



**Guidelines
for
Commission Chairs
and
Vice Chairs**

The URSI Secretariat
September 2008

General Job Description for Chair and Vice Chair

(each Commission may add specific items)

Commitment

The job of URSI Commission Chair or Vice Chair is both a significant honor and a significant responsibility. It must be understood that by agreeing to be nominated for such a position, the nominee is agreeing that he or she is willing and able to make the necessary commitment of time and to accept the responsibility to fully perform the duties of the position, as given below. Furthermore, the nominee must have the support of his or her employer in meeting the obligations of the position.

Specific Duties

1. Manage the affairs of the Commission between General Assemblies:
 - a) Promptly and reliably serve as the primary mechanism of communication between the Commission members and the URSI Board, Coordinating Committee, and Secretariat;
 - b) Manage the Commission budget (for meetings sponsored by the Commission and for travel expenses of invited speakers at the next General Assembly); please make sure that all the receipts for any money paid out directly by the Commission, plus a financial report for all mode B and C meetings, are sent to the URSI Secretariat (our auditor is very strict!) (the Secretariat will obtain receipts for money paid directly by the Secretariat);
 - c) Assist the URSI Secretariat in selection or approval of meetings and conferences to sponsor;
 - d) Appoint an URSI representative to each meeting sponsored in Mode B and C, and assure that he/she sends a report to the URSI Secretariat (info@ursi.org) for publication in the *Radio Science Bulletin*;
 - e) Develop plans for future activities of the Commission;
 - f) Set up a Commission home page on the URSI Web site (or send all the updated files to the URSI Secretariat);
 - g) Write and distribute the Commission newsletter (if there is such): one copy should go to the URSI Secretariat (this can be put on the home page, as well).
2. Prepare reports to URSI: General Assembly report, triennial report of the Commission
3. Plan, organize, and chair the Commission symposium (if there is such)
4. Plan, organize, and oversee the Commission's General Assembly program, including planning sessions, appointing convenors, overseeing the reviewing of papers, and organizing the program
5. Attend the meetings of the Coordinating Committee:
Chair : the Coordinating Committee meeting about six months prior to the General Assembly (the Vice Chair may also attend, but his/her expenses are not reimbursed)

Chair and Vice Chair: the Coordinating Committee meetings during the General Assembly

6. Plan and chair the Commission business meetings at General Assemblies

7. Appoint a Commission Associate Editor for the *Radio Science Bulletin*, and insure that the duties of this position are properly carried out; this person is expected to send two scientific articles per year to Dr. W. Ross Stone or the URSI Secretariat for publication in the *Radio Science Bulletin*.

8. The Chair and the Vice Chair must keep each other informed of all activities. It is the duty of the Chair to provide sufficient information, training, and experience for the Vice Chair so that the Vice Chair can assume the position of the Chair.

9. The Chair is a member of the Council, which meets during the General Assembly. The Chair prepares for and attends the meetings of Council during the General Assembly. If he/she is not able to attend a Council meeting the Vice Chair must attend instead.

10. The Chair assists the Secretariat in organizing the vote for the next Vice Chair. Proper procedure will be sent in due time.

11. The Vice Chair acts as Chair of the Commission in the absence of the Chair, or should the Chair be unable or unwilling to perform his or her duties.

Reports from Commission Chairs and Vice Chairs to the URSI Secretariat

1. Triennial Commission Report

For an example of such a report, please visit the URSI Web page at <http://www.ursi.org/Reportcomm.htm> .

2. Report of Business Transacted by Commissions

For an example of such a report, please visit the URSI Web page at <http://www.ursi.org/Reportcomm.htm> .

Next General Assembly

The next General Assembly will be held in Istanbul, Turkey, from 13 to 20 August 2011.

Rules, Procedures, and Forms

It is important that Commission Chairs and Vice Chairs become familiar with a number of documents. The latest versions of these are available for downloading from the Web page reached by clicking on “Forms to Download” at <http://www.ursi.org>. Special attention should be paid to the following:

1. Procedure for the Vice Chair election
2. CV form for the Vice Chair election
3. Typical letter for the Vice Chair election
4. Ballot for the Vice Chair election
5. Forms for obtaining URSI sponsorship of meetings
6. ICSU statement on freedom in the conduct of science

The rules for URSI sponsorship of meetings and the various modes for such sponsorship are described at <http://www.ursi.org/Rules.html>.