

**AMERICAN PUBLIC HEALTH ASSOCIATION
STATISTICS SECTION**

PROCEDURES MANUAL

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STATISTICS SECTION PROCEDURES MANUAL

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APHA STATISTICS SECTION MISSION STATEMENT

The mission of the Statistics Section of the APHA is to promote sound statistical practice in public health. The application of appropriate statistical methods by public health professionals and policy makers optimizes the allocation of limited public health resources. The Section accomplishes this mission through:

1. Advocating sound statistical reasoning in the science and practice of public health;
2. Supporting the use of statistics to guide public health policy;
3. Working to advance the role and influence of statistical professionals at the local, state, and national levels;
4. Educating public health professionals and the general public about the critical role of statistics in public health;
5. Training public health professionals in new and existing statistical methods; and
6. Encouraging the development of new statistical methods appropriate for public health research and practice.

PART I: SECTION PURPOSES AND FUNCTIONS

A. Section Purpose

The American Public Health Association, a non-governmental professional society, represents and serves the field of public health, nationally and internationally. Established in 1872, its objectives are to protect and promote public and personal health. It is the only national professional society providing a common forum for the field of public health and a single voice for all specialists making up the public health team.

The Statistics Section of this Association, organized in 1908, provides a focus for persons involved and/or interested in Public Health Statistics. It serves as the APHA focal point that identifies issues, develops strategies, and promotes activities in the area of statistics. It also provides a common forum to exchange experiences and knowledge in statistics which contributes to the activities of the American Public Health Association and shares in the general responsibilities of the public health movement.

Specifically, the Statistics Section:

1. Provides a multi-disciplinary forum for scientific and public exchanges of views on statistical issues.
2. Works closely with other sections and affiliates in APHA interested in statistics.
3. Develops and promotes within the Association policy statements on key issues in statistics.
4. Serves as advocate for the development and recognition of sound approaches in statistics.
5. Mobilizes interest and encourages debate on Public Health Statistics problems.

B. Members

1. Primary members consist of current APHA members in good standing who selected the Statistics Section as their primary affiliation.
2. Secondary members consist of current APHA members in good standing who have selected the Statistics Section as their secondary affiliation.

C. Section Governance

The Statistics Section is organized in accordance with Article XIV of the American Public Health Association By-Laws. Therefore, the structure of the Section consists of:

1. Officers.

Three officers elected by the membership for one-year terms, namely the Chair, Chair-elect, and Secretary.

2. Section Council

A Section Council consisting of the Section officers, immediate past Section Chair, Secretary-Elect elected by the membership, six members elected by the membership for three-year terms, the two elected Section representatives to the APHA Governing Council (ex officio) and the Section representative to the APHA Action Board (ex officio). The Section officers, the immediate Past-Chair, and the six Section councilors are voting members of the Section Council, the other members do not have a vote. Members of the Section Council must have the Statistics Section as their primary affiliation.

3. Committees and Section Archivist

a. **Permanent committees.** The Statistics Section has a number of permanent committees:

1. Awards
2. Archivist
3. Local Arrangements
4. News and Newsletter
5. Nominations
6. Program
7. Spiegelman Award

b. . **Ad hoc committees** can be established by the Section Council and commissioned for a period of one-year, with the possibility of an extension by the Chair or Section Council. Assessment of committees will be made at each Annual Meeting. Actions will be taken as needed to continue existing committees, establish new ones, and discontinue old ones.

c. **Appointment of committee members.** Chairs of committees and the Archivist of the Statistics Section are appointed by the Section Chair. Appointments may reflect the recommendation of the committee itself. Members of committees will be appointed by the committee Chair with the advice of the Section Council and the Section Chair.

d. **Terms.** Committee Chairs and members serve from the date of appointment until the close of the next Annual Meeting.

4. Terms of office and voting status

Terms of office begin and old terms expire at the close of the Annual Meeting of the Association.

After five consecutive years in the same elective Section office, an officer shall be ineligible for reelection to that office during one Association year.

After serving the one year term, the Chair-Elect becomes Chair for a term of one year. After serving the one year term, the Chair becomes the Immediate Past Chair. After serving a term of one year, the Secretary-Elect becomes Secretary for a period of one year.

<u>Section Council members</u>	<u>Type of position</u>	<u>Term of office</u>	<u>Voting member?</u>
Section officers			
Chair	Elected	1 year	Yes
Chair-elect	Elected	1 year	Yes
Secretary	Elected	1 year	Yes
Secretary-elect	Elected	1 year	Yes
Immediate Past Chair	Elected	1 year	Yes
Section councilors (6)	Elected	3 years	Yes
Governing Council representatives (2)	Elected	2 years	No
Chairs of Section committees	Appointed	1 year	No
Action Board representative	Appointed	3 years	No
Other APHA-wide board representatives	Appointed	variable	No

5. Criteria for Selection of Section Leadership

The strength of any organization is dependent on the quality of its leadership and its effectiveness through the appropriate use of the experienced members, and continuous recruitment and development of new and active members.

When selecting nominees for elective offices, for appointed posts within the Section, or for appointment to Association committees, the following factors should be considered:

- a. Continuity of leadership.
- b. The need for revitalization which can be achieved by involving new people in leadership roles.
- c. The value of board membership involvement by geographical, ethnic, and gender distribution.
- d. The obligation to match the specific job to be done with persons of appropriate backgrounds and skills, selecting from the varieties of competencies represented in Section membership.
- e. The demonstration of interest on the part of potential nominees in the activities of the Section.
- f. The ability of potential nominees to attend Section meetings.
- g. The slate of candidates for the Section Council on the section ballot should be representative of the diverse interests and professions of the Section membership and representative of the ethnic, racial, and gender composition of the membership.

6. Election

Each year, a Chair-elect, a Secretary-elect, 2 Section councilors, and one Governing Council representative are elected. All APHA members whose primary section affiliation is the Statistics Section are eligible to vote for these section council members. APHA conducts the election in the summer.

Election shall be by a majority of the Section members voting in the APHA run elections.

7. Removal of an elected or appointed leader

The Section Council may remove an elected or appointed leader from office for just cause. These leaders include Section Officers, Section Councilors, Governing Councilors, Section Committee Chairs, and other appointees. Examples of potential reasons for removal include a Section leader habitually missing critical deadlines for completing Section business or consistently missing meetings and conference calls.

Before formal action is taken, the leader should be contacted by a Section officer to express concern about the leader's performance. If the leader cannot perform or cannot be persuaded to execute the required duties, the officer should ask for the leader's resignation. If the leader refuses to resign, only then should the formal removal process be invoked.

The Section Council must be convened in person or by conference call to consider the initiation of formal removal proceedings; a quorum is required to open the meeting. The Section Council may be convened by Chair, Chair-Elect, Immediate Past Chair, or Secretary. Initiation of the removal process requires a simple majority of those present, not including the leader under consideration if a voting member of the Section Council.

Removal from office of an elected Section Leader is a serious matter that requires a two-thirds majority vote of the full Section Council, not including the leader under consideration if a voting member of the Section Council (i.e., 7 of 10 or 6 of 9). Removal of a committee chair requires a simple majority of those present (quorum required), not including the leader under consideration if a voting member of the Section Council.

The elected leader should be given ample opportunity to address the concerns of the Section Council by the use of the following three-step process.

Step 1: A verbal communication by the Council's designated representative should be directed to the leader delineating the Council's concerns and the needed improvements within a specified time frame. The leader is expected to indicate to the Section Council an intention to either retain the position and take the corrective measures or resign the position.

Step 2: If performance has not improved or an acceptable response has not been received within the specified time frame, the Section Council will initiate a letter detailing the corrective actions required, specifying a time frame, and describing the leader's two options (as in Step 1). The elected leader is required to respond in writing committing to the actions needed to rectify the issues or resign.

Step 3: If the actions in the letter are not adequately addressed by the leader in the time frame

designated, the Section Council may propose a vote to remove the elected leader from office. The leader is informed in writing of the Section Council vote.

The Intersectional Council Steering Committee Chair and Section Liaison and the Director of Section Affairs should be informed prior to the initiation of removal proceedings by the section council, and should be kept informed of each step of the process.

8. Filling a vacant elected position

If an elected position becomes vacant more than ninety days prior to the opening date of the Annual Meeting, the Council shall designate a new member to serve until the next meeting of the Section, at which time the vacancy will be filled by election of those present and voting at the Annual Meeting at a regularly called business meeting of the Section or at a specially convened Section Council meeting.

9. Quorum

A quorum of the Section Council shall consist of six members.

10. Reimbursement for travel

Annual Meeting expenses are the responsibility of each individual as mandated by APHA policy.

D. Section Meetings

1. Section Council Meetings

a. Meetings at the Annual Meetings

The Section Council will meet twice during the Annual Meeting. The first meeting will be held in the early part of the Annual Meeting. The second meeting will be held in the middle of the Annual Meeting. The second meeting shall serve as the general Section business meeting. Additional meetings may be convened at the Annual Meetings as deemed necessary by the Section Chair.

b. Meetings outside Annual Meeting.

Between Annual Meetings of the Association, the Section Council can be convened (via telephone) as deemed necessary by the Section Chair to conduct the business of the Section.

2. Section business meeting

The Section business meeting will be held in the middle of the Annual Meeting. It is open to all Section members.

3. Purpose of section meetings

The principle actions to be taken at the two Section Council meetings held at the Annual Meeting are:

- review of Section programs and activities
- discussion of Section plans for the ensuing year
- appointment of committee Chairs and committees (in particular, the Nominations Committee)
- discussion of program plans for the ensuing year
- recommendations for solicitation and publication of papers
- review of the expenditure of funds during the year and approval of the budget for the forthcoming year
- review of policies to be voted on by the Governing Council at the Annual Meeting
- decision about the Association President and Executive Board candidates for whom the Section representatives will vote

E. Process

Because of geographic distances, costs, and vagaries of voluntary commitment, the functions of the Section Council are often carried out in an informal and pragmatic way. Tasks may be delegated to officers and committees which may function rather autonomously. They must, however, keep the Chair informed of all actions, decisions, and plans. Section Council members have the responsibility to participate and be available to provide guidance and support to any activity when requested. At its meetings, the Section Council develops, coordinates, revises, ratifies, and endorses activities that are carried out by the Section Council Members.

F. Budget

The Section fiscal year is January 1-December 31 as is the Association budget. The amount of money received by the Section from the Association is based on a capitation payment per primary member enrolled in the Section and is determined annually by the Association in accord with its principles for the allocation of membership income.

Primary responsibility for the development of the annual Section budget rests with the Chair. The Chair must submit the proposed budget to the Association for approval shortly after the Annual Meeting. The budget should reflect the priorities of the Section as established during the meetings of the Section Council. Budget categories are prescribed by the Association, as are overall policies with respect to the payment for travel and expenses incurred in connection with the Association business.

Committee Chairs and Section Council members are responsible for estimating expenses for the forthcoming calendar year and submitting them to the Section Council and Chair at the Annual

Meeting.

Committee Chairs and Section Council members are also responsible for developing, as part of their annual report to the Section Council, a record and an explanation of any expenditures. Over-expenditures or unauthorized expenditures are the responsibility of the individual responsible for the spending, not of the Section Council or of the Section budget. All records of expenditures (e.g. receipts, invoices, etc.) must be sent to the Chair for approval before being sent to the Association for reimbursement.

At the close of the Annual Meeting, any unexpended funds shall be transmitted by the outgoing Chair to the incoming Chair to cover as yet unreimbursed expenditures and any expenditures to be incurred between the Annual Meeting and the end of the calendar year, a period of approximately two to three months.

PART II: RESPONSIBILITIES OF SECTION ELECTED LEADERS

A. Chair

- Provide leadership for Section activities. This includes initiating correspondence, implementing plans and policies formulated by the Section Council, and overseeing Section activities such as the preparation of the program for the Annual Meeting, work of the Awards committee, and publication of newsletters.
- Respond promptly to Section correspondence;
- Attend the ISC meeting held before the Annual Meeting of the Association. Attend the Section council meeting and Section business meeting at the Annual Meeting.
- Coordinate activities to implement resolutions passed by the Section during the Annual Meeting.
- Determine the time and place of meetings of the Section and Section Council, and prepare for such meetings.
- Prepare the annual budget of the Section in accordance with the principles outlined by the Section Council at the Annual Meeting. Submit the budget proposal to APHA by the required deadline. Authorize and maintain records of reimbursements of approved expenses prior to submission to APHA.
- Preside at meetings of the Section and Section Council.
- Appoint Chairs and members of Section committees as indicated in this Manual, with the advice of the Section Council and Section Committees.
- Solicit and suggest names of Section members for appointment to APHA-wide committees.
- Inform Section Award winners of their selection and invite them to attend the award ceremony.
- Represent and/or arrange for representation of the Section in relationship with other bodies within the framework of American Public Health Association regulations.
- Collaborate with the Secretary and Section Council in order to:

1. Submit annually to the Governing Council through the Executive Board a report of the transactions of the Section.
 2. Report annually to the Governing Council through the Executive Board on the plans, scope, and policy of the Section during the succeeding year as required in By-Laws, Article XIII, Section 9, c and d.
 3. Receive copies of all correspondence relating to the business of the Section.
 4. Prepare the Section financial report for presentation at the Annual Meeting of the Section Council.
- Notify the Committee Chairs of their budgetary allocations.
 - Help Section committees outline objectives and advise committee Chairs of the needs for progress and annual reports.
 - Appoint 1 section member to the Spiegelman Award committee. Coordinate with chair of Spiegelman Award committee to ensure award recipient is selected , medal and other benefits arranged, monitor Spiegelman Fund.
 - Submit articles to the Section newsletters.
 - Arrange joint meetings with other sections and coordinate inter-section activities
 - Serve as a liaison with appropriate professional and consumer organizations, related government organizations, and individuals interested in Statistics.
 - Submit nominations to the APHA Nominating Committee each year. Submit to the Executive Board a panel of three names in any year when the term of the Section representative to the Action Board expires. Submit nominees to the Executive Board for the Science Board.
 - Perform tasks outlined under Section Council responsibilities. Perform such other tasks as are needed to advance the business of the Section.
 - Serve as ex officio member of the Governing Council.
 - Serve as immediate past-Chair of the Section upon completing the term of office as Chair.

B. Chair-Elect

- Act for the Chair in the absence of that officer.
- Assist the Chair in giving leadership to Section activities.
- Respond promptly to Section correspondence;
- Attend the Program Chair meeting held after the Annual Meeting of the Association. Attend the Chair-elect meeting held during the summer. Attend the ISC meeting held before the Annual Meeting. Attend the Section Council meeting and Section business meeting at the Annual Meeting.
- Assist, when called upon by the Chair, in the conduct of the Section Annual Meetings.
- Act as Program Chair for the Section program at the Annual Meeting. In this capacity, serve as Chair of the Program Committee. Coordinate with the Awards committee, the Spiegelman Award committee, and the Local Arrangements committee.
- Submit articles to the Section newsletters.
- Perform tasks outlined under Section Council responsibilities. Perform such other tasks as are needed to advance the business of the Section.
- Assume position of Chair of the Section upon completing the term of office as Chair-Elect.

C. Immediate Past Chair

- Provide assistance and advice to the Chair to insure a smooth transition of duties.
- Respond promptly to Section correspondence.
- Attend the Section council meeting and Section business meeting at the Annual Meeting of the Association. Attend section council meetings convened during the year.
- Serve as Chair of the Nominations committee.
- Propose subjects for consideration and possible action by the Section Council and/or members;
- Identify, interpret, and promote the role of the Statistics Section in contributing to the Association deliberations and action in relation to matters that are of special concern to the members of the Section.
- Submit articles to the section newsletters.
- Perform tasks outlined under Section Council responsibilities. Perform such other tasks as are needed to advance the business of the Section.

D. Secretary

- Record minutes of all meetings and transmit copies to Section Council (officers, members, Section Governing Council representatives, Action Board representative, Committee Chairs, Archivist). Transmit a copy of the minutes of both the Section Council and Section business meeting at the Annual Meeting of the Association to the APHA Executive Director as soon as possible after the close of the Annual Meetings.
- Arrange for the Secretary-elect or a substitute to keep the minutes when unable to be present at a meeting.
- Respond promptly to Section correspondence.
- Attend the Section council meeting and Section business meeting at the Annual Meeting and any meetings convened during the year.
- Keep and update records of the Section.
- Act as Newsletter editor and Chair of the Newsletter committee.
- Serve as a member of the Nominations Committee. Transmit a copy of the Section Manual to all candidates and newly elected or newly appointed persons.
- Participate in planning for the business meetings of the Section during the Annual Meetings of the Association and collaborate with the Chair in planning the agenda for these meetings.
 1. Notify officers, Section Council members, Section Governing Council representatives, Action Board representative, and Committee Chairs of plans for section meetings, including the need for written reports, the date and time when Committees will report to the Council, and time and place of the meetings.
 2. Invite the Section Governing Council representatives and Section members who are the Action Board, the Science Board, or other Association boards/committees to report to the Section Council on activities of special interest to the Section.
- Assist the Section Chair in follow-up of Section resolutions.
- Correspond for the Section, send copies to the Chair and Secretary-Elect.
- Compile a roster of all members of the Section Council and Section committees, including -e-mail and postal addresses and telephone numbers and distribute to Section Council and Committee Chairs. Update this roster regularly.
- Orient the Secretary-Elect to the responsibilities of the Secretary and transmit to the incoming Secretary all records and files of the Section.

- In cooperation with the archivist, determine which materials should be placed in the Section archives. Transmit copies of all these records to the archivist.
- Perform tasks outlined under Section Council responsibilities. Perform such other tasks as are needed to advance the business of the Section.

E. Secretary-Elect

- Assist the Secretary with the duties of the office.
- Act for the Secretary in his/her absence.
- Respond promptly to Section correspondence.
- Attend the Section council meeting and Section business meeting at the Annual Meeting of the Association and section council meetings convened during the year.
- Assist the Section Chair in follow-up of Section resolutions.
- Receive and review copies of all Section correspondence.
- Obtain Section records and files from the out-going Secretary.
- Serve as Chair of Local Arrangements committee.
- Perform tasks outlined under Section Council responsibilities. Perform such other tasks as are needed to advance the business of the Section.
- Assume position of Secretary of the Section upon completing the term of office as Secretary-Elect.

F. Section Council

(Section officers, immediate past Chair, secretary-elect, elected council members, Governing Council members Action Board Representative)

1. Responsibilities of the Section Council affected by Group Action

- Act as the governing body of the Section by formulating procedures, plans, goals, rules, and policies for the Section.
- Appoint committees, subcommittees, and Section representatives on committees. Define their overall responsibilities of committees.
- Approve, process, and publicize Section resolutions passed by the Section Council and membership representing policies of the Section.
- Approve the Section budget in general terms.
- Make recommendations for the Statistics Section program for the Annual Meeting and solicit and review papers for the Annual Meeting.
- Review the reports and act on the recommendations of Section committees.
- Review resolutions to be considered by the Governing Council. Transmit to the Section Governing Council representatives resolutions passed by the Section Council.
- Report annually to the Governing Council, through the Executive Board, on transactions of the Section, and on the plans, scope, and policy of the Section during the succeeding year.
- Advise on publication of reports and papers presented to the Council.
- Develop and sponsor programs of continuing education.
- Initiate inter-sectional collaboration and joint liaison and committee activities that promote the overall aims of the Section and the Association.
- Propose individuals from the membership of the Section for APHA Awards.
- Work actively toward the participation of the section in the broader affairs of the Association by

offering well-qualified candidates for positions as officers of APHA and as members of Association-wide committees and boards.

- Solicit Section membership and involvement.

2. Individual Council Member Responsibilities

- Attend the Section Council meeting and the Section business meeting at the Annual Meetings of the Association and section council meetings convened during the year. If unable to attend the Council meetings at the Annual Meeting, select a Governing Council Representative or a Chair of a Section committee as a substitute and notify the Section Chair.
- Respond promptly to Section correspondence
- Represent the Section Council on Section committees.
- Preside at program sessions sponsored by the Section, as requested by the Chair of the Program Committee.
- Propose subjects for consideration and possible action by the Section Council and/or members.
- Identify, interpret, and promote the role of the Statistics Section in contributing to the Association deliberations and action in relation to matters that are of special concern to the members of the Section.

G. Governing Council representatives

- Serve as an ex officio (nonvoting) member of the Section Council.
- Respond promptly to Section correspondence.
- Attend the Governing Council meeting, the Section Council meeting, and the Section business meeting held at the Annual Meetings of the Association and Governing Council meetings and Section Council meetings convened during the year.
- Submit specific Governing Council agenda items to the Section Chair for discussion at Section Council meetings. Section Council will instruct Governing Councilors on key votes to be cast on behalf of the Section (e.g. future Annual Meeting themes, Association officers, resolutions, and position papers)
- Represent the Section at the Governing Council sessions held during the Annual Meeting. If unable to attend one or both of these meetings, notify Section Chair so that an alternate can be arranged.
- Participate actively in Governing Council debate to voice Statistics Section positions.
- Attend Joint Policy Committee hearings on proposed resolutions and position papers.
- Assist with the preparation and amendment of resolutions and position papers.
- Network with other Councilors from other sections to garner support for issues of mutual interest.
- Make recommendations to the Section Council concerning Statistics Section positions on various issues, including meeting themes, Association elected officers, and proposed resolutions and position papers.
- Propose subjects for consideration and possible action by the Section Council and/or members;
- Identify, interpret, and promote the role of the Statistics Section in contributing to the Association deliberations and action in relation to matters that are of special concern to the members of the Section;
- Submit articles to the section newsletters.

PART III: RESPONSIBILITIES OF SECTION APPOINTED LEADERS

Appointed positions on the Section Council include the Section Action Board, representative and representatives to other APHA-wide boards (such as the Science Board) and committees and Chairs of Section committees. The purpose and functions of appointive posts of the Statistics Section are described below.

A. Section Liaisons

These are individuals appointed by the Section Council who are qualified to serve in a liaison role between the Section and professional and service organizations. *(Do we need this section?)*

A liaison's functions are:

- Establish a formal contact for communication between the Section and other organized groups.
- Interpret the goals of the other organization to the Section and build avenues of communication between it and the Section.
- Identify similarities of goals and seek a means of coordinating the activities.

B. APHA Boards (e.g. Action Board, Science Board)

The responsibilities of the Section representative on the Action Board are:

- Attend the first Section Council meeting held at the Annual Meeting of the Association and section council meetings convened during the year. If unable to attend this Council meeting, notify the Section Chair by phone call or email prior to the meeting.
- Respond promptly to Section correspondence.
- Attend board meetings assuring full communication between the Section and Action Board on issues of mutual concern.
- Make specific suggestions to the Statistics Section Council on appropriate ways the Statistics Section can implement related APHA policy, which include resolutions, position papers, and policy statements.
- Keep the Chair and Secretary informed of major Action Board activities.
- Interpret the purposes and activities of the Action Board to Section Council members
- Submit articles to the Section Newsletter.

C. Section Committees

Committee Chair Duties are

- Prepare an annual report of committee activities and present it to the Section council at the Annual Meeting of the Association.
- Respond promptly to Section correspondence.
- Communicate with the Section Chair to keep him/her updated on committee activities.
- Submit articles to the Section's Newsletter.

1. Awards Committee

Purpose:

To solicit nominations and select individuals for the three Section Awards presented annually to Section members employed in a) academia, b) government, c) industry for outstanding contributions to Statistics and Public Health. To solicit and submit nominations for the Association Awards.

Committee Composition:

The Chair is appointed by the Section Chair to serve for one year, the term to begin at the close of the Annual Meeting. Committee members are appointed by the Committee Chair with the advice of the Section Council.

Functions:

- Prepare and submit to the Section Chair and Secretary a roster of the names, addresses, and telephone number of committee members.
- Convene the committee as soon after their appointment as feasible. This could be during the Annual Meeting if the Chair so designates.
- Publicize and request nominations for Section and Association Awards at the Section Council and Business Meetings.
- Place the request for nominations for Section Awards in the Section Newsletter.
- Solicit nominations directly (by e-mail, mail and/or telephone).
- Receive and process nominations by the appropriate deadlines. Review nominations for Section Awards and select winners. Inform the Section Chair who will notify the awardee of their selection and invite them to attend the Section Annual Meeting Session where the awards will be presented. Inform APHA and transmit award forms and photos of award recipients to APHA by deadline for publication in the meeting program.
- Keep a list of nominees and transmit to committee for use in subsequent year.
- Prepare plaques for presentation.
- Prepare a statement of presentation for each awardee and make the presentation at the Section award session at the Annual Meeting. Send a copy of the presentation statement to the Archivist.
- Prepare an announcement for publication in the fall Section Newsletter and an article for the winter Section Newsletter.
- Prepare a committee report for presentation at the Annual Meeting of the Section Council.
- Prepare an annual budget for the committee.

2. Archivist

Purpose:

To collect, select, and store documents which will provide for posterity a record of the Statistics Section.

Term of Office: A member who is familiar with the business of the Section shall be appointed by the Section Council to serve for one year, subject to extension by action of the Section Council.

Functions:

- Receive, collect, select, and store all documents (including annexes) of historical significance to

the Section. Documents include the citations for the annual Section awards, Spiegelman awards, Section newsletters, anniversary programs, and memorabilia.

- Maintain historical lists of 1) Spiegelman award recipients, 2) Section award recipients, 3) Section officers, council members, Governing Council representatives, Action Board representatives, and committee Chairs and members, 4) slates of candidates 5) Lowell Reed lecturers and lecture topics, 6) Biostatistics speakers and topics.
- Receive and respond to inquiries regarding the archives.
- provide updated copies of the archives to the Chair and Chair-Elect. Provide those portions of the archives needed by various committee chairs (Awards, Nominations, etc.).
- Prepare a report for the Annual Meeting and forward.
- Update the history of the Section annually.

3. Local Arrangements Committee

Purpose To plan, prepare, and promote the social functions of the Section at the Annual Meeting.:

Committee composition:

The Secretary-elect serves as Chair of the committee. The committee Chair appoints committee members as needed, preferably someone from the city in which the meeting will be held.

Functions:

- Prepare and submit to the Section Chair and Secretary a roster of the names, addresses, and telephone number of committee members. Coordinate with the Program.
- Chair (Section Chair-elect) for dates, times, and place of events. Obtain contact for hotel caterer from the Program Chair.
- Coordinate with the Section Chair about the budget for the events.
- Make all arrangements for the Section's social functions.
- Keep the Section Chair and Program Chair informed of committee activities.
- Prepare an announcement of the social functions for publication in the fall newsletter and for posting on the Section website.
- Prepare an article for publication in the winter newsletter detailing the functions that were held at the Annual Meeting.

4. Newsletter Committee

Purpose:

To communicate the Section's business and activities to membership through the publication of at least two Statistics Section Newsletters each year.

Committee Composition:

The committee Chair is the Secretary appointed for a one year term and may select two or three person to assist in the work. All of the Section's officers, council members, and committee Chairs or members are expected to be contributors to the Section Newsletter.

Functions:

- Prepare and submit to the Section Chair and Secretary a roster of the names, addresses, and telephone number of committee members.

- Receive the abstracts of the annual reports from the Section's officers, members, and Committee Chairs.
- Solicit specific items for publication from Section Council members and other sources
- Review, select, edit, and assemble for publication items received.
- Write articles, as needed.
- Submit copy to the Chair for review and approval in ample time to meet APHA submission deadlines.
- Submit copy to APHA before submission deadlines.
- Mail one copy to the Archivist for placement in the archives and arrange for posting on the Section website.

Guide for Publishing Newsletter:

The Newsletter committee Chair will determine which items have highest priority and news value using the following categories as guidelines:

- Committee reports such as Awards, Nominations, Program.
- Section Chair's goals for the year and officers' reports.
- Special events in which the Section was involved, or in which a Section member was honored.
- Brief articles which have an impact on Statistics.

The Newsletter committee Chair will consult with the Section Chair regarding format, content, and composition of the Newsletter.

The Committee Chair will determine publication deadlines with the Section Chair. It is recommended that the first newsletter of the year be mailed out between the Annual Meeting and January 1 and the second newsletter before September 1. If more than two newsletters are planned, the deadlines for the third and other ones will be approximately determined at the Annual Meeting, and coordinated with APHA deadlines as they are announced.

5. Nominations Committee

The By-Laws of the Association Article XIV, Section 2 (a) and (b) require that:

"The Section Chair, with the advice of the Section Council, shall appoint a Committee on Nominations from the members with a primary affiliation with the Section at least six months before each Annual Meeting. The Section Secretary shall be a member of such Committee".

Not less than ninety days prior to the Annual Meeting, the Committee on Nominations shall submit to the membership of the Section either by mail or by publication in an official publication of the Association, the names of two or more members as nominees for the appropriate Section Offices, the Section Council, and the Governing Council. There shall be at least two nominees for each position."

Purpose: To prepare the slate of nominees for the Statistics Section and other APHA-wide offices.

Committee Composition:

The Section Council appoints members to the Nominations committee. The immediate past

Section Chair and the current Secretary are two of the members. The immediate past Section Chair serves a one-year term as the Chair of the committee. .

Functions:

- Prepare and submit to the Section Chair and Secretary a roster of the names, addresses, and telephone number of committee members.
- Solicit nominees from the primary members of the Section considering the following:
 - a. The value of broad membership involvement by geographical, gender and ethnic distribution.
 - b. The importance of continuity in leadership.
 - c. The need for vitalizing the Section with new and youthful leadership.
 - d. The need to match the specific job to be done with persons of appropriate backgrounds, skills, and resources.
- Develop a slate consisting of at least two nominees for each of the following positions:
 - a. Chair-Elect - elected annually for a one year term followed by a one year term as Chair, and subsequently, a one-year term as Immediate past chair.
 - b. Secretary-Elect - elected for a one year term as Secretary-Elect, followed by a one year term as Secretary.
 - c. Two elected council members to serve for three year terms.
 - d. One Governing Council member to serve a two year term.
- Transmit a copy of the Section Manual to each nominee and review with him/her the responsibilities of the position they are nominated for.
- Present the slate to the Section Chair.
- Add to the slate the names of additional nominations which carry the signature of at least 25 members with primary affiliation in the Section and submitted within 30 days of publication of the call for nominations in the Section Newsletter.
- Submit the completed slate of nominees and biographical sketches to APHA by the stated deadline.
- Inform nominees of the outcome of the election when it becomes available.
- Inform all Section officers and council members and the archivist of the outcome of the elections
- Prepare annual committee report for presentation at the Annual Meeting.
- Prepare an abstract, in journalistic form, of the annual reports and send a copy to the Newsletter Committee Chair.
- Transmit to the incoming Chair of the Nominating Committee names of those individuals contacted who expressed interest as possible nominees at a future date.

6. PROGRAM COMMITTEE

Purpose:

To plan and present a program of scientific quality and of national interest to the Section and Association members as a means of informing them of the issues, direction, and research related to the practice of Statistics with emphasis on the theme selected by the APHA Governing Council.

Committee Composition:

The Chair is the Section Chair-Elect and other members as appointed by the Section Chair and/or Chair-Elect.

The Program Committee Chair serves on the Program Committee of the Association in the year for which that Chair is responsible. In the event that the Chair cannot attend the Program Committee meeting of the Association, a person appointed by the Section Chair-Elect will attend as alternate.

Functions:

- Prepare and submit to the Section Chair and Secretary a roster of the names, addresses, and telephone number of committee members.
- Assume the responsibility for the total program of the Section for the Annual Meeting including the Section Council, Business Meetings, Social Hour, and Dinner.
- Coordinate the sessions of the program with all other section activities to prevent conflict of events.
- Maintain communication with the Local Arrangements Committee.
- Consult with the Section Chair about any problems that arise in the planning and presentation of the program.
- Early in the planning, the Program Committee Chair will:
 1. Solicit suggestions from the Section membership for the program at Section Council and Business meetings.
 2. Prepare an announcement for the winter Section Newsletter outlining the program theme, topics selected, and request abstracts for scientific and contributed papers.
 3. Place a Call for Abstracts in Amstat News, Washington Statistical Society Newsletter, and other publications.
 4. Meet with the committee to prepare the preliminary plan for the Statistics Section program sessions.
 5. Attend the Association Program Committee meeting to indicate the interest of the Section and learn about the procedures for putting together the program.
- Arrange for review of submitted abstracts, selection of abstracts for the program, and organization of abstracts into sessions.
- Solicit invited sessions and papers.
- Arrange for a speaker for the Lowell Reed Lecture.
- Maintain communication with the previous year's Spiegelman award winner, who is responsible for arranging the Biostatistics Methods session.
- Write letters (email) to proposed speakers to request and confirm their participation in the program.
- Write letters (email) of regret to those individuals whose abstracts are not accepted for presentation.
- Arrange the time for each program session and section events.
- Submit preliminary and final programs to APHA by deadlines.

- Provide the Newsletter editor with a copy of the final program for publication in the fall newsletter and posting on the section website.
- Assign a Committee or Council Member to attend each session during the annual meeting to see that physical arrangements are satisfactory.
- Collaborate with the Section Newsletter Editor on an article about the Annual Meeting for publication in the winter newsletter.
- Write letters of appreciation to all program participants following the Annual Meeting.
- Prepare a committee annual report.
- Share materials with the incoming Program Committee Chair. This will help the incoming Program Chair prepare for the early spring deadlines. Also turn over any materials considered helpful.

7. Spiegelman Award Committee

Purpose: To solicit nominations and select an individual for the Spiegelman Award.

Committee Composition:

- The committee consists of 9 persons.
 1. Each Spiegelman award recipient serves a three-year term on the committee. In his/her final year on the committee, the award recipient serves as Chair of the committee. Thus, in any year, there are three Spiegelman award recipients on the committee.
 2. The Chair of the committee appoints one committee member who will serve three-year terms. Thus, there is 1 person appointed by the current Chair and 2 who were appointed by the previous two Chairs
 3. Each year, the Section Chair appoints one person (a Statistics section member) to the committee for a three-year term. Thus, there is 1 person appointed by the current Section Chair and 2 who were appointed by the previous two Section Chairs.
 4. Terms begin at the close of the Annual Meeting.

Functions:

- Publicize and request nominations for the Spiegelman Award at the Section Council and Business Meetings and in the Section winter newsletter.
- Place the request for nominations for Spiegelman Award in Amstat News and other publications.
- Solicit nominations directly (by email, mail and/or telephone).
- Receive and review nominations. Select the winner and inform APHA and the Section Chair by the appropriate deadlines.
- Notify the award recipient of his/her selection and detail the responsibilities incurred. Obtain a photo of the recipient and transmit it to APHA.
- Obtain a biographical sketch of the award recipient and transmit to the Section Chair for publication in the Newsletter. The Chair-elect will contact the award recipient with the time and place of the award ceremony and other events at the Annual Meeting.
- Maintain a list of past recipients of the Spiegelman Award.
- Obtain the medallion for presentation.
- Prepare a statement of presentation for the award recipient and make the presentation at the Spiegelman Award session at the APHA Annual Meeting. Mail a copy of the presentation statement to the Archivist. Traditionally, the previous year's award recipient makes the presentation.

- Transmit the names and contact information for committee members to the Section Chair.
- Prepare an article for the winter Newsletter and prepare announcements with pictures for publication in Amstat News and other publications.

8. Ad Hoc Committees

Ad Hoc Committees and Task Forces are formed as needed. These provide a focus on a specific topic, activity, etc. that needs the Section's attention.

The Section Chair appoints a Committee Chair, who in turn will appoint a committee as needed.