

## Secretary of the Psychometric Society: What it Involves

The Secretary is one of five officers of the society that comprise the Executive Committee (EC). The other officers are President, Treasurer, President-elect, and immediate past President. The Secretary is elected by the membership at IMPS for a three-year term that starts a year after being elected. The Secretary is also a member of the Board of Trustees (BoT), Election Committee, and the IMPS program committee. The Secretary's primary function is to handle communication with the membership, organize elections, chair the annual business meeting, be the point person for questions, and deal with miscellaneous issues. The Secretary is expected to attend BoT meetings in July (at IMPS) and in January/February (mid-year meeting). Expenses (travel, lodging and fees) to attend these meetings are covered by the Society and a \$3,000 annual stipend is available.

The Secretary works closely with the EC and the Management Company (MC). President, Secretary and MC prepare a calendar that serves as a guide for activities of the Society and when they should occur. The major activities of the Secretary fall into the following of categories:

- **Elections:** Solicit nominations for positions (i.e., BoT, Editorial Council (EdC), President), contacts nominees, collects bios, etc., from those willing to sit for election, creates ballots, tallies ranked ballots using the hare system, reports the result to the EC, BoT, and membership, and assists in writing a report on elections.
- **Awards:** Send out a call for nominations for Career Award, Early Career Award, and Dissertation Prize and determines winners of the Career and Early Career Awards based on rankings by members of the BoT. (The Dissertation Prize winner is determined by a separate committee).
- **Future IMPS Site:** In collaboration with the Site Solicitation Committee (chaired by the most recently elected president), send out a call for proposals and is a point person for questions.
- **Membership Renewal Notice:** Send out membership renewal notices and reminders - with different versions for automatic renewals, yearly renewals, and past members who have not renewed within the past year.
- **IMPS:** Send announcement and reminders that abstract submission is open and other information about the meeting. The Secretary chairs the business meeting at IMPS and, with the help of the MC, prepares minutes for publication in *Psychometrika*.
- **Contracts:** Review and sign contracts for various positions.
- **Small Grant Program:** Send out announcements, answer questions and chair committee that reviews proposals.
- **Miscellaneous:** Field questions about various issues, write documents as needed or requested, serve on ad hoc committees, and deal with idiosyncratic issues as they arise.