

## **SPSA WOMEN'S CAUCUS GUIDANCE FOR THE INCOMING LEADERSHIP**

### **January – At the SPSA meeting.**

Congratulations, you are now the new leadership of the Women's Caucus. There are a few things you want to do BEFORE you leave this year's meeting!

While you are at the meeting, the new Caucus President should seek out and meet the incoming SPSA President. Offer the caucus' assistance to the incoming President in identifying members for potential appointment to standing SPSA committees or to ad hoc committees and provide the President with some insight as to the Caucus' upcoming agenda.

Find and introduce yourself to the Executive Director of the SPSA (currently, George Cox) and the Conference Organizer (Karen McCurdy). This will facilitate later communications---they'll know who you are when you call or email!

The President should also identify and meet the Women and Politics Section Head for next year's conference and offer assistance in soliciting papers and panel participants via the Caucus' newsletter or email list.

The Vice-President needs to identify the Program Chair for the "Southern-after-next" and offer advice on possible Section Heads for the Women and Politics section and other sections! Remember, it is vital that women have a presence throughout the association and not just on W&P panels.

Before you leave the meeting, make sure you have your officers' and committee chairs' contact information and establish some timetables for your next contact/communication. Coordinate with the Caucus secretary to send you a copy of the minutes as soon as they are prepared in order to refresh your memory of tasks for the upcoming year.

**January** Get the minutes from the secretary and start to work on any action items raised at the meeting. The Treasurer should forward a list of paid members following the meeting (some memberships will be made through the APSA rather than at the annual meeting).

The secretary should send an updated list of officers (with affiliations and email addresses) to the SPSA President, the SPSA Executive Director and the Women's Caucus for Political Science (for their website).

**February** The newsletter editor should send out an announcement calling for input for the Spring newsletter. It is time to write the President's message and for the Secretary to publish the minutes in the newsletter. Encourage the Women and Politics section chair to write a blurb about the next annual meeting and the timetable for the call for papers. Share information on action items, if necessary. Other newsworthy items might include appointments of caucus members to SPSA committees or even information from the SPSA President about her/his agenda. Announce paper awards that are relevant to the membership like the Marian Irish Award.

If the Erika Fairchild award is to be made at the next annual meeting, be sure to include a call for nominations with a firm deadline for nominations. The EF award is made at meetings in odd-numbered years; the nomination and selection process takes place during the summer of even-numbered years. The selection committee is made up of the past EF award winner, the current president (chair) and the past president. With the annual meeting in January, a July 1<sup>st</sup> nomination deadline is reasonable as that will allow the selection committee time to meet and the award to be crafted.

**March** The Spring newsletter is published and distributed.

**mid-May** Contact the conference organizer and copy the Program Chair with your requests and reminders about scheduling time for the Caucus meeting and reception. As of the 2006 annual meeting, the Caucus voted to hold its business meeting after the last panel set of the day. The Women's Caucus reception has typically been held on Thursday night.

**July-August** Follow-up and confirm that times and space for the business meeting and reception have been reserved.

The EF committee should consider nominations and make their selection (in even-numbered years). The President should coordinate the award (something more than a plaque would be nice---such as an engraved vase, book, clock, etc.) with the Treasurer and notify the recipient so she can plan to attend the Annual Meeting to receive the award.

**September** Time for the newsletter editor to send out an announcement calling for items for the Fall newsletter. It is time to write another President's message, and an opportunity to solicit panel information from the Women and Politics section chair. Job announcements are also prime material for the newsletter at this time of year and issue a call for agenda items for the annual meeting of the caucus.

**October** The Spring newsletter is published and distributed.

**November** Consult with your officers and any committee chairs to establish an agenda for the forthcoming meeting. It has become tradition for the Vice-President to serve as a nominating committee (of one) in identifying someone who is willing to serve as the next Caucus Secretary.

**December** Finalize the caucus meeting agenda. Finalize any logistics for the reception, which in odd-numbered years honors the Erika Fairchild recipient. The President should also prepare comments for the reception --welcoming people to the reception, recognizing SPSA President and officers present at the reception, announcing and introducing the EF award recipient, or managing a program the president and board developed.

Also make sure someone brings to the meeting:

- a) 30-40 copies of the minutes of the last year
- b) 30-40 copies of agenda
- c) some copies of the last newsletter for those who are new

Find out when the officers are arriving at the meeting, where they are staying, and get their cell phone numbers in case something goes "amiss" (ie the President gets snowed in and can't get to the meeting in time!).

**January** It's the President's turn to run the meeting---make it happen!

The Treasurer should collect dues for the upcoming year, in addition to reporting on the coffers.

The secretary should initiate a sign-up sheet for all in attendance with names, university affiliations and email addresses. The last order of business under New Business is to elect the new officers for the forthcoming year and pass the gavel (figuratively).