



Operating Manual for
Officers, Committee Chairs, and
Appointed Positions

Decision Sciences Institute
Southwest Region

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Preface

The Southwest Decision Sciences Institute (SWDSI) is a subdivision of the Decision Sciences Institute, Inc., a non-profit professional organization. The goal of the Southwest Region is to support the goals and objectives of the Decision Sciences Institute (DSI). Refer to the DSI Constitution and Bylaws for general operations and procedures which are applicable to SWDSI. In particular, see Article X – Regional Subdivisions and Bylaw 7 – Regional Subdivisions. [The DSI Constitution and Bylaws and the *DSI Policies and Procedures Manual* are available on the DSI website <http://www.decisionsciences.org/governance/policies.asp>.]

This *SWDSI Operating Manual* has been prepared to provide officers, committee chairs, and appointed positions¹ with guidelines and a timeline for performing their duties. Specific duties and responsibilities include, but are not limited to, those explained herein. Also, refer to the SWDSI Constitution and Bylaws, in general, and in particular to Bylaw 5 – Officers, Section 2. Duties of Officers. [The SWDSI Constitution and Bylaws are available on the SWDSI website <http://www.swdsi.org/default.asp>.]

A person shall not hold two officer positions concurrently, except for extreme circumstances and for the benefit of SWDSI. Also, please note that all officers are required to be members of the DSI and the SWDSI.

¹ The elected officers are President, President-Elect, Secretary, Vice-President for Finance, Vice-President for Member Services, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, and Advisory Council Members (9 members). The Past President and Vice-President for Programs and Meetings are non-elected officers; the Regional Archivist is an appointed officer; and the Publications Coordinator and Webmaster are appointed non-officer positions.

Mission Statement

The Southwest Decision Sciences Institute is a multidisciplinary professional association that seeks:

- To promote the development and application of information technology, quantitative methodology, and behavioral approaches to decision making in organizations,
- To improve instruction in all business and related disciplines, and
- To serve developmental needs of graduate students, educators, and academic administrators.

The primary purposes of SWDSI are:

- To provide and coordinate an annual meeting in the southwest for its members,
- To provide a forum through an annual meeting for networking and for the discussion and exchange of ideas and presentation of papers,
- To provide innovative teaching and professional development programs, and
- To provide information which can be used to improve classroom instruction, research, and academic and business development.

Vision Statement

To be the premier organization in the southwest in the development and application of information technology, quantitative methodology, and behavioral approaches to decision making.

*Duties of the SWDSI President*²

The President shall be the chief executive officer of the Southwest Region and chairperson of the Executive Council. He/She shall be responsible for planning and conducting the affairs of the organization in such a manner as to further the objectives of the Southwest Region and the policies and programs established by the Southwest Region. He/She shall have the authority to incur reasonable expenses and make normal financial commitments on behalf of the organization during his/her term of office. The President shall be responsible for, in cooperation with the Strategic Planning Committee, the strategic planning of the organization including the generation of innovative new approaches to support the SWDSI mission statement and vision statement.

The President shall preside over all meetings of the organization and shall be responsible for naming the members of the Committee on Nominations, Strategic Planning Committee, Distinguished Service Award Selection Committee, and Outstanding Educator Award Selection Committee within one month after the SWDSI annual meeting. He/She shall, subject to approval of the Executive Council, make appointments as specified in the Bylaws and such other appointments as deemed necessary for the efficient and effective execution of the affairs of the SWDSI.

The President shall serve as a member of Institute committees (such as the Regional Activities Committee) as specified in the DSI Bylaws.

Throughout the year, an important role of the President is to be proactive in coordinating with other officers, committee chairs, and appointed positions to ensure that they are familiar with their duties.

DSI and SWDSI Membership Requirement of Officers

All SWDSI officers³ are required to be members of both the Decision Sciences Institute (DSI) and the Southwest Decision Sciences Institute (SWDSI).⁴ The President shall send an inquiry to the DSI Home Office regarding the DSI membership status of all officers by asking which of the officers are current DSI members (and which are not). Based upon the reply from the Home Office, for each officer whose membership has lapsed, the President must contact each person individually to inform him or her that the DSI Home Office has indicated they are not current in their DSI membership dues. The President shall tell each person that:

² The President may delegate duties to the President-Elect.

³ The elected officers are President, President-Elect, Secretary, Vice-President for Finance, Vice-President for Member Services, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, and Advisory Council Members (9 members). The Past President and Vice-President for Programs and Meetings are non-elected officers; the Regional Archivist is an appointed officer; and the Publications Coordinator and Webmaster are appointed non-officer positions.

⁴ SWDSI Constitution Article III.1 specifies “Any person or institution who is a member of the Decision Sciences Institute is eligible for membership”. SWDSI Bylaw 8 states “The annual dues for membership in the Southwest Region shall be \$10.00 for all classes of membership. Those Members registering at the annual meeting of the Southwest Region shall automatically have \$10.00 of their registration fee credited toward the annual dues for the following year”.

- (1) if this information is correct, then pay the DSI membership dues by accessing the online DSI membership application form and while completing the form to designate the Southwest Region as their primary regional affiliation; and to send the President proof of payment, or
- (2) if this information is wrong, then contact the DSI Home Office to correct this error and to send the President proof that the correction has been done.

Based upon the Treasurer's confirmation of SWDSI officers who have not paid either the conference registration fee or the \$10 membership dues, the President shall contact each officer who is in arrears. The President shall ask each officer whose SWDSI membership has lapsed to pay the SWDSI membership dues by sending a check for \$10 to the SWDSI Treasurer. Be sure to include Treasurer's mailing address.

Unfortunately, any officer who does not pay the appropriate membership dues (DSI and/or SWDSI) must be removed from office. SWDSI Bylaw 5.4 addresses how to handle vacancies in office.

DSI Primary Regional Affiliation Membership List

The DSI Home Office is to collect and disseminate data specific to regional interest and affiliation to all regions. The Home Office is to provide each region's President with (1) a list of DSI members who indicate the respective region as their primary regional affiliation and (2) a list of DSI members who expressed an interest in the respective region. This information shall be provided at least twice annually. The two primary times are the end of the membership year (i.e., June 30) and after the DSI Annual Conference. These times correspond to when new and renewal Membership Application Forms are received and when Annual Meeting Registration Forms are received. Allowing for processing of the membership/registration forms, the information shall be provided no later than four weeks after the end of the membership year and no later than four weeks after the DSI Annual Conference. In addition, any Membership Application Forms, received at times other than the two primary times, which indicate a primary regional affiliation or express an interest in a region would be provided soon after processing of the forms.

The SWDSI President shall ask the Home Office for this information if it is not provided accordingly. The President shall disseminate this information to the Secretary, Treasurer, and Vice-President for Member Services.

At SWDSI Conference (as incoming President)

- ❑ Attend FBD Board of Directors Meetings on Wednesday (while still President-Elect) and Saturday (as President). President, President-Elect, and Program Chair attend on Wednesday; President and President-Elect attend on Saturday. The two voting representatives for SWDSI at the FBD Board of Directors Meetings are the President and President-Elect.
- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Hold your special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- ❑ Take a list of officers to the Saturday FBD Board of Directors Meeting. Also, discuss paper submission deadline with new Program Chair and previous President. Typically the deadline is in early September. This information may be needed at the Saturday FBD Board of Directors Meeting.

March/April (after conference as President)

- ❑ Appoint the Committee on Nominations. The Committee on Nominations shall consist of three members appointed by the President. One of these members shall be the outgoing President who will serve as Chairperson of the committee. The persons appointed by the President shall serve until the next annual business meeting of SWDSI. A person may not serve for more than three years consecutively on this committee.
- ❑ Appoint the Distinguished Service Award Selection Committee. The Distinguished Service Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair. For additional information concerning this award, refer to the section for the Distinguished Service Award on pages 32 - 33.
- ❑ Appoint the Outstanding Educator Award Selection Committee. The Outstanding Educator Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair. For additional information concerning this award, refer to the section for the Outstanding Educator Award on pages 34 - 35.
- ❑ Appoint the Strategic Planning Committee. The Strategic Planning Committee is composed of a Chair and up to three additional members who are former Past Presidents. All members are appointed by the President to serve until the next annual business meeting of the organization; members may be reappointed. For additional information concerning this committee, refer to the section on page 27.
- ❑ Coordinate with Secretary to prepare and send a list of officers and appointed positions with their addresses, phone numbers, etc. to all of the SWDSI officers, committee chairs, and appointed positions. Also, provide this information to the Webmaster so it can be posted on the SWDSI website.
- ❑ Send contact information for the officers to the DSI Executive Director.
- ❑ If any changes in the SWDSI Constitution and Bylaws were approved at the Business Meeting, these should be sent to the DSI Executive Director for approval by its Board of Directors. Coordinate this with, as appropriate, the Chair of the Strategic Planning Committee or the Secretary.

April/May

- ❑ Prepare Spring Newsletter. The Vice-President for Member Services maintains a membership roll for the Southwest Region, in coordination with the Secretary, and provides mailing and contact information for members. Contact the Vice-President for Member Services or the Secretary for this information. This database should be used for promoting SWDSI, in general, and the annual meeting – sending newsletter, call for papers, etc.
- ❑ Possible information to include in newsletter is:
 - In a reminder statement, prominently located in each newsletter, encourage members who were unable to attend the SWDSI conference to maintain their membership by mailing a check for the SWDSI membership dues (\$10) to the SWDSI Treasurer. Be sure to include Treasurer's mailing address.
 - Past President's article
 - Excerpts from outgoing Program Chair's report on the conference
 - Names and affiliations of award recipients
 - List of officers, committee chairs, and appointed positions
 - Congratulations to new officers

- Request for nominations of office positions to be elected
 - Announcement of next year's conference and excerpts from Call for Papers
 - Request volunteers for discussants and reviewers
 - Dates and locations of upcoming SWDSI and DSI conferences
 - 'Names in the news' (information about SWDSI members)
- E-mail Spring Newsletter to all members. Coordinate this with, as appropriate, the Webmaster or the Secretary.

August/September

- Schedule the SWDSI Officers Meeting to be held at the SWDSI conference. Contact the SWDSI Program Chair to include this meeting in the program schedule so that a room is allocated for it. Normally, this is on Thursday morning 7:00-8:30 a.m. (If deemed appropriate, in January arrange food for this meeting. Name of catering manager may be obtained from the FBD Program Chair.)
- Schedule the SWDSI Business Meeting to be held at the SWDSI conference. Contact the SWDSI Program Chair to include this meeting in the program schedule so that a room is allocated for it. This is usually scheduled for Thursday afternoon at 3:30-5:00 p.m., 4:00-5:30 p.m., or 5:00-6:30 p.m. depending on FBD activities. (If deemed appropriate, in January arrange food for this meeting. Name of catering manager may be obtained from the FBD Program Chair.)
- Prepare Fall Newsletter. The Vice-President for Member Services maintains a membership roll for the Southwest Region, in coordination with the Secretary, and provides mailing and contact information for members. Contact the Vice-President for Member Services or the Secretary for this information. This database should be used for promoting SWDSI, in general, and the annual meeting – sending newsletter, call for papers, etc.
- Possible information to include in newsletter is:
- In a reminder statement, prominently located in each newsletter, encourage members who were unable to attend the SWDSI conference to maintain their membership by mailing a check for the SWDSI membership dues (\$10) to the SWDSI Treasurer. Be sure to include Treasurer's mailing address.
 - List of officers, committee chairs, and appointed positions
 - Dates and location of next year's conference
 - Request volunteers for discussants and reviewers (depending on when newsletter is distributed to members)
 - Progress report from Program Chair on upcoming SWDSI conference
 - Dates and locations of upcoming SWDSI and DSI conferences
 - Call for nominations for officers again, if nominations are not concluded
 - Reminder of SWDSI Officers Meeting to be held at the DSI conference in November
 - Minutes for the previous SWDSI Business Meeting (during annual conference)
 - Time of the Business Meeting to be held at the next SWDSI conference (see SWDSI Constitution)
 - 'Names in the news' (information about SWDSI members)
- E-mail Fall Newsletter to all members. Coordinate this with, as appropriate, the Webmaster or the Secretary.

October

- Send invitations to all officers and other special guests for SWDSI Officers Meeting to be held at DSI conference in November. Invite all officers and other special guests (including people who are very active).
- Work with the Chair of the Committee on Nominations to conduct the election. Deadline for sending election ballot to SWDSI members is in January. For additional information concerning

the election, refer (a) to SWDSI Bylaw 6 that specifies the procedures for nomination and election and (b) to the section for the Committee on Nominations on page 23.

- ❑ Make sure Distinguished Service Award Selection Committee and Outstanding Educator Award Selection Committee have received nominations and are in the process of selecting the recipient(s), if any.

November

- ❑ Attend DSI conference and conduct SWDSI Officers Meeting. The DSI Home Office will schedule a time for this meeting.
- ❑ Prepare agenda for meeting. Contact officers to request that they bring items such as minutes of meetings, treasurer's report, other reports from officers, etc.
- ❑ Attend the Regional Activities Committee meeting.

December

- ❑ After receiving the decisions regarding the recipients, if any, of the Distinguished Service Award and the Outstanding Educator Award, the President will inform all of the respective nominees of the award decision for which they were nominated and thank each nominee for his/her contributions to the discipline of Decision Sciences.

January

- ❑ If there are any proposed changes in the SWDSI Constitution and Bylaws, these must be made available to members at least 30 days prior to the annual business meeting. (See SWDSI Constitution and Bylaws: Article X – Changes in Constitution, Article XI – Bylaws, and Bylaw 10 – Changes in Bylaws.) Perhaps the proposed changes can be posted on the SWDSI website; and then, an e-mail can be sent to all members informing them of how to access this information.
- ❑ Order plaques for each of the outgoing officers. (Anyone continuing in the same office for another year does not get a plaque until the term of office is completed). If necessary, also order ribbons for SWDSI conference.
- ❑ Order plaques for recipients, if any, of Distinguished Service Award, Outstanding Educator Award, and Lifetime Achievement Award.
- ❑ Order award certificates to be given to recipients of best papers.
- ❑ Order certificates of appreciation to be given to track chairs and other program committee members, various officers, and other contributors to SWDSI.
- ❑ If deemed appropriate, arrange food for the Officers Meeting and/or the Business Meeting at SWDSI conference. The name and phone number of catering manager may be obtained from the FBD Program Chair.
- ❑ Send invitations for the SWDSI Officers Meeting and the SWDSI Business Meeting to current officers, past presidents, track chairs, and DSI representative who will attend the conference.
- ❑ After election results are in, notify all of the nominees of the results. As specified in Bylaw 6, in the event of a tie vote for any office, the qualified voters present at the annual business meeting shall choose between the tied candidates by written ballot.

At SWDSI Conference (as President)

- ❑ Attend FBD Board of Directors Meeting on Wednesday (as President). President, President-Elect, and Program Chair attend on Wednesday. The two voting representatives for SWDSI at the FBD Board of Directors Meeting are the President and President-Elect.
- ❑ Conduct SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Get signatures on award certificates to be given to recipients of best papers.
- ❑ Get signatures on certificates of appreciation to be given to track chairs and other program committee members, various officers, and other contributors to SWDSI, as deemed appropriate.

- Bring or have appropriate officers bring:
 - Meeting agendas
 - Plaques and certificates
 - Ribbons
 - List of officers, committee chairs, and appointed positions
 - Results of election
 - Secretary brings copies of minutes for Officers Meeting held last spring and fall and for Business Meeting held last spring
 - Treasurer brings copies of the most recent financial reports
 - Program Chair brings copies of report on the conference program
 - Program Chair brings the citations for the Distinguished Service Award recipient and the Outstanding Educator Award recipient that were prepared for the *Proceedings*
- Attend the President-Elect's (i.e., the incoming President) special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

Duties of the SWDSI President-Elect

The President-Elect shall serve as the general assistant to the President, carrying out such duties as may be assigned by the President. The President-Elect shall act as President in the event of the latter's absence or inability to serve. In the event of the incapacity of the President to serve, the President-Elect shall assume the Presidency and perform the duties of the President. The President-Elect's succession to the office of the President shall not be affected by his/her having assumed and performed the duties of President during any portion of his/her term as President-Elect.

The President-Elect shall serve as a member of Institute committees (such as the Regional Activities Committee) as specified in the DSI Bylaws.

Throughout the year, the President-Elect assists the President as and when required/ requested.

At SWDSI Conference (as incoming President-Elect)

- ❑ Attend FBD Board of Directors Meetings on Wednesday (while still Program Chair) and Saturday (as President-Elect). President, President-Elect, and Program Chair attend on Wednesday; President and President-Elect attend on Saturday. The two voting representatives for SWDSI at the FBD Board of Directors Meetings are the President and President-Elect.
- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ As outgoing Program Chair, bring copies of your report on the conference program and of the citations for the Distinguished Service Award recipient and the Outstanding Educator Award recipient that were prepared for the *Proceedings*. Provide a copy to Regional Archivist.
- ❑ Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

March/April (after conference as President-Elect)

- ❑ Assist the SWDSI President in developing information for the Spring Newsletter.
- ❑ Shall be responsible for reviewing and updating the *SWDSI Operating Manual*; however, all officers, committee chairs, and appointed positions shall provide input regarding changes that are needed to their duties.
- ❑ Following the annual meeting, the President-Elect shall contact all continuing and outgoing officers, committee chairs, and appointed positions to ask for changes needed to the respective sections of the *SWDSI Operating Manual*. The President-Elect shall ensure that changes, if any, are incorporated into the *SWDSI Operating Manual* and shall distribute copies of this manual to all officers, committee chairs, and appointed positions. Also, provide a file to the Webmaster so that the *SWDSI Operating Manual* can be posted on the SWDSI website.

August/September

- ❑ Assist the SWDSI President in developing information for the Fall Newsletter.

November

- ❑ Attend the SWDSI Officers Meeting held at the DSI conference.
- ❑ Attend the Regional Activities Committee meeting.
- ❑ Contact the Program Chair to schedule your special visionary meeting to be held at the upcoming SWDSI Conference. This meeting is normally held on Thursday of the conference.

At SWDSI Conference (as President-Elect)

- Attend FBD Board of Directors Meetings on Wednesday (as President-Elect) and Saturday (as President). President, President-Elect, and Program Chair attend on Wednesday; President and President-Elect attend on Saturday. The two voting representatives for SWDSI at the FBD Board of Directors Meetings are the President and President-Elect.
- Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- Assist the SWDSI President in preparing the award certificates to be given to recipients of best papers, as per the request of the President.
- Assist the SWDSI President in preparing the certificates of appreciation to be given to track chairs and other program committee members, various officers, and other contributors to SWDSI, as per the request of the President.
- As the incoming President, conduct your special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

Duties of the SWDSI Program Chair

The Vice-President for Programs and Meetings (a.k.a., Program Chair) shall be responsible for planning and supervising the program at the annual professional meeting of the organization. This officer, at his/her discretion, may appoint an Associate Program Chair and/or a Proceedings Editor or Co-editor. The Vice-President for Programs and Meetings shall be able to incur appropriate and reasonable program expenses and may make appropriate and reasonable financial commitments relative to the annual program up to the limits approved by the President, who seeks the advice of the Executive Council.

Throughout the year, an important function of the Program Chair is to help the Program Chair Elect understand the duties and responsibilities of planning and supervising an annual meeting. Therefore, be sure to include the Program Chair Elect on all e-mails and other program activities.

At SWDSI Conference (as incoming Program Chair)

- Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- Bring and distribute your Call for Papers.
- Attend FBD Program Chairs Meeting on Saturday (as Program Chair).

April/May (after conference as Program Chair)

- Establish a database of business schools within driving distance of the conference site.
- E-mail Call for Papers. The Vice-President for Member Services maintains a membership roll for the Southwest Region, in coordination with the Secretary, and provides mailing and contact information for members. Contact the Vice-President for Member Services or the Secretary for this information. This database should be used for promoting SWDSI, in general, and the annual meeting – sending newsletter, call for papers, etc.
- E-mail Request for Volunteers Form.
- Establish a database of volunteers' names and addresses sorted by preferences.
- Coordinate with the Webmaster to post the Call for Papers and the Request for Volunteers Form on the SWDSI website.

June/July

- Attend FBD Program Chair Boot Camp. FBD pays for one night of lodging and one lunch for attendees. SWDSI pays for lowest airfare plus room not covered by FBD [Officers Meeting, March 10, 2011].
- E-mail Call for Papers again.
- E-mail Request for Volunteers Form again.
- Expand database to include business schools within the southwest region.
- Affirm conference registration fee with FBD.
- Reconfirm track chair commitments.
- Update both SWDSI website and Conference System Website.
- Set up an Internet conference paper management system (EasyChair); this includes making separate track folders and accounts for each track chair.

August

- E-mail Call for Papers twice, once in the beginning of the month, the second at the end (best to try to send out right before Labor Day and it is best to select a Monday for a deadline day)
- E-mail Request for Volunteers Form one more time.

September/October - Promoting the Conference

- On occasion, SWDSI has extended the paper deadline date. Usually the first deadline date falls at the end of September which is then followed by a deadline extension of two weeks (second week of October).
- If the first deadline extension does not provide enough submissions, a second and ‘final’ deadline is given (either the third week of October or the Monday of the last week).
- Be very careful with extensions. While you will receive more papers, you will need time for the review process. FBD generally wants the final program submitted by the second/third week in November.

September/October - as papers arrive

- Use a box or electronic folder for each track and another one to keep a copy of each paper for yourself. Deliver the papers electronically to track chairs. [This is done for you via EasyChair, but a separate mirror file has been maintained on the Program Chair’s personal computer.]
- Enter into a database authors’ names, title of papers, affiliations, addresses, and phone numbers.
- Prepare database of e-mail addresses for corresponding authors of accepted papers.
- Assign each paper a track and a number (e.g., MIS 12). Track the number of the paper in the database.

Note: All of the above items are created and maintained for you via the EasyChair Conference Management System.

September/October/November - after receiving papers, e-mail the following to each track chair

- Copy of each paper
Note: If using EasyChair, each track chair will be able to download their papers.
- A letter of instruction for the track chairs
- A checklist for the track chairs
- A list of reviewers’ names and addresses for each specific track
Note: If using Easy Chair, you can download the list of reviewers per track and send the names separately.
- A track chair summary form for the track chairs to fill in as the reviews are returned [It would be good to have all the names of the papers and the numbers for each track already on the evaluation so that the results would need to be penciled in.]
- A sample letter for the track chairs to send to the reviewers
- The referee evaluation form for each paper that the track chairs send to the reviewers

While papers are out

- Determine the number of paper submissions for each track.
- Analyze the number of paper submissions and proposals for tutorials, workshops, etc. against the number of breakout rooms available at the hotel to determine the maximum number of papers that can be accepted. This analysis will impact the acceptance rate overall and by track. Contact FBD Program Chair to verify the number of breakout rooms allocated to SWDSI for each day of the conference.
- Check and double-check the spelling of authors, affiliations, and titles of papers.

- ❑ Set up a skeleton for each session of the program on the computer, so you can quickly type in the information as the track chairs return the program information.
Note: FBD might provide you with a template; for further assistance contact previous Program Chairs for their files to use as a guide.

Things to receive from track chairs

- The track chair summary form with recommendations on whether papers should be accepted for regular session, accepted for topic table, or rejected
- Nominations for best papers, if any
- A list of names and affiliations of all who reviewed papers; this is for the *Proceedings*

October - as soon as the recommendations come in

- ❑ Finalize the number of sessions for each track and set up the program. Ask track chairs for help as needed to come up with session titles, chairpersons or coordinators, and discussants (if any) for the papers.
- ❑ Decide whether to use session(s) for workshop(s), etc. Notify those who suggested tutorials, workshops, etc. as to acceptance or rejection.
- ❑ Assign session dates and times for the program (no need to notify the track chairs). Allot a time for the SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ As you receive the session information from each track chair, fill in the program. If you are able to use the information from your database that has been carefully proofread, you save time at this point.
- ❑ Prepare a list of participants (authors, session chairs and coordinators, and discussants).
- ❑ Send acceptance and rejection letters to authors. Be sure to include instructions for submitting the manuscript for the *Proceedings*.
- ❑ Remind track chairs to send thank you letters to reviewers.

November

- ❑ Send program and index of participants to the FBD Program Chair. (Due date is set by FBD Program Chair, but FBD generally wants the final program submitted by the second/third week in November.) Remember to include a listing of each recipient of the SWDSI Lifetime Achievement Award, employer at the time of retirement, and year of the award presentation in the SWDSI Annual Meeting Program which is submitted to the FBD Program Chair [and in the SWDSI *Proceedings*]. Refer to page 37 (Lifetime Achievement Award Recipients) for the appropriate information.
- ❑ Attend the SWDSI Officers Meeting held at the DSI conference. Provide an update on the conference program.

December - as you receive the papers for the Proceedings

- ❑ Accepted papers due in final form for *Proceedings*.
- ❑ Check that one of the co-authors is registered to attend the conference to present the paper.
- ❑ Put a number on each paper to keep them in program order.

Prepare materials for Proceedings

****Note: These items are typically handled by the Proceedings Editor; the Program Chair generally just sends the session template to the Proceedings Editor.***

- ❑ Work with Proceedings Editor to design a cover page.*
- ❑ Prepare the ‘welcome’ and other ‘front end pages’ (e.g., lists of officers and program committee) for the *Proceedings*.*
- ❑ Prepare the table of contents for the *Proceedings*.*
- ❑ Create an index of authors for the *Proceedings* using the information from the program.*

- ❑ Create a list of reviewers for the *Proceedings* by combining this information from the track chairs.*
- ❑ Remember to include a listing of each recipient of the SWDSI Lifetime Achievement Award, employer at the time of retirement, and year of the award presentation in the SWDSI *Proceedings* [and in the SWDSI Annual Meeting Program]. Refer to page 37 (Lifetime Achievement Award Recipients) for the appropriate information.

December/January

- ❑ Contact the Chair of Distinguished Service Award Selection Committee to obtain citation for recipient, if any, of the Distinguished Service Award; this is for the *Proceedings*.
- ❑ Contact the Chair of Outstanding Educator Award Selection Committee to obtain citation for recipient, if any, of the Outstanding Educator Award; this is for the *Proceedings*.
- ❑ Coordinate with the Webmaster to post the SWDSI program on the SWDSI website.
- ❑ After confirming with FBD that registration information for the conference and hotel information are available on the FBD website, inform all program participants (i.e., session chairs, authors and co-authors, panelists, etc.) how to access the FBD website to obtain registration information and hotel information.
- ❑ Inform all SWDSI members how to access the FBD website to obtain registration information for the conference and hotel information.

January/February

- ❑ Coordinate with Proceedings Editor to send all materials for the *Proceedings* to SWDSI Publications Coordinator for production of the USB drives. Tell Publications Coordinator how many copies to make. (The final *Proceedings* production file should be sent to the Publication Coordinator by the first week of February.)
- ❑ Get accounts straight with SWDSI Treasurer.
- ❑ Send thank you letters to track chairs and other program committee members.
- ❑ Notify the President of names of the track chairs and other program committee members to receive certificates of appreciation.
- ❑ Notify the President of names of the recipients of best papers, including those from the Student Track, to receive award certificates.
- ❑ Provide the names of the recipients of the FBD Distinguished Paper Award and the Alpha Iota Delta Innovative Education Paper Award, their affiliations, and the titles of their papers to the Webmaster so this information can be posted on the SWDSI website.
- ❑ Provide Alpha Iota Delta (AID) with information concerning the results of the AID Innovative Education Paper competition. For contact information, see the AID website <http://www.alphaiotadelta.com/>.
- ❑ Coordinate with the Chair of Distinguished Service Award Selection Committee to provide the citation for the Distinguished Service Award recipient, if any, to the Webmaster so it can be posted on the SWDSI website.
- ❑ Coordinate with the Chair of Outstanding Educator Award Selection Committee to provide the citation for the Outstanding Educator Award recipient, if any, to the Webmaster so it can be posted on the SWDSI website.

At SWDSI Conference (as Program Chair)

- ❑ Attend FBD Board of Directors Meetings on Wednesday (as Program Chair) and Saturday (as President-Elect). President, President-Elect, and Program Chair attend on Wednesday; President and President-Elect attend on Saturday. The two voting representatives for SWDSI at the FBD Board of Directors Meetings are the President and President-Elect.
- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.

- ❑ Assist the SWDSI President in preparing the award certificates to be given to recipients of best papers, as per the request of the President.
- ❑ Assist the SWDSI President in preparing the certificates of appreciation to be given to track chairs and other program committee members, various officers, and other contributors to SWDSI, as per the request of the President.
- ❑ Bring copies of your report on the conference program. Provide a copy to the Regional Archivist.
- ❑ Bring the citations for the Distinguished Service Award recipient and the Outstanding Educator Award recipient, if any, that were prepared for the *Proceedings*.
- ❑ Attend incoming President's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- ❑ After the conference, request reimbursement from SWDSI Treasurer for your hotel bill. SWDSI pays the hotel room bill for the Vice-President for Programs for three nights during the SWDSI Annual Meeting [Business Meeting, March 13, 1997].

Duties of the SWDSI Program Chair Elect

The Vice-President for Programs and Meetings Elect (a.k.a., Program Chair Elect) shall serve as general assistant to the Vice-President for Programs and Meetings, carrying out such duties as may be assigned. He/She will work with the Vice-President for Programs and Meetings to understand the duties and responsibilities of planning and supervising the annual meeting. The Vice-President for Programs and Meetings Elect will attend the annual meeting and assist in the management of the meeting as requested by the Vice-President for Programs and Meetings. The Vice-President for Programs and Meetings Elect, upon the successful completion of his/her duties, shall become the Vice-President for Programs and Meetings for the following annual meeting.

Throughout the year, an important responsibility of the Program Chair Elect is to learn and understand the duties and responsibilities of planning and supervising the annual meeting. Therefore, be sure the Program Chair includes you on all e-mails and other program activities. If you think that you are not being included, then ask the Program Chair.

At SWDSI Conference (as incoming Program Chair Elect)

- Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- Talk up your meeting and identify people for organizing special sessions, tutorials, workshops, panels.
- Identify and obtain commitments from the people you want to serve as your track chairs. Remember that the Vice-President for Student Liaison serves as Chair of the Student Track.

Spring/Summer (after conference as Program Chair Elect)

- Prepare Call for Papers.
- Prepare Request for Volunteers Form.
- Line up track chairs as soon as possible.
- Start working on special sessions, tutorials, workshops, and panels.

November

- Attend the SWDSI Officers Meeting held at the DSI conference. Provide an update of the preparation for your conference. Distribute a draft of the Call for Papers.

At SWDSI Conference (as Program Chair Elect)

- Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- Attend incoming President's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- Hold a planning session with your Program Committee. Make sure they know what will be expected of them and when it will be expected. Deadlines must be met!
- On Saturday, now as Program Chair, attend FBD Program Chairs Meeting.

Duties of the SWDSI Secretary

The Secretary shall serve as Recording Secretary for the region and shall keep and publish the Constitution and Bylaws of the organization, record and publish the minutes of all meetings, maintain a membership roll in coordination with the Vice-President for Member Services, keep other records as specified in the Constitution and Bylaws, and perform other duties usual to the duties of Secretary.

At SWDSI Conference

- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Bring copies of minutes for Officers Meeting held last spring and fall and for Business Meeting held last spring. Send approved minutes to the President and to the Webmaster to post on the SWDSI website.
- ❑ Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

March/April

- ❑ Coordinate with President to prepare and send a list of officers and appointed positions with their addresses, phone numbers, etc. to all of the SWDSI officers, committee chairs, and appointed positions.
- ❑ If any changes in the SWDSI Constitution and Bylaws were approved at the Business Meeting, these should be sent to the DSI Executive Director for approval by its Board of Directors. Coordinate this with, as appropriate, the Chair of the Strategic Planning Committee or the President.
- ❑ Send a draft copy of the minutes for the SWDSI Officers Meeting and the SWDSI Business Meeting to each person who gave a report for them to edit their respective portions of the minutes.

April/May

- ❑ Update membership database from registration information from annual meeting.
- ❑ E-mail Spring Newsletter to all members. Coordinate this with, as appropriate, the Webmaster or the President.

August/September

- ❑ In response to a request from the FBD Secretary, notify the FBD Secretary of any changes in the registration form.
- ❑ E-mail Fall Newsletter to all members. Coordinate this with, as appropriate, the Webmaster or the President.

November

- ❑ Attend the SWDSI Officers Meeting held at the DSI conference. Bring copies of minutes for the previous SWDSI Officers Meeting. Send approved minutes to the President and to the Webmaster to post on the SWDSI website.

December/January

- ❑ Send a draft copy of the minutes for the SWDSI Officers Meeting to each person who gave a report for them to edit their respective portions of the minutes.

Duties of the SWDSI Vice-President for Finance

The Vice-President for Finance shall act as the Treasurer, shall receive and disburse funds, prepare the annual budget with input from other officers, publish an annual budget and financial statement, and shall be responsible to the Executive Council for an accurate and complete reporting of the financial affairs of the organization. The Vice-President for Finance is responsible for the safekeeping of funds and for sound financial operation of the organization consistent with the plans and programs of the President. He/She shall be responsible for conducting the financial affairs of the Southwest Region in accordance with the Constitution and Bylaws of both the SWDSI and the Decision Sciences Institute, as well as the *Guidelines for Regional Financial Management*.

This office is a multi-year responsibility which holds funds on deposit for the Southwest Region of DSI. As such, the Vice-President for Finance must:

- Be responsible for receipts and disbursements of funds and to ascertain whether receipts and disbursements are appropriate.
- Give financial reports at the SWDSI Officers Meeting held in the spring and fall and at the SWDSI Business Meeting held in the spring.
- Reconcile regional and DSI Home Office records to ensure both are in proper order.
- Submit regular statements of receipts and disbursements to the Home Office.
- Work with the Home Office in preparing annual financial statements and to ensure all funds are accounted for and are audited at the end of the DSI fiscal year (June 30).
- Upon closing out the fiscal year, the Treasurer submits required reports to DSI. No money is submitted to DSI until the treasury changes. The budget prepared for the upcoming year includes any carryover funds from the previous year, so the budget can be balanced.

Regarding SWDSI bank accounts, it has been the practice that the SWDSI Treasurer maintains an account, called a local imprest bank account, with a small amount of money, say maybe \$10,000 to \$12,000. The rest of the SWDSI money is held in an account at the DSI Home Office. For more information, read the SWDSI Constitution Article XIII – Finances and SWDSI Bylaw 5 – Officers, Section 2. Duties of Officers, Paragraph (d).

During a transition year, the outgoing Treasurer has additional responsibilities at the fiscal year end. Since the DSI fiscal year ends June 30, during the transition year, the outgoing Treasurer will need to work with the DSI Home Office in preparing the annual financial statements. In addition,

- Upon closing out the fiscal year and submitting all required reports, the outgoing Treasurer returns all funds in the imprest account to the Home Office and closes his/her imprest account. DSI does not turn these funds over to the incoming Treasurer; the funds go into the SWDSI account at the Home Office.
- Deliver financial records to the incoming Vice-President for Finance as soon after June 30 as possible.

At the beginning of his/her term of office, the incoming Treasurer has several very important tasks which include:

- Contact the DSI Home Office to obtain funds to establish a local imprest account. Without any carryover funds in a year when the treasury changes, to avoid beginning the year with an (apparent) unbalanced budget, SWDSI must request from DSI any funds needed for a second imprest account for the incoming Treasurer.
- Contact the Home Office to make arrangements to draw additional funds for operations as needed.

- Request a copy of *Guidelines for Regional Financial Management* from the Home Office, if one is not sent to you. This document will help with opening, managing, and closing the local imprest checking account. Also, review the material in Chapter Three of the *DSI Policy and Procedures Manual* that concerns regional finances.

A potential problem issue is the timely transfer of money from FBD to SWDSI. A check is sent automatically from FBD to the SWDSI Treasurer after all FBD annual meeting expenditures and refunds attributed to SWDSI have been paid. The time for this check to be sent varies, but it should be received by June 30, the end of the fiscal year. If it is received after that date, there is a potential problem of temporarily having insufficient funds to pay expenses in years in which the treasury changes. It is imperative that the new Treasurer establish an imprest account immediately upon assuming office. He or she may need to request sufficient operating funds from DSI until the check from FBD is received. By having an imprest account as soon as the treasury changes will avoid any potential problem of not having funds to pay expenses.

One additional issue concerns the one-time DSI membership fee of \$40 for first time new DSI members. The FBD registration form has an option for collecting this \$40 for people who want to join DSI (in addition to collecting the usual FBD fee and SWDSI fee). The final registration report FBD sends to the SWDSI Treasurer should indicate each person who paid this \$40. Then, the SWDSI Treasurer sends (1) the names, etc. of the first time new DSI members and the \$40 to DSI so DSI can begin membership benefits for these people and (2) the FBD registration report to the SWDSI Vice-President for Member Services and SWDSI Secretary.

The Vice-President for Finance also may collect dues from SWDSI members who do not attend the annual meeting. Dues for these members are \$10, and this money is retained in the imprest account. The Vice-President for Finance should maintain a record of these members and submit their names, etc. to the SWDSI Vice-President for Member Services and SWDSI Secretary.

In addition, the Vice-President for Finance shall verify/validate that all SWDSI officers⁵ have paid either the conference registration fee or the \$10 membership dues and notify the President of each officer who has not. Then, the President shall contact each officer who is in arrears.

At SWDSI Conference

- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Give a financial report. Bring copies of the most recent financial reports to be distributed at both meetings. Provide a copy to the Regional Archivist.
- ❑ Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

November

- ❑ Attend the SWDSI Officers Meeting held at the DSI conference.
- ❑ Give a financial report. Bring copies of the most recent financial reports to be distributed at the meetings.

⁵ The elected officers are President, President-Elect, Secretary, Vice-President for Finance, Vice-President for Member Services, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, and Advisory Council Members (9 members). The Past President and Vice-President for Programs and Meetings are non-elected officers; the Regional Archivist is an appointed officer; and the Publications Coordinator and Webmaster are appointed non-officer positions.

Duties of the SWDSI Vice-President for Member Services

The Vice-President for Member Services shall assume a leadership role in generating and retaining members for the Southwest Region and the Institute. He/She shall actively seek ways of enhancing benefits of membership in SWDSI and DSI. He/She shall work with the Institute's Member Services VP to operationalize any solicitation/retention activities as specified in the DSI Bylaws. He/She shall keep, update, and maintain a membership roll for the Southwest Region, in coordination with the Southwest Region's Secretary and President, and shall be responsible for the procedures associated with membership renewal each year. He/She also shall provide mailing and contact information for members as required.

At SWDSI Conference

- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday and present VP Membership Report.
- ❑ At the Business Meeting, present certificates to SWDSI Campus Representatives.
- ❑ Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- ❑ Make copies of the "First-timers" Member Information Form available to members (see page 40).

March/April

- ❑ Recruit and replace campus representatives as needed. The primary source of new representatives is the attendance listings from annual meeting available from the Secretary.
- ❑ Immediately after the SWDSI conference, use the Business Meeting attendance list (from Secretary) to request individuals to be SWDSI Campus Representatives. Replace campus representatives that no longer wish to serve in that role or representatives that have become inactive.
- ❑ Request that continuing members, who did not register for the conference, renew by going to the SWDSI website and paying the \$10 membership dues.
- ❑ Maintain an electronic database of all campus representatives.
- ❑ In April, request from the President/Secretary the final membership list from FBD. Add to this list any separate renewals through the SWDSI website or submitted directly to the Treasurer. Send this list to the SWDSI Webmaster to update the "Members Only" website of SWDSI.
- ❑ In April, e-mail SWDSI Campus Representatives a copy of the *Call for Papers* for next year's SWDSI conference for distribution. The *Call for Papers* can be downloaded from the SWDSI website and then attached to e-mails.

April/May

- ❑ Work with the Secretary, as necessary, to update and maintain membership database.

September

- ❑ Request from the DSI Home Office a list of current DSI members who have marked SWDSI as their primary regional affiliation. Include the number of current SWDSI members who also are registered for DSI in the VP Membership Report. Note that DSI membership renewals start July 1.
- ❑ E-mail the SWDSI Campus Representatives the deadline for submitting papers to the SWDSI annual conference. Include *Call for Papers*. Ask that they disseminate the information.

November

- ❑ Attend the SWDSI Officers Meeting at the DSI conference and present VP Membership Report.
- ❑ While attending the DSI conference, participate in any activity that DSI Member Services may require.
- ❑ E-mail the SWDSI Campus Representatives the nomination announcement for new officers and any newsletters. Ask that they disseminate the information.

January

- ❑ Request from the DSI Home Office a list of current DSI members who have marked SWDSI as their primary regional affiliation. This list should be the updated membership list after the DSI conference in November.

February

- ❑ E-mail the current SWDSI Campus Representatives and ask if they will be attending the SWDSI Business Meeting at the SWDSI annual meeting. In the e-mail, mention the time and place of the Business Meeting. Also ask if the campus representatives are willing to continue to serve for another year.
- ❑ Make certificates for the SWDSI Campus Representatives to be presented at the Business Meeting.
- ❑ Two weeks before the SWDSI conference (usually after the FBD registration website has closed), request from the SWDSI President/Secretary a preliminary list of members registering for the conference as distributed by FBD. Request from the SWDSI Treasurer the names of renewals for the last year.
- ❑ Before the SWDSI conference, e-mail the VP Membership Report to the SWDSI President for presentation at both the SWDSI Officers Meeting and SWDSI Business Meeting. Make copies of the report to distribute at the Officer's Meeting.

Duties of SWDSI Vice-President for Student Liaison

The Vice-President for Student Liaison shall be responsible for generating student participation in the Southwest Region. He/She shall, in coordination with the Vice-President for Programs and Meetings, encourage student participation in the Southwest Region's meetings.

The Vice-President for Student Liaison shall serve as Track Chair of the Student Track for the annual meeting and shall be responsible for the procedures for the Student Paper Competition and any awards.

At SWDSI Conference

- Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

Summer

- Line up several faculty members to be participants in the Graduate Student Workshop. Try to get representatives from different types of schools.
- Send names of your panelists to Program Chair.
- Work with Program Chair to schedule room for informal get-together just before Graduate Student Workshop.

November

- Attend the SWDSI Officers Meeting at the DSI conference. Provide a report on the Student Track.
- Design an announcement for Graduate Student Workshop to be sent to all SWDSI members. Highlight student registration fees.
- E-mail announcement to all SWDSI members.
- Contact faculty friends at other schools to ask them to send students.

February

- Send a list of participants' names, address, sponsors, and schools to the panelists.
- Send a letter of acceptance to each of the participating students, telling them the time and place of the workshop.
- Prepare a list of faculty and student participants. Mail to participants and bring copies to workshop.
- E-mail (or letter) to student participants should contain:
 - ❖ Information about the informal get-together before start time
 - ❖ List of faculty and student participants
 - ❖ Explanation of workshop: No formal presentation by you is planned; workshop is discussion oriented and its content is tailored to the interests of the students.
 - ❖ Time and location of meeting
 - ❖ Ask students to send bios/vitas to be available at the conference (or tell them to bring copies to the conference)
- E-mail (or letter) to faculty participants should contain:
 - ❖ A brief overview of the program and your role in it
 - ❖ List of program participants
 - ❖ Time and location of meeting

- Prepare information get-together. Find a room (contact Program Chair) and arrange for catering. Contact Treasurer about costs.
- Prepare workshop evaluation questionnaire.

At SWDSI Conference

- Bring
 - ❖ List of faculty and student participants to distribute at the Business Meeting
 - ❖ The nametags available for late attendees
 - ❖ Student bios/vitas
 - ❖ Workshop evaluation questionnaire
 - ❖ A pad for all workshop attendees to sign (name affiliation, address)
- Compile and distribute the list of the top 5 or 10 (or 7) "Secrets for a Successful Career in Higher Education" - make transparency for workshop.
- Collect workshop evaluation questionnaire.
- Tabulate workshop evaluation questionnaire responses.
- Prepare report for Business Meeting.
 - ❖ GSW first instituted by DSI in 1990, no longer offered by DSI but by regions
 - ❖ Program publicity: SWDSI newsletter (twice), e-mail to members with announcement, phone calls
 - ❖ Program objectives/organization
 - ❖ Identify participants (student and faculty, # of schools represented, interested areas)
 - ❖ Distribute list - make transparency
 - ❖ All applicants were accepted (required to submit...)
 - ❖ Thanks to the faculty sponsors

After Conference

- Send thank you letters to all Graduate Student Workshop participants.
- Send copy of students' thank you letter to their faculty sponsors.
- Update mailing list of student participants from attendees at conference.
- Give attendees' names and addresses to next Vice-President for Student Liaison.

Duties of the SWDSI Past President

The Past President shall serve as a member of the Executive Council and as chairperson of the Committee on Nominations. The Past President shall provide counsel, guidance, and assistance to the President in whatever ways requested and may have additional duties delegated to him/her by the President.

At SWDSI Conference

- Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

November

- Attend the SWDSI Officers Meeting held at the DSI conference. Provide an update on the election process.

Duties of the Chair, SWDSI Committee on Nominations

The Committee on Nominations shall consist of three members appointed by the President. One of these members shall be the outgoing President who will serve as Chair of the committee. The persons appointed by the President shall serve until the next annual business meeting of the organization. A person may not serve for more than three years consecutively on this committee.

The Chair of the Committee on Nominations shall work with the other committee members to:

- solicit nominees for positions to be elected,
- review previous conference programs to identify candidates who have been active in SWDSI and who might be considered for an officer position,
- confirm the acceptance of each nominee as a candidate,
- design and distribute the ballot,
- collect and tally all returned ballots, and
- send the results of the election to the SWDSI President.

Also, the Chair of the Committee on Nominations shall ensure that all nominees for officer positions understand that they must maintain membership for both DSI and SWDSI during the term of office.

When soliciting nominations, it is extremely important for candidates for officer positions to understand the responsibilities and duties associated with the position for which they are nominated. Thus, each nominee should be instructed to log onto the SWDSI website to review the responsibilities and duties of the position for which the person is nominated. The website contains links for the SWDSI Constitution and Bylaws and the *SWDSI Operating Manual*. Bylaw 5 specifies the elected officers, the duties of these officers, and the terms of office. The *SWDSI Operating Manual* has been prepared to provide officers with guidelines and a timeline for performing their duties. Specific responsibilities and duties of the officers include, but are not limited to, those explained therein.

A policy approved by the SWDSI membership at the SWDSI Business Meeting on February 26, 2009 is that a person shall not hold two officer positions concurrently, except for extreme circumstances and for the benefit of SWDSI. Another policy approved on February 26, 2009 requires each nominee to submit specific information to the Chair of the Committee on Nominations before the nominee's name may be placed on the election ballot. The policy states:

Each nominee for an elected officer position (i.e., President, President-Elect, Secretary, Vice-President for Finance, Vice-President for Member Services, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, and Advisory Council Members) should meet with the department chair (and/or dean or other appropriate person) to discuss the financial support and other resources needed during the term of office. If financial support and resources are not available from the university or other sources, the nominee should withdraw from consideration. [Note: the Vice-President for Programs and Meetings Elect (VP P&ME) ordinarily assumes the non-elected office of Vice-President for Programs and Meetings at the expiration of the term as VP P&ME.]

Each nominee shall submit to the Chairperson of the SWDSI Committee on Nominations: (1) a statement of commitment, (2) a statement of the nominee's understanding of the responsibilities and duties of the officer position, and (3) a description of the nominee's qualifications (e.g., service to SWDSI, DSI, or other organizations; related experiences; etc.) for the officer position.

It is the Committee's responsibility to evaluate each candidate's qualifications. When more than two candidates are nominated for a position, then evaluation of qualifications becomes very important to decide on which two candidates will be placed on the ballot. For information regarding the method of nomination, qualified voters, and the method of election, refer to SWDSI Bylaw 6 – Nomination and Election.

Summer

- Solicit nominations for positions to be elected.

November/December

- Finalize ballot.

January

- Send election ballot to the SWDSI members. Remember to include a brief biographical sketch of each nominee, as well as instructions for completing and returning the ballot.
- Inform SWDSI President of election results. [In the event of a tie vote for any office, the qualified voters present at the annual business meeting shall choose between the tied candidates by written ballot.]

Duties of the Chair, SWDSI Distinguished Service Award Selection Committee

The Distinguished Service Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair. For information regarding the criteria, form of the award, and procedure for implementation of the Distinguished Service Award, refer to pages 32 - 33.

The Chair of the Distinguished Service Award Selection Committee shall have the responsibility to verify that a candidate for the SWDSI Lifetime Achievement Award meets its criteria, and the Executive Council shall have final approval on behalf of SWDSI. For information regarding the criteria, form of the award, and procedure for implementation of the Lifetime Achievement Award, refer to page 36.

Summer/Fall

- Solicit nominations.

November/December

- Review each nominee's information portfolio and make a decision prior to December 1 to select a recipient or to determine that there will be no recipient.

December 1

- Notify the President and Program Chair of the recipient, if any, of the Distinguished Service Award.
- Also, notify the President of the names of the nominees for the Distinguished Service Award. The President will inform each nominee of the Selection Committee's decision and thank each nominee for his/her contributions to the discipline of Decision Sciences.

December/January

- If a recipient is selected, prepare an appropriate citation and send it to the Program Chair for inclusion in the *Proceedings*. Also, provide this citation to the Webmaster so it can be posted on the SWDSI website.
- Notify the President of any candidates for the Lifetime Achievement Award.

Duties of the Chair, SWDSI Outstanding Educator Award Selection Committee

The Outstanding Educator Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair. For information regarding the criteria, form of the award, and procedure for implementation of the Outstanding Educator Award, refer to pages 34 - 35.

Summer/Fall

- Solicit nominations.

November/December

- Review each nominee's information portfolio and make a decision prior to December 1 to select a recipient or to determine that there will be no recipient.

December 1

- Notify the President and Program Chair of the recipient, if any, of the Outstanding Educator Award.
- Also, notify the President of the names of the nominees for the Outstanding Educator Award. The President will inform each nominee of the Selection Committee's decision and thank each nominee for his/her contributions to the discipline of Decision Sciences.

December/January

- If a recipient is selected, prepare an appropriate citation and send it to the Program Chair for inclusion in the *Proceedings*. Also, provide this citation to the Webmaster so it can be posted on the SWDSI website.

Duties of the Chair, SWDSI Strategic Planning Committee

The Strategic Planning Committee is responsible for leadership and coordination of long-term and short-term planning for the Southwest Region. The Strategic Planning Committee is composed of a Chair and up to three additional members who are former Past Presidents. All members are appointed by the President to serve until the next annual business meeting of the organization; members may be reappointed.

Duties of the SWDSI Regional Archivist

The Regional Archivist shall be responsible for maintaining a history of the organization and a collection of documents prepared and distributed by the organization using printed and/or electronic copies. The responsibilities of the Regional Archivist shall be to:

- (a) Maintain appropriate records of the activities of the Decision Sciences Institute, Southwest Region, including (but not limited to)
 - 1. Minutes of Executive Council Meetings (a.k.a., Officers Meetings) and Business Meetings
 - 2. Treasurer reports and financial statements
 - 3. Copies of meeting programs and *Proceedings*
 - 4. Procedures for planning and conducting annual programs and meetings
 - 5. Copies of annual meeting announcements
 - 6. Copies of Program Chair reports
- (b) Provide to the Institute's Home Office materials concerning the Southwest Region that the Executive Director of the Institute may request and that are available.
- (c) Provide advice, assistance, and counsel to the President and Secretary of the Southwest Region in maintaining the Constitution and Bylaws of the Southwest Region.

Duties of the SWDSI Publications Coordinator

The appointed non-officer position of Publications Coordinator is for a three-year term, which may be re-appointed.

The Publications Coordinator shall be responsible for producing the *Proceedings* on USB drives, which involves the following activities.

- ❑ Coordinate with the Program Chair and the Proceedings Editor to clarify exactly what materials need to be provided, in what format these materials need to be, and when the materials need to be received.
- ❑ Contact the Program Chair to ascertain the number of USB drives to produce. In determining this number, consider the number of accepted papers as well as the number of registered participants which can be obtained from FBD. [In the past, this number has been 150.]
- ❑ Receive the materials for the *Proceedings* from the Proceedings Editor or Program Chair.
- ❑ Order USBs with the SWDSI logo and conference date, load *Proceedings* onto the USBs, and then ship them to the conference site. Be sure to allow sufficient shipping time – perhaps at least a week – to minimize the shipping cost. The USBs must arrive at the conference site at least one day before the conference starts.
- ❑ Upon arriving at the conference, make certain the USBs have arrived and are with the conference registration materials.
- ❑ Send a copy of the *Proceedings* to the Regional Archivist and keep some for after conference requests and future reference.
- ❑ Coordinate with the Webmaster to post the *Proceedings* on the SWDSI website.

Duties of the SWDSI Webmaster

The appointed non-officer position of Webmaster is for a three-year term, which may be re-appointed.

The Webmaster shall be responsible for developing, marketing, maintaining, and coordinating all Internet/web activities of SWDSI. In addition, the Webmaster, in conjunction with the SWDSI President and President-Elect, shall be responsible for the design of the SWDSI website. In order that information on the SWDSI website is kept current, the Webmaster shall request, as deemed necessary, and receive information from SWDSI officers and chairs of committees, such as the files containing the write-ups for the recipients of the Distinguished Service Award and of the Outstanding Educator Award.

The Webmaster shall update, as necessary, files which contain the following information, as well as other materials to document the SWDSI's history, and shall post these files on the SWDSI website:

1. Roster of current officers
2. Roster of Past Presidents
3. List of Outstanding Educator Award recipients
4. List of Distinguished Service Award recipients
5. List of Lifetime Achievement Award honorees
6. List of Distinguished Paper Award recipients
7. Minutes of Executive Council Meetings (a.k.a., Officers Meetings) and Business Meetings
8. *SWDSI Operating Manual*
9. SWDSI Constitution and Bylaws
10. Online Member Directory
11. Annual meeting announcements (i.e., Call for Papers, Request for Volunteers Form, etc.)
12. Annual meeting programs
13. *SWDSI Proceedings*

March/April

- ❑ After the SWDSI Conference, post the citations for the Distinguished Service Award recipient and the Outstanding Educator Award recipient, if any, on the SWDSI website.
- ❑ After the SWDSI Conference, post the information for recipients (names, affiliations, and titles of papers) of the FBD Distinguished Paper Award and the Alpha Iota Delta Innovative Education Paper Award on the SWDSI website.
- ❑ Update the information on the SWDSI website for the roster of Past Presidents and the lists of Outstanding Educator Award recipients, Distinguished Service Award recipients, Lifetime Achievement Award honorees, and Distinguished Paper Award recipients.
- ❑ Secretary provides approved minutes for Officers Meeting held last fall and for Business Meeting held last spring to the Webmaster to post on the SWDSI website.
- ❑ President provides a list of officers and appointed positions with their addresses, phone numbers, etc. to the Webmaster so this information can be posted on the SWDSI website.
- ❑ President-Elect provides the *SWDSI Operating Manual* to the Webmaster to post on the SWDSI website.
- ❑ Publications Coordinator provides the *Proceedings* to the Webmaster to post on the SWDSI website.

April/May

- ❑ Program Chair provides the Call for Papers and the Request for Volunteers Form to the Webmaster to post on the SWDSI website.

November

- Secretary provides approved minutes for Officers Meeting held in the spring to the Webmaster to post on the SWDSI website.

December/January

- Program Chair provides SWDSI program to the Webmaster to post on the SWDSI website.

January

- Chair of Distinguished Service Award Selection Committee provides the citation for the Distinguished Service Award recipient, if any, that was prepared for the *Proceedings*. Do not post on the SWDSI website until after the SWDSI Conference.
- Chair of Outstanding Educator Award Selection Committee provides the citation for the Outstanding Educator Award recipient, if any, that was prepared for the *Proceedings*. Do not post on the SWDSI website until after the SWDSI Conference.
- Program Chair provides the names of the recipients of the FBD Distinguished Paper Award and the Alpha Iota Delta Innovative Education Paper Award, their affiliations, and the titles of their papers to the Webmaster so this information can be posted on the SWDSI website. Do not post on the SWDSI website until after the SWDSI Conference.

Southwest Decision Sciences Institute Distinguished Service Award

This award may be presented occasionally to a member who, over a period of years, has made outstanding contributions to SWDSI. The following criteria appear in the resolution establishing this award:

1. A nominee must have been a member of SWDSI for ten years.
2. A nominee must be member of DSI.
3. A nominee must have served in a leadership capacity or have, over a period of years, made a substantial contribution to SWDSI in other ways.
4. A nominee must have been a frequent contributor to SWDSI as an author/presenter, track chair, discussant, etc.

Also to be considered are the nominee's contributions to DSI and to Alpha Iota Delta honorary as well as other criteria determined by the Distinguished Service Award Selection Committee. Previous recipients of the SWDSI Distinguished Service Award are not eligible to receive the award a second time.

Procedure for Implementation of SWDSI Distinguished Service Award

1. The name of the award will be "Southwest Decision Sciences Institute Distinguished Service Award".
2. The award will take the form of:
 - a. A wooden plaque, at least 12" * 15" in dimension, with engraved metal attachment which will include:
 - the SWDSI logo
 - the name of the award
 - the name of the recipient
 - the year of the award; and
 - b. A citation listing the service which the recipient has provided to SWDSI; and
 - c. The printing of the citation as a page in the *Proceedings*.
3. This award will be presented to the recipient at the annual Business Meeting.
4. Nominations for the award will be sought annually, but there is no requirement that the award be presented annually.
5. The criteria for eligibility were established as follows: (Criteria a. to d. are required while criteria e. and f. are preferred.)
 - a. Ten year's membership in SWDSI
 - b. Member of DSI
 - c. Has served in a leadership capacity or has, over a period of years, made a substantial contribution to SWDSI in other ways
 - d. Has been frequent contributor to SWDSI as presenter, discussant, track chair, etc.
 - e. Has contributed to DSI
 - f. Has contributed to Alpha Iota Delta honorary
6. The procedure for nomination and selection will be that:
 - a. Nominations will be solicited from the general membership in the Spring Newsletter for the award to be presented the following spring. The chair of the current committee will contact the chair of the committee from the previous year to determine if there were any candidates that should be considered again.

- b. Each person who makes a nomination, or the nominee(s), shall provide a nominee's vita and supporting documentation to the Selection Committee Chair. The supporting documentation should address how and why the nominee meets the award's criteria.
 - c. The information portfolio from each nominee will be copied and distributed to the members of the Selection Committee.
 - d. In a manner convenient for the Selection Committee, a joint decision shall be made prior to December 1 of each year to select a recipient or to determine that there will be no recipient.
 - e. If a recipient is selected, an appropriate citation will then be prepared by the Chair of the Selection Committee and sent to the Program Chair for inclusion in the *Proceedings*.
 - f. The Chair of the Selection Committee shall inform the SWDSI President of the names of the nominees for the Distinguished Service Award and the recipient, if any. The President will inform each nominee of the Selection Committee's decision and thank each nominee for his/her contributions to the discipline of Decision Sciences.
7. The Distinguished Service Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair.

Southwest Decision Sciences Institute Outstanding Educator Award

This award is presented annually by the FBD on behalf of SWDSI (subject to the availability of funding). SWDSI will recognize the educator who has made an outstanding contribution to the discipline of Decision Sciences. The following criteria appear in the resolution establishing this award:

1. Active members of SWDSI are eligible for this award, although in exceptional cases nominees from non-SWDSI may be considered.
2. The contributions must be of significance and may include:
 - a. Excellence in teaching Decision Science discipline courses;
 - b. Educational innovation of Decision Science discipline courses;
 - c. Recipient of the teaching award at college or university or national level;
 - d. Authorship or editorship of significant Decision Science discipline textbooks;
 - e. Authorship of significant journal articles, book chapters, or monographs concerned with Decision Science discipline education;
 - f. Editorship of education related journal;
 - g. Leadership in Decision Science discipline curriculum development and program design;
 - h. Leadership in the development of Decision Science discipline education policy in academic and professional organizations; and
 - i. Recipient of the Instructional Innovation Award from the Decision Sciences Institute.

A nominee need not excel in each of these general criteria to merit consideration for the award. Previous recipients of the SWDSI Outstanding Educator Award are not eligible to receive the award a second time.

Procedure for Implementation of SWDSI Outstanding Educator Award

1. This award is given annually by FBD. **Only if FBD does not provide** this award in the future, then SWDSI will give the plaque. If SWDSI provides the plaque, then it will be in the form of a wooden plaque, at least 12" * 15" in dimension, with engraved metal attachment which will include:
 - the SWDSI logo
 - the name of the award
 - the name of the recipient; and
 - the year of the award
2. There will be a citation of educational achievement that the recipient has contributed to the discipline of Decision Sciences and the citation shall be printed as a page in the *Proceedings*.
3. The award will be presented to the recipient at the annual dinner hosted by FBD on Wednesday or at the annual SWDSI Business Meeting.
4. Nominations for the award will be sought annually, but there is no requirement that the award be presented annually.
5. The procedure for nomination and selection will be that:
 - a. Nominations will be solicited from the general membership in the Spring Newsletter for the award to be presented the following spring. The chair of the current committee will contact the chair of the committee from the previous year to determine if there were any candidates that should be considered again.

- b. Each person who makes a nomination, or the nominee(s), shall provide a nominee's vita and supporting documentation to the Selection Committee Chair. The supporting documentation should address how and why the nominee meets the award's criteria.
 - c. The information portfolio from each nominee will be copied and distributed to the members of the Selection Committee.
 - d. In a manner convenient for the Selection Committee, a joint decision shall be made prior to December 1 of each year to select a recipient or to determine that there will be no recipient.
 - e. If a recipient is selected, an appropriate citation will then be prepared by the Chair of the Selection Committee and sent to the Program Chair for inclusion in the *Proceedings*.
 - f. The Chair of the Selection Committee shall inform the SWDSI President of the names of the nominees for the Outstanding Educator Award and the recipient, if any. The President will inform each nominee of the Selection Committee's decision and thank each nominee for his/her contributions to the discipline of Decision Sciences.
6. The Outstanding Educator Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair.

Southwest Decision Sciences Institute Lifetime Achievement Award

The Southwest Decision Sciences Institute Lifetime Achievement Award is presented to a current member upon retirement. The purpose of this award is to recognize the individual's exemplary record of continual outstanding professional commitment, leadership, and service contributions to SWDSI, as well as its longevity over an entire career.

The recipient of the Lifetime Achievement Award must be an active member of SWDSI with at least 25 years of active participation and a recipient of the Southwest Decision Sciences Institute Distinguished Service Award. The Chairman of the Distinguished Service Award Selection Committee shall have the responsibility to verify that a candidate for the SWDSI Lifetime Achievement Award meets its criteria, and the Executive Council shall have final approval on behalf of SWDSI.

This award shall be presented at the SWDSI Business Meeting held during the annual conference. A wooden plaque, at least 12" x 15" in dimension with engraved metal attachment which includes the DSI logo, the name of the award, the name of the recipient, and the year of the award shall be presented to a recipient of the SWDSI Lifetime Achievement Award. In addition, a listing of each recipient's name, employer at the time of retirement, and year of the award presentation shall be printed every year in the SWDSI *Proceedings* and the SWDSI Annual Meeting Program.

Southwest Decision Sciences Institute Lifetime Achievement Award Recipients

The Southwest Decision Sciences Institute Lifetime Achievement Award is presented to a current member upon retirement. The purpose of this award is to recognize the individual's exemplary record of continual outstanding professional commitment, leadership, and service contributions to SWDSI, as well as its longevity over an entire career.

Recipient	Year
Roy B. Martin, Texas State University - San Marcos	2005
William E. Pinney, Alcorn State University	2005
Thomas W. Jones, University of Arkansas	2014

Guidelines and Policy Decisions

The following executive directives were approved by SWDSI members at SWDSI Business Meetings on the dates indicated.

Officers

- ❑ Officer Positions [Business Meeting, February 26, 2009]
A person shall not hold two officer positions concurrently, except for extreme circumstances and for the benefit of SWDSI.
- ❑ Hotel room bill for Vice-President for Programs [Business Meeting, March 13, 1997]
SWDSI will pay the hotel room bill for the Vice-President for Programs for three nights during the SWDSI Annual Meeting.
- ❑ FBD Program Chair Boot Camp [Officers Meeting, March 10, 2011]
SWDSI pays for lowest airfare plus room not covered by FBD.
- ❑ Nominee for office requirements [Business Meeting, February 26, 2009]
Each nominee for an elected officer position (i.e., President, President-Elect, Secretary, Vice-President for Finance, Vice-President for Member Services, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, and Advisory Council Members) should meet with the department chair (and/or dean or other appropriate person) to discuss the financial support and other resources needed during the term of office. If financial support and resources are not available from the university or other sources, the nominee should withdraw from consideration. [Note: the Vice-President for Programs and Meetings Elect (VP P&ME) ordinarily assumes the non-elected office of Vice-President for Programs and Meetings at the expiration of the term as VP P&ME.]

Each nominee shall submit to the Chairperson of the SWDSI Committee on Nominations: (1) a statement of commitment, (2) a statement of the nominee's understanding of the responsibilities and duties of the officer position, and (3) a description of the nominee's qualifications (e.g., service to SWDSI, DSI, or other organizations; related experiences; etc.) for the officer position.

Students

- ❑ Student paper awards [Business Meeting, March 1, 2001; amended Business Meeting, March 14, 2013]
There will be up to three awards for student papers and each paper will be awarded \$300.
- ❑ Student Track [Business Meeting, February 26, 2009]
If a Program Chair wants to recognize departments that have students participate in the Student Track, certificates (rather than plaques) should be presented.
- ❑ Student Registration [Business Meeting, March 12, 2015]
\$50 of each student's registration, up to 25 students, will be reimbursed. The Vice-President for Student Liaison is responsible for determining how best to decide which 25 students to reimburse.

Miscellaneous

- Honoring a deceased member [Business Meeting, March 6, 2008]
At the beginning of the SWDSI Business Meeting, a deceased member is recognized with a few remarks, a rose is placed in a vase, and a moment of silence is observed. In addition, sending flowers to the deceased member's family is certainly appropriate. A contribution to a "memorial scholarship fund" should not be made.

- Policy for publishing an accepted manuscript of a deceased member [Business Meeting, March 6, 2008]
If (1) the presenting author of a manuscript, with multiple authors, that has been accepted for publication in the *SWDSI Proceedings* dies before submitting the manuscript in the required format for publication and (2) none of the coauthors is able to attend the SWDSI Annual Meeting, then the manuscript may appear in the *SWDSI Proceedings* provided that a coauthor submits the manuscript in the required format for publication. The presentation shall not be scheduled in the conference program.

- Naming of awards [Business Meeting, March 6, 2008]
An award should not be named for an individual.

**Southwest Decision Sciences Institute
“First-timers” Member Information Form***

Welcome to your first Southwest Decision Sciences Institute (SWDSI) annual meeting!
Please provide the following information for the SWDSI membership database.

Last Name _____

First Name _____ Middle Name/Initial _____

Preferred Name _____

Institution/Business Affiliation _____

Mailing Address _____

City _____

State _____ Zip Code _____

Telephone _____

E-mail Address _____

What is your primary academic area of interest? _____

Are you a member of the Decision Sciences Institute (DSI)? Yes No

Thank you.

* If this is not your first SWDSI annual meeting, but your current membership information needs to be updated please mark the appropriate box.

My contact information has changed since last year’s SWDSI annual meeting.

I did not register or pay membership dues for either of the last two SWDSI annual meetings.