

## **GENERAL RESPONSIBILITIES OF THE RSAI EXECUTIVE DIRECTOR POSITION**

1. To organise and run the three RSAI Council meetings per year and three meetings of the Long Range Planning Committee (LRPC). This involves setting the dates with conference organisers, agreeing the agendas with the President (for Council) and the past President (for LRPC), and taking/writing up the minutes of the Council meeting. Since 2009, this additionally involves setting up a member's forum at one of the Supra-regional meetings each year.
2. To ensure that the Council has full representation each year by informing Supra-regional sections of departing members. This includes running elections for At-Large membership of council when appropriate, or any voting procedures when needed (i.e. new constitution).
3. To support the President and Council in implementation of new policies.
4. To manage the requirements for RSAI legal status (accounts, annual report and nomination of Trustees).
5. To support and establish contacts with new regional science organizations throughout the world.
6. To oversee the finances of RSAI in collaboration with the RSAI treasurer and RSAI appointed accountants.
7. To liaise with Wiley-Blackwells on any day to day matters. This largely covers subscription and contract issues, as the journal editors largely cover publication issues; set up annual meeting with Wiley-Blackwells to discuss all aspect of Wiley-Blackwells contract.
8. To oversee the maintenance and development of the RSAI web site in collaboration with RSAI web master.
9. To publish two RSAI newsletters each year in collaboration with the RSAI Newsletter Editor.
10. To operate and answer all e-mails to RSAI e-mail address.
11. To oversee the operation of Prize committees. This involves keeping RSAI members informed over key dates and liaison with RSAI Council members in charge of prize sub-committees. It also involves the ordering and collection of various plaques.
12. To support local organisers of RSAI World Congress.