

**DRAFT**

**THE GEOCHEMICAL SOCIETY**

*HANDBOOK OF ROUTINE DUTIES OF OFFICERS,  
DIRECTORS, AND COMMITTEES*

Steven B. Shirey

Updated 11/26/01 by D.J. Wesolowski and Jeremy B. Fein

|   |    |
|---|----|
| Notes.....  | 1  |
| Board of Directors.....   | 2  |
| President.....  | 3  |
| Vice President.....   | 7  |
| Secretary.....  | 8  |
| Treasurer.....  | 11 |
| International Secretary.....  | 13 |
| Special Publications Series Editor.....   | 14 |
| GCA Executive Editor, Editorial Staff, Associate Editors, Letters Editor,<br>GS Subscription Manager..... | 14 |
| Joint Publications Committee.....   | 14 |
| Nominations Committee.....  | 15 |
| Program Committee.....  | 16 |
| Clarke, Goldschmidt and Patterson Committees.....   | 17 |
| Fellows Selection Committee.....  | 20 |

NOTE: This is a working document in constant flux. Furthermore, any statements herein which conflict with the current version of our By-Laws or accepted procedures should be considered erroneous and in need of reconciliation.

NOTE: A recent change in the By-Laws specifies the V.M. Goldschmidt Conference as the annual meeting of the Society and the site of the annual Board of Directors meeting. Note that the timing of the V.M. Goldschmidt Conference affects the schedule of many of the Officers' and Committees' actions. The chronological list of duties presented here is based on the assumption of a late-May Goldschmidt Conference. If the meeting is earlier or later, the schedule should be adjusted appropriately.

NOTE: Throughout this document, the word *Board*, or *Board of Directors* refers to the 16 member body consisting of the 10 Officer-Directors (President, Vice President, Past President, Secretary, International Secretary, Treasurer, Special Publications Editor, GCA Executive Editor, OGD Chair and OGD Secretary, also referred to as *officers*), and the 6 Non-Officer Directors (also referred to as *directors*). These, and only these members of the Society have voting rights at meetings of the Board of Directors, although the opinion of others present at such meetings may be sought on matters requiring a vote.

NOTE: The term *Council* is used to refer to the entire body of elected and appointed members of the Society, including the Board, Subscription Manager, Editors, and members of all committees. The term *Society* used in this text refers to the Geochemical Society. This term is equivalent to *the Corporation*, as used in the By-Laws, as well as this document.

## **BOARD OF DIRECTORS**

### *Composition*

The Board of Directors is composed of 16 members, currently 10 of these are Officer-Directors (President, Vice President, Past President, Secretary, Treasurer, International Secretary, Special Publications Editor, GCA Editor, Organic Geochemistry Division Chairperson and Secretary) and 6 are Non-Officer Directors. All Officer- and Non-Officer Directors are expected to take an active role in all Board deliberations and votes, through email and other methods between annual meetings. All Board Members are also expected to make a good-faith effort to attend each annual Board Meeting, which takes place in conjunction with the annual V.M. Goldschmidt Conference. Board Members are expected to provide their own financial support for meeting attendance, but in the case of hardship the Executive Committee (see below) may be appealed to for some travel/lodging assistance.

### *Election of Board Members*

The Chairperson and Secretary of the Organic Geochemistry Division are elected by OGD members and serve terms on the GS Board according to the OGD By-Laws. The Executive Editor of GCA is nominated by the Joint Publications Committee and approved by the GS Board and Meteoritical Society Council. The remaining 13 Officer-and Non-Officer Directors are nominated, elected, and serve terms as specified in the GS By-Laws. Formally, all 16 members of the GS Board have equal voting rights, though the President may exercise an option to vote only in cases of a tie, if he or she so indicates. This is not specified in the current By-Laws of the Society.

The Board shall direct all affairs and activities of the Corporation, including expenditure of its funds. Directors shall exercise ordinary business judgment in managing the affairs of the Corporation. Directors shall act as fiduciaries with respect to the interest of the members. The Board shall try to act by consensus. However, the vote of a majority of Directors present and voting at a meeting at which a quorum is present shall be sufficient to constitute the act of the Board unless the act of a greater number is required by law or the By-Laws. Alternatively, in email and other “virtual” meetings, a simple majority of the Board members is sufficient to constitute the act of the Board. The Board may establish regular meetings by resolution, and The President or any two (2) Directors may call special meetings of the Board of Directors. The By-Laws of the Corporation provide detailed information regarding all aspects of the responsibilities and jurisdictions of the Officers and Directors, notice required for meetings, elections, and nominations; and quorum and proxy issues.

### *Non-Officer Directors*

The Non-Officer Directors should keep well-informed of the activities of the officers, committees, employees, and business/journal office of the Geochemical Society, Inc., in order to make informed decisions and initiate needed actions at meetings of the Board of Directors. The primary responsibility of the non-officer directors is to ensure that the Society conducts its operations in the best interests of the Membership of the Society and the geochemical community at large, in full compliance with the By-Laws of the Corporation. Currently, the regularly-scheduled meetings of the Board coincide with the Goldschmidt Conference. The Annual Meeting of the Geochemical Society is concurrent with the Goldschmidt Conference. No special notice is required to inform the Directors of these Board meetings, other than to inform them of the specific time and place at which these meetings are held. It is the assumed responsibility of the Directors to make a good faith effort to attend the annual Board meeting and to make the necessary arrangements in a timely manner.

### *Executive Committee*

An Executive Committee has been established and described in the By-Laws, consisting of the President, Vice President, Secretary, Treasurer and Past President. The Executive Committee is empowered by the Board of Directors of the Society, between meetings of the full Board, to make financial and business decisions where urgency or delicacy is important, without consulting or informing the full Board beforehand. The President, speaking on behalf of the Executive Committee, shall keep the full Board apprised of these actions in a reasonable, timely and appropriate manner. Further, where Geochemical Society funds are involved, the Executive Committee may only authorize one-time expenditures where the amount does not seriously impact the annual budget of the Society.

### *Distinguished Service Award*

This award, consisting of a plaque(s) presented to the recipient(s) at the annual Goldschmidt meeting, as well as \$500 per recipient and an article published in the Geochemical News and posted on the GS website, will be awarded on an irregular basis at the discretion of the GS Board of Directors. The award is intended to recognize and document outstanding service to the Society and/or the geochemical community that greatly exceeds the normal expectations of voluntary service to the Society. This Award will be given no more than one time per year to one or more recipients. The Award does not have to be given each year. Nominations for recipients of the Geochemical Society Distinguished Service Award may be made by any member of the society at any time. Nominations will be considered by the Executive Committee in the months leading up to the Goldschmidt conference, giving any eventual awardee(s) ample time to plan to attend the conference. The Executive Committee will present their recommendation(s) to the entire Board of Directors. Approval of the nominee(s) will be by majority vote of the Board members present and/or voting.

## **PRESIDENT**

### Ongoing responsibilities

- 1.) The President shall be the chief executive officer of the Corporation. The President shall supervise and control all of the business and affairs of the Corporation. The President shall preside at all meetings of the members and of the Board. The President may execute any deeds, mortgages, bonds, contracts or other instruments that the Board has authorized to be executed. However, the President may not execute instruments on behalf of the Corporation if this power is expressly delegated to another Officer or agent of the Corporation by the Board, the By-Laws or statute. The President shall perform other duties prescribed by the Board and all duties incident to the office of the President.
- 2.) Maintain schedule of changes in officers. Terms are as follows: President, 2 years. Vice President, 2 years. Secretary, 3 years. Treasurer, 3 years. International Secretary, 3 years. Special Publ. Ser. Edit. , 3 years. Executive Editor of GCA 3 years. Past President, 2 years. Board Members, 3 years. The By-Laws limit Secretary, Treasurer, and International Secretary to two consecutive terms. The By-Laws also specify that two of the directors should have their principal place of residence outside of North America.
- 3.) As the occasion arises--Handle requests for co-sponsorship of meetings not initiated by the Society. Agreement to cosponsor should follow general society guidelines and either be initially approved by the Board or at least by Emergency Board. Possible guidelines might include the following:

There should be an active role of a representative of the Society in the program planning. There should be no discrimination on the basis of race, gender, etc. in the opportunities to participate in the planning and activities of the conference. There should be a sensible role for geochemistry. The meeting or activity should be of high professional and scientific caliber.

- 4.) The President or his/her designated representative shall attend the annual meeting of the Associated Society Presidents with the Executive Council of the Geological Society of America, and shall be reimbursed by the Corporation for costs incurred in this attendance.
- 5.) After new Special Publication volume appears in print--Thank Special Publications Editor for his/her effort.
- 6.) Serve on the Executive Committee of the Goldschmidt Forum, consisting of the President and Vice President of the Society, and the President and President-elect of the European Association of Geochemistry (EAG).
- 7.) Serve on the Joint Publications Committee as an ex-officio member without voting rights.
- 8.) Solicit nominations and appoint members of the Geochemistry Fellows Selection Committee, in collaboration with the President of the European Association of Geochemistry. Obtain approval from the Board for nominations to this committee.
- 9.) Circulate correspondence and results of actions to other officers.
- 10.) By mutual agreement, the President will normally be nominated to serve on the Urey Award Committee of the EAG (and the EAG President likewise serves on the Goldschmidt Award Committee)
- 11.) Consider nominations for the GS Distinguished Service Award as received and seek approval by GS Board of Directors.

Chronological list of duties (These may be delegated as appropriate. Because there is some variation in the date of the Goldschmidt Conferences, the schedule may need adjustments from year to year)

- |                |   |
|----------------|---|
| <i>January</i> | Select, in collaboration with other officers and board members, the Ingerson Lecturer for the GSA annual meeting.   |
| <i>January</i> | <i>(odd years)</i> Prepare for Presidential Address at upcoming Goldschmidt Conference.   |
| <i>January</i> | Obtain the nominations for the Goldschmidt, Patterson, Clarke and Geochemistry Fellows awards from these committees. Obtain approval from the Board of the nominees. Thank the Committees for their efforts and inform them of the final Board choices of awardees.   |
| <i>January</i> | Inform Clarke, Goldschmidt, Patterson and Geochemistry Fellow winners of their honors. Send formal letters indicating their honor and the approximate date and place of the award ceremony. For the Clarke, Patterson, and Goldschmidt Awards -- Solicit name of someone (usually recruited by each award winner) to give the citation. Indicate that the citation and acceptance speeches are to be published in <i>GCA</i> . Invite spouses (or surrogates) to attend awards ceremony or banquet. In the past, the G.S. has provided free |

tickets to the awards banquet for the awardees, their spouses, and the presenters of the citations.

- January* Solicit name of Treibs award winner from president of Organic Geochemistry Division. Obtain approval from GS Executive Committee. Send letter of announcement and congratulation to Treibs award winner. Otherwise, coordinate further communication, invitations, etc., through Chairperson of OGD, who usually handles these details.
- Jan.-Feb.* In collaboration with the Secretary, communicate further as necessary with the Goldschmidt, Clarke, Patterson and Fellows Awardees. Provide details of time, location, etc. of awards ceremony for the Awardees -- Indicate time allowed for citations and responses. Do same for presenters of citations. Remind both that the citations and acceptance speeches are to be published in *GCA* and that you (or the *GCA* Editorial Office) need to receive the manuscripts on or before the date of the award.
- February* Obtain nominations for new officers and directors from Nominating Committee, and for new committee members and chairpersons from the Vice President. Present these to the Board of Directors for discussion and approval.
- Feb.-Mar.* Coordinate with President of Meteoritical Society on new members of Joint Publications Committee. Coordinate with the President of the European Association of Geochemistry on new members of the Geochemistry Fellows Selection Committee.
- Feb.-Mar.* Solicit and contribute agenda items for annual Board meeting and obtain reports from the officers and committee chairpersons, in collaboration with the Secretary..
- Mar.-Apr.* In collaboration with the Secretary, prepare an Agenda for the annual Board meeting and provide the board with copies of all reports and correspondence to be discussed at the meeting, including the Annual Report of the Treasurer.
- Mar.-Apr.* Ratify slate of new officer and director nominees to be sent to membership for approval or modification. Act on nominations of new committee members and chairpersons, and formally thank those departing committee members and chairpersons who are present at the meeting for their service to the Society.
- Board Mtg.* Preside over the meeting, or designate your representative. Make sure that the following items are dealt with at the Board Meeting. Approve the budget for the following year, based upon the Treasurer's Annual Report and budget request. Set dues for next year and *GCA* subscription rates charged to members. (GS fiscal year is same as calendar year.) Approve nominations for new officers and directors, if necessary. Formally thank departing officers and directors that are present at the meeting for their efforts, and present them with a certificate of recognition for their services to the Society
- June* Make sure that the manuscripts of the Clarke, Patterson and Goldschmidt Award citations and responses are in, and send them to the *GCA* Editor. Consult the Secretary and Executive Editor on this. In recent years, this has been handled directly by the *GCA* Editorial Office
- June* Recruit and appoint a chairperson to organize and run the Goldschmidt Conference for two years hence. Collaborate with Goldschmidt Forum Executive Committee.

- June* Solicit cosponsorship of next Goldschmidt Conference. Coordinate with organizing committee for next conference, in consultation with Goldschmidt Forum Executive Committee.
- June* Goldschmidt Conferences for the next two years: Coordinate the sponsorship of the Conferences with the other participating organizations, and instruct the Conference Chairpersons to ensure cooperation with those organizations in the planning and execution of the conferences, in consultation with the Goldschmidt Forum Executive Committee.
- June* Letters to new members of G.S. Committees thanking them for their willingness to serve and informing them who their committee chairperson is, in collaboration with the Secretary.
- June* Letters to newly appointed chairpersons of G.S. Committees informing them who their committee members are, stating the general area of committee responsibility and deadlines for action, and suggesting that they get further information about their duties from the previous chairperson, committee members, Secretary, and Vice President, in collaboration with the Secretary.
- July* Letters to chairpersons and retiring members of G.S. committees thanking them for their service. Letters to outgoing chairmen should identify the new chairmen and instruct them to send the records and any instructions or suggestions to the new chairperson.
- July* Letters to continuing members of G.S. committees informing them who the new chairperson is. (Include the new chairman's address and phone number.)
- Aug.* Letters to new officer and director nominees informing them of their expected duties (which begin on Jan. 1 of the following year, assuming they are ratified by the Board and approved by the membership).
- Oct.-Nov.* Attend President's breakfast at GSA annual meeting.
- Nov.-Dec.* Inform the Chairman of the Nominating Committee of the number of Board vacancies coming up and whether or not a Vice Presidential nominee is required (alternate years).
- December* Send courtesy letters to Strock family with brief background on latest winner of Goldschmidt Award.
- December* Thank you letter to chairperson and members of G.S. Program Committee for their considerable efforts in organizing the program for the following GSA. (If the G.S. sponsors sessions at other meetings, the Program Committee should also have responsibilities for those. If these efforts are extensive, the participating members of the Program Committee should also receive letters of thanks.)

## VICE PRESIDENT

### Ongoing Responsibilities

- 1.) If the President is absent, is unable to act, or refuses to act, the Vice-President shall perform the duties of the President. The other duties of the Vice President are to attend Board meetings when possible, to preside over Board meetings in the absence of the President, and to keep current with the affairs of the Society. Clearly it is desirable that the President and Vice President keep in close touch.
- 2.) Propose people to replace those who are rotating off committees, or to replace persons who are not taking an active part in the committees' activities, to the detriment of the Society. This includes all standing committees of the Society, with the exception of the Goldschmidt Forum, Joint Publications Committee, and Geochemistry Fellows Selection Committee, and those committee positions which are specified in the By-Laws to be staffed by officers of the Society and its affiliates. By mutual agreement, the President of the EAG will normally be nominated to serve on the Goldschmidt Award Committee. It is the Board that formally appoints members, so the Vice President should ask each potential nominee "If approved by Board, would you serve on (or as Chair of) the \_\_\_\_\_ Committee?" . The Vice President should try to achieve balance on the Committees; "balance" includes (but is not limited to) being sure that the Organic Geochemistry Division and the various other subdisciplines of geochemistry are adequately represented; that non-U.S. members are included; and that no more than one representative of large institutions serves on any one committee at any given time. The Vice President also recommends Chairs of the committees; they are almost always chosen from among the members of the committee whose terms will expire the following year. While not required, it is usually wise to ask the outgoing Chair for his or her recommendation.
- 3.) An appropriate role for the Vice President would be to a.) make sure that new committee members and chairs are aware of their expected duties, and b.) assist the Council in monitoring the activities of the committees to ensure that the committees perform their duties adequately.
- 4.) The Vice-President shall perform other duties as assigned by the President or Board.
- 5.) Circulate correspondence to other officers.
- 6.) The Vice President shall serve on the Goldschmidt Forum Executive Committee.
- 7.) Solicit from the Board suggestions for Ingerson and Gast Lecturers for the coming year, make final recommendations, and obtain Board ratification. When the Goldschmidt Conference is held in North America, EAG submits a list of candidates for the Gast Lecture to the GS Board in the year before the meeting, from which the GS Board selects the lecturer. When the meeting is held overseas (every other year), the list is submitted in advance by the GS Board to the EAG council, who select the lecturer.

### Chronological list of duties

- Jan.-Feb.* Solicit new members for GS Committees. These include all standing committees except the Goldschmidt Forum, Joint Publications Committee and Geochemistry Fellows Selection Committee. Procedure is to request service subject to Board approval, recognizing that such approval is likely to be given.

*Feb.-Mar.*        Contribute agenda items and a report for annual Board meeting, in collaboration with the Secretary.

*Board Mtg*        Attend if possible, and preside over the meeting in the absence of the president. Present (either in person or by proxy) nominees for committees and chairpersons for approval by the Board. Submit an Annual Report of the Vice President. Preside over the meeting in the absence of the President.

## **SECRETARY**

### Ongoing responsibilities

- 1.) Give all notices as provided in the By-Laws or as required by law.
- 2.) Take minutes of the meetings of the members and of the Board and keep the minutes as part of the corporate records.
- 3.) Maintain custody of the corporate records and of the Seal of the Corporation.
- 4.) Serve as Newsletter Editor with full responsibility for publication of the Newsletter unless the Board has appointed another person to serve as Newsletter Editor.
- 5.) Affix the Seal of the Corporation to all documents as authorized.
- 6.) Keep a register of the name and mailing address of each member, Director, Officer and employee of the Corporation. Also, maintain an inclusive and up to date list of living and deceased Clarke, Patterson, Goldschmidt, Treibs, and Urey Medalists, Ingerson and Gast lecturers, other special lecturers, Geochemistry Fellows, and former members of the Board of Directors of the Society.
- 7.) Perform duties as assigned by the President or by the Board.
- 8.) Perform all duties incident to the office of Secretary. This shall include the presentation of an annual report of the Office of the Secretary to the Board.
- 9.) Keep file copies of correspondence, By-Laws, List of Officers, Handbook of duties, newsletters, etc.
- 10.) Circulate correspondence to other Directors and Councilors.
- 11.) Keep in touch with the current status of the Subscription Manager in the Business Office of the GS to make sure he/she is providing service to members. Answer questions pertaining to membership status from Subscription Manager.
- 12.) Advertise GS activities in *GCA*, Newsletter, *EOS*, the GS website and other appropriate publications.
- 13.) Publicize Special Publication Series offers through separate mailings.

- 14.) Serve as the official responsible for liaison with other Societies with which the GS is affiliated: e.g. GSA, AGU, MSA, Meteoritical Society, etc. IUGS may eventually be the responsibility of the International Secretary. Note that IUGS liaison is handled by the International Secretary and AAAS liaison by the designated representative.

#### Chronological list of duties

- January* Contact GSA meetings coordinator with an approximate plan for GS activities at the GSA annual meeting that year. This task may be delegated to the GS Program Committee. Activities include joint reception with MSA, Ingerson Lecture, GS special symposium or theme session.
- January* In odd years, help President organize a Presidential Address to be delivered at the Goldschmidt Conference that year, and contact conference organizers to arrange for a place and time for the lecture.
- January* Each year, inform Goldschmidt Conference organizers of the need to arrange an awards ceremony or banquet, at which the Clarke, Patterson and Goldschmidt Awards and the Geochemistry Fellows title will be bestowed. Obtain the name of the Gast Lecturer and arrange for a time for the lecture. In odd years, remind the organizers that a presidential address will be delivered.
- Jan.-Feb.* Assist newsletter editor in the solicitation of contributions for Newsletter from the Board of Directors, the Journal and Society Business offices, the Organic Geochemistry Division, the Program Committee, and any other appropriate sources. This should be an ongoing task throughout the year, keyed to the quarterly publication schedule of the newsletter.
- Jan.-Feb.* Work with Mineralogical Society of America representative and GSA meetings manager to set up joint GS-MSA reception at fall GSA meeting (Tuesday night). Make preliminary reservations for a banquet, if one is to be held, at the GSA meeting.
- February* In collaboration with the President, invite Directors of the Corporation, Committee Chairpersons, Newsletter Editor, GS Business Manager, and other individuals important to the business to be discussed to the forthcoming Board meeting (usually in summer).
- Feb.-Mar.* Solicit and contribute agenda items, including a report of the Secretary's activities, for the annual meeting, in collaboration with the President.
- Feb.-Mar.* Obtain room, date, and time of Board Meeting, confirm that Board members are aware of time and place, determine who will be present, and confirm that a quorum will be present. Arrange for food service for Board meeting and work with Treasurer to pay reservation and catering fees. Provide information to Goldschmidt Conference organizers in order that the Board meeting may be included in the program for the conference.
- March* In collaboration with President, Vice President, Treasurer, Editors, and International Secretary, set up agenda for Board Meeting. In conjunction with President, collect reports of those Directors and other Councilors.
- March* Make decision on whether or not to ticket the joint GS-MSA reception at the fall GSA

meeting, in collaboration with society Presidents and MSA business manager, and inform the GSA meetings manager in order that tickets can be listed on GSA registration form.

- March* Prepare notice of nomination of new Officers and Directors, and procedures for nomination of alternates from the membership, for inclusion in newsletter and GCA for May 10 or June 10 target date. Alternatively, mail the nomination material separately to the membership, or provide adequate notice through postings in GCA and the newsletter. Include with this notice the announcement of the deadlines and nomination procedures for the Clarke, Goldschmidt, Patterson and Treibs Awards, and the Geochemistry Fellows.
- April* Begin running ads in newsletter and GCA calling for nominations for Goldschmidt, Clarke, Patterson and Fellows awards.
- Board Mtg* Attend and take minutes if possible, or designate a proxy. Assist the President with the awards ceremony at the Goldschmidt Conference.
- May* Currently, there is no GS banquet held at the GSA Annual Meeting. If in the future it is decided to have one, this is the time to start arranging for the room, catering, agenda, etc.
- May-June* (*After Board Meeting*) Distribute minutes of Board meeting so that corrections to them can be made by Board members who attended the meeting. Prepare and have approved a version of the Minutes for publication in the Newsletter and posting on the website.
- June* Inform WWW Homepage (GS website) maintainer of changes in awards committee chairpersons, deadlines for nominations, and other actions taken at the Board meeting, for inclusion on the Homepage. Check all material on homepage for accuracy, timeliness and completeness.
- June* With the Program Committee chairman double check the GS program plans for the GSA Annual meeting. Make sure Ingerson Lecture and MSA/GS joint reception are listed in the GSA Programs with Abstracts volume. Alert organizing committee of errors and omissions.
- June* Set up with Program Committee chairperson to get final times of sessions of interest to GS members just after the JTPC meets in late July so that an additional announcement can be prepared for insertion in the newsletter.
- June & July* Add page to announcements in GCA soliciting symposium and theme session suggestions for next year's annual meeting. Also use Newsletter for solicitation of GSA and spring AGU special sessions for the following year.
- July-Aug.* Collect any names of new Director nominees from the membership. If ten (10) or more members nominate any other candidates for Director an election by the full membership must be held and ballots must be prepared for mailing to the membership.
- July-Aug.* In collaboration with the Vice President and the Program Committee Chair, encourage the development of special sessions and other programs for the GSA and AGU meetings, and other meetings and activities for the following year.

- July-Aug.* Help newsletter editor solicit contributions for Newsletter from the Board of Directors, other councilors, related societies, etc. Include detailed information on events of interest and GS-sponsored events.
- July-Aug.* Distribute ballots for an election of Directors if necessary.
- October* Prepare certificate of recognition for service to the Society for the departing President and have it signed by the current Past President. Coordinate with the President on recognition and certificates for other departing officers and directors.
- November* File official, signed report of any audit of the Corporations books.
- Nov.-Dec.* Obtain time on GSA Meeting schedule for Ingerson Special Lecture in collaboration with Program Committee chair. If agreed to by the Board, work with the Board, OGD, and other organizations (MSA, EAG, Meteoritical Society, etc.), to organize "Frontiers in Geochemistry" symposia at GSA and AGU meetings for the following year. Coordinate these activities through the Program Committee Chairperson and GSA and AGU representatives, and follow up that any special Symposia have been proposed.
- December* Announce to press, heads of their institutions, etc., the winners of the GS Goldschmidt, Clarke, Patterson and Treibs Medals. Get publicity for GS and for geochemistry, as well. The timing of this will be subject to the decision process by the Board.
- December* Provide newsletter editor and maintainer of WWW Homepage with an updated list of Directors, Society employees, and committee Chairpersons.

## **TREASURER**

### Ongoing responsibilities

- 1.) Assume his or her responsibilities on the first day of the fiscal year following the year of his or her election.
- 2.) Have charge and custody of and be responsible for all funds and securities of the Corporation.
- 3.) Receive funds due and payable to the Corporation from any source.
- 4.) Deposit all funds in the name of the Corporation in banks, trust companies or other depositories as provided in the By-Laws or as directed by the Board or President.
- 5.) Write checks and disburse funds to discharge obligations of the Corporation.
- 6.) Maintain the financial books and records of the Corporation.
- 7.) Prepare financial reports annually.
- 8.) Perform other duties as assigned by the President or the Board.

- 9.) If required by the Board, give a bond for the faithful discharge of his or her duties in a sum and with a surety as determined by the Board.
- 10.) Perform all of the duties incident to the Office of Treasurer.
- 11.) Duties include the presentation of an annual Treasurer's Report encompassing the previous year's income and expenses and an accounting of the current status of all accounts at the Annual Board Meeting.
- 12.) At the Annual Board Meeting, a budget involving anticipated income and expenditures for the following year shall be proposed by the Treasurer. After discussion of proposed activities for the upcoming year, the final budget for the following year shall be voted on and approved by the Board, although subsequent changes in the budget may be approved by the Board or Executive Committee.
- 13.) Prepare the Treasurer's Report for his or her last year in office, and prepare the documentation for the Society's tax return for his or her last year in office. The Society's financial records shall be audited at the time of transfer of funds and authority to the incoming Treasurer.

#### Chronological List of Duties

|                   |   |
|-------------------|---|
| <i>January</i>    | Suggest to the President an auditing firm to prepare the Society's tax returns and, when appropriate, to examine the Society's financial records.   |
| <i>Feb.-Apr.</i>  | Organize financial records of the Society for the annual tax return. Prepare the annual Treasurer's Report for the preceding year. Send copies of the preceding year's financial records to the auditing firm, President, Vice President, and Secretary.  |
| <i>Apr.-Aug.</i>  | Prepare certificates, Goldschmidt, Patterson and Clarke Medals (have recipients' names engraved on medals), and other relevant materials (including the check for the Strock Honorarium and the honoraria for the other medalists) to be presented to the Clarke, Patterson, Goldschmidt and Geochemistry Fellows recipients at the Goldschmidt Conference. Coordinate this with the President and Secretary. |
| <i>Board Mtg.</i> | Present Annual Treasurer's Report, a summary of accounts, and the final budget for the following year. Also, bring to the meeting the materials to be presented at the Society's awards ceremony at the associated Goldschmidt Conference. If unable to attend this meeting and conference, provide materials to an appropriate proxy.  |
| <i>Nov-Dec.</i>   | Coordinate with the Society's Business Office to determine the amount of the annual payment to be made to Elsevier for members' GCA subscriptions. Make payment to Elsevier.  |
| <i>December</i>   | Keep authorizations for signing checks, etc., current as officers retire and new ones begin their tenure.   |

## INTERNATIONAL SECRETARY

### Ongoing responsibilities

- 1.) The position of International Secretary was created recently to facilitate interaction between North American geochemists and those of other countries and to act as liaison with international geochemical societies.
- 2.) Establish liaison with secretaries of other societies ( e.g. EAG, IUGS, EUG, etc.) for general purposes, and facilitate communication in special situations if the need arises, in collaboration with the President and Secretary. Provide annual report to IUGS. Participate in the solicitation and organization of GS-sponsored and co-sponsored symposia at the International Geological Congress meetings.
- 3.) Undertake special projects. These may be anything that facilitates international cooperation and exchange, as approved by the Board of Directors. Examples might include: preparation of a booklet listing funding for international fellowships, membership drives to increase international membership in the GS, establishment of special funds to partially support travel for international students to attend the Goldschmidt, establishment of a program to generate gifts of GS membership to scientists in countries where very limited budgets or non-convertible currencies make direct subscription difficult.
- 4.) After the Goldschmidt Conference: Be available to the Organizing Chair and Program Chair for the next Goldschmidt to facilitate involvement of international scientists in organizing symposia.
- 5.) Circulate correspondence to other officers.

### Chronological list of duties

- Year-round* Send items to Newsletter Editor for inclusion in newsletter. Standard items include list of international meetings forthcoming within the next year. May also include brief articles on international funding for geochemistry, special programs for international exchange, field projects etc. Prepare IUGS annual report as specified.
- Feb.-Mar.* Contribute agenda items and a report for Board meeting, in collaboration with the President and Secretary.
- March* Ask International Directors and Officers if they plan to attend Board meeting. If they do, help arrange travel for them and for International guest speakers (e.g. Ingerson lecturer).
- Board Mtg* Attend if at all possible, particularly the meeting in even years that is held outside of North America. It would help promote international relationships if the International Secretary also attended the meetings in odd years. Contribute agenda items and an Annual Report of the Office of the International Secretary for Board meeting, in collaboration with the President and Secretary.

## **SPECIAL PUBLICATIONS SERIES EDITOR**

### Ongoing Responsibilities

- 1.) Receive, analyze, and present suggestions for Special Publications and Reviews in Mineralogy and Geochemistry volumes to the GS Board.
- 2.) Once approved, RiM&G volumes are passed on to the GS RiM&G Series Editor for handling. Approved SPS volumes may be passed on to the RiM&G editor, or they may be handled directly by the SPS editor. In either case, the following steps should be taken:
  - a.) Work with editor(s) of the volumes. Note, however, that the adherence to format, page restrictions, editing, arranging for reviews, etc. are the express duties of the individual editor(s) for the SPS volumes --not of the SPS Editor.
  - b.) Arrange for printing of volumes with Lancaster Press (via Tapsco Printing) or other printer as suggested by MSA.
  - c.) Recommend pricing, etc. matters to Treasurer and Board of the GS.
  - d.) Present advertisement materials to the Treasurer and Secretary of the GS for distribution.
  - e.) Provide reports on activities to the GS Board about six weeks before each Board of Directors meeting.
- 3.) Serve on the GS Board.
- 4.) Serve on the Joint Publications Committee of the GS.

## **EXECUTIVE EDITOR OF *GEOCHIMICA ET COSMOCHIMICA ACTA*, EDITORIAL STAFF, ASSOCIATE EDITORS, AND LETTERS EDITOR, and GEOCHEMICAL SOCIETY SUBSCRIPTION MANAGER**

### Ongoing Responsibilities

- 1.) The Geochemical Society and the Meteoritical Society jointly sponsor *Geochimica et Cosmochimica Acta*, which is the leading journal in its field. The publication of this journal is supervised by the Joint Publications Committee of the two societies and by the Executive Editor, who is nominated by the Joint Publications Committee and is appointed by the respective councils of the societies for three-year terms. The Executive Editor is a member of the GS Board of Directors and assumes full responsibility for this office, as described above.

## **JOINT PUBLICATIONS COMMITTEE**

### Ongoing Responsibilities

For as long as the Corporation co-sponsors its journal jointly with the Meteoritical Society, there shall be a Joint Publications Committee. The Joint Publications Committee of the Corporation and the Meteoritical Society (the "Joint Publications Committee@") shall consist of eleven members: six (6) appointed members, and five ex-officio members. See the By-Laws for specific details.

## Duties of the Joint Publications Committee

The Joint Publications Committee shall have the following responsibilities:

- (1) To advise the GCA Executive Editor and to monitor the journal on a continuing basis;
- (2) To approve new GCA Associate Editors upon the Executive Editor's nomination;
- (3) To negotiate contracts with the journal's publishers, such contracts, and subsequent changes therein, to be ratified by the Corporation and the Meteoritical Society;
- (4) To advise the Corporation and the Meteoritical Society on any matter concerning publication; in particular, provide the Board with budget figures at the Annual Meeting so that the Board can approve subscription rates for the next year in a timely fashion;
- (5) To mediate conflicts between Editor and authors. Such mediation may be initiated at either the author's or the Editor's request, but the recommendation shall take the form of advice, and not be binding;
- (6) To review the state of the Corporation's journal every three years, in conjunction with the nomination of the Executive Editor.

## **NOMINATIONS COMMITTEE**

### Ongoing Responsibilities

- 1.) Provide the Board of Directors with a ranked list of candidates for each of the upcoming Board vacancies, and two or three names for Vice President. The terms of officers and directors are as follows: Vice President, 2 years. Secretary, 3 years. Treasurer, 3 years. International Secretary, 3 years. Special Publications Editor 3 years. Board Members, 3 years. The By-Laws limit Secretary, Treasurer, and International Secretary to two consecutive terms. Other Officers and Non-officer Directors may serve more than two consecutive terms, but the Nominations Committee must recommend this and the current Board must approve it, on an individual basis. The By-Laws also specify that two of the directors should have their principal place of residence outside of North America.
- 2.) The new Chairperson should contact his/her committee as soon as is practical after taking office, telling them what current Board positions will expire in December of the *following year*. This information should be obtained from and verified by the GS Executive Committee. Chairperson should ask the committee members to generate a list of nominees. Chairperson might want to circulate the list of candidates generated in prior years, and ask for additions rather than starting from scratch. Non-U.S. Board members should be replaced by non-U.S. geochemists. Look for balance in the Board in terms of gender, location, sub-discipline, etc.. Look for balance in the selection of Vice Presidents e.g., if there have been two petrologist Presidents in a row, look for a non-petrologist Vice Presidential candidate, etc. The advice of the Executive Committee should be sought as input for such considerations. When the Committee has established a "short list" of potential candidates, the Chair should discretely contact these individuals, asking if they would be willing to serve if nominated and approved. *It is extremely important to make it clear to the potential candidates the nomination/approval process, as specified in the GS By-Laws.* The procedure is as follows: The Nominations Committee submits their recommended nominee(s) for each position to the Board of Directors; The Board considers these nominees and either accepts or modifies the final list of candidates in consultation with the Nominations Committee; the final list of candidates for each position is broadcast to the entire membership well in advance of the start of their term of office; if the membership does not bring forward additional candidates, the slate is considered ratified by the membership; if members bring forward additional candidates, the slate is

presented for a vote of the entire membership of the Society. Only when this entire process is complete is any individual candidate formally approved to take office on January 1 of the following year.

- 3.) *Chronology of Duties:* The committee Chair (who assumes office in July) should contact the President of the Society in the summer of the year he/she takes office, to determine which officer and director positions are due for renewal or replacement the following year. This information should be immediately relayed to the Committee members, along with instructions as to the type of candidates needed in terms of the "balance" issues described above. The committee should then deliberate through the end of the year and submit a list of nominees to the President in January or February of the year in which the terms expire of the Board positions in question, or earlier if requested by the President. The information presented to the President should include the names of all nominees considered and the details of the final voting rounds, as well as brief biographical sketches of the finalists for each position. The final slate of nominees is approved by the Board in February-March and publicized to the Membership of the Society no less than four months before the nominations period is considered closed. Any ten (10) members of the Society may submit an alternate candidate for any of these positions, in which case a vote of the entire membership is required. If accepted without additions by the membership, this slate of officers and directors are considered elected, and they assume office at the start of the next calendar year.

## **PROGRAM COMMITTEE**

According to the By-Laws, this committee "shall make arrangements for the scientific and technical program of the Annual Meeting of the Geological Society of America, and the Spring Meeting with the American Geophysical Union".

While the Society's awards ceremony and luncheon are no longer held at the GSA Annual Meeting, a joint reception is held there with the Mineralogical Society of America. The Organic Geochemistry Division also hosts a special symposium or workshop on the Sunday preceding this meeting. OGD normally organizes the Sunday session at GSA, and the Secretary makes arrangements for the MSA-GS reception, in communication with the Program Committee Chairperson and the MSA Director. Also, the Society sponsors the Ingerson Lecture at the Annual GSA meeting. The Program Committee Chair should contact the Executive Committee for the name and contact information of the Ingerson Lecturer for a given year.

It is the charge of the Program Committee to promote the organization of special symposia and theme sessions at the fall GSA and spring AGU meetings, and to assist those who submit proposals to the committee for such sessions through the formal application process with the organizers of the GSA and AGU meetings, and in the internal organization of their sessions. Note that the Society is guaranteed one half-day session at the GSA annual meeting, that can be used for a Symposium or Theme Session and it is the Program Committee's responsibility to promote and facilitate such a session in collaboration with the proposers. There is no current limit to the number of symposia and theme sessions the Society may sponsor at the spring AGU meeting, and the Program Committee is encouraged to take full advantage of this opportunity. Finally, the Program Committee reviews all unsolicited geochemistry abstracts for the GSA Annual Meeting and the spring AGU meeting. For GSA, this is done in collaboration with the Joint Technical Program Committee of the GSA meeting. Normally, proposals for theme sessions and symposia at GSA and spring AGU meetings are due in December of the year prior to the meeting, or in January of the year of the meeting. Obviously, any sessions planned for the spring AGU meeting must be set up in the January-March time frame, and the Program Committee should assist the organizers.

In approximately July of the year of the GSA annual meeting, all abstracts marked Geochemistry Aqueous/Organic and Geochemistry/Other for the fall GSA meeting are sent to the Program Committee for review and organization into technical sessions. The Program Committee may also be charged by GSA with final responsibility for organizing one or more theme sessions dealing with topics related to the above categories. The theme session organizers should be contacted to determine their desires, but the Program Committee has control over the final program for such sessions. The Program Committee should also work closely with the organizers of the officially-sponsored Geochemical Society symposium or theme session, if need be. Also, the Program Committee should coordinate with the Secretary of the Society regarding arrangement of the Ingerson Lecture. This lecture is generally assigned a one-hour time slot in a technical or theme session with 15 minute talks on subjects related to the Ingerson Lecture topic. The Program Committee Chair should ensure that a citationist chosen by the Lecturer, a GS Officer, or the Program Committee Chair will be available to introduce the Ingerson Lecturer at the GSA meeting and MC the question/answer period, and make sure all other logistic arrangements are made. The Program Committee Chair should also make sure that the Ingerson Lecture and GS symposium or theme session are properly listed in the proceedings volume and premeeting literature.

**At the 2000 Board of Directors Meeting, a motion was approved “to allocate \$10,000 annually for support of geochemistry sessions/symposia at any scientific conference of geochemical relevance. The Program Committee, which will receive and evaluate proposals, should keep in mind the discipline distribution of the GS membership in awarding these grants.”**

#### **F.W. CLARKE , C. C. PATTERSON and V.M. GOLDSCHMIDT AWARD COMMITTEES**

V. M. Goldschmidt Award - This award is the highest honor the Geochemical Society confers. It consists of a medal, a certificate, and an honorarium (the Lester W. Strock Family Honorarium, currently \$1,000), conferred for major achievements in geochemistry or cosmochemistry. Such achievements may consist either of a single outstanding contribution, or of a series of publications that have had great influence on the field. The V.M. Goldschmidt Award is normally given annually at the V.M. Goldschmidt Conference, but may be omitted in a given year at the discretion of the Board. Nominations should specify the name, address, and chief fields of specialization of the nominee, and be accompanied by a curriculum vitae and bibliography of the nominee, limited to two pages each, and up to three supporting letters. Nominations should also be accompanied by a letter from the nominator giving name, address, phone number, signature, and a brief summary of why the candidate is suitable for the award. Awards are based solely on scientific merit, without regard to citizenship or membership in the Society.

F.W. Clarke Award - This award, consisting of a medal, certificate, and honorarium of \$500, shall be conferred on a young scientist for a single outstanding contribution to geochemistry or cosmochemistry, published as a single paper or a series of papers on a single topic. Eligibility for this award is met if either of the following criteria is satisfied on the first day of the year in which the award is given: (a) the candidate must have received a recognized doctorate or its equivalent within six (6) years; or (b) must not have celebrated their thirty fifth (35th) birthday. The F. W. Clarke Award is normally given annually at the V.M. Goldschmidt Conference, but may be omitted in a given year at the discretion of the Board. The Clarke and Patterson awards may not be received by the same individual for the same body of research. Nominations should specify the name, address, and chief fields of specialization of the nominee, and be accompanied by a copy of the paper(s) for which the nominee is being considered for the award, and up to three supporting letters. Nominations should also be accompanied by a letter from the nominator giving name, address, phone number, and signature, together with a brief statement explaining the significance of the nominee’s work. This letter should also specify the nominee’s date of birth and final

degree received, the degree advisor's name, the year granted, and the name of the granting institution. Awards are based solely on scientific merit, without regard to citizenship or membership in the Society. Recent Board action, reflected in the By-Laws, approved the granting of more than one Clarke Medal in a given year, in the unusual circumstance where the committee and Board find it impossible to rank the nominations packages of two or more nominees. Nominations from earlier years are considered for two subsequent years, but the Clarke Award chairperson should determine continued eligibility for these candidates. For nomination packages carried forward, the chairperson should contact the original nominator and request any updated materials s/he might wish to provide (new CV, updated letter, etc.). The Chair of the committee, once the GS Board has selected and notified the final candidate, should contact the unsuccessful nominators with a brief "regrets" letter, reminding them that files of candidates whose eligibility continues will be considered for two subsequent years, and that they should consider updating the package before the next deadline.

C.C. Patterson Award B The Patterson Award, consisting of a medal, certificate and honorarium, will be bestowed upon scientists who have recently made a particularly important and innovative breakthrough in environmental geochemistry, considered to be of fundamental significance. The research must be highly original and contribute in a significant fashion to our understanding of the natural behavior of the earth's environment. Such a contribution must be in the form of a widely recognized important piece of innovative scientific research published in a peer reviewed journal. There is no age limit associated with this honor. However, the Clarke and Patterson awards may not be received by the same individual for the same body of research. The Clair C. Patterson Award is normally given annually at the V.M. Goldschmidt Conference, but may be omitted in a given year at the discretion of the Board. Nominations should include the name, address, and chief fields of specialization of the nominee, and be accompanied by a curriculum vita of not more than two pages, a list of no more than 10 peer-reviewed publications relevant to the accomplishment being recognized, and up to three support letters. Nominators should include a letter of not more than two pages, giving name, address, phone number, signature, and a brief description of the nominee's contribution to environmental geochemistry. Awards are based solely on scientific merit, without regard to citizenship or membership in the Society.

#### Additional Important Aspects of Award Committee Activities:

- 1.) The Award Committees should: a.) ensure that there are a sufficient number of candidates to make a choice meaningful; and b.) recommend a candidate and alternative from the total pool of candidates to the Board for the award. The Award Committees should not only engage in the selection process of nominated candidates, but should also actively participate in the nomination process. A recent modification of the By-Laws, based on motions passed by the Board, indicates that no member of the Board of Directors or the Award Committee may directly nominate a candidate. However, the Committee may actively seek, encourage, and assist colleagues and the Membership of the Society in preparing and submitting nominations. This same version of the By-Laws further stipulates that adequate written documentation for each nominee should be made available to the Award Committee before voting occurs. If a member of the GS Board of Directors has written a support letter for one of the award candidates, the Board Member should abstain from voting on the committee's recommendation.
- 2.) The Chair of Each Committee should organize and communicate the activities and responsibilities to the committee members, assemble and distribute nominations packages in a timely manner, take action in the event that too few strong nominations have been received, organize and initiate voting, and report to the Board., The Secretary of the Society will be responsible for announcements soliciting nominations, placed in GCA and *The Geochemical News* or a separate mailing to the membership, and the Society's WWW Homepage.

- 3.) The Chairperson is a voting member of the committee and ties in the nomination voting are resolved by the Board. The Committee should select their recommended and alternate candidate based on at least two rounds of voting. The first round is to reduce the size of the field, and the second round should be to select the candidate and alternate.
- 4.) The current Chairperson, near the completion of his or her term of office, should assemble all viable nominations packages and send them either to the incoming Committee Chair or the Secretary of the Society.

Chronological list of duties for spring/early summer Goldschmidt Conference

- July-Aug.* Chairperson sends first mailing to committee members. He or she reminds members of their task and informs them of the current list of active candidates.
- Sept-Oct.* Make sure that a sufficient number of viable nominations packages have been received, and that the packages are complete. Make sure that all committee members will be actively engaged in the voting process. Formal Nominations deadline is approximately November 1, but may vary according to the Goldschmidt and Newsletter schedules. Check with the Society Secretary to determine the deadline for nominations. If insufficient nominations have been received by the deadline, consult with the President of the Society.
- Nov. 15* Chairperson sends list of received nominations, supporting documentation and forms and instructions for first ballot to committee.
- Dec. 15* First ballot results due. Chairperson immediately informs committee members of results of first ballot; sends forms and instructions for second ballot.
- Dec. 31* Second ballot results due. Chairperson immediately informs Geochemical Society Board and committee members of the recommended candidate and an alternate candidate. It may be helpful to provide to the Geochemical Society Board sufficient details of the voting results to enable them to make the best possible decision, while maintaining anonymity of the individual committee members' voting. Normally such correspondence is directly between the Chair of the Committee and the President of the Society, who then distributes the information to the Board. The short time allocated for deliberations and final recommendations is dictated by the need to a.) adequately publicize the call for nominations on one hand, and b.) allow sufficient time for the awardees and their citationists to make arrangements for attendance of the Goldschmidt Conference at which the awards will be made on the other.
- May-June* Chairperson send all viable nominations packages to the incoming Chair, who takes office July 1.

Chronological list of duties for late summer Goldschmidt Conference

- Sept.-Oct.* Chairperson sends first mailing to committee members. He or she reminds members of their task and informs them of the current list of active candidates.
- Nov.-Dec.* Make sure that a sufficient number of viable nominations packages have been received,

and that the packages are complete. Make sure that all committee members will be actively engaged in the voting process. Formal Nominations deadline is December 31.

*Jan. 15* Chairperson sends list of received nominations, supporting documentation and forms and instructions for first ballot to committee.

*Feb. 15* First ballot results due. Chairperson immediately informs committee members of results of first ballot; sends forms and instructions for second ballot.

*March 1* Second ballot results due. Chairperson immediately informs Geochemical Society Board and committee members of the recommended candidate and an alternate candidate. It may be helpful to provide to the Geochemical Society Board sufficient details of the voting results to enable them to make the best possible decision, while maintaining anonymity of the individual committee members' voting. Normally such correspondence is directly between the Chair of the Committee and the President of the Society, who then distributes the information to the Board. The short time allocated for deliberations and final recommendations is dictated by the need to a.) adequately publicize the call for nominations on one hand, and b.) allow sufficient time for the awardees and their citationists to make arrangements for attendance of the Goldschmidt Conference at which the awards will be made on the other.

## **FELLOWS SELECTION COMMITTEE**

The European Association of Geochemistry and the Geochemical Society have established the honorary title of Geochemistry Fellow to be bestowed upon outstanding scientists who have, over many years, made a major contribution to the field of geochemistry. Such contributions must be in the form of widely recognized important scientific research published in peer reviewed journals. Fellows should be recently active in scientific research. Although there is no age limit associated with this honor it is anticipated that Fellows will characteristically be individuals at the mid- or late-career stage. The Fellows title will normally be conferred at the V.M. Goldschmidt Conference.

The currently living Urey, Goldschmidt and Treibs Medal winners will become Fellows automatically. Up to ten (10) new Fellows may be named each year. Fellows are not required to be members of either of the two societies. Any member of either society can nominate an individual. Nominations will be sought and recommendations for election made by a committee (Fellows Selection Committee) of 8 persons, 4 from GS and 4 from EAG. This Committee of 8 will include the President of each society. The Board of Directors of each society has to ratify the recommendations of the Selection Committee.

Nobody is permitted to be elected a Fellow, except as a result of having previously won the Urey, Goldschmidt or Treibs Medal, while they are serving on the Selection Committee or on the Boards of Directors of the EAG or GS. The Selection Committee cannot nominate any individual themselves. Its members can and should actively solicit nominations from others. Members of the Selection Committee and Boards of Directors cannot vote on a nomination where there is an obvious conflict of interest. In the event that the two Boards of Directors differ over the ratification of a nomination, the two Presidents and two Vice Presidents will jointly settle the issue.

Nominations should include:

- 1.) A citation of no more than two pages describing the contribution(s) the individual has made to geochemistry.

- 2.) Up to three letters of support from members of either society.

Each member of the Selection Committee will serve for two years. Each year there would be four new members of the Committee to replace four who leave (including Presidents). New Committee members will be jointly selected by the two Presidents from a list of suggested names provided by the Boards of Directors of each Society. It is proposed that in the first instance the Selection Committee should not be composed entirely of Fellows, although it would be preferable if it were always Chaired by a Fellow. The Chair should normally be replaced each year by somebody who has already served a year. Each year the Presidents will jointly decide who will Chair the Committee for the following year.

Chronological list of activities for spring/early summer Goldschmidt Conference:

- July-Aug.* Chairperson and new committee members assume office and begin soliciting nominations from colleagues and the memberships of the Geochemical Society and the European Association of Geochemistry. The Secretaries of the Societies should adequately publicize the external call for nominations to the membership of both Societies, with a deadline for nominations of approximately November 1. (It is expected that the GS Secretary will include this call along with a call for nominees for the Clarke, Goldschmidt, Patterson and Treibs Awards of the Geochemical Society in relevant issues of *Geochimica* and in the *The Geochemical News*.. Advertisements in EAG publications and other international vehicles are the responsibility of the EAG Secretary.
- Sept.-Oct.* Chairperson sends list of received nominations and supporting documentation to committee. Cutoff date for nominations shall normally be November 1.
- Nov. 15* Chairperson sends list of received nominations, supporting documentation and forms and instructions for first ballot to committee.
- Dec. 15* First ballot results due. Chairperson immediately informs committee members of results of first ballot; sends forms and instructions for second ballot.
- Dec. 31* Second ballot results due. Chairperson immediately informs Geochemical Society Board, EAG Council and committee members of the recommended candidate and an alternate candidate. It may be helpful to provide to the Society governing bodies sufficient details of the voting results to enable them to make the best possible decision, while maintaining anonymity of the individual committee members' voting. Normally such correspondence is directly between the Chair of the Committee and the Presidents of the Societies, who then distribute the information to the Board/Council. The short time allocated for deliberations and final recommendations is dictated by the need to a.) adequately publicize the call for nominations on one hand, and b.) allow sufficient time for the awardees and their citationists to make arrangements for attendance of the Goldschmidt Conference at which the awards will be made on the other.
- May-June* Chairperson assembles remaining viable nominations packages and sends them to the incoming Chair, who takes office July 1.

Chronological list of activities for late summer Goldschmidt Conference:

- Sept.-Oct.* Chairperson and committee members assume office and begin soliciting nominations

from colleagues and the memberships of the Geochemical Society and the European Association of Geochemistry. The Secretaries of the Societies should adequately publicize the external call for nominations to the membership of both Societies, with a deadline for nominations of November 1. (It is expected that the GS Secretary will include this call along with a call for nominees for the Clarke, Goldschmidt, Patterson and Treibs Awards of the Geochemical Society in relevant issues of *Geochimica* and in the *The Geochemical News*. Advertisements in EAG publications and other international vehicles are the responsibility of the EAG Secretary.

*Nov.-Dec.* Chairperson sends list of received nominations and supporting documentation to committee. Cutoff date for nominations shall be December 31.

*Jan. 15* Chairperson sends list of received nominations, supporting documentation and forms and instructions for first ballot to committee.

*Feb. 15* First ballot results due. Chairperson immediately informs committee members of results of first ballot; sends forms and instructions for second ballot.

*March 1* Second ballot results due. Chairperson immediately informs Geochemical Society Board, EAG Council and committee members of the recommended candidate and an alternate candidate. It may be helpful to provide to the Society governing bodies sufficient details of the voting results to enable them to make the best possible decision, while maintaining anonymity of the individual committee members' voting. Normally such correspondence is directly between the Chair of the Committee and the Presidents of the Societies, who then distribute the information to the Board/Council. The short time allocated for deliberations and final recommendations is dictated by the need to a.) adequately publicize the call for nominations on one hand, and b.) allow sufficient time for the awardees and their citationists to make arrangements for attendance of the Goldschmidt Conference at which the awards will be made on the other.