidemiology and Biostatistics or Department of Statistics
5. Georgetown University, Department of Mathematics and Statistics or Department of Biostatistics, Bioinformatics, and Biostatistics
6. Joint Program in Survey Methodology
7. American University, Department of Mathematics and Statistics

Since this process may take several months, it is recommended that the President-Elect starts the process each January, so that the new person is in place for the June Board meeting. The above list will need to be modified as universities create or close certain graduate programs/departments.

Duties of Student Representative	
Timing	Duties
At beginning of term – July 1 following appointment	• Contact with past chair and/or gather relevant materials
Throughout year	• Attend board meetings and give report on activities
Monthly	• Write a short column in the monthly WSS newsletter

## 14. Methodology Section Program Chair, Methodology Section Chair and Other Program Chairs

**Description:** The WSS Methodology Section Program Chair, Methodology Section Chair and other Program Chairs organize seminars promoting the sharing of statistical research methods and other information between the federal government, academia and industry.

**Length of terms:** The Methodology Section officers serve two-year terms that shall begin and end on July 1, but the office-holders serve until successors take office. See Section 3 for more details. Other Program Chairs are appointed by the President with advice of the Board of Directors to serve initially for not more than one year, but may be reappointed by the succeeding President if so desired. The tenure of Program Chairs will generally coincide with the Chapter year, but provision should be made for some continuity of leadership. Effective program planning will usually require planning beyond the tenure of the Chairs.

The Program Chairs assume the responsibility of coordinating all of the arrangements for seminars including, but not limited to contacting speakers/discussants/chairs for each seminar, reserving a location, coordinating publicity, arranging for videoconferencing (if needed), coordinating the arrangements for the day of the seminar, and arranging for uploading of speaker/discussant presentations and/or handouts to the WSS website. It is appropriate for the Program Chairs to report to the WSS Board members regarding the planning and success of each program event.

Duties of Program Chairs	
Timing	Duty
At beginning of term – July 1 following election or appointment	<ul style="list-style-type: none"> <li>• With the appropriate past Chairs, discuss all previously scheduled upcoming seminars and obtain a list of prospective presenters and contacts.</li> <li>• With the past chair, go over the process of scheduling and all other aspects of arranging a seminar.</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Methodology Program Chair and Methodology Section Chair together should try to organize 1-2 seminars each month or 4-6 mini-conferences each year.</li> <li>• Other Program Chairs should try to schedule at least 3 seminars each year.</li> <li>• Contact authors/presenters/discussants, arrange dates, time and locations for the seminars; prepare and submit announcements to the WSS newsletter using the timeline below as a guideline. Discuss activities and plans for the seminars at the monthly WSS Board meeting including co-sponsorship with other organizations; discuss with the WSS President and the Board and obtain approval for any anticipated social events preceding or following a seminar or any travel reimbursements to the presenters. If approved, contact the treasurer to arrange the payments.</li> <li>• Attend monthly board meetings.</li> </ul>

## Some Guidelines for Planning Seminars

In planning seminars, Program Chairs should keep in mind that the purpose of seminars is to promote sharing of statistical research methods and interaction between federal government, academia, and industry. Seminars with one speaker and a discussant are usually scheduled for 90 minutes, typically from 12:30 pm to 2:00pm, but the time may occasionally vary based on speaker and room availability. Mini-conferences involve multiple speakers and are usually structured to be a half-day event.

### Program ideas

The following are some of the program ideas that have been used:

- A survey presentation by a single speaker or panel on a topic of broad interest.
- A mini-conference on a specific topic with 4 or 5 invited speakers.
- A technical presentation on a topic of interest to some portion of WSS members.
- A talk by an industrial or government statistician about his or her role as a statistician and about current statistics problems in that specialty.
- A videotape followed by a panel and/or audience discussion.
- A visit by an ASA officer or executive; this usually includes a formal presentation followed by a discussion period.
- An open discussion on a specialized topic, possibly with a short introduction by an expert on that topic.
- A statistical software demonstration or workshop.
- Tutorial: expository talk on topic of general interest; no discussant.
- Topical Series: A series can be set up with 2 or more seminars on a common topic.

All of the above can be done by a single Program (or Co-Program) Chairs or can be joint meetings with other professional societies (e.g., DC-AAPOR, AAAS) or with other WSS Program Chairs.

### Speaker resources (variety is good!)

- Local government agencies, schools, businesses
- Members of advisory committees or national statistics panels
- Employees of survey firms with government contracts
- Presenters from the previous JSM, AAPOR, or other national conferences (allows a more complete presentation)
- Out-of-town visitors, e.g., visiting ASA/NSF fellows, visiting professors (people will often come into D.C. a day early to give a WSS talk)
- Volunteer speakers from listservs such as AAPOR, SRMS or other Listservs

### Locations

The usual location for seminars is the Conference Center at the Bureau of Labor Statistics (BLS). However, other locations are possible. Contact information, facility information and directions for BLS and some other possible locations are in Appendix 1 of this Section that is called "Location Details". If a topic or speaker may be somewhat controversial, the statisticians at BLS have requested that the talk be held elsewhere. Also, for specialized topics, the Program Chair planning the seminar may decide that an alternate location may be appropriate.

### WebEX

To the extent possible, Methodology Seminars use WebEX to allow those who are unable to attend in person to attend on-line. A WebEX event address will be provided in each

announcement along with the audio call-in number and access code such as the example listed below.

**Audio:**

Call-in toll-free number (Verizon): 1-866-747-9048 (US)

Call-in number (Verizon): 1-517-233-2139

(US) Attendee access code: 938 454 2

## **A Suggested Timeline for Planning of Seminars**

### **Three or more months ahead of time**

- **Invite speakers.** Often, two months has turned out to be inadequate. With three or more months, there is time to reserve a room, line up a discussant, obtain an abstract for the newsletter announcement, request technical support for a videoconference, if desired, etc.
- **Invite appropriate discussant(s).** One source for discussants is to ask the speaker(s) for suggestions. While most seminars have a discussant, there are times when seminars will not have discussants.
- **Determine a date for the seminar.** Ask speaker(s)/discussant(s) for several possible dates. Once you have possible dates, check these dates against the WSS Google calendar to avoid conflicts (see Section 4 for how to use the WSS Google calendar). Please do not schedule seminars at the same time that there is a WSS Board Meeting or other important WSS event (e.g., Hansen lecture, a short course).
- **Reserve a room.** For seminars to be held at BLS, contact the BLS Coordinator at [WSS Coordinators@bls.gov](mailto:WSS_Coordinators@bls.gov) (or contact Dan Gillman at (202) 691-7523) with a request to reserve a room in the BLS Conference Center. See Appendix 1 of this Section for details on information to include in your email and for room sizes at BLS. For how to reserve rooms at other locations, also see Appendix 1 of this Section.
- **Add seminar to WSS Event Calendar.** See Section 4 of this Handbook for details.
- **Plan social event (if desired).** Occasionally, a social event before or after a seminar is held. If you want to have a social event (such as a reception with food), you need to reserve space for this reception at this time. If funding is needed, a request should be made to the WSS Board.
- **Travel reimbursements.** If travel reimbursements to the presenters are necessary, these reimbursements must get approval of the WSS Board in advance.
- **Invite appropriate chair.** At this time, you should also line up the Chair for the session. The chair can be the organizer or someone else. It has been suggested by some WSS Board members that younger members of WSS be used as chairs (in order to get them more involved in WSS). Others have suggested choosing someone as chair that is interested in the topic and thus broadens the expertise represented in the session or to choose individuals who are frequent seminar attendees as recognition of their interest in WSS seminars. Choosing someone else allows the organizer to be free to handle problems that occur just before or during the seminar. Some speakers like to arrange their own chair. However, it is the responsibility of the organizer to make sure the speakers' choices are appropriate.
- **Co-sponsorship.** Co-sponsors should also be determined at this time. If a co-sponsor is new to co-sponsorship with WSS, then WSS Board approval should be sought.

- **Two months ahead of time**



- **Abstracts.** Obtain abstracts from the speakers to be included in the event announcement.
- **Newsletter announcement.** Prepare and send an announcement for the seminar to the Newsletter Editor at [wss.editor@gmail.com](mailto:wss.editor@gmail.com) and to the BLS coordinators at [WSS\\_Coordinators@bls.gov](mailto:WSS_Coordinators@bls.gov). Please submit information as a Word document or as plain text. The deadline for receipt is the 15<sup>th</sup> of the month for publication during the last week of that month. The announcement should use the format of other announcements of WSS seminars published in the newsletter and should include at the minimum:
  - Title of seminar
  - Name and affiliation of speaker(s)
  - Name and affiliation of discussant(s) (if applicable)
  - Name and affiliation of chair
  - Name and affiliation or organizer(s)
  - Date & Time
  - Location
  - Any security preparations and directions to seminar location. See Appendix 1 of this Section for details for each site.
  - Sponsor(s)
  - Abstract
  - Contact person (may be the organizer or speaker) and email.

Note: If for some reason, the announcement does not appear in the newsletter, then email the announcement to the Electronic Mail Coordinator (presently, Vince Massimini at [svm@mitre.org](mailto:svm@mitre.org)) to distribute directly to the WSS email list.

- **Promote event.** At this point you should also determine other places where you want to send the seminar announcement. Three lists that reach many non-WSS members in the DC area (and elsewhere) that might be very interested in WSS seminars are: SRMSnet, DC-AAPOR list serve, and national AAPOR list serve. If you are not a member of these lists, contact other Board members, of which many are members of these lists. But, program chairs should feel free to send to other appropriate lists/organizations. However, anyone may join SRMSnet (Survey Research Methods section of ASA list serve). See [http://www.amstat.org/sections/srms/srms\\_net.html](http://www.amstat.org/sections/srms/srms_net.html) for details of joining and sending emails to this list. For DC-AAPOR (The Washington-Baltimore Chapter of the American Association for Public Opinion Research) you can forward the announcement to its President (see <http://www.dc-aapor.org>), who will then email it to all DC-AAPOR members about three weeks in advance.

### Three weeks ahead of time:

- **Audio-visual equipment.** Arrange for audio-visual and other special equipment, if there have been changes in what is needed or this was not done previously. While Internet access is possible at BLS, there have been many problems using it during seminars. So, use of the Internet for seminars at BLS is strongly discouraged.
- **Reminder to presenters.** Arrange for the discussants to get slides and other material from the speakers with sufficient lead time, as agreed upon between organizer, speakers and discussants.

- **Acceptable slide formats.** Remind the speakers and discussants to keep the font size large on slides and as to what formats are not acceptable for seminars held at BLS (see Appendix 1 for details).
- **Biographical information.** Obtain brief biographical information from the speaker(s) and the discussant for the chair to use when introducing them.

#### **A week before the seminar:**

- **Final reminders.** Send a reminder to the presenters (speakers and discussants) and the chair that a copy of their slides and handouts should be sent to you by a deadline that you set. Also, remind presenters of acceptable formats if seminar is being held at BLS. Also, review equipment needs and make sure the on-site coordinator is aware of these needs.
- **Security list.** Make sure all presenters and the chair are on the list of attendees.

#### **Two days before the seminar:**

- **Get final presentation slides from speakers.**
- **Send Slides to BLS Coordinator.** For seminars that are being held at BLS, send a copy of the slides and handouts at least two days in advance to [WSS\\_Coordinators@bls.gov](mailto:WSS_Coordinators@bls.gov) unless you have made other arrangements with the BLS Coordinator.
- **If necessary, prepare flash drive.** If the seminar is at BLS, make sure to follow the instructions for preparing flash drives that are in Appendix 1 of this Section.

#### **The Day of the Seminar**

Some or all of this may be done by the chair of the seminar instead of the seminar organizer

- **Arrival time.** Speakers, Discussants, Chair and Organizer should arrive about **30 minutes** before the start of the seminar to check the room set up, equipment, etc.
- **WSS Mugs.** Obtain mugs for speaker and discussant. These will usually be given to you before the seminar by a statistician at BLS. If the seminar is being held other than at BLS, it is your responsibility to obtain the mugs ahead of time from the BLS statisticians. Email them at [WSS\\_Coordinators@bls.gov](mailto:WSS_Coordinators@bls.gov) (or call in order: Dan Gillman (202-691-7523), John Dixon (202-691-7516) and Pam Douglas (202-691-7375)).
- **Bring Attendance Sheets.** Bring blank WSS attendance forms (available at [http://washstat.org/board/attend\\_rev5.doc](http://washstat.org/board/attend_rev5.doc) or [http://washstat.org/board/attend\\_rev5.pdf](http://washstat.org/board/attend_rev5.pdf), a clipboard, a pen, and WSS brochures (available by clicking on "WSS Brochure" link on [http://washstat.org/document\\_library.html](http://washstat.org/document_library.html)) to the seminar. Sometimes these will be provided by the statisticians at BLS, but you should bring these in case a BLS statistician cannot provide these.
- **Water, etc.** Ask the speakers if they need something to drink, such as water or soda. The cafeteria is on the first floor near the entrance to BLS; it's open 7 a.m. - 2 p.m. Some organizers bring enough small bottles of water automatically.
- **Announcements.** Ask the chair to provide information on WSS membership and to offer WSS brochures and give a plug for WSS membership either before the speakers and/or before the discussants. Announcements about upcoming events of interest and thanking the organizers are optional.
- **Introduce the speakers.**
- **Pass around the attendance form.**

- **Attendance Count.** Count the number of attendees both on-site and remotely. This is important since many people do not sign the attendance sheets. The count should be kept by the program chair(s) for use in end-of-year report.
- **Timing.** Watch the time. In the basic speaker-discussant format, allow about 45 - 60 minutes for the speakers, and 10 - 20 minutes for the discussants. Be sure to leave time for floor discussion/questions. The chair will moderate here.
- **Thank yous.** Thank the presenters and present them with the WSS mugs.

#### After the seminar

- **Attendance Sheets.** Send the attendance sheets to John Dixon at [Dixon.John@bls.gov](mailto:Dixon.John@bls.gov) (email) or (202) 691-7426 (Fax) so that he can contact non-WSS members with information about how to join WSS.
- **Slides to websites.** Where appropriate, after checking with the speaker(s), send the presentation slides and other appropriate materials to the WSS webmaster for posting on the WSS website. The slides may be posted on other websites. Please ask the other websites to clearly state that the slides are from a WSS seminar.
- **Presentations to websites.** If the seminar has been recorded on a DVD or otherwise and you want a copy loaded on the WSS website, send a copy of the DVD (or other appropriate medium) to the WSS webmaster.

#### Canceling a seminar

If a seminar is cancelled in advance, immediately contact the organization hosting the seminar. At BLS, send an email to [WSS\\_Coordinators@bls.gov](mailto:WSS_Coordinators@bls.gov). Also, ask the electronic mail coordinator (Vince Massimini at [svm@mitre.org](mailto:svm@mitre.org)) to send out an announcement if there has been previous publicity of the seminar.

If a seminar is cancelled at the last minute, immediately contact by phone and email the organization hosting the seminar. At BLS, the emergency contact is anyone on the Videoconferencing list on the Coordinator side. Also, ask the electronic mail coordinator (Vince Massimini at [svm@mitre.org](mailto:svm@mitre.org)) to send out an announcement.

## **Appendix 1 to Methodology Section Program Chairs and Other Program Chairs Section--Location Details**

### ***Bureau of Labor Statistics (BLS)***

#### *Contact Details and Room Reservations*

To reserve a room or contact the BLS statisticians about anything related to seminars, please use [WSS\\_Coordinators@bls.gov](mailto:WSS_Coordinators@bls.gov). This email will send a message to several people at BLS and one of them will respond to you promptly. Make sure to give an estimated on-site audience size, whether you will need a BLS laptop, whether you will need a laptop projection system and whether or not videoconferencing or other special arrangements will be necessary. The following is a list of room sizes at BLS Conference Center: 70 each—Rooms 1, 2, and 3; 40 each—Rooms 7, 8, and 9; 20 each—Rooms 4, 6 and 10. In addition, Room 5 has a capacity of 12. Rooms 6 and 10 are permanently wired for videoconferencing. Rooms 4 and 5 have no videoconferencing capabilities. The other rooms can be set up for videoconferencing, if needed. In addition, the following room combinations are possible: 1 & 2; 2 & 3; 1, 2 & 3; 7 & 8; 9 & 10. However, please try to avoid combining rooms at BLS whenever possible. If email is not possible, contact Dan Gillman at (202) 691-7523 with a request to reserve a room.

#### *What to Include in the Announcement*

To be placed on the seminar attendance list at the Bureau of Labor Statistics you need to e-mail your name, affiliation, and seminar name to [wss\\_seminar@bls.gov](mailto:wss_seminar@bls.gov) (underscore after 'wss') by noon at least 2 days in advance of the seminar or call 202-691-7524 and leave a message. Bring a photo ID to the seminar. BLS is located at 2 Massachusetts Avenue, NE. Use the Red Line to Union Station.

#### *Facility Capabilities/Restrictions*

##### *Videoconferencing*

BLS can easily handle videoconferencing. If you want videoconferencing, please indicate that when making a room reservation with the BLS statisticians. If you need to reach the BLS videoconferencing people directly, you can send an email to [VTC\\_Support@BLS.Gov](mailto:VTC_Support@BLS.Gov). In case of an emergency or equipment failure the day of a seminar, contact Antone Davis at (202) 691-5948 (Office) or (202) 369.5620 (Cell).

##### *Internet Access*

While Internet access is possible at BLS, there have been many problems using it during seminars. So, use of the Internet for seminars at BLS is strongly discouraged.

##### *Preparation of Slide Presentations for use at BLS*

The easiest and preferred way to handle bringing slide presentations into BLS Conference Center is via a flash drive. But there are some restrictions on their use at BLS. BLS uses special software to encrypt the data on all computers, and this software is also set to prevent the ability to download an executable from an external source such as a flash drive. Therefore, any flash drive that contains files with extensions including executables (.exe, .com, .dll), script files (.vbs, .scr, .js, etc.), and some other files (.mpg, .mp3, .mov, etc.) will be rendered inaccessible on a BLS computer. The directory structure or other considerations on the flash drive makes no difference.

The best solution is to bring a flash drive that contains the presentation file only. Any other configuration is courting disaster. If you bring a flash drive with forbidden files,

correcting the problem is possible but very time consuming, and you may have to lose some files on the drive to make it work. As a safeguard and as a courtesy to people in agencies participating by video conference, you should send your presentation file to [WSS\\_Coordinators@BLS.Gov](mailto:WSS_Coordinators@BLS.Gov) prior to the presentation. However, this cannot be relied upon as the primary means to bring presentation files to BLS, as this method is an imposition and will unreasonably burden BLS staff.

### ***Mathematica Policy Research***

#### *Contact Details and Room Reservations*

To arrange a seminar, contact Nick Beyler at [nbeyler@mathematica-mpr.com](mailto:nbeyler@mathematica-mpr.com) or by phone at (202) 250-3539. Mathematica will host seminars in the main conference room which can seat up to 100 people.

#### *What to Include in the Announcement*

To be placed on the attendance list for webinar and phone viewing, please RSVP to Bruno Vizcarra at [bvizcarra@mathematica-mpr.com](mailto:bvizcarra@mathematica-mpr.com) or (202) 484-4231 at least 1 day in advance of the seminar (in-person attendees do not need to RSVP). Provide your name, affiliation, contact information (email is preferred) and the seminar date. Once on the list, you will be provided with information about webinar and phone viewing. For those attending in person, Mathematica is located at 1100 1st Street, NE, 12th Floor, Washington, DC 20002. If traveling by Metro, take Red Line to either the New York Ave Station or Union Station. From the New York Ave Station, follow signs to exit at M Street and walk 1 block west on M street and 2 blocks south on 1st Street (the building will be on your right). From Union Station, walk north along 1st Street for about 4-5 blocks until you reach L Street (the building will be on your left after crossing L street). If traveling by car, pay parking is available in the building parking garage, located 1 block east of North Capitol on L Street NE. Once in the building, take the elevators to the 12th floor and inform the secretary that you are attending the WSS seminar. Please call Mathematica's main office number ((202) 484-9220) if you have trouble finding the building.

#### *Facility Capabilities*

The conference room has state-of-the-art webinar and audio capabilities. Easy restroom access and refreshments (coffee, water, tea, etc.) will be available to attendees.

Presenters can use their own laptops or Mathematica laptops for their presentation. In the past, presenters have emailed their presentation slides to Mathematica staff in advance or have brought a flash drive with their presentation slides the day of the seminar. If there are any special needs (e.g., more advanced graphical displays, access to internet during the presentation, etc.) Mathematica can accommodate those needs. Also, seminars at Mathematica have been recorded in the past (using webinar technology) with much success, so that option will also be available to presenters.

### ***The Urban Institute***

#### *Contact Details and Room Reservations*

Contact either Rob Santos ([rsantos@urban.org](mailto:rsantos@urban.org), (202) 216-5904 (office), (512) 619-5667 (cell)) or Tim Triplett ([ttriplett@urban.org](mailto:ttriplett@urban.org), (202) 261-5579 (office), (240) 487-8588 (cell)). Their conference room can easily hold 50 people and can squeeze in 100 people.

#### *What to Include in the Announcement*

The Urban Institute is located at 2100 M Street, NW, Washington, DC 20037. The entrance is on 21<sup>st</sup> Street, between L and M Streets, directly across the street from Port

of Piraeus Café. If traveling by Metro, take the Red line to Dupont Circle or the Blue/Orange lines to Foggy Bottom. From Dupont Circle (Red line), travel south on New Hampshire and turn left onto 21<sup>st</sup> Street, crossing M Street; building entrance is on the west side of 21<sup>st</sup> Street. From Foggy Bottom (Blue/Orange), travel north on New Hampshire until M Street, then round the corner onto 21<sup>st</sup> Street by turning right at M Street. Pay parking is available in the building parking garage or across the street on 21<sup>st</sup> Street between L and M Streets. The conference room is located on the 5<sup>th</sup> floor which also serves as the main entrance to The Urban Institute. Enter the 5<sup>th</sup> floor reception area and the receptionist will direct you to the seminar room.

*Facility Capabilities/Restrictions*

Video conferencing and webinars are not available.

Please bring a PowerPoint or pdf presentation on a flash drive.

**Pew Research Center**

*Contact Details and Room Reservations*

Contact Scott Keeter at [skeeter@pewresearch.org](mailto:skeeter@pewresearch.org) or (202) 419-4362. Their conference room can seat up to 100 people in regular seating mode and can seat up to about 30 people around a large square conference table, with additional seats along the sides of the room. One restriction is that WSS should plan on holding no more than two seminars here per year. Topics of interest to Pew are more likely to get approval from Pew to be held there.

WSS is to take care of individual reservations for any event held at Pew. The list of RSVPs is to be sent to Scott Keeter by at least two working days before the seminar.

*What to Include in the Announcement*

To be placed on the seminar attendance list, please RSVP to [WSS CONTACT PERSON] by noon at least two days in advance of the seminar. Provide your name, affiliation, contact information (email is preferred) and seminar date. The Pew Research Center is located at 1615 L St., NW, Suite 700. If traveling by Metro, you can use the Orange, Blue or Red Lines. Take the Orange or Blue line to Farragut West and exit at the 17<sup>th</sup> St. end of the platform. Walk down 17<sup>th</sup> Street, cross K Street and continue to L Street. Cross and turn right. 1615 L Street is halfway down the block on the left. On the Red Line, use the Farragut North station and exit on the L Street side. If traveling by car, pay parking is available in the building parking garage, which is located on L Street (and there are other garages nearby). Check in with the security desk in the lobby and take the elevator to the 7<sup>th</sup> floor where you will be directed to the main conference room. The Pew Research Center's main telephone number is (202) 419-4300.

*Facility Capabilities/Restrictions*

Video conferencing and webinars are not available

The room has a computer and projector; PowerPoint is installed on the computer. A presenter can bring their own computer or can use the one in the room.

**Kaiser Family Foundation**

This site has not been used recently. However, they have a big room as part of the Barbara Jordan Conference Center. Details on how to plan an event at the Kaiser Family Foundation are at <http://www.kff.org/about/bjcc/index.cfm>. A direct contact is Joy McCoy at (202) 347-5270 or [conferences@kff.org](mailto:conferences@kff.org).



## Appendix 2 to Methodology Section Program Chairs and Other Program Chairs Section

### Videoconference Coordination

<u>Site</u>	<u>Coordinator(s)</u>	<u>Technical Representative(s)</u>
<b>AHRQ</b>	Fran Chevarley (301) 427-1473 <a href="mailto:Fran.Chevarley@ahrq.hhs.gov">Fran.Chevarley@ahrq.hhs.gov</a>	Jim Nieberding (301) 427-1346 <a href="mailto:james.nieberding@ahrq.hhs.gov">james.nieberding@ahrq.hhs.gov</a>
	Lap-Ming Wun (301) 427-1670 <a href="mailto:Lap-Ming.wun@ahrq.hhs.gov">Lap-Ming.wun@ahrq.hhs.gov</a>	
	D.E.B. Potter (301) 427-1564 <a href="mailto:D.E.B.Potter@ahrq.hhs.gov">D.E.B.Potter@ahrq.hhs.gov</a>	
<b>BLS</b>	Dan Gillman (202) 691-7523 <a href="mailto:gillman.daniel@bls.gov">gillman.daniel@bls.gov</a>	Antone Davis (202) 691-5948 (Office Phone) (202) 369.5620 (Cell Phone) Preferred Email: <a href="mailto:VTC_Support@BLS.Gov">VTC_Support@BLS.Gov</a> Personal email: <a href="mailto:davis.antone@bls.gov">davis.antone@bls.gov</a> <b>Main Contact</b>
	John Dixon (202) 691-7516 <a href="mailto:dixon_j@bls.gov">dixon_j@bls.gov</a>	
	Pam Douglas (202) 691-7375 <a href="mailto:Douglas.Pamela@bls.gov">Douglas.Pamela@bls.gov</a>	
	Stella Godbolt (202) 691-6782 <a href="mailto:Godbolt.Stella@bls.gov">Godbolt.Stella@bls.gov</a>	
<b>ERS (Economic Research Service-USDA)</b>	Charlie Hallahan (202) 694-5051 <a href="mailto:HALLAHAN@ers.usda.gov">HALLAHAN@ers.usda.gov</a>	Robert Donegan (202) 694-5063 <a href="mailto:bdonegan@ers.usda.gov">bdonegan@ers.usda.gov</a>
<b>JPSM—Site at U. of Michigan</b>	James M. Lepkowski (734) 936-0021 <a href="mailto:jimlep@umich.edu">jimlep@umich.edu</a>	Michael J. Panchula (734) 763-3713 <a href="mailto:Panchula@umich.edu">Panchula@umich.edu</a>  Frank Kaelin (734) 764-6784 <a href="mailto:fjk@isr.umich.edu">fjk@isr.umich.edu</a>
Note: IT Manager is Steve Munn, (734) 764-8007, <a href="mailto:smunn@isr.umich.edu">smunn@isr.umich.edu</a> (don't send slides)		
<b>JPSM—Site at U. of Maryland</b>	Richard Valliant (301) 314-7911 <a href="mailto:rvalliant@survey.umd.edu">rvalliant@survey.umd.edu</a>	Duane Gilbert (301) 314-5902 <a href="mailto:dgilbert@survey.umd.edu">dgilbert@survey.umd.edu</a>

<b>Mathematica</b>	Donsig Jang (Main person) (202) 484-4246 <a href="mailto:djang@mathematica-mpr.com">djang@mathematica-mpr.com</a>	Chris Bellamy (609) 275-2313 <a href="mailto:CBellamy@mathematica-mpr.com">CBellamy@mathematica-mpr.com</a>
	John Hall (Backup) (609) 275-2357 <a href="mailto:jhall@mathematica-mpr.com">jhall@mathematica-mpr.com</a>	Backup email: <a href="mailto:NJCaNS@mathematica-mpr.com">NJCaNS@mathematica-mpr.com</a>
<b>NCHS</b>	Joe Fred Gonzalez (301) 458-4239 <a href="mailto:JGonzalez@cdc.gov">JGonzalez@cdc.gov</a>	Corey King (main person) Land:(301)458-4810 ytd1@cdc.gov
	Iris Shimizu (301) 458-4497 <a href="mailto:IShimizu@cdc.gov">IShimizu@cdc.gov</a>	Kay Fields (back-up) Land: (301) 458-4211 <a href="mailto:MKF0@cdc.gov">MKF0@cdc.gov</a>
	Note: Their envision (their videoconference system) mailbox address is <a href="mailto:envhyat@cdc.gov">envhyat@cdc.gov</a>	
<b>NSF</b>	Adrian McQueen (703) 292-7807 <a href="mailto:amcqueen@nsf.gov">amcqueen@nsf.gov</a>	Same as Coordinator
<b>Westat</b>	Annie Lo (Main person) (301) 738-8374 <a href="mailto:annielo@westat.com">annielo@westat.com</a>	Fran Winter (301) 294-4419 <a href="mailto:franwinter@westat.com">franwinter@westat.com</a>
	Dave Ferraro (Backup) (301) 251-4261 <a href="mailto:davidferraro@westat.com">davidferraro@westat.com</a>	

See [http://washstat.org/board/videoconference\\_contacts.pdf](http://washstat.org/board/videoconference_contacts.pdf) for the most current copy of this list.



## 15. WSS Historian

**Description:** The WSS Historian is responsible for maintaining and updating the Society's historical files including, but not restricted to, copies of the programs from the Morris Hansen lecture and annual dinner, newsletters, list of WSS members elected as ASA fellows, lists of all elected officers and of appointees to all Board positions, lists of WSS volunteers at various events (e.g., Science Fairs, poster and project competitions), lists of representatives to other organizations, and lists of winners of awards,

**Length of term:** 1 year, but with the intention of remaining as WSS Historian for a longer period of time. Appointed by the President with advice of the Board of Directors and may be reappointed by the succeeding President as desired.

**References:**

A condensed history and some important dates of the Society are available online at <http://www.washstat.org/history.html>.

Duties of the Historian	
Timing	Duties
At beginning of term	<ul style="list-style-type: none"><li>• Meet with past historian to gather and obtain the WSS historical files and information.</li></ul>
Throughout year	<ul style="list-style-type: none"><li>• Provide historical information to Board when requested</li><li>• Attend Board meetings</li><li>• After the annual dinner and as needed, update the WSS History and other historical documents to update the speeches, awards and other history items since the last annual dinner.</li><li>• Make sure that the historical paper files are kept in a location safe from weather hazards, etc.</li></ul>

## 16. WSS Newsletter Editor & WSS Advertising Policy

**Description:** The WSS Newsletter Editor (email: [wss.editor@gmail.com](mailto:wss.editor@gmail.com)) is responsible for producing and publishing the Society's newsletter. The Editor sends the completed newsletter to the Electronic Mail Manager, who distributes the newsletter to the WSS community. The Editor will head of the Newsletter Committee should one be formed.

**Length of term:** 1 year. The Editor is appointed by the President with the advice of the Board of Directors. Members of a committee may be appointed in the same way or this function may be delegated to the Editor. All membership on the committee terminates at the close of the term of office of the President, but the Editor and members may be reappointed by the succeeding President.

**References:** Newsletters from January 1998 to the present are available on-line at: <http://washstat.org/newsletters>.

Duties of WSS Newsletter Editor	
Timing	Duty
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"><li>• Meet with past Editor and gather relevant information, schedules, and materials for the WSS News</li></ul>
Throughout year	<ul style="list-style-type: none"><li>• Coordinate all activities associated with producing, publishing and distributing the WSS News, including setting deadlines, and sending copies to the WSS webmaster and Electronic Mail Manager for distribution.</li></ul>

## **Newsletter Editor Appendix**

### **Washington Statistical Society Policy on Paid Advertisements in the newsletter**

Commencing in the 1999/2000 program year, the Washington Statistical Society (WSS) newsletter will accept paid advertisements having statistical content. The voting members of the Board will have ultimate authority on what constitutes statistical content and on the rate schedule for advertisers. The editor of the newsletter may make individual decisions on statistical content as long as (s)he acts in good faith and does not deliberately violate the wishes of the majority of the voting Board members. To this end, consultation with the President on questionable advertisements is recommended.

The editor of the newsletter is free to reject advertisements due to space limitations. (S)he need not use a first-come-first-served criterion in allocating space, although all other things being equal, that practice is recommended.

Paid advertisements should be clearly marked as such or relegated to a section of the newsletter containing only advertisements. It will be made clear at least once a year in the newsletter that the WSS does not verify the truth of claims made in advertisements contained therein.

The WSS News will continue to announce the availability of courses with statistical content free of charge regardless of vendor. The Board, however, reserves the right to change this policy at any time. Moreover, the placement of these announcements and the exact language used is at the discretion of the Newsletter Editor, who is encouraged to remove any unverified or unverifiable claims.

The WSS News will continue to run its employment column as has been done in previous years. Employment opportunities for members will be posted free of charge, and members seeking employment will also be able to advertise their availability without charge with the following exception. The employment column editor and Newsletter Editor reserve the right to reject advertisements from employment agencies, or to charge appropriate advertising fees for such postings. Voting members of the Board will have the ultimate authority on making such decisions. As with other advertisement decisions, consultation with the President in questionable cases is recommended. The employment column editor is encouraged to exercise editorial oversight to limit unverified or unverifiable claims.

Note 1: The WSS Board approved this policy at the May 1999 board meeting.

Note 2: The present WSS Newsletter Editor has decided that a disclaimer stating that "WSS does not verify the truth of the claims made in the advertisement" will be included in the advertisement section of every issue of the Newsletter.

## 17. WSS Employment Column Coordinator

**Description:** The employment coordinator oversees employment advertisements placed in WSS-related media (WSS newsletter and on the WSS website and sent to the membership by the Electronic Mail Manager)

**Description in WSS By-Laws:** The standing committees of the Society shall include: the Employment Committee, to manage the Society Employment Service and arrange for position wanted and position vacancy advertisements for the Society's newsletter

**Length of term:** 1 year. The Coordinator is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way or this function may be delegated to the Column Coordinator. All membership on the committee terminates at the close of the term of office of the President, but Column Coordinator and members may be reappointed by the succeeding President.

Duties of WSS Employment Column Coordinator	
Timing	Duty
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"><li>• Make sure your correct contact information (e.g., name, address, email) appears in the WSS News</li></ul>
Throughout year	<ul style="list-style-type: none"><li>• Respond to requests for advertisements. Work with customer to ensure that the advertisement fits the appropriate guidelines of being a couple of paragraphs long and inclusion of contact information. Forward final advertisement to the WSS Newsletter Editor, Webmaster and Electronic Mail Manager (as appropriate).</li></ul>

## 18. Electronic Mail Manager

**Description:** Electronic mail (email) provides the primary communication conduit for distribution of information to the WSS membership. The primary items distributed by email are the monthly WSS newsletter, seminar announcements, employment opportunities, and miscellaneous announcements.

The email addresses are maintained by the WSS Email Manager. These addresses are periodically updated to reflect changes in membership status and changes in internet email addresses. The present Email Manager maintains the addresses on a list server provided.

The Email Manager receives input directly from the WSS Newsletter Editor, the WSS President, program chairs, and other individuals desiring to publish information. The email manager screens the items to ensure that:

- Items are of interest to the statistical community in the Washington area
- Items contain location, time, security, and point of contact information
- Employment announcements are not from commercial employment firms
- Items are placed in the WSS News and not sent via separate email, where appropriate, to reduce the amount of email received by WSS members

**Length of term:** 1 year. Appointed by the President with advice of the Board of Directors to serve for not more than one year but may be reappointed by the succeeding President as desired.

Duties of Electronic Mail Manager	
Timing	Duties
At beginning of term – July 1 following appointment	<ul style="list-style-type: none"> <li>• Meet with past Electronic Mail Manager and gather relevant information</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Receive and distribute announcements and employment opportunities from WSS President, program chairs, and other persons</li> <li>• Update the email list with deleted and new addresses as necessary or when new information becomes available from Membership Committee and/or Secretary</li> </ul>
Monthly	<ul style="list-style-type: none"> <li>• Receive and distribute the WSS News from the WSS Newsletter Editor</li> </ul>
April	<ul style="list-style-type: none"> <li>• Receive updated membership list from WSS Secretary and update email list in preparation for distribution of election ballots</li> </ul>

## 19. WSS Webmaster

**Description:** The WSS Webmaster is responsible for the planning, development, maintenance and updating of the WSS Website.

**Length of term:** 1 year. Appointed by the President with advice of the Board of Directors to serve for not more than one year but may be reappointed by the succeeding President as desired.

**References:** The WSS main homepage is currently at the following two URLs: <http://washstat.org>, <http://www.washingtonstatisticalsociety.org/>.

<b>Duties of WSS Webmaster</b>	
<b>Timing</b>	<b>Duty</b>
At beginning of term	<ul style="list-style-type: none"><li>• Obtain the account information used to access the website.</li><li>• Become familiar with the structure, page design and other aspects of the website.</li><li>• Make sure that all Board members are given access to the WSS Board only portion of the WSS website and are given instructions on how to access it.</li></ul>
Throughout year	<ul style="list-style-type: none"><li>• Maintain the site and post material provided by the officers and committee members. This involves creating html and/or pdf versions of the material.</li><li>• Post each month's newsletter.</li><li>• Update the list of seminars and other time sensitive pages on the site as needed</li><li>• Post other information as necessary</li></ul>
April/May	<ul style="list-style-type: none"><li>• Prepare the web pages used for the election of officers</li><li>• Conduct the online election</li></ul>

## 20. WSS Quantitative Literacy (QL) Committee Chair

**Description:** The Quantitative Literacy (QL) Committee coordinates WSS activities related to statistical education and activities in local K-12 classrooms and with other organizations. The QL Committee includes the committee chair as well as coordinators for the following activities:

- K-12 Classroom-Based Activities
- Curtis Jacobs Award Competition
- Poster Competition
- Science Fairs
- Workshops
- Volunteer Coordinator

The QL Committee Chair oversees and supports the QL activities handled by the coordinators, manages the QL budget, serves as the WSS liaison to ASA for QL activities, and seeks out local QL opportunities.

**Length of term:** 1 year. The Chair of the Committee is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

<b>Duties of Quantitative Literacy Committee Chair</b>	
<b>Timing</b>	<b>Duties</b>
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Determine QL budget for the coming year, and assess plans based on budget availability.</li> </ul>
Monthly	<ul style="list-style-type: none"> <li>• Prepare QL report for monthly WSS Board Meeting</li> </ul>
Throughout the year	<ul style="list-style-type: none"> <li>• Respond to QL-related requests and be on the lookout for local QL opportunities.</li> <li>• Touch base with QL coordinators to ask whether they need any assistance or support.</li> <li>• Touch base with Rebecca Nichols from ASA (<a href="mailto:rebecca@amstat.org">rebecca@amstat.org</a>) to ask about opportunities for WSS and ASA to work together on QL-related activities.</li> </ul>
July/August	<ul style="list-style-type: none"> <li>• Touch base with the current donors and update them about how the donation was distributed among the student winners</li> <li>• Try to recruit new donors for next year, if possible.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Touch base with Curtis Jacobs and Poster Competition Award Coordinators about finalizing brochures and plans for distribution.</li> <li>• Touch base with Volunteer Coordinator about plans for recruiting new volunteers.</li> <li>• Touch base with the donors to ensure they will continue to donate and compile list of donations from all donors</li> </ul>
December	<ul style="list-style-type: none"> <li>• Touch base with Science Fair Coordinator about general science fair needs; ask whether there has been any correspondence from the organizers for any of the 5 regional Science Fairs.</li> </ul>

April/May	<ul style="list-style-type: none"> <li>• Touch base with Curtis Jacobs Award and Poster Competition Award Coordinators about plans for judging entries, including staffing, prizes, certificates, and scoring rubrics.</li> <li>• Help collect and distribute prizes to the different regional fairs, if necessary</li> </ul>
April (by April Board Meeting)	<ul style="list-style-type: none"> <li>• Determine QL budget for the next year and submit budget request to Board.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Remind Curtis Jacobs &amp; Poster Competition Award Coordinators to invite winners to Annual Dinner &amp; send the WSS Secretary information on the award winners (for Annual Dinner program and certificates).</li> </ul>
June	<ul style="list-style-type: none"> <li>• Compile list of all QL activities for the WSS annual report.</li> </ul>



## 21. WSS Quantitative Literacy (QL) Volunteer Coordinator

**Description:** The Quantitative Literacy (QL) Committee coordinates WSS activities related to statistical education and activities in local K-12 classrooms and with other organizations. The QL Volunteer Coordinator recruits volunteers, maintains a database of volunteers, and responds to request for volunteers for QL events.

**Length of term:** 1 year. The QL Volunteer Coordinator is appointed by the President with the advice of the Board of Directors, or by the QL Committee Chair. The position of QL Volunteer Coordinator) terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

<b>Duties of Volunteer Coordinator</b>	
<b>Timing</b>	<b>Duties</b>
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Obtain QL volunteer database from previous QL Volunteer Coordinator.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Touch base with QL Committee Chair about plans for recruiting new volunteers.</li> </ul>
September/October	<ul style="list-style-type: none"> <li>• Prepare article about QL volunteer opportunities for WSS newsletter.</li> </ul>
Monthly/As needed	<ul style="list-style-type: none"> <li>• Maintain QL volunteer database.</li> <li>• Respond to requests for volunteers by:               <ul style="list-style-type: none"> <li>○ Recruiting volunteer(s) to meet the request;</li> <li>○ Providing volunteer(s) with logistical information, materials, and information about activities. (Check with QL Committee Chair as needed.)</li> </ul> </li> <li>• Maintain list of volunteers who filled specific requests (so that they can be recognized in WSS News articles; WSS Board Meeting minutes; etc.).</li> <li>• Send thank you letter to the volunteers as needed.</li> <li>• Organize volunteer appreciation event if possible.</li> </ul>

## 22. Quantitative Literacy Workshop Coordinator

### Description:

Is a member of the QL Committee. Develop workshops and other activities for junior high/middle school and high school teachers. The workshops will usually be held during teacher professional days and teacher conferences. The workshops will give them an incentive to use already developed Quantitative Literacy projects and practices to help with science fair projects and other activities their students are already doing.

**Length of term:** 1 year. The Coordinator is appointed by the President with the advice of the Board of Directors Members to serve for not more than one year but may be reappointed by the succeeding President as desired.

WSS Duties — Quantitative Literacy Workshop Coordinator	
Timing	Duties
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Meet with past coordinator and pass on experience and materials</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Fulfill requests for career day and classroom visits</li> <li>• Provide on-call help with science fair and other projects</li> <li>• Touch base with local school teachers to ask about opportunities for WSS to work together on QL-related activities Develop workshops for teachers including formalizing topics, finding presenters, and coordinating preparation of presentations and materials</li> <li>• Represent WSS and ASA at local STEM fairs as needed.</li> <li>• Provide updates to WSS Board</li> </ul>

## 23. WSS Quantitative Literacy Poster Competition Coordinator

**Description:** Is a member of the QL Committee. The WSS Quantitative Literacy Poster Competition Committee is an Ad Hoc Committee developed to encourage understanding of statistical thinking, methods and techniques and to promote quantitative literacy via a poster competition among students in local area elementary, middle, and high schools. WSS provides judges for both the local (DC-area) competition and a "rest of US" competition (involving submissions from areas not covered by ASA chapters). Winning entries are passed along to the National competition; judging for the National competition is coordinated by ASA.

**Length of term:** 1 year. The Chair of the Committee is appointed by the President with the advice of the Board of Directors. Members of the Committee may be appointed in the same way or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

**References:** <http://www.amstat.org/education/posterprojects/index.cfm>

Duties of Poster Competition Chair	
Timing	Duties
At beginning of term – July 1 following appointment	<ul style="list-style-type: none"> <li>• Verify flyers are in order and update as needed.</li> <li>• Coordination with past/present chairs.</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Answer any questions posed by teachers or other interested parties.</li> </ul>
By November	<ul style="list-style-type: none"> <li>• Update flyers, if needed.</li> <li>• Coordinate with ASA and Curtis Jacobs chair to distribute flyers via email.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Remind schools/teachers about poster competition.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Contact WSS/ASA to get an update on the number of poster submissions to gauge the amount of judging assistance needed.</li> <li>• Begin to recruit judges.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Coordinate with ASA to get posters delivered to judging venue.</li> <li>• Determine day and place to judge posters. Note that a large space is needed for judging, so that posters can be spread out for easy viewing.</li> <li>• Judge posters (late April)               <ul style="list-style-type: none"> <li>○ Determine local winners and "rest of US" winners.</li> <li>○ Send winners to National competition (presently in Ohio)</li> </ul> </li> </ul>
May	<ul style="list-style-type: none"> <li>• Notify local teachers of winning students and ask them to invite the winning students to the WSS Dinner.</li> <li>• Share local winners with WSS Board</li> <li>• WSS to print up and distribute certificates and cash/check awards to local winners.</li> <li>• Send thank you letter to the volunteer judges.</li> <li>•</li> </ul>
June	<ul style="list-style-type: none"> <li>• Annual WSS Dinner - Announce winners and distribute awards.</li> </ul>

## **WSS Quantitative Literacy Poster Competition Appendix**

### **Update award information**

- Update the information on the flyers to be distributed, via mail, email or other appropriate media. This includes contact information, deadline for projects, and referenced web addresses.
- Update the information on the web about the award, if necessary. Contact the WSS webmaster and newsletter editor.

### **Construct lists of schools and facilitate mailing out**

- This step is done in conjunction with the Curtis Jacobs Award flyer distribution.
- Print out or email flyers and provide them to the Curtis Jacobs chair or produce all distribution materials in conjunction with the Curtis Jacobs chair for a single distribution
- Coordination with Curtis Jacobs chair is done every year to determine the best method of distribution given the circumstances.

### **Provide help to teachers as needed**

- Teachers may request help to get their project rolling. This may include phone calls, email exchange, or perhaps a personal visit.

### **Recruit judges**

- Recruit six to ten judges to assist in judging the posters.
- If necessary, put a recruiting announcement in the newsletter by April issue.

### **Judge the projects**

- Notify judges of the date, time and place where the posters will be judged.
- Provide judges with judging rubric (provided by ASA) and grade groupings for competition.
- Determine regional (both local and "rest of US" winners for each grade grouping.
- Regional winners are sent to the ASA national competition, which is presently in Ohio.

### **Facilitate the awards presentation**

- Notify teachers of winning students.
- Notify WSS of local winners in order for certificate and awards to be created.
- Inform WSS Secretary, WSS Newsletter Editor, WSS Webmaster, and WSS President.
- Reserve the WSS dinners after getting RSVPs from recipients.
- Present the awards at the WSS annual dinner in June.

## 24. Curtis Jacobs Memorial Prize Committee

**Background:** The Curtis Jacobs Memorial Prize was established in 1991 to honor the memory of a former statistician of the U.S. Bureau of Labor Statistics. Mr. Jacobs served as the chief statistician on many major Federal economic statistics programs, including the Consumer Price Index, which measures the rate of inflation in the American economy. The innovations he introduced are good examples of the practical uses of statistics and mathematics in improving the collection of data needed to form public policy.

**Purpose:** The purpose of the Jacobs Award program is to provide encouragement for students to gain an understanding and appreciation of surveys and their uses. To appreciate the strengths and weaknesses of statistics reported in the press and elsewhere, it is important to have a basic understanding of how surveys are taken and how results are produced.

**Length of term:** 1 year. The Chair of the Committee is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but Chairs and members may be reappointed by the succeeding President.

Reference: [washstat.org/awards/jacobs\\_brochure\\_2015.doc](http://washstat.org/awards/jacobs_brochure_2015.doc)

<b>Duties of Curtis Jacobs Prize Committee</b>	
<b>Timing</b>	<b>Duties</b>
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Meet with past chair and/or gather relevant materials</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Attend board meetings and give oral report on activities</li> </ul>
November	<ul style="list-style-type: none"> <li>• Modify flyers, web info</li> <li>• Construct list of middle schools and high schools</li> <li>• Coordinate mailing with poster competition</li> <li>• Recruit county coordinators for Science Fair blitz</li> </ul>
December	<ul style="list-style-type: none"> <li>• Arrange for printing of flyers</li> <li>• Develop mailing labels</li> <li>• Mail out a week prior to break</li> </ul>
January through May	<ul style="list-style-type: none"> <li>• Provide on-call help to projects</li> </ul>
February	<ul style="list-style-type: none"> <li>• Recruit judges</li> <li>• Coordinate with Science Fair Chair and judges to identify suitable science fair projects for the Curtis Jacobs contest and distribute fliers, encourage those students to enter, obtain school/teacher information to follow up with students</li> </ul>
March	<ul style="list-style-type: none"> <li>• Country coordinators recruit projects at Science Fairs</li> </ul>
April	<ul style="list-style-type: none"> <li>• County coordinators follow-up with potential projects.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Judge projects</li> </ul>

	<ul style="list-style-type: none"><li>• Facilitate awards and communicate with recipients, Invite winner to the annual dinner</li><li>• Send thank you letter to the volunteer judges.</li></ul>
June	<ul style="list-style-type: none"><li>• Attend annual dinner</li></ul>

## **WSS Curtis Jacobs Award Appendix**

### **1. Update award information**

- Update the information on the flyers to be distributed, via mail, e-mail or other appropriate media. This includes contact information, deadline for projects, and referenced web addresses.
- Update the information on the web. Contact WSS webmaster and newsletter editor.

### **2. Construct lists of schools**

- Use the CCD (Common Core of Data at <http://nces.ed.gov/ccd/>) and other public use data to construct a list of public and private middle schools and high schools.
- Check with the poster competition committee chair to coordinate the mail out with the poster competition. The poster competition is for grades K-12. Construct a list of K-12 grade schools if necessary for the poster competition mail out.

### **3. Facilitate paper mail out, as needed**

- Contact the printer for cost estimates and arrangement for flyers and labels.
- Develop mailing labels for the Curtis Jacobs award (and poster competition, if necessary). Labels should be sorted by zip code to facilitate bulk mailing. Use of the ASA non-profit code is accepted.
- Arrange for the invoice to be sent from the printer to the WSS Treasurer.

**4. Provide help to teachers, as needed**, including getting projects rolling. This may include phone calls, email exchange, or perhaps a personal visit.

**5. Recruit county coordinators** to recruit projects at each of the following Science Fairs: Prince Georges County, MD; Montgomery County, MD; D.C.; Arlington County, VA; Fairfax County, VA.

### **6. Recruit judges**

- Recruit three to six judges to assist in judging the project reports.
- Judges should be from different agencies or firms.
- Put a recruiting announcement in the newsletter in February.

**7. Science Fair blitz**--Provide county coordinators with information to recruit projects

### **8. Judge the projects**

- Send email giving schedule information to judges.
- Judges are asked to review each report and send ratings to Chair using a form developed by the Chair
- Judging process should be completed by May 25 in order to allow submission of winning projects to the ASA national Project Competition

### **9. Facilitate the awards presentation**

- Inform recipients, WSS Secretary, Newsletter Editor, Webmaster, and President.
- Work with WSS secretary to order plaques for teachers and prepare certificates.
- Coordinate Meeting Within a Meeting (MWM) registration with ASA & teachers.
- Reserve the WSS dinners after getting RSVPs from recipients.
- Present the award at the WSS annual dinner in June
- Arrange for reimbursement of recipients of travel expenses for MWM

## 25. WSS Science Fair Committee

**Description:** Since 1986, WSS has provided special awards at the five regional science fairs to students whose projects demonstrate excellence in data analysis or the application of statistical methods. The fairs are usually held on Saturdays in March or early April in the District of Columbia, Montgomery County, Prince George's County, Arlington County, and Fairfax County. The fairs require volunteers willing to devote one Saturday morning to interact with students, judge their projects, and give guidance and encouragement. The primary responsibilities of the five Chief Judges are to organize the WSS judging at the fair, lead the discussion to determine the winners, and report the winners to the fair organizers and the science fair committee Chair. In 2010, WSS awarded the following at each fair:

- First Prize (1 award): \$100 cash, one-year subscription to *Chance*, a certificate; school receives a one-year American Statistical Association School Membership.
- Second Prize (2 awards): Peck, et al. "Statistics: A Guide to the Unknown," 4<sup>th</sup> Edition,
- Honorable Mention (up to 10): certificate.

**Length of term:** 1 year. The Chair of the Committee, who is also known as the Quantitative Literacy Science Fair Coordinator, is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

Duties of Chair of Science Fair Committee	
Timing	Duty
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Obtain contact lists and other materials from previous Chair</li> </ul>
November 15 or earlier	<ul style="list-style-type: none"> <li>• Contact Science Fair directors for information on dates, times, location and registration</li> <li>• Send announcement calling for volunteer to the WSS Newsletter Editor for inclusion in the December and January newsletters</li> </ul>
Middle of January to Early March	<ul style="list-style-type: none"> <li>• Obtain list of prizes from the QL Chair</li> <li>• Assign at least five judges to each fair, including a Chief Judge. E-mail assignments, schedule, and judging checklist to all judges.</li> <li>• In coordination with the Curtis Jacobs Award Chair, assign one judge to distribute Curtis Jacob Award flyer to students.</li> <li>• Hold judges' meeting. Distribute books, and certificates to chief judges for each fair.</li> </ul>
April/May	<ul style="list-style-type: none"> <li>• Prepare article for newsletter to announce winners, project titles and judging volunteers.</li> <li>• Submit expense vouchers for current year to WSS Treasurer and budget for next year to QL Committee Chair.</li> <li>• Arrange for 1<sup>st</sup> and/or 2<sup>nd</sup> prize winners to get their prizes.</li> <li>• Notify 1<sup>st</sup> place winners' schools' principals/librarians. They get ASA School Membership.</li> <li>• Send list of first and second place winners to QL Committee Chair (subscription to <i>Chance</i>).</li> </ul>



	<ul style="list-style-type: none"><li>• Receive ASA School Membership forms from schools and send to WSS Treasurer for transmittal to ASA.</li><li>• Send thank you letter to the volunteer judges.</li></ul>
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## 26. WSS Audit Committee

**Description in ASA Council of Chapters Chapter Officer Handbook:** Each time a new Treasurer takes office, the President shall appoint at least two auditors who will audit the outgoing Treasurer's books. In addition, an audit shall be performed whenever three years or more have elapsed since the last audit. The auditors shall submit a written report of their findings to the membership by the second regular meeting after their appointment. Auditors may be chosen from among Chapter members, excluding the current and most recent Treasurer, and need not be professional accountants.

**Description:** An Audit Committee, consisting of least two WSS members, shall make an audit of the Society's finances at the end of each fiscal year (that is, at some time close to July 1). This is typically around September when most of the expenses have cleared. The Audit Committee is expected to audit review previous fiscal year revenue and disbursements and activity in the chapter's financial accounts, as well as the income tax forms filed by WSS. This may involve questions and comments with the Treasurer. Once completed, they should transmit the audit to the Board of Directors with whatever comments and interpretations may be necessary. The report of the Audit Committee shall be distributed to the membership via the WSS newsletter or other appropriate means. The current practice is that the two auditors are the previous two presidents who have rotated off the board.

**Length of term:** 1 year. Appointed by the President with advice of the Board of Directors May be reappointed by the succeeding President as desired.

## 27. WSS Membership Committee

### Description in ASA Council of Chapters Chapter Officer Handbook:

#### Section 2: Membership

Two of the most important activities of a Chapter are recruiting and retaining members. Continual membership growth is needed to keep a Chapter healthy. New members bring fresh ideas and experience to the organization, and old members ensure vitality, continuity, consistency of purpose, organizational memory, and established leadership.

### Description in WSS By-Laws:

Article 4. Committees Section 1. Standing Committees. The standing committees of the Society shall include: the Membership Committee, to recruit new members into the Association and the Society;

**Length of term:** 1 year. The Chair of the Membership Committee is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

Duties of WSS Membership Committee	
Timing	Duties
Throughout year	<ul style="list-style-type: none"> <li>• Periodically (at least quarterly) creates a file of people whose memberships have lapsed, following a grace period, and sends this file to the Electronic Mail Manager to remove from the email distribution list.</li> <li>• Periodically (at least quarterly) creates a file of people who have joined WSS (either as full or associate members) and sends the names and email addresses of each to the Electronic Mail Manager.</li> <li>• Sends information about joining WSS based on inquiries from the sign-in sheets at WSS seminars.</li> <li>• Undertakes or assists with member recruiting and retention initiatives as directed by the WSS Board</li> </ul>
Monthly	<ul style="list-style-type: none"> <li>• Identifies new members from the WSS membership list maintained by ASA and from the applications for Associate Member received by the Secretary</li> <li>• Sends welcome emails to new members</li> <li>• Publishes the names of new members in the WSS Newsletter</li> </ul>
April	<ul style="list-style-type: none"> <li>• Works with Secretary and the Electronic Mail Manager to create a list of all members as of March 31 (persons eligible to vote in the annual election) and merges with the current email list and sends the member names and email addresses to the WSS webmaster and Electronic Mail Manager to assist in the creation of the ballots for the annual election</li> </ul>

## **WSS Membership Committee Appendix (ASA Council of Chapters Chapter Officer Handbook)**

Section 3.4: Of concern to each Chapter must be the maintenance of its present membership and the attraction of new members. Consequently, it is recommended that each Chapter establish a standing Membership Committee to maintain the current Chapter membership list, if not handled by the ASA office, and to formulate and carry out an annual action plan for attracting new members. The number of members on the Membership Committee and length of term is determined by each Chapter. At the beginning of each Chapter year, the Membership Committee should meet to discuss current membership status and make recommendations for Chapter growth to the Executive Committee. Other activities in which the Membership Committee may wish to engage are:

1. Sending a letter of welcome to new Chapter members and inquiring about their interests.
2. Determining reasons why former members decided to drop Chapter membership and summarizing those for possible use.
3. Providing follow-up (telephone, letter, email) contact with members who have not renewed as a Chapter member but have not dropped their ASA memberships.
4. Writing a brochure describing Chapter activities and the benefits of Chapter membership for distribution to prospective members.
4. Making ASA and Chapter membership information available at all Chapter programs.
5. Participating in local Career Days.

It is appropriate for the chair of the Membership Committee to report to the Executive Committee at the end of the Chapter year regarding Chapter growth and to the general membership at the annual business meeting. The Membership Committee should meet as often as deemed necessary. The time of service of this committee will generally coincide with the Chapter year but some continuity across years is advisable.

## 28. WSS Short Course Committee

**Description:** The short course committee provides educational and training opportunities for members of Washington Statistical Society (WSS). These short courses supplement WSS regular seminars and further promote the sharing of statistical thinking, research methods, and techniques.

**Length of term:** 1 year. The President of WSS with the advice of the Board of Directors appoints the chair of the committee. Either President of WSS or committee Chair appoints members of the committee. All memberships on the committee terminate at the close of the President's term, but the succeeding President may reappoint chairs and members.

<b>Duties of the Short Course Committee</b>	
<b>Timing</b>	<b>Duties</b>
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Research topics for new short courses and names of potential instructors. Seek suggestions from Board of Directors.</li> </ul>
At least 4 months before course	<ul style="list-style-type: none"> <li>• Submit proposed topic for short course to WSS Board for approval</li> </ul>
At least 3 months before course	<ul style="list-style-type: none"> <li>• Determine instructor, ask for possible dates and course length, and require honorarium (if any) and type of course materials</li> <li>• Develop budget and cost of course (based on above)</li> <li>• Obtain short description of course (1-2 paragraphs) and short bio from the instructor</li> <li>• Contact BLS Conference Center, ASA conference center, etc. to finalize location and dates and set-up details. Set up an online registration system using "1-2-3 signup" or an alternative system.</li> <li>• Develop a Q&amp;A page (if possible) discussing cancellation/refund policy, payment options, waiting list, receipts, etc.</li> </ul>
Two months before course	<ul style="list-style-type: none"> <li>• Create course announcement and registration form.</li> <li>• Advertise on WSS listserv, and other list services for ASA sections (SRMS, for example), and/or DC AAPOR.</li> <li>• If time permits, advertise in WSS Newsletter</li> <li>• Arrange flights and lodging for instructor, if needed</li> </ul>
2-3 weeks before course	<ul style="list-style-type: none"> <li>• Finalize course materials/handouts including disclaimer and evaluation form</li> <li>• Arrange for printing of course materials</li> </ul>
10 days before course	<ul style="list-style-type: none"> <li>• Registration cut-off date</li> <li>• Give course count to printer (for course materials if notebooks are to be provided)</li> <li>• Check membership status of all registrants.</li> <li>• Submit credit card numbers to ASA for processing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Create formal list of attendees, with affiliation and contact information (e-mail address)</li> <li>• Order food and fax tax exemption sheet (if needed)</li> <li>• Get checks from treasurer</li> </ul>
Week of course	<ul style="list-style-type: none"> <li>• Order food for course</li> <li>• Print receipts (for distribution at course)</li> <li>• Create name tags and tent cards for all attendees (including chairpersons and instructor)</li> <li>• Print copies of attendee list (for distribution at course).</li> <li>• Obtain course materials (or ensure their delivery to site the day before the course)</li> </ul>
Day of Course	<ul style="list-style-type: none"> <li>• Welcome attendees, hand out nametags, tent cards, course materials</li> <li>• Coordinate with caterers facility managers</li> <li>• Collect evaluation forms</li> </ul>
After the course	<ul style="list-style-type: none"> <li>• Send Thank you letter to instructor</li> <li>• Review evaluation forms</li> <li>• Submit receipts to treasurer along with an accounting of costs and income</li> </ul>

## **WSS Short Course Committee Appendix**

### **Length, timing, and size of short courses**

Short courses are generally one to two days in length. It has been WSS practice in the past to have these in the spring or fall so as not to conflict with vacations, other WSS sponsored events, or the Joint Statistical Meetings. Before scheduling a course, check that no other major conferences and courses are being offered at the same time.

Class size limitations are usually imposed by the instructors. Since 2004, class sizes have ranged from 40 to 65 attendees.

### **Short course topics and instructors**

Topics and instructor choices should be presented to the board before any commitments are made. Topics should be varied and not concentrate too heavily on one area of statistics. WSS has had courses repeated, but this was at the request of the members if there were 20+ members on the waiting list for the first offering of the course. Previous topics have included: Statistical data mining, Privacy and confidentiality and HIPAA (2004, 2005), Sample Survey Methods: Recent Developments and Applications (2005), R and analysis of complex surveys (2007), Applied Logistic Regression (2015), and Introduction to Small Area Estimation (2015).

### **Course budget**

The purpose of the course is to provide a service to our members, not to generate the revenue. For that reason, the course should be budgeted to break-even. Course costs include instructor honorarium, facility rental, catering, and course material duplication. Each of these is discussed in more detail below.

#### Instructor honorarium

Instructors who are employees of the federal government cannot accept honorariums for their teaching. For all others, up to \$1000 per day has been approved by the WSS board, but should be approved on a course-by-course basis.

#### Facility rental

Courses in the past have been held at hotel conference facilities and the Bureau of Labor Statistics conference center. The headquarters of the American Statistical Association may also be considered as they have a conference room that may be made available for a fee (Contact Kathleen Wert 703-684-1221 ext. 1874.) The selected facility should be walking distance from the Metro and centrally located.

If held at a hotel, the hotel will likely require that they provide the catering as well.

If held at the BLS conference center, rooms must be reserved by a BLS employee (presently, Brian Meekins is the primary contact). See Section 14 of this Handbook for room sizes with standard lecture seating. Note: for a short course, Rooms 1 and 2 of the conference center can hold no more than 50 people comfortably with the rooms combined and seating in the "classroom style." Outside catering is available from restaurants across the street in Union Station.

### Course Material Duplication

Course Materials include instructor slides, WSS disclaimer (attached), instructor biography, and course agenda (may be duplicated by committee separately). Over the past few years, we have used Balmar printing in Rockville for its convenience, but any reputable company is acceptable. Prices for duplication can vary greatly. Note that color duplication can be quite costly, so it is necessary to factor this into the budget if it seems it will be necessary.

### **Course Cost**

WSS courses should be affordable to all members: students, individuals, or those working for the government or private industry. For that reason, fees have generally been about \$150 - \$200 per day. Any increase in the per day fee should be approved by the Board.

Lower fees are charged for full-time students (previously \$40 or \$50 per day), but they must provide a student ID.

Non-WSS attendees should be given the opportunity to apply the differential between the member and non-member course fee to a WSS membership. Do not include that differential (for the new attendees) as part of the course income since it will be applied to membership. This will need to be made clear to the treasurer.

### **Course announcement and registration**

An example of the course announcement and accompanying registration form are attached.

All attendees are encouraged to pay by credit card via 1-2-3 sign-up or another similar online service. All credit card services charge a fee. This needs to be figured into the course fee amounts.

The information from the registration form should be captured in a spreadsheet. Receipts should be created by the committee and distributed at the course. An example is attached.

### **Course Evaluation**

It is helpful to the instructors and committee members to have feedback from the course participants. A course evaluation form has been developed for this purpose and distributed towards the end of each course. An example form is attached.

### **Current committee members and contact information:**

(July 2015 to June 2016)

Name	Company	Telephone	Email
Yang Cheng (Chair)	U.S. Census Bureau	301-763-3287	yang.cheng@census.gov
Brian Meekins	Bureau of Labor Statistics	202-691-7594	Meekins.Brian@bls.gov
Lin Wang	U.S. Census Bureau	301-763-9069	lin.wang@census.gov
Cha-Chi Fan	FCC	202-418-1554	Cha-Chi.Fan@fcc.gov
Aaron Gilary	U.S. Census Bureau	301-763-9660	Aaron.J.Gilary@census.gov



## WSS Short Course Appendix/Examples

### Washington Statistical Society - Short Course Announcement

R and analysis of complex surveys

March 15-16, 2007

**Registration Due By March 5, 2007**

R is an open-source extension of the S statistical and graphical system. Along with the add-on "survey" package, the software provides a fairly advanced repertoire of survey analysis methods including multistage designs, two-phase designs, calibration and generalized raking, and regression modeling. Advantages of the R survey package include the cost, the visibility of all the code for verification purposes, and the integration with a powerful programming language and graphics system. The course will be taught in the form of a lecture; however, participants may bring their own laptop computers with the software already installed. (The software may be obtained at <http://cran.r-project.org/>.)

*Day 1: An introduction to R.*

Reading in data; simple calculations; graphics; merging and reshaping data; simple programming; using objects; using packages.

*Day 2: The R survey package.*

Specifying design information; computing summary statistics; using and creating replicate weights; domain estimations; graphics; ratio and regression estimators; post-stratification, raking, calibration; two-phase designs; simple simulations.

**About the instructor:** Thomas Lumley is Associate Professor of Biostatistics at the University of Washington, Seattle. He developed and maintains the R "survey" package and is one of the core developers of R itself.

**Who Should Attend:** The course does not require any prior knowledge of R or S-PLUS, but some experience with statistical analysis and data management and knowledge of survey techniques is assumed.

**Schedule for Course:** The course will be held over two days March 15<sup>th</sup> and 16<sup>th</sup>. Registration will begin at 8:30 AM and the class will run from 9 AM to 4:30 PM. There will be coffee and Danish in the morning before class both days and at the morning break, with beverages and cookies in the afternoon. Lunch will also be provided both days.

**Location:**

BLS Conference Center (near Union Station Metro stop)  
Postal Square Building  
2 Massachusetts Ave., N.E.  
Washington, D.C. 20212-0001

**Registration Fee: (Please send fee and registration form to Brenda Boateng by March 5). Class size will be limited, so please register early.**

Full-time students (Provide copy of student ID with registration—only 5 student slots available)	\$ 50
WSS members	\$ 200
All other registrants	\$ 210

**For more information on this course,** please contact the WSS short-course co-chairs:

Sylvia Dohrmann – [SylviaDohrmann@westat.com](mailto:SylviaDohrmann@westat.com)

Trena M. Ezzati-Rice – [trena.ezzati-rice@ahrq.gov](mailto:trena.ezzati-rice@ahrq.gov)

**WSS Short Course**  
**R and analysis of complex surveys**  
**March 15-16, 2007**

Name: \_\_\_\_\_  
 Firm/Agency: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_

Registration Fee:  \$50 (student)  
 \$200 (WSS members only)  
 \$210 (Non-WSS members)  
 Non-members may join WSS by applying a portion of the course fee to membership.  
 Would you like to join WSS?  Yes  No  
*By selecting "Yes" you will be enrolled automatically. For more information on membership, see <http://www.scs.gmu.edu/~wss/>.*

Please check your payment method:  
 A check in the amount of \$ is enclosed.  
 A credit card payment in the amount of \$ is enclosed

Type of Credit Card (please circle one)	Visa	Master Card	American Express
Credit Card Number			
Expiraton Date:			
Name on the Card:			

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Please make check payable to Washington Statistical Society. **Mail, FAX, or e-mail this registration form and send payment by March 5, 2007 to:**

E-mail: [Brenda.boateng@ahrq.gov](mailto:Brenda.boateng@ahrq.gov)  
 Phone Number: 301-427-1803  
 Fax Number: 301-427-1276

Rockville, Maryland 20850

## Washington Statistical Society

### Receipt

**Date payment received:**

**Received from:**

**Amount paid:** \$

**Payment method:**

**For:** WSS Short Course: R and Analysis of Complex Surveys.  
March 15-16, 2007.

### R and Analysis of Complex Surveys

March 15-16, 2007

#### *Disclaimer*

The Washington Statistical Society serves the Washington metropolitan statistical community by providing a forum for the exchange of information and ideas concerning statistical methodology and applications. Activities of the Society include technical programs on a wide variety of statistical topics, short courses, distinguished speaker series and social events.

The views and opinions presented in these handouts and during the workshop are those of the author(s) and do not necessarily reflect those of the Washington Statistical Society or the American Statistical Association.

## **29. Committee on ASA Fellows**

**Background:** WSS was one of the first ASA satellite organizations to adopt the practice of forming a committee to identify members who should be nominated for consideration of the rank of ASA Fellow. The Committee was listed in the 1975 WSS Constitution as a standing committee. The Committee members do not necessarily prepare and submit the nominations, but they enlist individuals to serve as the nominator and to prepare seconding letters.

**Purpose:** Each year the Committee shall identify members of the Chapter who would be suitable nominees for the honor of Fellow of the American Statistical Association (as described in the By-Laws of the Association) and shall coordinate preparation and submission of any such nominations.

**Length of term:** The Committee to Nominate Fellows shall consist of members of the Chapter who already are ASA Fellows. The Chair of the Committee is appointed from the committee membership by the Chapter President with the advice of the Board of Directors. Members of the committee may be appointed in the same way. Committee members may be reappointed. The committee functions well with around four members. Succession planning is important for this committee to maintain effectiveness.

References: <http://www.amstat.org/awards/fellows.cfm>

**Table of Duties is on the next page.**

<b>Duties of Committee on ASA Fellows</b>	
<b>Timing</b>	<b>Duty</b>
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Meet with past chair and/or gather relevant materials</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Attend board meetings and give oral report on activities</li> </ul>
October	<ul style="list-style-type: none"> <li>• Request WSS membership list, including fellow status, and provide to committee members for review</li> <li>• Convene committee and request names of potential nominees</li> </ul>
November/December	<ul style="list-style-type: none"> <li>• Develop slate of potential nominees</li> <li>• Identify and recruit nominating sponsor for each nominee</li> <li>• Make suggestions for nominating letter authors, if needed</li> <li>• Assist nominators, as needed</li> </ul>
January/February	<ul style="list-style-type: none"> <li>• Monitor progress of nomination packages regularly – submission deadline March 1</li> <li>• Two weeks before the deadline—check with nominators on status of submissions</li> <li>• Assist nominators, as needed</li> </ul>
March	<ul style="list-style-type: none"> <li>• Report to Board of Directors on the successful disposition of the committee's duties; include the number of packages "sponsored"</li> </ul>
May	<ul style="list-style-type: none"> <li>• Committee report to Board of Directors on successful nominations</li> <li>• Write and submit congratulatory announcement for the WSS Newsletter and Website.</li> <li>• Committee report to Board of Directors on membership and succession planning.</li> </ul>

### **30. Social Arrangements Committee**

**Description:** The Social Arrangements Committee is a standing committee of the Society. The purpose of the committee is to plan social events for the Society, including an Annual Dinner for the benefit of the Society's members. In recent years, the committee has arranged for an annual holiday party, and food at the Morris Hansen Lecture.

**From WSS By-Laws, Article 4:** Section 1, subsection 5 lists the Social Committee as a standing committee to plan the Annual Dinner of the Society and occasional other social activities such as luncheon meetings or evening receptions.

**Length of term:** 1 year. The Chair of the Committee is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

**Table of Duties is on the next page.**

<b>Duties of Social Arrangements Committee</b>	
<b>Timing</b>	<b>Duty</b>
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Get data on past events including place, time and financial data.</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Visiting restaurants, pubs, large facilities to determine feasibility for: Annual Dinner (110 people) and Holiday party (100 people).</li> </ul>
July	<ul style="list-style-type: none"> <li>• Relief -JSM</li> </ul>
August	<ul style="list-style-type: none"> <li>• Respite - JSM</li> </ul>
September	<ul style="list-style-type: none"> <li>• Prepare for the Morris Hansen Lecture reception: Contact Hansen Lecture Committee for details on date, time, location, budget for reception, etc. Contact caterer to reserve date and make menu selections.</li> <li>• Begin preparations for the Holiday party: Determine location, date/time, menu, cost, etc. for approval by Board at September meeting.</li> </ul>
October	<ul style="list-style-type: none"> <li>• Morris Hansen Lecture reception</li> <li>• Submit announcement and RSVP form to Newsletter Editor for inclusion in November and December newsletters.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Account for debits/credits for the Morris Hansen lecture reception.</li> <li>• Continue planning of Holiday party.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Holiday party</li> <li>• Prepare attendance sheet for the holiday party.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Compute credit and debit on the WSS treasury to be accounted for by the treasurer.</li> </ul>
February	<ul style="list-style-type: none"> <li>• Start preparing for the WSS annual dinner in June. Visit restaurants.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Finalize arrangements for the annual dinner for approval by Board at March meeting.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Submit an announcement to the Newsletter Editor for the May and June newsletters.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Continue preparation for annual dinner.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Annual dinner: final arrangements (head count) Make sure everything is ready for the Gertrude Cox address; prepare nametags; ensure payments from Treasurer to restaurant.</li> </ul>

## 31. WSS Annual Dinner

The WSS Annual Dinner is WSS's most important social event, occurring in June. It corresponds to the annual changeover in WSS leadership. It is presided over by the outgoing President, who presents the many awards given at the dinner.

Prior to 2012, the keynote speaker at the Annual Dinner was the Cox award recipient. Beginning in 2012, the Cox Award presentation occurs on the same day as the Annual Dinner, at a different venue.

This event requires close cooperation by several WSS Officers in a limited amount of time, hence the inclusion of this section in the handbook. The social arrangements committee chair, President and Secretary work together on the dinner program, gathering the necessary information from multiple sources, and allowing at least one week lead time for printing of the final program. Other WSS officers and committees also provide essential input to the event, as mentioned below.

The social arrangements committee chair is responsible for finding a suitable venue for the dinner (no later than March), setting the date after knowing the availability of the keynote speaker, getting the date added to WSS event calendar, providing an announcement for the newsletter, providing information for the program such as the dinner menu, arranging for registration, and getting the program printed. The social arrangements chair obtains counts of complimentary dinner recipients from the secretary:

Outstanding graduate students

Cox, Shiskin and Herriot award winners and one guest each

Curtis Jacobs Award and Quantitative Literacy Poster Competition winners and one teacher per project/poster

The Secretary is responsible for updating the previous year's program to provide a working draft for the current year's program, arranging for the production of the plaque for the Cox award recipient, overseeing the creation of the award certificates and the certificate holders, and contacting local universities in March to determine the outstanding graduate student selections.

The President is responsible for reviewing the program and assuring the information in the program is complete and up-to-date prior to printing. The President may make selections for President's Awards to be given at the dinner.

The Treasurer is responsible for providing award checks for presentation at the dinner.

The Cox award committee is responsible for selecting the awardee with sufficient lead time (no later than March) to notify the awardee, assure the awardee will be attending and will be giving the keynote address, and allow sufficient time for the creation of the plaque.

The Shiskin Award, Curtis Jacobs Award and Poster Competition committees are responsible for selecting awardees with sufficient lead time (no later than May) to assure the names are included in the program.

Program chairs need to provide a tally of sessions (seminars) sponsored by their section between July 1 and June 30 with sufficient lead time (no later than 2 weeks prior to the dinner) for inclusion in the program. A seminar is counted only once, even if co-sponsored by multiple sections.



## **32. Communications Officer and Electronic Communications and Publicity Committee**

Until the WSS Board of Directors meeting on February 23, 2012, the WSS Working Group on Electronic Communications was an ad hoc committee. At the February 23, 2012 Board meeting it was decided to combine this committee with the Publicity Committee (which is a required committee by Article 4 of the WSS By-Laws).

The duties of this Committee are:

1. Review current procedures for electronic communication with WSS members and other stakeholders. For the current discussion, "electronic communication" includes the WSS newsletter; the website; case-specific e-mails circulated to members regarding seminars, short courses and other events; and other forms of electronic media if relevant and feasible. The scope of the procedures to consider includes:
  - a. Procedures to ensure a timely flow of accurate information from WSS stakeholders (e.g., program chairs, the short course chair, and other participants) to the contact people for the WSS newsletter, the website and the listserv.
  - b. Rules for which items to include or exclude from, respectively, the WSS newsletters, the website, the listserv, or other media. The rules may differentiate by the source of the information (e.g., directly related to WSS or not) and might allow for different members to choose the level of communication if this is a feasible option. Where appropriate, these rules should distinguish between original postings and revisions related to, e.g., schedule changes, cancellations or corrections.
  - c. Communication of final decisions on (1.a)-(1.b) to Board members, general WSS members, speakers and other stakeholders.
2. Present recommendations to the WSS board
3. Coordinate efforts to select and retain an appropriate web development organization and, through paid and volunteer efforts, to implement the recommended enhancements.

In October 2012, the WSS membership approved the creation of a Communications Officer position. There are several volunteer positions within the WSS that revolve around electronic communication, website updates, membership list maintenance, and e-mail lists. Many of the responsibilities of these positions overlap with one or more other positions. The WSS Board of Directors felt the need to add a board level position, with voting rights, to coordinate these roles and ensure continuity in maintaining membership rolls for the Society, communicating events of interest in a timely fashion, and upkeep of the WSS website. The new position, called Communications Officer, serves as Chair of the Electronic Communications and Publicity Committee. The Communications Officer coordinates the duties of membership chair, website maintenance, newsletter, and e-mail notifications to ensure that members have access to relevant and timely information about events of importance in the DC area. The term of the Communications Officer is two years, and cycle with the Treasurer's term.

The responsibilities of the Communications Officer include the coordination of the duties of the membership chair, newsletter editor, webmaster, listserv manager and other volunteers involved in the improvement of e-mail and other electronic notifications and e-mail lists, to ensure that members have access to relevant and timely information about events of importance in the DC area. The position involves working to coordinate the current activities of various WSS volunteers as well as moving WSS forward in how it provides information about its services to members.

### 33. Gertrude M. Cox Award Committee

The Appendix to this section contains a copy of the draft agreement between RTI and WSS to sponsor this award. (There is no record of any final agreement, so it appears the draft agreement is the "working" agreement.)

The Gertrude M. Cox Award Committee consists of six members, three representing WSS and three representing RTI. The WSS members are the President, Past President, and President-Elect. The WSS President and a member designated by RTI serve as co-chairs, although a single chair is acceptable

<b>Duties of Gertrude M. Cox Award Committee</b>	
<b>Timing</b>	<b>Duties</b>
Throughout year	<ul style="list-style-type: none"> <li>• Compile list of potential nominees</li> </ul>
September	<ul style="list-style-type: none"> <li>• Check that RTI has replenished funds kept in WSS treasury so that the balance is approximately \$3,000.</li> </ul>
October	<ul style="list-style-type: none"> <li>• Form committee</li> </ul>
November	<ul style="list-style-type: none"> <li>• Update draft announcement (see Appendix—Part 2). Starting with candidates from last year, publicize with ad in Amstat News, ASA-SRMS listserve, AAPORnet listserve, ASA-GSS newsletter and WSS newsletter. Due date for nominations: 28 February</li> </ul>
December	<ul style="list-style-type: none"> <li>• Continue process of selecting candidates – gather names, resumes</li> </ul>
January	<ul style="list-style-type: none"> <li>• Continue process of selecting candidates – gather names, resumes</li> </ul>
February	<ul style="list-style-type: none"> <li>• Finalize list of nominees</li> <li>• Ask committee members to evaluate and select top three.</li> <li>• Schedule conference call with committee to discuss if voting does not indicate a clear winner</li> </ul>
March	<ul style="list-style-type: none"> <li>• Select recipient</li> <li>• Notify recipient and ask for available dates for talk on the day of the Annual Dinner</li> </ul>
April	<ul style="list-style-type: none"> <li>• Follow up with recipient (if necessary) to finalize date for Annual Dinner, and finalize title of talk</li> </ul>
May	<ul style="list-style-type: none"> <li>• Determine what equipment is needed for talk, and work with Social Chair to reserve equipment</li> </ul>
June	<ul style="list-style-type: none"> <li>• For presentation on the day of the Annual Dinner:               <ul style="list-style-type: none"> <li>-- Ask recipient what guests they will have in attendance</li> <li>-- Obtain copy of slides prior to dinner (if applicable) &amp; ask recipient for permission to post slides on WSS website. If permission granted, send slides to WSS webmaster.</li> <li>-- Ask recipient for biography (for introduction at dinner)</li> <li>-- Ask Treasurer for honorarium check (\$1,000)</li> </ul> </li> <li>• Follow up with Treasurer regarding invoicing RTI for honorarium and travel expenses.</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow up with RTI to make sure funds are replenished for next year</li> </ul>
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## Gertrude M. Cox Award Committee Appendix

### ***Part 1--Draft Agreement between WSS and RTI International- May 22, 2003, A White -- from WSS Secretary's files***

#### **Establishing and Awarding the Gertrude M. Cox Award**

The Gertrude M. Cox Award shall recognize a statistician making significant contributions to statistical practice. It shall be awarded annually by WSS at its annual dinner (usually held in June). The recipient shall deliver the keynote address at the dinner on a topic of general interest to the WSS membership. The award shall consist of a \$1000.00 honorarium, travel expenses to attend the WSS annual dinner (to exceed \$1500.00 only by exception approved by the Cox award committee), and a plaque containing the WSS logo and an inscription similar to the following:

Gertrude M. Cox Award Presented by the Washington Statistical Society to *(Name of recipient)* *(Date of Award)* The Gertrude M. Cox award recognizes a statistician making significant contributions to statistical practice The award is made possible by funding from Research Triangle Institute

The first recipient (June 10, 2003) is Sharon Lohr, jointly chosen by Brenda G. Cox, WSS, and Kerrie Boyle, RTI International. RTI International shall provide the funding for the award expenses (plaque, honorarium, and recipient travel expenses and dinner). Travel expenses are expected to range from \$500 to \$1500 depending upon residence of the recipient. Travel can include local expenses and coverage of a guest dinner. RTI International shall forward fund the award by giving WSS \$3000.00 designated for Gertrude M. Cox award expenses. WSS shall pay the award expenses from this amount and any unused balance shall reduce the amount to be transferred by RTI in the following year (between January and March of each year) to the amount needed to replenish the \$3000.00.

Future recipients shall be chosen by a six-person (6) committee (The Gertrude M. Cox Award Committee) consisting of the current president, president-elect, and past president of the WSS and three members designated by RTI International. The committee shall have two co-equal co-chairs, one designated by the WSS president and the other by RTI International from among their respective committee members. Decisions shall be made by consensus of the whole committee. The Gertrude M. Cox Award Committee shall be reconstituted annually to choose the next recipient. The WSS members will automatically be the new president, president-elect, and past president. R TI may designate three members at its discretion.

The award plaque shall be presented to the recipient jointly by the Gertrude M. Cox Award Committee co-chairs. Sometimes an RTI executive, other than the co-chair, may attend and say a few words during the presentation ceremony. The co-chairs shall announce the committee membership for the forthcoming year at the WSS annual dinner.

WSS and RTI intend to continue this relationship for the foreseeable future, however, either party may discontinue the agreement by notifying the other party in writing between the announcement of new Gertrude M. Cox Award Committee members at the WSS annual dinner, and the establishment of an agreement with an awardee (chosen by consensus of the committee) to give the keynote and receive the award at the next upcoming annual dinner.

Signed: (not signed, not dated)  
 Brenda Cox, WSS  
 Kerrie Boyle, RTI

Note: This document was scanned in February 2006 from an unsigned paper copy in a folder held by the WSS secretary.

## ***Part 2—Sample Announcement Soliciting Candidates for Cox Award***

### **Nominations Sought for the 2010 Gertrude M. Cox Award**

The Gertrude M. Cox Award Committee is seeking nominees for the 2010 Gertrude M Cox Award. The award was established in 2003 through a joint agreement between the Washington Statistical Society (WSS) and RTI International. The award annually recognizes a statistician in early to mid-career (roughly less than 12 years after his/her terminal degree) who has made significant contributions to one or more of the areas of applied statistics in which Gertrude Cox worked: survey methodology, experimental design, biostatistics, and statistical computing.

The award is in memory of Gertrude M. Cox (1900-1978). In 1945, Dr. Cox became director of the Institute of Statistics of the Consolidated University of North Carolina. In the 1950's, as Head of the Department of Experimental Statistics at North Carolina State College, she played a key role in establishing Mathematical Statistics and Biostatistics Departments at the University of North Carolina. Upon her retirement from North Carolina State University in 1960, Dr. Cox became the first head of Statistical Research Division at the newly founded RTI. She was a founding member of the International Biometric Society (IBS) and in 1949 became the first woman elected into the International Statistical Institute. She served as President of both The American Statistical Association (1956) and the IBS (1968-69). In 1975 she was elected to the National Academy of Sciences.

The award is presented at the WSS Annual Dinner, usually held in June, with the recipient delivering the keynote address on a topic of general interest to the WSS membership.

This award is made possible by funding from RTI International, and the recipient is chosen by a six person committee - three each from WSS and RTI. This year's committee consists of Paul Biemer, Phil Kott, and Marcus Berzofsky from RTI and Karol Krotki (Chair), John Eltinge, and Michael Brick from WSS. It consists of a \$1,000 honorarium, travel expenses to attend the WSS Annual Dinner, and a commemorative WSS plaque. Past recipients have been Sharon Lohr, Alan Zaslavsky, Tom Belin, Vance Berger, Francesca Domenici, Thomas Lumley, and Jean Opsomer.

Please email your nominations to Karol Krotki ([kkrotki@rti.org](mailto:kkrotki@rti.org)) by 28 February, 2010.

### **34. Morris Hansen Lecture Committee**

**Description:** The Morris Hansen Lecture series is sponsored by the Washington Statistical Society (WSS), Westat, and the National Agricultural Statistics Service (NASS). In 1990, Westat provided a financial grant to the WSS to support the lecture series and the reception that follows the lecture. Two subsequent grants, in 1996 and 2006, have provided the financial foundation for the series. The lecture series was established to honor Morris Hansen, whose pioneering contributions to survey sampling and related statistical methods during his long and distinguished career at the Census Bureau and at Westat resulted in many standards and methods for the conduct of sample surveys. The Morris Hansen Lecture is held each year in the fall, typically October or November, at the USDA's Jefferson Auditorium.

The Hansen Lecture Committee organizes the Morris Hansen Lecture each year. This includes selecting and inviting the speaker and discussants; making arrangements for the lecture facility and the reception facility; making arrangements with the WSS Social Arrangements Committee for catering the reception; inviting the Hansen family to the event; and organizing the participant dinner following the reception. The committee's work also includes publicizing the event through the WSS newsletter and through e-mail, as well as preparing and mailing a special brochure to WSS members and an informational pamphlet for the day of the lecture. The committee also arranges for the publication of the papers from the event.

**Length of term:** The committee consists of 6 members: two special members and 4 regular members. The special members represent Westat and NASS. The other four members are appointed to serve staggered 4-year terms. One member is appointed annually by the WSS President, after receiving recommendations from the Hansen Lecture Committee. The appointment is made in the late summer/early fall to provide the opportunity for the new member to participate in the Hansen Lecture. Members are typically selected to represent a broad view of statistical and survey methodology. The regular members should include someone from government and at least one person from academia. The chair of the committee is the regular committee member serving his/her 3<sup>rd</sup> year of the 4 year appointment.

Reference: See the Hansen Committee charter, speaker history, and publications at: <http://washstat.org/hansen.html>.

**Table of Duties is on the next page.**

<b>Duties of Morris Hansen Lecture Committee</b>	
<b>Timing</b>	<b>Duties</b>
Throughout year	<ul style="list-style-type: none"> <li>• E-mail discussions between committee members as needed</li> </ul>
July	<ul style="list-style-type: none"> <li>• Chair reminds speaker and discussants of the need for an lecture abstract and CVs</li> </ul>
August	<ul style="list-style-type: none"> <li>• Abstract and CV from the speaker and discussants sent to the Chair by August 1</li> <li>• Chair prepares brochure for distribution to WSS members</li> <li>• Chair prepares announcement for WSS newsletter and sends the announcement to the WSS Newsletter Editor and the WSS Electronic Mail manager (presently Vince Massimini at svm@mitre.org) by September 1 (this could be a month earlier depending on the timing of the lecture)</li> <li>• Chair handles other publicity for lecture, including announcements to SRMSnet, federal government contacts, local universities, and Joint Program in Survey Methodology distribution lists (students, faculty, &amp; alumni).</li> <li>• Westat representative arranges for the Westat graphics department to draw up a poster that can be included in email announcements.</li> <li>• Chair arranges hotel accommodations for out-of-town speakers.</li> <li>• NASS representative updates web page for online registration for persons who want to attend lecture.</li> <li>• Send letter of invitation to the Hansen family (NASS representative), who should be invited to the lecture and dinner afterwards. The invitation should include RSVP instructions and a description of where they can park.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Chair provides the brochure to the WSS secretary for production; the brochure should be distributed by September 15, one month prior to the event</li> <li>• Chair completes the lecture day pamphlet (NASS representative handles the production)</li> <li>• The manuscript for the lecture is due to the Chair or the Westat representative thirty days before the lecture</li> <li>• Chair or Westat representative sends the manuscript to the discussants and committee members</li> </ul>
October	<ul style="list-style-type: none"> <li>• Chair provides an estimate of the number of attendees to the WSS Social Arrangements Chair (for the reception)</li> <li>• Chair makes reservation for post lecture dinner (committee members, speaker, discussants, and Hansen family members) two weeks before lecture. The chair pays for the dinner and is then reimbursed by WSS. (see below for details)</li> <li>• Hansen Lecture given in October or November</li> </ul>

	<ul style="list-style-type: none"> <li>• Chair serves as Master of Ceremonies at the lecture. Next year's chair introduces speakers and discussants.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Chair sends dinner bill to WSS Treasurer (Committee members pay for their own dinner. Hansen fund pays for Hansen family, speaker, and discussants expenses). Chair requests payment from committee members for their shares of the dinner.</li> <li>• Chair asks WSS Treasurer to send Hansen lecture honorarium to the speaker (\$1,000) and requests reimbursement for the expenses of the speaker and discussants. Meals, transportation and hotel expenses are covered for up to two days.</li> <li>• Chair sends thank you letters to speaker and discussants</li> <li>• NASS representative develops an article for <i>Amstat News</i> ( with photos)</li> </ul>
December	<ul style="list-style-type: none"> <li>• Westat representative develops a schedule/plan to obtain final manuscripts from the speaker and discussants for publication</li> </ul>
January	<ul style="list-style-type: none"> <li>• The Chair schedules a lunch meeting or conference call to identify speakers and discussants for the fall lecture</li> </ul>
February	<ul style="list-style-type: none"> <li>• Chair initiates follow-up meeting or e-mail correspondence, if no decision reached in January</li> </ul>
March	<ul style="list-style-type: none"> <li>• Chair Invites speaker and discussants; obtain potential dates for the lecture; NASS representative reserves auditorium for the lecture and hall for the reception (NASS representative)</li> <li>• Chair sends letter of invitation to speaker and discussants. Chair informs the invitees that the lecture and discussions will be published in the <i>Journal of Official Statistics</i>.</li> <li>• Chair reminds speaker and discussants from the previous year that the lecture and discussion will be published in <i>JOS</i>. If the speaker and discussants have already submitted their papers, no reminder is necessary.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Inform WSS Social Arrangements Committee Chair of the lecture date and ask the Social Arrangements Committee Chair to reserve a caterer for reception.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Westat representative checks with previous year's Hansen lecturer on status of the draft manuscript if the manuscript has not been received.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Chair sends Hansen Lecture Committee recommendations to the WSS President for appointment of a new committee member for a 4 year term.</li> </ul>

### **35. Herriot Award Committee**

**Background:** The Roger Herriot Award for Innovation in Federal Statistics was established soon after his death in 1994. At the time, he was the Associate Commissioner of Statistical Standards and Methodology at the U.S. National Center for Education Statistics (NCES). He had previously held several positions at the U.S. Census Bureau, including as Chief of the Population Division. The first recipient of the award was Joseph Waksberg in 1995, and it has been awarded annually since. The list of previous awardees may be found in the annual announcements and at <http://www.amstat.org/sections/ssoc/rogerherriot.htm>.

**Purpose:** The award is intended to recognize individuals that best exemplify principles that characterize Roger Herriot's career: dedication to the issues of measurement; improvements in the efficiency of data collection programs; and improvements and use of statistical data for policy analysis. The award may be given to individuals at any stage of their career. Although the focus is on innovation in federal statistics, the individuals may have served in the government, academic, or private sectors.

**Length of term:** The three-member committee is composed of representatives from the Government Statistics Section (GSS), the Social Statistics Section (SOC), and WSS, organizations that Roger Herriot was associated with and strongly supported. Each member serves a 3-year term, the last year of which as chair of the committee. In late August or early September of every third year, the President of WSS should appoint a new member to replace the retiring chair; recent WSS appointments have taken place in August 2012 and August 2015.

References: <http://www.amstat.org/sections/sgovt/outofbox.htm> and <http://www.amstat.org/sections/ssoc/rogerherriot.htm>

**Table of Duties is on the next page.**



<b>Duties of Roger Herriot Award Committee Member from WSS</b>	
<b>Timing</b>	<b>Duties</b>
At beginning of term – September 1, following appointment	<ul style="list-style-type: none"> <li>• If the new chair of the Herriot Award Committee does not do so, contact the chair by email or other means to introduce yourself. A paper by William Butz, "Out of the Box, Again and Again," written shortly after Roger Herriot's death, captures the attributes that the award seeks to recognize (see first link above under References).</li> </ul>
October-November	<ul style="list-style-type: none"> <li>• Unless the chair divides the tasks differently, arrange with the editor to place a call for nominations in the WSS newsletter. The previous year's announcement can serve as a model.</li> </ul>
Winter-Spring	<ul style="list-style-type: none"> <li>• Respond to queries for information about the award and nomination process.</li> </ul>
April 1	<ul style="list-style-type: none"> <li>• Begin to review nominations. The chair will distribute them to you, typically electronically.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Participate in a conference call with all three members to select the awardee. After the decision, the chair will contact the recipient and the successful nominator. The outcome is to be confidential until July 1. The chair may also divide up several remaining tasks to be accomplished in the next few weeks: drafting notifications to the remaining nominators (which will be sent by the chair), writing the citation summarizing the awardee's major accomplishments, and drafting introductory remarks to be made by the chair at the JSM.</li> </ul>
July-August	<ul style="list-style-type: none"> <li>• If the recipient plans to attend the JSM, assist in organizing the presentation of the award. If possible, attend the session where the recipient will be recognized.</li> </ul>
Fall	<ul style="list-style-type: none"> <li>• Help to arrange a WSS seminar to be given by the recipient.</li> </ul>

<b>Duties when WSS Representative is Roger Herriot Award Committee Chair</b>	
<b>Timing</b>	<b>Duties</b>
At beginning of term as Chair term – last year of three-year appointment.	<ul style="list-style-type: none"> <li>• Ensure that the Social Statistics Section appoints a new committee member, because the WSS representative takes over as chair when the Social Statistics representative is the retiring chair.</li> </ul>
Fall	<ul style="list-style-type: none"> <li>• Divide up the tasks of arranging with the editors of the WSS newsletter, Amstat News, the GSS/SOC Newsletter, the SRMS list serve, and a notice to ICSP members (through OMB). The previous year's announcements can serve as models.</li> </ul>

Fall/Winter	<ul style="list-style-type: none"> <li>• Ensure that a WSS seminar is organized to be given by the previous awardee, and re-present the award at the seminar.</li> </ul>
Winter-April 1	<ul style="list-style-type: none"> <li>• Respond to queries for information about the award and nomination process. Serve as the primary point of contact about the award.</li> </ul>
April 1	<ul style="list-style-type: none"> <li>• Distribute the nomination packages to committee members, and begin to review nominations.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Participate in a conference call with all three members to select the awardee. After the decision, contact the recipient and the successful nominator, but ask that the outcome be kept confidential until July 1. Ask assistance from the other two members on drafting notifications to the remaining nominators, on writing the citation summarizing the awardee's major accomplishments, and on drafting introductory remarks to be made by you at the JSM.</li> </ul>
April-August	<ul style="list-style-type: none"> <li>• If the recipient plans to attend the JSM, assist in organizing the presentation of the award. If possible, attend the session where the recipient will be recognized.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Report the decision to the ASA Director of Meetings (presently Kathleen Wert) so that ASA can create the plaque and cut the check (\$1000).</li> </ul>
May	<ul style="list-style-type: none"> <li>• If the recipient is able to attend the JSM, identify an invited session at the JSM of the Social Statistics or Government Statistics Section, typically starting at 2:00, where the award may be presented. Obtain permission of the session chair to use the last 10 minutes of the scheduled session for you to present the award.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Prepare an article for the Amstat News July issue and submit it through the GSS or SOC publications editor. Include a digital photograph of the awardee.</li> </ul>
May	<ul style="list-style-type: none"> <li>• If a presentation will be made at JSM, order cake and coffee/tea through ASA.</li> </ul>
May-July	<ul style="list-style-type: none"> <li>• Prepare a brochure for the JSM session. Produce 100 or more copies (see below).</li> </ul>
May-July	<ul style="list-style-type: none"> <li>• Inform the WSS President of the need to appoint your replacement in August.</li> </ul>
JSM	<ul style="list-style-type: none"> <li>• Distribute at least 25 copies of the brochure at the Council of Sections table, distribute some to GSS, SOC, and WSS board members, and reserve 75 for distribution at the awards ceremony.</li> </ul>
JSM	<ul style="list-style-type: none"> <li>• Present the award in a 5-minute speech covering the purposes of the award and recognizing the awardee's accomplishments.</li> </ul>
Fall	<ul style="list-style-type: none"> <li>• Work with the incoming chair to arrange a WSS seminar to be given by the recipient.</li> </ul>

### 36. Julius Shiskin Memorial Award Committee

**Description:** The Julius Shiskin Memorial Award for Economic Statistics was established in 1979 in honor of the late Julie Shiskin, who had widely contributed to advances in economic statistics practices and programs. WSS originated the Award and is joined in the selection process by representatives from the Bureau of Labor Statistics (BLS), Bureau of Economic Analysis (BEA), the Census Bureau, the Office of Management and Budget (OMB), the National Bureau for Economic Research (NBER), the National Association for Business Economics (NABE), and the Business and Economics Section of the American Statistical Association (B&E). (NABE and B&E currently provide \$500 each to the funding of the award each year.) The Committee Chair and Secretary conduct most Committee activities, such as soliciting for nominees, with other Committee members participating in the award selection meeting. Administrative support for the nominations process is provided by the American Statistical Association.

**Length of term:** The heads of the participating organizations are formally asked to nominate their representative or to name a new Committee member. Most people were re-nominated and members now serve unlimited terms—until they change organizations or request to leave the Committee. Selection of the Committee Chair is informal with the outgoing Chair generally asking a current committee member to take over. The Chair appoints the Committee Secretary from those willing to serve.

**Reference:** [http://www.amstat.org/sections/bus\\_econ/shiskin.html](http://www.amstat.org/sections/bus_econ/shiskin.html)

<b>Duties of Chair and Secretary of Shiskin Committee</b>	
<b>Timing</b>	<b>Duty</b>
October	<ul style="list-style-type: none"> <li>• Early October - Prepare announcement for award nominations. Send to committee chairman for approval.</li> <li>• Mid October - Send letter or email to the ASA advising that you are the contact person and attach nominations announcement and list of previous winners.</li> <li>• Late October - Check Committee List to prepare letters to ask for new appointees, as necessary. If new appointee, send letter to the new appointee along with award information packet.</li> <li>• Late October – Send nominations announcement to: Survey of Current Business Newsletter, Monthly Labor Review, Amstat News, WSS newsletter, NABE Newsletter, CFare, etc. plus send to committee members.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Draft letters 1 and 2 listed below (see January schedule). Send to committee chairman for approval.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Early January - Send letter 1 to all who nominated last year telling them their candidate will be reconsidered this year and enclose nomination package.</li> <li>• Early January - Send letter 2 to the mailing list asking for nominations and enclose nomination package.</li> <li>• Early January – Check with WSS Treasurer for proper mailing address and then send letter to NABE and B&amp;E Section asking for their annual funding.</li> </ul>

	<ul style="list-style-type: none"> <li>• Early or mid January – Schedule meeting. Check with out-of-town members first. Ask the BLS member of the committee arrange for a conference room at BLS.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Mid March - Process electronic responses to nominations.</li> <li>• Late March - Arrange to get all hard copy nominations from ASA, determine which materials to send to committee members and make electronic copies.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Early April - Send nominations via email to committee members: enclose previous winners list and guidelines.</li> <li>• Mid April – Check with WSS treasurer to get a budget summary. Distribute copies of budget at meeting. Also ask treasurer if contributions have been received. If not, contact NABE and B&amp;E Section.</li> <li>• Mid April – Check with WSS President ahead of the selection meeting to see if the Annual Dinner date has been set so that information can be provided to winner nominator(s) and awardee(s).</li> <li>• Late April – Hold meeting. At that meeting, determine who will contact all nominators and who will take the lead on results announcements. If requested, send letter to those who made a nomination but whose person was not selected. If appropriate, explain that their candidate will be considered next year. Enclose announcement of winner.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Arrange to present Award at WSS Dinner</li> </ul>
June	<ul style="list-style-type: none"> <li>• WSS Dinner</li> </ul>

## **Julius Shiskin Memorial Award Committee – Appendix**

### **Shiskin Award Operating Procedures and Historical Notes**

This document is an effort to summarize basic guidelines under which the Julius Shiskin Memorial Award program has been operating.

Committee Membership: When the Washington Statistical Society originated the idea of a memorial award, six organizations with which Julie had been associated (BEA, BLS, Census Bureau, NABE, NBER, and OMB) pledged their support of the program. Each organization agreed to name an individual to serve on the Selection Committee.

When NABE became a funding cosponsor of the Award in 1992, an additional NABE Committee representative was added. Similarly, a Business and Economics Section representative was added when B&E became funding cosponsor in 2002.

It was originally planned that Committee members would serve staggered 2-year, renewable terms. That practice was continued for several years and the heads of the participating organizations were formally asked to re-nominate their representative or to name a new Committee member. Most people were re-nominated and members now serve unlimited terms—until they request to leave the Committee.

Committee Member Responsibilities: The major responsibility of a Committee member is to annually review the nominations received and participate in the selection of the winning candidate(s). Committee members should also contribute their ideas for strengthening the program's publicity and procedures.

Committee members should not submit nominations or seconding letters for nominees. If a Committee member feels that they are uniquely qualified to prepare a nomination that member must recuse themselves from the selection process and help the Committee Chair to find someone from their organization to serve on the Selection Committee that year.

In a similar vein, Committee members should not be nominated for the Award while they are on the Committee. That happened on one occasion and that member asked to have the nomination withdrawn from consideration, rather than leaving the Committee.

Committee Chair: Selection of the Committee Chair has normally been an informal process. Allan Young was quite active in the planning of the Award and the fundraising for it. He was willing to be the first chair and was an obvious choice.

When Allan knew he would be leaving the Committee, Chuck Waite (then the Census representative) agreed to take over as Chair. When NABE started providing funding, their new member, Martin Fleming, was asked to be the Chair. When Martin left the Committee, Rich Allen (then the WSS representative) was the Committee member most willing to assume the Chair role.

When Rich wanted to plan his orderly departure, he asked Bob Parker (a new Committee member representing NABE, but someone who was very familiar with the Program and was a former Award winner) to take over as Chair.

Committee Secretary Selection: When the Award Program began, Rich Allen was the WSS Secretary and agreed to also serve as the Shiskin Program secretary. Marie Argana, his successor as the WSS Secretary, carried on the dual secretarial duties. However, when Marie stopped serving as WSS Secretary after the 1991 selection, the two secretarial positions were decoupled.

Since 1991, Award Committee members and the departing Secretary have used a brain storming process to identify new Committee Secretarial candidates. Sue Ahmed served for 2 years, followed by Howard Hogan—probably because of considerable influence from Chuck Waite. Howard had much to do with the selection of Catherine Hood as his replacement. (Both Howard and Catherine viewed the position as a good professional society resume builder.)

When Catherine accepted an assignment outside the U.S., Rich worked with the WSS President and the Award Committee Chair to identify Karen Pence, (of the Federal Reserve Board) to replace himself as the WSS Representative and to free him up to serve as interim Committee Secretary. John Greenlees particularly contributed to the identification of Steve Paben to be the new Secretary for 2007.

The main requirements for serving as the Committee Secretary are an interest in the Award Program and a willingness to devote time at appropriate intervals during the year to handle the announcement and selection coordination communications. It is probably beneficial (but not mandatory) that the Secretary be located in one of the Federal Statistical Agencies with economic statistics data series responsibilities.

Nomination Procedures: Allan Young and Rich Allen designed the original nomination instructions to be very free form. Nominators were to submit a cover sheet with contact information for themselves and their nominee(s). They were urged to submit a summary statement and any supporting materials they felt were appropriate. The instructions did not require seconding letters, publication lists, c.v.'s, or any other features that are specified in other award programs.

The reasoning behind establishing so few nomination guidelines was to avoid the impression that the Award was only for academics, or people with a long list of publications, etc. The approach taken has resulted in a wide range of different nomination formats, lengths, and contents. On at least two occasions, a nominator just "threw out the name" of a very well known economic statistician. Their viewpoint seemed to be that their nominee's qualifications were so well known that no justification was needed. (Those nominations were not taken seriously.)

Over time a separate document of Guidelines (at [http://www.amstat.org/sections/bus\\_econ/ShiskinGuidelines2011.pdf](http://www.amstat.org/sections/bus_econ/ShiskinGuidelines2011.pdf)) has been added. Guidelines have been kept quite broad such as "Committee members have found it helpful to have supporting letters included which describe the impact of the nominee's contributions". In 2006, for the first time it was clarified that only living individuals could be nominated. For 2007 onward, emphasis was placed on nominations from outside the nominee's organization and electronic transmission of nomination documents will be encouraged.

Publicity Approach: The call for nominations each year is sent to the WSS newsletter, Amstat News, house publications of the organizations represented on the Committee, and to other "economic" publications. In addition, specific requests for nominations are sent to Federal Economic Statistics Organizations Heads, members of program committees active in economic statistics issues, and others who might be interested in the Program, such as the Committee on

National Statistics. Those lists are reviewed each year for any obvious corrections, deletions, or additions.

Once a selection is made, a press release (with a digital photo, if possible) is sent to the same newsletters and publications mentioned above.

Presentation of Award: The WSS award and check have traditionally been presented at the WSS Annual Dinner in June. A separate presentation also takes place in September at the NABE annual meetings in September. The Business and Economics Section announces the winner's name at its annual business meeting at the annual Joint Statistical Meetings.

Secretary Responsibilities: The best way to describe the Secretary responsibilities is to track the annual nomination and selection process. That starts about October when the Chair and Secretary agree on changes to the announcement wording for the next year's Award. Announcement copies are sent before Thanksgiving to Amstat News, the WSS newsletter, and publications of the organizations on the Committee. The goal is to have the Award program announced as widely as possible in January and February, for the normal nomination deadline of **March 15**. In January, announcement copies are sent to the Heads of Federal Government economic statistics organizations and other individuals active in the field. Again, the Chair and the Secretary agree on mail list changes.

ASA receives the nominations each year. Usually only 2-4 new nominations are received but those are combined with the previous year nominations which were not selected for the award. The Secretary obtains the nominations from ASA as soon as the nomination process closes and selects materials from each nomination to send to Committee members. (Some nominations include much more detailed information, such as specific publications, than the Committee members need to do their evaluations.) The Selection meeting date (usually late April) is set by February and the BLS representative makes arrangements for a room at the BLS Conference Center. Members are given at least two weeks for their evaluations.

At the selection meeting, the Committee members decide who will prepare the award citation, press release, and other appropriate releases. The Chair normally takes care of informing the winning and non-winning nominators. The Secretary coordinates sending of the press release to the same publications used to announce the Award program. The Secretary informs the WSS President and the WSS Treasurer of the person selected for the Award and if that person will attend the WSS Annual Dinner in June. The Secretary normally prepares the Award document using a format that is available for modifying and gets it framed. (The Award carries a \$750 cash prize from the Shiskin funds and pays for the cost of the WSS Annual Dinner for the winner and a guest.)

The Secretary coordinates with the WSS Treasurer on when to request the annual \$500 payments from NABE and B&E, and what address to use for mailing the checks. At one time, a formal letter from the Committee Chair was sent each year but that has been replaced by straight forward e-mails from the Committee Secretary to the NABE Executive Director and the B&E Chair.

During the selection meeting Committee members discuss changes and improvements to the Award program or publicity procedures. For example, in recent years this has been much discussion about advertising the award and simplifying the nomination process.

Testimonial: Past Committee Secretaries have found the Award Program, and the interactions of Committee members in the selection process, to provide interesting insight into advances in

economic statistics and individuals who are active in that field. It has proven to be a good way for an individual to gain professional association experience, since there are some specific interactions each year with other officers of the WSS. Secretarial duties do not require a great amount of time and there is flexibility in timing of background preparations—but there are a few key due dates each year. Printing, mailing, and other expenses are reimbursed by WSS.

Committee Secretary Skills: The main requirements for a Committee Secretary is a willingness to serve in this interesting program and the determination to coordinate activities to meet the few key due dates. Exceptional computer skills are not needed (as I have proved) but the ability to edit material and to prepare electronic and hard copy documents using basic word processing is a key.

Files: The Committee does not keep extensive files. Nomination materials are purged a year after each nomination has been successful or has been considered twice by the Committee. Electronic versions of press releases, announcements, the past list of awardees, and similar materials are kept for reuse. There is very little outside communication coming to the Committee each year and the Secretary usually calls upon the Chair to answer most inquiries.



### 37. WSS Statistics Education Committee

**Description:** The Statistics Education Committee coordinates WSS activities related to statistics education beyond those activities covered by the Quantitative Literacy (QL) committee. In particular, the committee may be involved in:

- Organizing seminars related to statistics education, including, but not limited to, those aimed at the K-12 level, undergraduate level, graduate level, and/or continuing education in the workplace
- Organizing workshops for students, teachers, statisticians and/or the public
- Assisting the WSS QL Committee
- Assisting the WSS Student Representative
- As needed, working with local high school and college/university chapters of the ASA
- As needed, assisting ASA with statistics education activities held in DC area
- Maintaining the WSS list of college and university contacts

**Length of term:** 1 year. The Chair(s) of the Committee is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way or this function may be delegated to the Chair(s). All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

Duties of Statistics Education Committee Chair(s)	
Timing	Duties
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Prepare a budget for the coming year for use by the President and Treasurer. Once the budget is approved by WSS Board, adjust plans based on budget availability.</li> </ul>
Monthly	<ul style="list-style-type: none"> <li>• Prepare a report for monthly WSS Board Meeting</li> </ul>
Throughout the year	<ul style="list-style-type: none"> <li>• Oversee the organization of WSS Statistics Education seminars</li> <li>• Oversee the organization of appropriate workshops and other events</li> <li>• Respond to requests from other WSS committees and officers</li> <li>• Respond to requests from WSS members and the public</li> </ul>
September/October	<ul style="list-style-type: none"> <li>• Update the WSS list of college/university contacts</li> </ul>
April/May	<ul style="list-style-type: none"> <li>• Meet with WSS Statistics Education Committee to develop a plan (and preliminary budget) for seminars and other activities for the next academic year</li> </ul>

### **38. WSS Student Travel Award**

In the spring of 2014, prior to the 2014 JSM, WSS offered a Student Travel Award to JSM for the first time. A synopsis of the award description in the March 2014 WSS newsletter is:

For a local area student in a degree program (bachelors, masters, or doctoral) in the areas of statistics, survey methodology, or allied survey research disciplines. Applications must contain a letter of support either by a current member of the WSS or a faculty advisor. One award will be granted to a student attending a school local to the DC, MD or VA area. The award will cover conference hotel and travel expenses up to \$800, early-bird student conference registration (\$95), and a one-year student membership to the WSS. In addition to attending the JSM sessions, the winner is expected to attend the Survey Research Methods Section Business Meeting at JSM in order to be recognized by the WSS. The winner is also expected to prepare an essay on his/her experience at the JSM to be published in the WSS Fall Newsletter.

The award was offered again in the spring of 2015 for the 2015 JSM.

The timing of the award for the 2016 JSM occurred earlier, in the fall of 2015, to allow for the possibility of adding a future requirement to the award that the winner must be giving a presentation at the next JSM. Currently, the WSS Student Travel Award does not require the winner to give a presentation at the next JSM. Student Travel Awards offered by ASA groups such as the Survey Research Methods Section do have this requirement.

### 39. Mu Sigma Rho WSS Chapter Representative

**Background:** "Mu Sigma Rho is the national honorary society for statistics. Its purpose is the promotion and encouragement of scholarly activity in statistics, and the recognition of outstanding achievement among the students and instructional staff in eligible academic institutions. Mu Sigma Rho involves graduate students at all levels, undergraduates, faculty and professional statisticians. Activities include outreach and service to the profession." . "  
<http://www.stat.purdue.edu/~mccabe/msr/>)

*Regular* chapters of Mu Sigma Rho must be based at a College, University, or consortium or such institutions. Proposed regular chapters must petition and there are minimal requirements including ones on the total number of junior, senior, and graduate students and faculty qualifications. *Affiliate* chapters exist as a vehicle to enable isolated qualified students to be inducted into Mu Sigma Rho. Any Chapter of the American Statistical Association is automatically granted Mu Sigma Rho Affiliate Chapter status and need not petition for this. See <http://www.stat.purdue.edu/~mccabe/msr/NewChapter.pdf>.

The Washington Statistical Society is an affiliate chapter with a chapter representative. See [http://www.stat.purdue.edu/~mccabe/msr/Chapter\\_Reps.pdf](http://www.stat.purdue.edu/~mccabe/msr/Chapter_Reps.pdf) or updates thereof.

**Purpose:** The purpose of the WSS Chapter Representative is to provide general outreach to statistics students at colleges and universities in the Washington DC area and more specifically to encourage and facilitate the Mu Sigma Rho membership applications of potentially eligible but isolated students. The WSS Board of Directors voted during its 2007-8 term to pay the \$5 initiation fee for any student joining the WSS Chapter of Mu Sigma Rho.

**Length of term:** 1 year. The Mu Sigma Rho Chapter Representative is appointed by the President with the advice of the Board of Directors. The Representative will be a member of WSS and ASA. The Representative's term terminates at the close of the term of office of the President, but the Representative may be reappointed by the succeeding President.

Duties of Mu Sigma Rho WSS Chapter Representative	
Timing	Duties
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Contact past WSS Chapter Representative and incoming WSS Student Representative</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Work with Student Representative to provide general outreach</li> <li>• Provide information and blank forms to interested students</li> <li>• Process the forms of students deemed eligible and forward to the Mu Sigma Rho National Office with initiation fee.</li> <li>• Notify WSS News Editor and WSS Board of any new members.</li> </ul>

#### 40. Washington Academy of Sciences WSS Affiliate Representative

**Background:** "The Washington Academy of Sciences was incorporated in 1898 as an affiliation of eight Washington D.C. area scientific societies. The formation of the Academy culminated a decade of planning under the leadership of the Philosophical Society of Washington. The founders included Alexander Graham Bell and Samuel Langley, Secretary of the Smithsonian Institution. The purpose of the new Academy was to encourage the advancement of science and 'to conduct, endow, or assist investigation in any department of science.' That purpose guided the Academy throughout its first 100 years [and] will continue to be [its] guide through the coming century." (<http://www.washacadsci.org/> )

There are currently over 45 affiliate organizations to the Washington Academy of Sciences (WAS). The WSS became a WAS affiliate relatively recently, in 1985. Each WAS affiliate is entitled to have a representative who is a voting member of the WAS Board of Managers.

**Purpose:** The purpose of the WSS Affiliate Representative to WAS is to represent WSS as a voting member of the WAS Board of Managers. The WAS engages in many activities of interest to WSS members. It publishes the refereed *Journal of the Washington Academy of Sciences*. The biennial *Capital Science* conference is attended by WSS members.

**Length of term:** 1 year. The WAS Affiliate Representative is appointed by the President with the advice of the Board of Directors. The Representative will be a member of WSS. The Representative's term terminates at the close of the term of office of the President, but the Representative may be reappointed by the succeeding President.

Duties of Washington Academy of Sciences WSS Affiliate Representative	
Timing	Duties
At beginning of term – July 1, following appointment	<ul style="list-style-type: none"> <li>• Contact the previous Affiliate Representative to be brought up to speed on WAS activities and how the organization functions</li> </ul>
Throughout year	<ul style="list-style-type: none"> <li>• Serve as the liaison between WAS and WSS</li> <li>• Participate in the WAS Board of Managers meetings as a voting member</li> </ul>
November	<ul style="list-style-type: none"> <li>• Attend the WAS Affiliates Reception. The WSS President is also invited to this event.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Attend the WAS Annual Banquet and Awards Ceremony.</li> </ul>

## **41. Appendix I: WSS Constitution**

### **CONSTITUTION OF THE STATISTICAL SOCIETY**

As amended February, 1984,  
revised August 1992, June 2002, and October 2012

The members of the Washington Statistical Society, founded in 1926, the oldest chapter of the American Statistical Association, establish this Constitution for the government of the Society.

#### **Article 1. Name**

The official name of this organization shall be "The Washington Statistical Society", hereinafter referred to as "the Society"; being a chapter of the American Statistical Association hereinafter referred to as "the Association".

#### **Article 2. Purpose**

The purpose of this organization shall be to foster statistical science, statistical research, and the interests of the statistical profession and to promote unity and effectiveness of effort among all groups concerned with statistical matters. The primary emphasis of Society programs will be directed toward the interests of its membership in the Washington, D.C. metropolitan area.

#### **Article 3. Membership**

Regular membership of the Society shall include those persons who are members of the Association and are current in the payment of their dues for both the Association and the Society. Other persons, not members of the Association, may join the Society as associate members under procedures laid down in the By-laws. At the discretion of the Board of Directors, rules may be established for the admission of institutional members.

#### **Article 4. Conduct of the Society**

Section 1. General. The business of the Society shall be conducted in accordance with this Constitution and the By-laws established by the Board of Directors. By-laws may be added, deleted, or amended by majority vote of all Directors eligible to vote.

Section 2. Officers. The officers of the Society shall consist of a President, a President-elect, a Secretary, a Treasurer, a Communications Officer, four Representatives-at-Large, and the Chairs of each Section. The offices of Secretary and Treasurer may be combined at the discretion of the Board of Directors. When so combined, the incumbent shall have a single vote on the Board. Officers shall be elected by the membership of the Society.

Section 3. Board of Directors. The business and professional conduct of the Society shall be

managed by a Board of Directors consisting of the Officers, the Past President, the Chapter Representative to the Council of Chapters, and such Chairs of committees and others as the President shall appoint with the advice of the Board. The officers, Past President, and Chapter Representative shall have votes on the Board.

Section 4. Duties of the Board of Directors. Meetings of the Board of Directors shall be called by the President, or a representative designated by the President, or upon written petition of at least two-thirds of the Directors eligible to vote. The President, or the representative designated by the President, shall preside over meetings of the Board, and four Directors eligible to vote shall constitute a quorum. Unless otherwise specified in this Constitution, a majority vote of voting Board members present in quorum shall carry. The responsibilities of the Board, which may be delegated at its discretion to one or more committees, shall include the establishment of broad programs of operation of the Society, the planning of the regular meetings of the Society, the planning of such other activities as the Society may undertake, and the making of appropriate arrangements for informing persons interested in membership concerning the activities of the Society and the Association. The President, or a representative designated by the President, shall preside at meetings of the Society.

Section 5. Term of Office. The term of office of the President and President-elect shall be one fiscal year. The President-elect upon completing one year in office as Vice President shall automatically succeed the President in office at the termination of the fiscal year. The President, upon completing one year as President, shall serve one year as Past President. The four Representatives-at-Large shall serve staggered two-year terms with two persons elected each year. The terms of office of the Secretary, the Treasurer, and the Communications Officer shall be two years. The Secretary shall be elected in a year ending in an odd digit. The Treasurer and Communications Officer shall be elected in a year ending in an even digit. All terms of office shall start on July 1 following the election.

The Chapter Representative shall serve a three-year term defined on a calendar year basis. The Chapter Representative shall serve on the Society's Board of Directors during their tenure and shall not hold the position of District Vice Chair on the Council of Chapters Governing Board at the same time.

Section 6. Precedence. The order of precedence for the office of President shall be President, Vice President, Secretary, Treasurer, Communications Officer. The Board of Directors may fill a vacancy occurring during the term of an elective office by majority vote of all remaining Directors eligible to vote.

Section 7. Annual Joint Meeting of the Boards. An Annual Joint Meeting of the outgoing and incoming Board of Directors shall be held as soon after elections as feasible, but not later than one month after the end of the fiscal year. A quorum for the Annual Joint Meeting shall consist of quorums for both the outgoing and incoming Board of Directors. Voting members of each Board are eligible to vote at the Joint Meeting. Individuals who are voting members of both Boards shall have two votes and shall be counted towards both quorums.

Section 8. Annual Reports. An annual report of the broad program and the detailed activities of

the Society during the year shall be prepared by the outgoing President covering his/her term of office. Results of elections shall be included in the President's annual report. An annual report on the finances of the Society and the activities of the Treasurer shall be prepared by the Treasurer and incorporated in the President's annual report. After approval of the President's report by the outgoing Board of Directors, the report shall be distributed by mail to the members of the Society.

## **Article 5. Elections**

Section 1. Elective and Appointive Officers. The positions of President-elect, Secretary, Communications Officer, Treasurer, and Representatives-at-Large shall be filled by election with the selection to be made by majority vote of Society members casting votes by mail ballot. The appointed members of the Board and the Chairs of other Committees established by the Board shall be appointed by the President for terms of not more than one year. Election of the Chapter Representative shall be governed by the Association. Chapter Representatives may be elected or appointed.

The President, Secretary, Treasurer, Communications Officer, and Chapter Representative must be Full members of the Association.

Section 2. Nominations. Candidates for elective offices shall be proposed by a Nominating and Elections Committee appointed by the President with the advice of the Board. The report of the Nominating and Elections Committee shall be presented to the Society at least one month prior to mail balloting. Candidates other than those proposed by the Nominating and Elections Committee may be nominated by petition of at least 2 percent of the members of the Society, provided the petition is received by the Nominating and Elections Committee at least two weeks before mail balloting. Names of candidates proposed by petition shall be sent to all members of the Society along with the report of the Nominating and Elections Committee.

All nominees submitted to the members of the Society for election must satisfy the Association membership requirements listed in Article 5, Section 1.

Section 3. Balloting. Balloting shall be by mail and under the supervision of the Nominating and Elections Committee, with the assistance of such other officers and staff as this Committee might designate. The candidates for Representatives-at-Large of the Board of Directors who receive the most votes shall be deemed to have been elected. All regular members of the Society in good standing on March 31 shall be eligible to vote. Tie votes shall be resolved by majority vote of all Directors eligible to vote.

## **Article 6. General Business**

There shall be at least one meeting a year of the Society at which the announced agenda shall provide time for discussion of the business of the Society. Voting on issues requiring Society member approval shall be conducted by mail.

## **Article 7. Amendments**

Amendments to this Constitution may be proposed by the membership of the Society at a general meeting as provided for in article 6, by petition of 2 percent of the Society membership, or by a majority of all Directors eligible to vote. A proposed amendment shall be put before the membership at least one month prior to mail balloting. The Board of Directors, by majority vote of all Directors eligible to vote, shall decide whether a special ballot is required or whether the proposed amendment shall be considered in the next regular election. A majority of Society members casting votes by mail ballot shall carry.

#### **Article 8. Sections**

To further the activities and aims of the Society, there shall be such continuing Sections as the Board may establish. The prospective Section shall first be organized as a committee, with officers named by the Society President upon concurring majority vote of Board members present at the meeting. As soon as the Board deems that a sufficient number of members of the Society are actively interested in the work of the Section to justify elections, Section Officers in accordance with rules to be approved by the Board shall be elected. Election shall be held concurrent with the general Society Sections. The Board of Directors may discontinue a Section when it is deemed to be inactive.

#### **Article 9. Publications**

A periodical newsletter and other reports, proceedings, or other publications, may be authorized in the By-laws or by vote of the Board of Directors.

#### **Article 10. National Constitution**

Any and all provisions of the Constitution of the American Statistical Association shall be considered included herein for use where applicable and necessary.

#### **Article 11. Dissolution**

In the event of dissolution of the Society, the officers shall, after paying or making provision for payment and discharge of all of the liabilities of the Society, distribute all of the remaining net assets of the Society to the American Statistical Association exclusively for charitable, scientific, literary, and educational purposes. The American Statistical Association is an exempt organization under Section 501(c)(3) of the Internal Revenue Code.



## **42. Appendix II: WSS By-Laws**

February 27, 1995  
(Amended 4/24/2007)  
(Amended 12/3/2009)  
(Amended 2/2/2016)

### **BY-LAWS OF THE WASHINGTON STATISTICAL SOCIETY**

#### **Article 1. Membership**

Section 1. Full Members. All members of the American Statistical Association (Association) who are current in the payment of their Washington Statistical Society (Society) dues shall be the full members of the Society. Only full members may hold office in the Society.

Section 2. Associate Members. Persons not members of the Association may become Associate members of the Society upon approval by the Board and payment of the annual dues. Associate members are entitled to all the privileges of membership except that they may not hold office.

Section 3. Visiting Associate Members. Members of the statistical profession who are visiting in the Washington, D.C. area temporarily, such as a visiting professor or an ASA fellow with a Government agency, shall qualify for the privileges of Associate membership without charge during their visit.

Section 4. Resignation. A member of the Society may resign by notifying the Secretary. There will be no reimbursement of dues.

Section 5. Membership Year. The membership period for full members shall correspond to their membership year in the rotating schema of the Association. Membership for Associate members shall run for a calendar year duration.

#### **Article 2. Finance**

Section 1. Dues. The annual dues of the Society shall be determined at the Annual Joint Meeting of the outgoing and incoming Boards of Directors, by majority vote of all Directors eligible to vote.

Section 2. Fiscal Year. The business of the Society shall be conducted on a fiscal year basis from July 1 to the following June 30.

Section 3. Financial Authority. Financial responsibility shall reside with the Treasurer, and all funds of the Society shall be deposited with the Treasurer who shall make disbursements therefrom at the direction of the Board of Directors. The Treasurer shall have authority to invest the funds of the Society, and to liquidate such investments. Such activities shall be conducted only in accordance with such guidelines as the Board of Directors may prescribe. The Treasurer, the President, and the President-Elect shall have authority to draw checks on the Society's account.

Section 4. Audit. An Audit Committee shall make an audit of the Society's finances for the current fiscal year and transmit the audit to the Board of Directors with whatever comments and interpretations may be necessary. The report of the Audit Committee shall be distributed to the membership.

### **Article 3. Nominations and Elections**

The Nominating and Elections Committee shall nominate for election at least two official candidates for each elective post, except the Secretary and the Treasurer (or the Secretary-Treasurer), unless extraordinary circumstances prevent this. Persons holding elective office may be nominated for an additional term, except for the President-Elect.

The report of the Nominating and Elections committee shall be presented to the Board at or before the April meeting, and to the Society in the May Newsletter. The names of candidates nominated by petition, as provided for in Article 5 of the Constitution, must be received by the Nominating and Elections Committee on or before March 15. All names of candidates shall be sent to all members of the Society, along with the report of the Nominating and Elections Committee, in early May. Ballots to be counted must be received by the Nominating and Elections Committee by the date specified in the ballot instructions, but not later than June 10. Tie votes shall be resolved by majority vote of all Directors eligible to vote.

### **Article 4. Committees**

Section 1. Standing Committees. The standing committees of the Society shall include:

1. the Nominating and Elections Committee, with duties described in Article 5 of the Constitution;
2. the Audit Committee, with duties described in Article 2 of these By-Laws;
3. the Membership Committee, to recruit new members into the Association and the Society;
4. the Publicity Committee, to inform the public of the significant activities of the Society;
5. the Social Committee, to plan the Annual Dinner of the Society and occasional other social activities such as luncheon meetings or evening receptions;
6. the Committee on ASA Fellows, consisting of Society members who are ASA Fellows, to find worthy candidates and sponsors for the honor of Fellow of the Association;
7. the Arrangements Committee, to maintain a listing of possibly available meeting rooms and arrange meeting places for the technical and educational sessions of the Society;
8. the Employment Committee, to manage the Society Employment Service and arrange for position wanted and position vacancy advertisements for the Society's Newsletter;
9. the Newsletter Committee, headed by an Editor who shall be a member of the Board of Directors, to produce and arrange for the publication and distribution of the Society's Newsletter; and
10. the Program Committees, which shall arrange meeting programs in each of several subject matter areas including, but not limited to: Agriculture and Natural Resources, Statistical Computing, Economics, Physical Sciences and Engineering, Public Health and

Biostatistics, Social and Demographic, Interprogrammatic (cross-sectional) topics, and Short Courses.

Section 2. Ad Hoc Committees. Ad hoc committees may be appointed to serve such additional functions as are deemed important.

Section 3. Committee Membership. The Chairs of committees are appointed by the President with the advice of the Board of Directors. Members of the committees may be appointed in the same way or this function may be delegated to the chair of the committee. All membership on such standing and ad hoc committees terminates at the close of the term of office President, but chairs and members may be reappointed by the succeeding President, except for the Nominating and Elections Committee, the chair of which may not serve successive terms.

## **Article 5. Sections**

Section 1. Introduction. Program committees which are of interest to a substantial number of members (as evidenced by attendance at program meetings) may wish to become sections of WSS. The formality of section status provides for election of officers and a more formal structure within the Society. It is expected that the section will provide a substantial number of programs in the subject area.

Section 2. Establishment. At the request of a member of the Society, and in accordance with Article 8 of the WSS Constitution, a section may be established by majority vote of the officers of the WSS Board of Directors. The request for establishing a section must include proposed operating procedures. The Board determines when the initial election should be held for election of officers and approves operating procedures for the section.

Section 3. Dissolution. Sections which have become inactive may be dissolved and reestablished as program committees by majority vote of the officers of the WSS Board.

Section 4. Membership. All full and associate members of the Society are members of each section and are entitled to vote in all section elections.

Section 5. Elections. After establishment, a section shall nominate its own officers. Nominations for section officers shall be in coordination with the Nominating and Elections Committee of the Society. Elections should be held in conjunction with the Society's elections.

Section 6. Procedures. The section's operating procedures must be consistent with the society's Constitution and By-laws. They shall not take effect until approved by the officers of the Board of Directors, and changes must also be submitted to and approved by the officers.

### **Article 6. Publications**

A Newsletter, distributed by mail to all members of the Society, shall be published at least nine times each year. The Newsletter shall announce meetings and activities of the Society as well as other news and articles deemed of interest to the membership. The Editor, as chair of the Newsletter Committee, shall have editorial and production responsibility. The Treasurer shall represent the WSS Board in the financial management of the Newsletter.

### **Article 7. Changes in By-laws**

By-laws may be changed by majority vote of all members of the Board of Directors eligible to vote.

### **Article 8. Conducting Society Business**

At the discretion of the Chair, any or all Members may participate in a meeting of the Board, or a committee of the Board, by means of telephone conference or by any means of communication by which all persons participating in the meeting are able to hear one another, and such participation shall constitute presence in person at the meeting.