

Commission on the Status of Women

Officers' Duties

Immediate Past Chair

Responsibilities: This person is responsible for serving on the advisory board for the Journalism Leadership Institute for Diversity (JLID) and the resource committee.

Second-year Co-chair (Advocacy)

Responsibilities: The second-year co-chair is responsible for supporting and advising the Commission and other officers. In addition, she is in charge of planning Wild Women, writing the annual reports and leading the first officers' business meeting as well as the general membership business meeting, serves on AEJMC's Executive Committee, and chairs the committees to select recipients of the Donna Allen Memorial Award for Advocacy and the Outstanding Woman Award.

First-year co-chair (Management)

The first-year co-chair is responsible for attending planning meetings for the annual convention with the program chair, signing off on expenditures for the Commission and overseeing the activities of the Commission, and also chairs the committees to select recipients of the Mary Gardner Award for student research and the Mary Ann Yodelis Smith Award for faculty research.

Vice Chair/Program Chair

The vice chair is responsible for putting together the Commission's program for the annual convention. This includes collecting panel ideas from Commission members and negotiating co-sponsored panels and research sessions with other divisions and interest groups. The vice chair must attend the mid-winter planning meeting/chip auction and afterward submit program copy to AEJMC headquarters, and also makes sure that audio-visual and food requests for the convention are submitted to AEJMC.

Research Chair

The research chair is responsible for the call for papers and the call for judges, sends the papers to the judges and then makes the final judgment about which papers to accept, handles all correspondence with authors and judges, submits program copy to AEJMC headquarters and writes the section on research for the annual report.

Recorder

The recorder is responsible for reporting the previous year's minutes at the business meetings and recording the current year's minutes, submitting the minutes to the newsletter editor for inclusion in the first newsletter of the year, attending the new-member breakfast, and, as needed, working with the other officers to refine job descriptions.

Newsletter editor

The newsletter editor is responsible for producing three issues of the newsletter (fall, spring, convention issues).