

SE DSI
Officers' Manual,
Awards,
and
Policy Statements

Southeast Region
of the
Decision Sciences Institute
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NOTES

- 1. This Manual is an internal working document of the SE DSI that does not need to be approved by the membership or the DSI Home Office. If it is felt that position duties, other than those specifically defined in the SE DSI Constitution and Bylaws, need to be changed, they can be (although they need to be approved by the SE DSI Board of Directors). Officer positions *per se* are established by the SE DSI Constitution and Bylaws and cannot be added or eliminated without going through the process of changing the SE DSI Constitution and Bylaws.**
- 2. The information contained in the following pages is intended to provide guidance to those holding office in the SE DSI and/or to those who seek to hold office. As such it is not intended to be an exhaustive and/or all encompassing list of all duties that might be required during the individual's term of office.**
- 3. As per the SE DSI Constitution and Bylaws, any "General Member" may run for an office; however, should a General Member be elected, he or she MUST become a "Member in Good Standing" before being allowed to assume the office. Should the General Member not become a Member in Good Standing prior to the time to assume the office for which he or she has been elected, the President shall appoint a Member in Good Standing to hold that position until the next regularly scheduled election. See the SE DSI Constitution, ARTICLE III—Membership, and the SE DSI Bylaws, BYLAW 8, Nominations and Election, for complete information.**

Duties of the President of SE DSI

The President shall be the Chief Executive Officer of the Southeast Decision Sciences Institute and have the signature authority for all official contracts and documents of the organization as well as 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 the strategic planning of the organization including the generation of innovative new approaches to insure that Southeast Decision Sciences Institute is a vibrant organization closely in tune with the long range objectives of the Decision Sciences Institute. The President shall preside over all meetings of the organization, serve as Chairperson of the Board of Directors and of the Executive Committee, serve as a member of the Finance Committee, and be responsible for naming the members of the Nominating Committee on an annual basis. He/She shall be responsible for conducting the affairs of the organization in such a manner as to further the objectives of the Southeast Decision Sciences Institute. He/She shall, subject to approval of the Board of Directors, 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 organization. The President shall be the primary liaison between the region and the Institute and serve as a member of the Institute's Regional Activities Committee.

Early March Immediately After the Conference (as New President)

- Send a welcome letter to all incoming Officers and Council members.
- Send a letter of introduction to the person in charge of the next annual meeting's hotel (e.g., the sales manager or other).
- Make sure you have a copy of the current contract for the next annual meeting's hotel.
- Have the Secretary
 - send a roster of all Officers and Council members for the upcoming year to the Home Office that includes appropriate contact information;
 - send a roster of Officers and Council members with addresses, phone numbers, etc., to all of the SE DSI elected officers as defined in the Bylaws that includes appropriate contact information; and
 - send any changes in the SE DSI Constitution and/or Bylaws that were approved during the meeting to the Home Office for approval by its Board of Directors.

Summer

- Work with the Program Chair to
 - complete the program for the upcoming SE DSI conference;
 - schedule the Officers Reception, President's Reception, and President's Luncheon to be held at the SE DSI conference; and
 - schedule the Board of Directors, Executive Committee, and Business Meetings to be held at the SE DSI conference.
- Work with Vice President for Finance and the Program Chair to prepare the annual budget for submission to DSI
- Coordinate site visit to the hotel property to be used for the upcoming meeting with the hotel staff. If possible, the Program Chair, Program Chair Elect, Vice President for Meetings, and the Local Arrangement Chair should attend.

August

- Make sure that the Chair of the Distinguished Service Award Committee is working on the process to identify possible DSA recipients for the upcoming annual meeting.
- Make sure that the SE DSI Officers' Meeting is scheduled at the DSI meeting for November. Contact the Home Office and the current DSI Program Chair about this. The meeting is usually scheduled for Sunday between 3:00 and 5:00 p.m.

September

- Make sure that the Past President is working on the nominations and will have a slate ready in the time frame specified in the Bylaws. Conduct elections. Deadline may be in January or early February. Chair of Committee on Nominations mails out the ballot which are returned to the President.

October

- Contact all Officers and Council members and request Agenda items for the SE DSI Officers' Meeting that will be held in November as part of the DSI meetings.
- Prepare an Agenda for the SE DSI Officers' Meeting that will be held in November as part of the DSI meetings and send to all Officers and Council members at least 30 days in advance. Ask each person to tell you if they will be at the meeting or not. If they will not be at the meeting, ask for written position reports to be sent to you at least two weeks prior to the meeting so that you can present them.

November

- Attend the DSI conference and conduct the SE DSI Business Meeting, usually held on Sunday between 3:00 and 5:00 p.m. Bring the Agenda for meeting, including reports from those who will not be in attendance.
- Attend the Regional Activities Committee meeting and otherwise represent the SE DSI at the meeting.

December

- Make sure the Secretary sends election ballots out as per the schedule in the Bylaws.
- Have the secretary send out a request to the general membership for items to be placed on the Agenda for the Business Meeting at the upcoming annual meeting—including proposals to change the Constitution and/or Bylaws. Consult the Constitution and Bylaws for specifics.

January

- If there are any proposed changes in the SE DSI Constitution and Bylaws, they must be mailed to all members at least 30 days prior to the annual business meeting (see Constitution and Bylaws).
- Make sure the Program Chair has everything under control.

February at the SE DSI Annual Meeting

- Serve as President of the organization. Chair the Board of Directors Meeting, the Executive Committee Meeting, and the Business Meeting. Attend the Council Meeting in an *ex-officio* role. Host the Officers' Reception, the President's Reception, and the President's Luncheon. Meet with the hotel staff to go over all details and reconfirm that

only you and the Program Chair have authorization to approve Master Account charges. Be available to assist in whatever ways you can.

- Formally appoint the Committee on Nominations for the upcoming year, meet with the Committee (you will be chair of it after the meeting), identify to the Committee those positions that will need to be filled during the upcoming election/appointment process, and establish a time table for the process. As per the Bylaws, the Committee on Nominations shall consist of a minimum of three and a maximum of five members in good standing to include the Immediate Past President who will serve as Chair of the Committee. The persons appointed by the President (i.e., you) shall serve until the next annual business meeting of the SE DSI.
- Take over duties as Past President at the end of the luncheon.

Note: The President may delegate duties to the President Elect or other Officers as he/she sees fit to do.

For additional information, see the Policies and Procedures Manual of the Decision Sciences Institute (DSI) for the official duties of the President vis à vis the Institute. This manual is sent to the President and President Elect and contains the SE DSI Constitution and Bylaws.

Duties of the Past President of SE DSI

The Past President shall serve as a member of the Executive Committee, as a member of the Finance Committee, and as the Chairperson of the Nominating Committee. 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.

Immediately After the Conference

- Since you were president during the meeting, send thank you letters to all appropriate hotel staff.
- Send thank you letters to the Program Chair's and the Local Arrangements Coordinator's deans and/or department heads.
- Send thank you letters to all outgoing Officers and Council members.

October

- Not less than four months before the planned date of the next annual meeting, the Nominating Committee shall nominate at least one candidate for each office to be filled, after contacting the individuals involved to determine their willingness to stand for the election and to obtain biographical information on each that will accompany the ballot. The Chairperson of the Nominating Committee shall present the slate to the President who will forward it to the Secretary who shall, in turn and without delay, notify the membership of these nominations.

November

- Not less than three months before the date of the next annual meeting, additional nominations may be made to the slate of candidates submitted by the Nominating Committee. Each additional nomination must be made by a petition signed by at least five percent (5%) of the Members in Good Standing and submitted to the Secretary who will verify the petition with the Vice President for Member Services. Upon validation of the petition and after obtaining the approval of the additional nominees, those additional nominees shall be added to the ballot.

December

- Not less than two months before the next annual meeting, the Secretary shall send (using either the postal service mail or electronic methods including the organization's web site) a brief biographical sketch of each nominee along with a ballot form to each Member in Good Standing.

January

- Completed ballots must be received by the Chairperson of the Nominating Committee not later than one month prior to the next annual meeting of the SE in order to be counted.
- Should the election be conducted through the organization's web site, work with the Vice President for Web Services to obtain the necessary ballots.
- Report the results to the President.

Duties of the President Elect of SE DSI

The President Elect shall serve as the general assistant to the President, carrying out such duties as may be assigned by the President. He/She shall serve as a member of the Executive Committee and as a member of the Finance Committee. The President Elect shall serve as a member of the Institute's Regional Activities Committee.

- Assist the President of SE DSI as and when required or requested.
- Attend the DSI and SE DSI conferences (if and when possible).
- Suggest items for discussion at the SE DSI annual meeting including those for new business and/or ideas to improve old business.
- Be responsible for maintaining THE current copy of this Officers' Manual and for making sure that a current copy is posted on the SE DSI web site.
- Be responsible for reviewing and updating this Officers' Manual. Contact all individuals who left positions at the end of the recent annual meeting and ask for their evaluations of their positions and for any changes that should be made in the duties of their positions. Review the feedback and make recommendations to the President about possible changes.
- Send a current copy of this Manual to all newly elected/appointed Officers and Council members. If this Manual has been revised, send a current copy to all current Officers and Council members.

Duties of the Program Chair of SE DSI

The Program Chairperson shall be responsible for planning and supervising the program at the annual professional meeting of the organization. The Program Chairperson may at his/her discretion appoint an Associate Program Chairperson and/or a Proceedings Editor or Co-Editor. The Program Chairperson 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 Board of Directors in the current year's annual program budget. The Program Chairperson shall serve as a member of the Executive Committee and as a member of the Finance Committee.

The Program Chair must establish a schedule within the context of the Conference Management System being used. The following is merely an example of one possible time sequence.

Once Appointed as Program Chair Elect

- Shadow the Program Chair and make sure he/she copies you on all e-mails and other program activities. Your primary job as Program Chair Elect is to learn the duties of the Program Chair.

Summer While Serving as Program Chair Elect

- Visit the site of the upcoming annual meeting and shadow the Program Chair.

Prior to the Annual Meeting One Year Prior to Your Meeting

- Make sure you have a copy of the contract for the hotel that will be the venue for your meeting.
- Learn as much as you can about the Conference Management System that will be used for your meeting.
- Talk with the current Program Chair and decide on the tracks you will use the following year. Do any need to be changed, combined, uncombined, altered, added, etc.?
- Identify and obtain commitments from the people you want to serve as your track chairs. Remember that the Vice President for Student Services just elected will be the Chair of the Student Paper Track. Encourage all of your track chairs to attend the upcoming meeting as there will be a planning session for them there.
- Prepare a Call for Papers with submission deadlines and bring copies with you to the meeting for distribution in the registration packets and at various venues during the meeting.
- Prepare a Call for Volunteers form that can be distribution in the registration packets and at various venues during the meeting.
- Decide if you will use a Local Arrangements Coordinator and if so, obtain a commitment from that person.
- Prepare remarks about your meeting and its location to be presented at the President's Luncheon. Bring any souvenir items from the meeting hotel or city to distribute. Introduce the Local Arrangements Coordinator at the Luncheon.

At the Annual Meeting while Serving as Program Chair Elect

- Talk up your meeting and get people to volunteer for positions as reviewers, discussants, session chairs, special session or workshop organizers, etc.
- Learn the nuances of using the Conference Management System at the meeting.
- 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!
- Assist the Program Chair and make sure you know what to do.

After taking over as Program Chair at the Meeting

- Continue to shadow the Program Chair who is wrapping up the current meeting especially with regard to seeing how the final hotel bill is presented and checked.

After the Meeting (You are now **THE** Program Chair)—This is One Possible Schedule—You Will Need to Make Your Own

Spring-Summer

- Set up the Conference Management System for your meeting.
- Have your track chairs set up reviewers. Send them copies of the Volunteer Forms relevant for their tracks.
- Work with the Vice President for Student Services on the Student Track. Establish a detailed schedule for what needs to be done and when. Look at the one from the meeting just completed as a guide.
- Work with the Vice President for Finance and the President Elect to establish a budget for your meeting.
- Contact the hotel representative who will be in charge of your meeting and establish a working relationship. Advise the person that you will want to make a site visit probably in August—they should comp you a room for at least one night. The President, the Program Chair Elect for your meeting, and the Local Arrangements Chair should attend the site visit if possible. After the site visit, plan the venues for the various meetings, receptions, luncheons, etc.
- Start thinking about sponsorships, vendors, and advertising. Talk to your book reps as they visit your campus. Talk to the President Elect about who to contact—he/she just did it. The President's school should sponsor (full or partial) either or both the President's Reception and/or Luncheon. Your school should do something fairly significant. See what the Local Arrangements Chair can come up with for sponsorships and/or field trips. Usually the Local Arrangements Chair's school hosts the Officers' Reception on Wednesday night.
- Find out if the Local Arrangements Chair can provide student helpers for the Registration table and other "go for" duties at the meeting. If not, can you provide any?
- Can the local convention center provide any? You will need help at the table and you cannot be there all the time.
- Format a Registration form—registration fees had to have been approved by the Board at the recent annual meeting. You can set your own advertising, vendor, and sponsorship fees.
- Have the Vice President for Web Services update the web site for your meeting and post a copy of the Call for Papers on the web site. Post links to local attractions and maps for the hotel.

- Have the Vice President for Member Services give you access to the SE DSI list serve mailing list so you can send out the Call for Papers and other materials as time goes by.
- Contact the President of SE InfORMS and obtain permission to use that organization's list serve and send a Call for Papers, and all other reminders, to it.
- Set up a way to keep track of all expenses incurred as Program Chair—you will need receipts.

Mid to Late September

- Regular Paper Submission Deadline.
- Analyze the number of submissions against the number of breakout rooms available at the hotel to determine the number of sessions to be allocated to each track. Do not forget to hold back rooms for various administrative meetings (Board, Executive Committee, Council, Site Selection, Business Meeting, etc.) and for the Student Track.
- Papers are electronically sent to reviewers. Send the track chairs their session allocations so they can determine acceptance rates.
- Send letters to potential sponsors, vendors, and advertisers with appropriate rate sheets.
- Create the design of the Program and *Proceedings*. Draft the welcome and other “front end” pages for the Program and *Proceedings*. Make sure the pages listing Officers, Distinguished Award recipients, and other archival material are current.
- Arrange to pick up the projectors from the SE InfORMS Program Chair after the SE InfORMS meeting in early October (check the www.seinforms.org web site for the name of the Program Chair). **NOTE:** The projectors are jointly owned by both SE DSI and SE InfORMS and must be shuttled between the two meetings by the respective Program Chairs or their agents. Regardless of how it is done, it is the responsibility of the respective Program Chair to make sure that the projectors are at the appropriate meeting in time to be set up, checked out, and used.

Mid to Late October

- Reviews are completed and acceptance/rejection letters are sent—determine if you or the track chairs will do this. Include information in acceptance letters about how to submit copy for the *Proceedings*.
- Ask track chairs to identify any Best Papers if there are any.
- Ask track chairs to submit suggested sessions to you with paper groupings.
- Begin formatting the program.
- Work with the hotel catering people to set up menus for receptions and the luncheon.
- Work with the Local Arrangements Chair to set up the menu for the Officers' Reception if it is to be held off site.
- Student Paper Submission Deadline. Papers are electronically sent to reviewers.
- Track chairs send thank you letters to reviewers.

Mid to Late November

- Student paper reviews are completed and acceptance/rejection letters are sent by the Vice President for Student Services
- Final program is set and sent to track chairs. Track chairs send information to authors, session chairs, and discussants.
- Track chairs line up session chairs and discussants.
- Vice President for Student Services sends thank you letters to student paper reviewers.

- Follow-up with sponsors, vendors, and advertisers.
- Obtain a final list of all reviewers from the track chairs to list in the Program.

December

- Order new/additional officer ribbons.
- If registration fees are being sent to you, make sure to send them once per week to the Vice President for Finance so that they can be deposited.
- Accepted papers due in final form for *Proceedings*
- Identify the plaques you will need and find a supplier.
- Identify the certificates you will need and either find a printer or set up a computer to print them.
- Contact the Chair of the Distinguished Service Committee and find out if there will be a recipient—remind the Chair that he/she is responsible for getting a plaque and making the presentation at the President's Luncheon.

Mid January

- Deadline for hotel registration
- Deadline for Conference registration
- Put Registration packets together.
- Make sure how everything is going to get to the meeting hotel—Registration packets, Programs, *Proceedings*, plaques, ribbons, banners, computers, printers, etc. Forgetting the little things will kill you—make sure you have extra ribbons as somebody will discover that they did not get the proper one. Make sure the Local Arrangements Chair is bringing local attractions brochures—get from the convention bureau.
- Contact the Program Chair of SE INFORMS and remind him/her that he/she is responsible for taking possession of the projectors at the end of the SE DSI meeting (check the www.seinforms.org web site for the name of the Program Chair). **NOTE:** The projectors are jointly owned by both SE DSI and SE INFORMS and must be shuttled between the two meetings by the respective Program Chairs or their agents. Regardless of how it is done, it is the responsibility of the respective Program Chair to make sure that the projectors are at the appropriate meeting in time to be set up, checked out, and used.

Third Week of February—This is YOUR Meeting

- SE DSI meeting—arrive at hotel not later than Tuesday before the meeting starts on Wednesday—finalize catering with the hotel.
- Meet with hotel representative and staff. Conduct walk through—make sure everything is set. Obtain phone numbers for key hotel people so you can find them when you need them.
- Meet with the Local Arrangements Chair and make sure everything is set.
- Have “refreshments” for the President's suite that will serve as the hospitality suite.
- Have the Registration table open by 10:00 a.m. on Wednesday morning.
- After the meeting, clear the master account with the hotel and the Vice President for Finance who will cut the hotel a check—verify all expenses.

Early March Right After the Meeting

- Send thank you letters to sponsors, exhibitors, and advertisers.
- Send thank you letters to your track chairs and to their deans/department chairs.

- Send thank you letter to your Local Arrangements Chair and to his/her dean/department chair.
- Send thank you letters to key hotel staff and the hotel's general manager citing names.
- Make sure the track chairs send thank you letters to their session chairs and discussants.
- Send copies of the *Proceedings* to the SE DSI Archivist and to the incoming Program Chair.
- Prepare final end of meeting report and send copies to all Officers and Council members
- REST—you are now President Elect!!

Duties of the Program Chair Elect of SE DSI

The Program Chairperson Elect shall be appointed by the Board of Directors, with the advice of the Council, and upon the receipt of a letter of support from the individual's department, dean, and/or other university/college representative, as appropriate. He/She will work with the Program Chairperson to understand the duties and responsibilities of planning and supervising the annual meeting. The Program Chairperson Elect will attend the annual meeting and assist in the management of the meeting as requested by the Program Chairperson. The Program Chairperson Elect shall be appointed for a one year term and upon the successful completion of his/her duties, as evaluated by the SE DSI Board of Directors, shall become the Program Chairperson for the following annual meeting.

- Shadow the Program Chair to understand the duties and responsibilities of planning and supervising the annual meeting. Make sure the Program Chair is including you on e-mails and other communications. If you do not feel you are being included, ask.
- Perform duties as assigned by the Program Chair.
- Attend the pre-meeting site visit to the hotel property, if possible.
- Attend the SE DSI Officers' meeting at the DSI meeting, if possible.
- Attend the annual meeting and assist in the management of the meeting as requested by the Program Chairperson.
- Before the annual meeting that he/she is to run:
 - Make sure you have a copy of the current contract with the hotel property to be used for your meeting.
 - Line up track chairs and obtain written commitments from them.
 - Identify a Local Arrangements Chairperson and obtain a written commitment from him/her.
 - Start working on Special Sessions, Tutorials, and Panels for your meeting.
 - Format the Call for Papers and the Request for Volunteers forms for his/her meeting so that they can be handed out at the Registration Desk and the President's Luncheon of the meeting prior to your meeting.

NOTE

Since being appointed to this position this becomes a lock step progression through other SE DSI positions, by seeking this position, you are committing to a multi-year obligation to SE DSI. Make sure you have reviewed the duties of not only this position but all of the subsequent positions which will be involved so that you fully comprehend what you will be getting yourself into should you be selected as the Program Chair Elect.

Duties of the Secretary of SE DSI

The Secretary shall serve as Recording Secretary for the region, keep and publish the Constitution and Bylaws of the organization, record the minutes of all meetings, keep other records as specified in the Constitution and Bylaws, and perform other duties usual to the office of the Secretary. The Secretary shall serve as a member of the Executive Committee and record the minutes of those meetings. The secretary shall be elected to serve a one year term and may be re-elected without limit.

February At the Annual Meeting

- Attend SE DSI annual meeting.
- Bring copies of all minutes for the past annual cycle to the SE DSI annual meeting.
- Take minutes of all official meetings (i.e., Board Meeting, Executive Committee Meeting, Council Meeting, and Business Meeting).
- Perform other duties as assigned by the President.

March Following the Annual Meeting

- Send the list of current SE DSI officers with addresses, phone numbers, fax numbers, e-mail addresses to all the SE DSI officers, to the DSI home office, and to all members. Send a copy to the Vice President for Web Services for posting on the SE DSI web site.
- Send a copy of the minutes from all official meetings at the annual meeting (i.e., Board Meeting, Executive Committee Meeting, Council Meeting, Business Meeting) to the President, Past President, and Council Chair for review and correction. After making editorial revisions to the minutes, keep copies on file and send copies to the Archivist and to the Vice President for Web Services for posting on the SE DSI web site.

Fall

- Assist the Past President, as appropriate, with the election process and any mailings.

November

- Attend the SE DSI Officers' meeting at the DSI annual meeting and take minutes. If unable to attend, notify the President and obtain a commitment from some one who will be there to take minutes and submit them to you after the meeting.
- Take the copies of all minutes from the most recent SE DSI annual meeting and to the DSI conference for distribution at the SE DSI Officers' Meeting. Note any changes identified and revise the minutes as necessary. After making editorial revisions to the minutes, keep copies on file and send copies to the Archivist and to the Vice President for Web Services for posting on the SE DSI web site.

December

- Send copies of the minutes from the SE DSI Officers' meeting at the DSI conference to the President and Council Chair (or to the person who presided over the meeting) for review and correction. After making editorial revisions to the minutes, keep copies on file and send copies to the Archivist and to the Vice President for Web Services for posting on the SE DSI web site.

Duties of the Vice President for Finance of SE DSI

The Vice President for Finance shall act as the Chief Financial Officer and Treasurer of the organization and shall serve as Chair of the Finance Committee and as a member of the Executive Committee. He/She shall receive and disburse funds on behalf of the organization, prepare the annual budget for the organization with input from all appropriate parties, publish the organization's annual budget, prepare all required financial statements, and shall be responsible to the Board of Directors for the accurate and complete reporting of the financial affairs of the organization. He/She shall be responsible for conducting the financial affairs of the Southeast Region in accordance with the Constitution and Bylaws of both the SE DSI and the Decision Sciences Institute, as well as the *Guidelines for Regional Financial Management*. The Vice President for Finance shall be elected to serve a two year term and shall be a member of the Executive Committee. The Vice President for Finance may be re-elected without limit.

Duties of the Regional Financial Officer (from the DSI *Guidelines for Regional Financial Management*)

While the responsibilities for financial risk management are shared by all regional officers, the regional financial officer (RFO) oversees the actual compliance of regional financial activities with the organization's internal control procedures. The specific duties of the RFO include:

- Ensuring compliance with regional internal control policies and procedures
- Preparing the region's proposed budget for the upcoming fiscal year, including estimates of all anticipated revenues and disbursements associated with the region's planned professional activities.
- Opening and maintaining an imprest checking account (if such imprest account is authorized for use by the regional board) in order to pay all small (dollar amount) invoices generated as a result of regional Board of Directors and/or Program Chair resource acquisition decisions
- Supervising the collection of cash inflows received by the region and subsequent transfer of funds to the Home Office for posting to the region's accounts.
- Reviewing and approving all invoices related to the professional activities of the region whether paid from the regional imprest account or by the Home Office.
- Providing periodic financial reports to regional officers.
- Preparing and submitting to the Home Office a year-end revenue and expense recap of regional financial activities.

SPECIFIC TASKS OF THE VP FINANCE

Request imprest check from DSI

Submit monthly transactions report to the DSI Home Office

Ensure that meeting cancellation insurance is purchased

Ensure that insurance is purchased to cover the projectors. As the projectors are jointly owned by both SE DSI and SE INFORMS, the insurance for them is also a joint responsibility but is handled by SEDSI. After determining the cost of the insurance, contact the Treasurer of SE INFORMS in order to collect half of the premium (check the www.seinforms.org web site for the name of the Treasurer).

Fill out W-9 forms for services provided as a vendor (as a Not-For-Profit organization)

Report on current account balance and historical trends at the
SE DSI Officers' Meeting held during the DSI annual meeting in November
SE DSI annual meeting in February

Process and deposit all checks associated with annual SE DSI conference:
Sponsorships / Exhibitors / Registrants / Sponsorships / etc.

Fill out a direct bill application for the upcoming conference hotel (if applicable)

Generate the cover letter authorizing charges to the conference hotel's master account (if applicable) to be counter signed with the SE DSI President

Write checks for expenses incurred before, during, and after the annual conference for things such as:

- Gasoline for van transportation to off-site venues
- Light bulbs / extension cords, etc., as necessary
- Student paper competition participants (travel money)
- Student paper competition winners (prize money)
- Site visit(s) to future conference site
- Hotel deposit for next year
- Hotel costs for current year
- Plaques / certificates for officers / award recipients
- Conference badges / holders / ribbons (as necessary)
- Proceedings printing
- Al Avery's (CMS) costs
- Website listing renewal
- Website hosting renewal.
- Etc.

Duties of the Vice President for Member Services of SE DSI

The Vice President for Member Services shall be responsible for generating and retaining members for the Southeast Region and the Institute by actively seeking ways to enhance the benefits of regional and national membership. He/She shall coordinate activities with the Chairperson of the Institute's Member Services Committee and the Institute's Member Services Coordinator to operationalize the Campus Representative Program and other Institute's member solicitation/retention activities. He/She shall keep, update, and maintain the official general membership roll for the Southeast Region and the official roll of Members in Good Standing. He/She shall also provide mailing and contact information for members as required and be responsible for the procedures associated with annual membership renewals. The Vice President for Member Services shall serve as a member of the Institute's Member Services Committee. The Vice President for Member Services shall be elected to serve a two year term and may be re-elected without limit.

March/April

- Update the membership records using registration information from the annual meeting.
- Assist the Secretary with the updating and maintenance of membership records.
- Identify campus representatives who can help secure new members for SE DSI

November

- Attend the SE DSI Officers' Meeting held each year at the DSI annual meeting..
- Serve on the DSI Member Services Committee which meets at DSI annual meeting

February

- Attend SE DSI conference

Continuously

- Work with the SE DSI President and other officers to find ways to increase and maintain members.

As needed

- Prepare and send mailings to campus representatives at least twice per year advising them of upcoming meetings, Calls for Papers, and other information as appropriate. This allows verification that the campus representatives are still at their institutions and are still active. Maintain the electronic database of all campus representatives.
- Recruit and replace campus representatives as needed. The primary source of new representatives is the attendance listings from annual meeting available from the Most recent Program Chair and the Secretary

Duties of the Vice President for Planning and Development of SE DSI

The Vice President for Planning and Development shall be responsible for periodically examining the Constitution of Southeast Decision Sciences Institute to insure it properly reflects the current objectives and actions of the organization and the Decision Sciences Institute and make appropriate recommendations to the Board of Directors for changes. The Vice President for Planning and Development shall examine the activities of the other regions of the Institute, as well as other professional academic organizations, in order to identify "best practices" and report on those to the Board. The Vice President for Planning and Development shall, along with the President, the Vice President for Meetings, and the Council shall be involved in site selection activities and recommendations to the Board of Directors for the locations of future professional meetings of the organization. The Vice President for Planning and Development shall be elected to serve a one year term and may be re-elected without limit.

Duties of the VP for Publications of SE DSI

The Vice President for Publications shall be responsible for the acquisition and dissemination of relevant information concerning the activities, meetings, member accomplishments, and all other items of general interest to both the membership of SE DSI as well as to the Institute. The dissemination of this information shall be in whatever form is appropriate including print, mail, and/or electronic. The Vice President for Publications shall coordinate with the Vice President for Web Services to keep the information on the region's web site accurate and current. The Vice President for Publications shall serve as the primary liaison between the region and the Editor of *Decision Line* and specifically provide the Editor with information about upcoming SE DSI meetings as well as a post annual meeting report prepared in conjunction with the Program Chair. The Vice President for Publications shall be elected to serve a one year term and may be re-elected without limit.

Prepare a Post Meeting Newsletter for e-mail distribution and web posting to include the following items:

- Request for nominations for the next election
- President's article identifying goals for his/her term of office
- List of all current officers
- Congratulations to new officers.
- Minutes of the various meetings at the annual meeting
- Call for volunteers for session chairs, discussants, and reviewers for the next meeting
- Report on the recent meeting by previous Program Chair
- Dates and locations of upcoming international, national, and regional DSI conferences
- Application for membership for those who did not attend the conference

Prepare a Late Fall (pre-meeting) Newsletter for e-mail distribution and web posting to include the following information:

- Time of the Business Meeting to be held at the next SE DSI Conference.
- Announce upcoming election.
- Information concerning the SE DSI Business Meeting at the DSI conference in November.
- Minutes of the previous SE DSI Business Meeting (from February).
- Progress report from Program Chair on upcoming SE DSI conference.

Work with the President and Program Chair in order to have items ready and sent to *Decision Line* for publication in advance of and after the annual meeting.

Duties of Vice President for Student Services of SE DSI

The Vice President for Student Services shall be responsible for generating student participation in Southeast Decision Sciences Institute. He/She shall, in conjunction with the Vice President for Membership, supervise the solicitation of students for membership in Southeast Decision Sciences Institute, and, in conjunction with the Program Chairperson, encourage student participation in the Southeast Decision Sciences Institute's annual meeting. The Vice President for Student Services shall Chair the Student Paper Track of the annual program and establish procedures for the Student Paper Competition and any awards. The Vice President for Student Services shall be elected to serve a one year term and may be re-elected without limit.

After the Annual Meeting—Tasks for the Outgoing Vice President for Student Services

- Update the database of student participants at conference.
- Send thank you letters to all participants—students, judges, sponsors, etc.
- Send a copy of the student's thank you letter to his/her faculty sponsor.
- Transfer your database to the next Vice President for Student Services.

After the Annual Meeting—Tasks for the New Vice President for Student Services

- Work with the Program Chair to develop a Student Call for Papers, establish a time schedule and deadlines for the submissions, and identify sponsors for the student awards
- Identify judges who will review the student papers and help you at the next meeting by listening to the student presentations—obtain commitments from your judges to attend the next annual meeting

April or May—Before the Spring Term is Over in Order to Catch Students

- Personally contact as many faculty at as many schools as possible to make them aware of the student paper competition
- Send e-mails via the list serve to all members making them aware of the student paper competition and encouraging them to involve their students

Late August—As the Fall Term Begins

- Send another e-mail out to the list serve about the student competition to catch people coming back for the fall term
- Personally re-contact faculty at as many schools as possible and ask them to send students.

Fall—After the Submission Deadline

- Keep the Program Chair aware of the number of submissions and then the number of accepted papers so he or she can plan the number of student sessions that will be needed
- After the submission deadline, work with the reviewers to get the reviews in ASAP
- After the review process has been completed, notify all student authors of whether their papers have been accepted or not.
- Work with the Program Chair to group the student papers into sessions

February at the Annual Meeting

- Prepare report for Officers' Meeting and Business Meeting—number of submissions, number accepted, number presented, schools represented, names of judges, prizes available, sponsors, etc.
- Go to all student sessions to make sure all presenters and judges attend and that the sessions run smoothly
- Meet with the judges after the last presentations to make decisions about prizes
- Meet with the Program Chair and the Vice President for Finance to coordinate the preparation of certificates and checks
- Attend the President's luncheon and be in charge of the student track—recognize all students, make the presentation of certificates and checks

Duties of the Vice President for Meetings of SE DSI

The Vice President for Meetings shall be appointed by the Board of Directors, with input from the Council. The Vice President for Meetings shall work with the President, Board of Directors, the Council, and the Vice President for Planning and Development to identify venues for future meetings and then conduct negotiations with appropriate meeting venue properties on behalf of the SE DSI in order to secure a viable contract. The Vice President for Meetings shall be appointed to a three year term and may be reappointed without limit.

Major duties will include but not be limited to:

- Negotiate hotel contracts, as far as type and costs of services to be provided
- Organize the venue (along with conference chair) to make sure appropriate facility set up is achieved, flow of participants and placement of functional activities
- Consult with service providers (with local arrangements and conference chair) to ensure cost feasible solutions to food and beverage provisions
- Work with SE DSI volunteers and venue staff to ensure timely delivery of events, as example, food and beverage, etc.
- Provide follow up to ensure proper payment of event expenses and develop procedures for standardized procurement of event activities
- Be the primary liaison with hotel staff (along with conference chair and SE DSI President). (Hotels are increasingly hesitant to deal with multiple people from the same organization).
- Actively manage room blocks (along with conference chair)
- The Vice President for Meetings shall serve as a member of the Executive Board.

Duties of the Vice President for Web Services of SE DSI

The Vice President for Web Services shall be appointed by the Board of Directors, with input from the Council. The Vice President for Web Services shall maintain the website of the Southeast Decision Sciences Institute. The Vice President for Web Services shall work with the Program Chairperson to ensure the timely provision of information about the annual meeting, shall be responsive to requests for website changes from the Board of Directors and the Decision Sciences Institute, and shall generally be responsible for improving the use of the website for purposes that further the objectives of the Southeast Decision Sciences Institute. The Vice President for Web Services shall be appointed to a three year term and may be reappointed without limit.

Immediately Following the Annual Meeting:

- Update the web site with all changes in Officers, Council Members, dates, awards, etc
- Post meeting information for the next meeting including dates and hotel information
- Post the Call for Papers as soon as the Program Chair has it ready
- Work with Program Chair to keep the web site up to date and linked to the CMS for submission information
- Work with the V.P. for Student Services to post information specific to students including the Student Call for Papers, and award/travel stipend information
- Post last minute notices

Ongoing:

- Maintain site, pay fees for hosting services and domain name registration
- Handle email questions regarding web site

Duties of the Archivist of SE DSI

The Archivist shall be appointed by the Board of Directors, with input from the Council. The Archivist shall be responsible for maintaining a history of the organization and a collection of documents prepared and distributed by the organization using physical and/or electronic copies. To this end, the Archivist will maintain files of meeting announcements; programs; Proceedings; minutes of all official meetings, rosters of past Presidents and Distinguished Service Award winners; annual listings of Officers and Council members; a list of prior meeting sites and dates; and other materials as needed to document the history of the organization. The Archivist shall be appointed to a three year term and may be reappointed without limit.

Duties of the Local Arrangements Chairperson of SE DSI

A Local Arrangements Chairperson may be appointed by the Board of Directors, upon request from the Program Chair and with input from the Council. The Local Arrangements Chairperson, in conjunction with the Program Chairperson and the Vice President for Meetings, shall be responsible for making the necessary local arrangements for the annual meeting. He/She shall work with the Program Chairperson, the Vice President for Meetings, the meeting hotel's staff, and other local entities to prepare for the annual meeting and to secure external funding and/or sponsorships for the meeting, if possible. The Local Arrangements Chairperson shall be appointed after the selection of an annual meeting venue and shall serve at the pleasure of the Board of Directors and the Program Chairperson until the meeting scheduled for that venue has been completed.

Duties of Regionally Elected Vice President of SE DSI

The Regionally Elected Vice President shall serve as a liaison between the Southeast Region and the Institute. He/She shall be responsible for ensuring that relevant information about regional activities is communicated to the Institute's Secretary and Board, and that activities/actions of the Institute that affect the Southeast Region are reported to the membership at the SE DSI's annual business meeting. The Regionally Elected Vice President shall serve as a member of the Southeast Region's Executive Committee, as a member of the Institute's Board of Directors, and as member of the Institute's Regional Activities Committee. The Regionally Elected Vice President shall run for election on the Institute's ballot and be elected to serve a two year term as per the Constitution and Bylaws of the Institute.

General Duties

- Act as liaison between the Officers and Members of SE DSI and the Institute's Board of Directors and Alpha Iota Delta regarding relevant regional and national issues.
- Attend meetings of the DSI Board of Directors three times a year.
- Attend the SE DSI annual meeting including the Officers', Council, and Business meetings to report on actions of the Institute and to take issues of concern back to the Institute.
- Maintain ongoing contact with SE DSI Officers
- Encourage the SE DSI officers to prepare an annual strategic plan and a set of practices and procedures to guide the Program Chair in meeting planning, preparation, marketing, etc.
- Complete a State of the Region Report each year and forward a copy to the Secretary of the Institute's Board of Directors, the Chair of the Regional Activities Committee, the SE DSI President, and the SE DSI Secretary within one month of the SE DSI annual conference. The report should include such items as:
 - A current listing of SE DSI Officers and their contact information.
 - A copy of the most recent SE DSI budget and financial report.
 - A copy of the SE DSI's strategic plan.
 - A summary of the SE DSI annual meeting to include attendance; conference registration fees and a description of the benefits included in the fees; the number of papers presented, workshops held; awards made including best papers; special events held; and an overall evaluation of the conference.
 - A schedule of future SE DSI meetings to be published in *Decision Line*.
 - A copy of the call for papers for the next year.
 - A summary of the SE DSI's concerns for the Institute:
 - ❖ New concerns
 - ❖ Previous/unresolved concerns
 - ❖ Previous/resolved concerns
- Maintain a file of all relevant communications from the institute and the region, and State of the Region Reports to be passed on to the succeeding Regionally-Elected Vice President.
- In an election year, the out-going Regionally-Elected Vice President will submit the State of the Region Report. Also, be sure to send a copy of this report to the in-coming Regionally-Elected Vice President and to the SE DSI President and Secretary.

Duties of the Council of SE DSI

The SE DSI Council shall provide general advice and guidance to the President and Board of Directors as well as a historical memory for the organization. The Council shall also serve as the interviewing team for site selection along with the President, President Elect, Program Chairperson, Past President, Vice President for Planning and Development, and Vice President for Meetings and make recommendations to the Board of Directors for future meeting venues. The Council shall perform such other duties as requested by the President and/or the Board of Directors.

The SE DSI Council shall consist of ten members each elected for a two year term. Half of the members of the Council shall be elected each year such that the terms of the Council shall be staggered. Given the advisory nature of the Council, members shall be required to have a minimum of five (5) years of active and dedicated service to SE DSI as demonstrated by serving in a variety of elected and/or appointed positions, to include but not be limited to service as President.

The Council shall meet at the annual meeting of the organization, elect a Chairperson for the upcoming year, appoint committees, and conduct any business as may be brought before it. The Chairperson shall take office at the conclusion of the annual meeting.

Duties of the Council Chair of SE DSI

The Chair of the Council shall be a member of the Council and shall be elected by the Council at each annual meeting for a one year term. The Council Chair may be re-elected without limit as long as he/she remains a member of the Council.

The Chair of the Council presides over the business of the Council and assists the Officers of the organization in an advisory capacity; working most closely with the current President.

The Chair of the Council will schedule and conduct a meeting of the Council at the SE DSI annual meeting:

- Coordinate the scheduling of the Council meeting with the Program Chair at the annual meeting
- Distribute a draft of the Agenda to all Council members prior to the meeting for comments/suggestions/additions
- Finalize and distribute the Agenda for the Council meeting.
- Introduce agenda items during the Council meeting, directing the discussions in an orderly fashion.
- Arrange for the Minutes of the Council meeting to be recorded by the organization's Secretary.
- Distribute Minutes of the prior meeting for review, changes, and approval.
- Appoint and charge committees of the Council as needed.

Attend the SE DSI annual meeting and report on the activities of the Council at all Officers' and business meetings:

- Report on business conducted at the Council's meetings.
- Record any order of business that the President and other Officers deem appropriate for Council to consider and advise the Council of same for its action.

Attend the DSI annual meeting

- Coordinate the attendance of the Council members attending the DSI meeting with the President for the SE DSI Officers' meeting.
- Bring to the SE DSI Officers' meeting any agenda items from the Council and return any items for Council action to the Council after the meeting.

Assist the President with the coordination the appointments for the following offices:

- Program Chair
- Program Chair- Elect
- Archivist
- Vice President for Meetings
- Vice President for Web Services
- Other appointed position as shall become open

**Procedures for SE DSI Awards
and
SE DSI Policy Statements**

Southeast Decision Sciences Institute Distinguished Service Award

1. Purpose. The Southeast Decision Sciences Distinguished Service Award (DSA) may be presented to Members of the Southeast Decision Sciences Institute in recognition of distinguished achievements in the decision sciences over a period of years. This designation is for recognition only and does not constitute a class of membership or any other official status in the organization. There is no requirement or expectation that one or more awards shall be made in any given year.

2. Criteria for Selection. The Distinguished Service Award may be bestowed to active supporters of the SE DSI for outstanding contributions to the decision sciences who are able to demonstrate significant service to the organization in at least the following:

- a. A minimum of 10 years active participation in the SE DSI.
- b. A nominee must be current member of DSI.
- c. Service to the SE DSI in at least one major leadership role.
- d. A history of significant contributions to the SE DSI in a variety of roles over an extended period of time as an officer, author/presenter, track chair, discussant, and/or other.

The Distinguished Service Award Selection Committee is free to consider other factors such as a history of contributions to DSI and to the academy extending over a period of years.

Since the award is to be unannounced prior to its presentation, nominees should not be notified that they are under consideration.

While the DSA Award Committee may elect to bestow one or more awards in a given year, there is no requirement or expectation for any awards to be made in any given year.

3. Selection Procedures. The most recent recipient of the Distinguished Service Award who is available shall be Chair of the selection process for the next award. Should there be multiple awardees in a single year, the awardees shall serve as co-chairs for the next award process.

- a. At least six months prior to each year's annual meeting, the most recent available Distinguished Service Award recipient shall poll all available past award winners for potential nominees to be considered as possible DSA recipient(s) at the next annual meeting. Additional nominations (to include supporting documentation) may be requested by the DSA Chair from the officers, Council, and members of the SE DSI at that time and a deadline for nominations shall be identified that is at least four months prior to the next annual meeting of SE DSI.
- b. At least four months prior to the next annual meeting of the Southeast Decision Sciences Institute, and after the deadline for nominations, the

Chair shall convene all available past DSA winners as the DSA Selection Committee to consider those nominated.

- c. If there is consensus within the DSA Selection Committee that one or more of the nominees is worthy of the award, the DSA Chair shall prepare a plaque or plaques to be presented to the individual(s) at the next SE DSI annual meeting. All appropriate and reasonable expenses related to the creation of the plaque(s) shall be submitted by the DSA Chair to the Vice President for Finance for reimbursement in a timely manner. Should the DSA Selection Committee determine that there will not be an award made at the next annual meeting, the Chair will so inform the President and Program Chair.
- d. The DSA Chair shall be in charge of the presentation to the new award winner at the President's Luncheon on the last day of the annual meeting and inform the President and Program Chair that there will be an award without divulging the name(s) of the winner(s).

Procedure for Implementation of SE DSI Distinguished Service Award

1. The name of the award will be "Southeast Decision Sciences Institute Distinguished Service Award".
2. The award will be presented to the recipient(s) at the President's luncheon on the last day of the annual meeting and shall take the form of:
 - a. A wooden plaque, at least 9" by 12" in overall dimensions, with a double layer engraved metal attachment which will include:
 - the DSI logo,
 - the name of the award (see above),
 - the name of the recipient,
 - the year of the award;
 - b. A written citation listing the service which the recipient(s) has provided to SE DSI that shall be read to those at the luncheon and presented to the recipient(s);
 - c. The posting of the name(s) of the recipient(s) on the SE DSI web site; and
 - d. The printing of the citation as a page in the following year's *Proceedings* and Program booklet.

SE DSI Policy Statements

1. Beginning April 2008, SE DSI will pay up to \$1,500.00 per year for travel expenses incurred by the Regionally-Elected Vice President for attendance at the DSI Board of Directors Meetings that are not reimbursed by the Regional Vice President's institution when such expenses are presented to the SE DSI Treasurer with appropriate receipts and approved by the SE DSI President.
2. The SE DSI President will receive the first complimentary room from any meeting hotel for a maximum of three nights. Should there be a second complimentary room and/or additional complimentary nights, they will go to the meeting's Program Chair. Should there be additional complimentary rooms and/or nights, they will be allocated in the following manner: Student Program Assistants, Council Chair, and Regional Vice President.
3. If SE DSI does not receive enough complimentary room nights to cover the President for a maximum of three nights during the meeting, SE DSI will pay the hotel room bill for the President for a maximum of three nights during the SE DSI annual meeting.
4. If SE DSI does not receive enough complimentary room nights to cover the Program Chair for a maximum of three nights during the meeting, SE DSI will pay the hotel room bill for the Program Chair for a maximum of three nights during the SE DSI annual meeting.
5. The authors of each student paper submitted to the Student Paper Competition Track (regardless of the number of authors on any given paper) will be awarded a \$100 travel stipend per paper if they attend the meeting and present the paper at the annual meeting. The award will be made to the author(s) at the annual meeting after the paper has been presented.

There may be up to three awards for Outstanding Student Papers, should any be judged to be worthy. There is no requirement that any awards be given at any annual meeting. The Vice President for Student Services shall be in charge of the evaluation and selection process. Should such awards be given, each paper (regardless of the number of authors) shall be awarded not less than a minimum of \$100 and not more than a maximum amount approved annually by the SE DSI Executive Committee. A certificate identifying the paper as an Outstanding Student Paper shall be presented to each author.