

## **SSSA DIVISION OFFICERS AND GROUP REPRESENTATIVES TO THE BOARD OF DIRECTORS**

A. Status: Officers of the SSSA Divisions

B. Composition and Tenure:

Officers are elected for each of the following SSSA Divisions:

- Soil Physics
- Soil Chemistry
- Soil Biology and Biochemistry
- Soil Fertility and Plant Nutrition
- Pedology
- Soil and Water Management and Conservation
- Forest, Range, and Wildland Soils
- Nutrient Management and Soil and Plant Analysis
- Soil Mineralogy
- Wetland Soils
- Soils and Environmental Quality
- Consulting Soil Scientists
- Urban and Anthropogenic Soils
- Soil Education and Outreach

Divisional officers must hold the Active membership category or another category having the same privileges as Active membership (Emeritus, Corporate, Graduate Student)

The officers of each SSSA Division are elected SSSA members as follows:

- The Chair of the Division
- The Chair-Elect of the Division
- The most recent Past Chairs of the Division

Members may vote for Division Chair-Elect in those Divisions that they have chosen as their Divisions of interest. Members have the opportunity to choose their Divisions of interest when they first join SSSA, when they renew their membership each year, or at any time during the year.

Terms are based on a calendar year (January 1 through December 31). The Chair-Elect serves a 1-year term; the Chair serves a 1-year term; the Past Chair serves a 1-year term; the Past-Past Chair serves a 1-year term (total of 4 years).

If the Chair should resign or become unable or unavailable to serve during the term of office, the Chair-Elect shall succeed to the Chair.

If the Chair-Elect should resign or become unable or unavailable to serve, the person shall be replaced by the other nominee on the ballot for Chair-Elect.

If the Past Chair should resign or become unable or unavailable to serve, the next most recent Past Chair available for service shall serve in the position.

Divisions will be organized into the following 4 Groups for determining representation on the SSSA Board of Directors.

*Agricultural Soil and Food Systems Group*

Soil Fertility and Plant Nutrition; Soil and Water Management and Conservation;  
Nutrient Management and Soil and Plant Analysis

*Education and Practicing Professionals Group*

Consulting Soil Scientists; Soil Education and Outreach

*Fundamental Soil Science Group*

Soil Physics; Soil Chemistry; Soil Biology and Biochemistry; Pedology; Soil Mineralogy

*Soil and Ecosystem Processes Group*

Forest, Range, and Wildland Soils; Wetland Soils; Soils and Environmental Quality;  
Urban and Anthropogenic Soils

All Groups will have one Board Representative, with an additional six Representatives allocated across the Groups based on the number of members who choose the Divisions within each Group as their primary (first choice) Division. The Group Representatives to the Board serve a 3-year term. If a Group Representative cannot attend a Board meeting, one of the Division Chairs within the Group may represent the Group at the meeting and vote on all matters that come before the Board.

If a Group Representative to the Board should resign or become unavailable to serve, the candidate receiving the next highest number of votes shall automatically succeed to the office to complete the term. If both the Group Representative and the alternate cannot complete the term, then one of the Divisional Past Chairs represented by the Group shall be appointed by the Executive Committee to serve as the Group Representative to the Board.

C. Functions:

The officers of each Division shall be responsible for the policies of the Division, subject to the approval of the SSSA Board of Directors.

Nominations:

The officers of each Division shall nominate two candidates (with their permission) for the office of Chair-Elect of the Division and to share with the candidates a list of responsibilities. To report the names of the nominated candidates to the SSSA President through the appropriate Group Representative on the SSSA Board of Directors. The Group Representative reports the names of the candidates to the Board of Directors. Biographical information will be collected by Headquarters staff.

Chair-Elect:

1. Assists the Chair of the Division in any appropriate way, including organization of the Division's technical program and business meeting at the Annual Meeting.
2. Assists the Chair of the Division with long-term program planning, including development of symposia one year hence and beyond.
3. Succeeds as Chair of the Division in the event the current Chair should resign or become unable or unavailable to serve during the term of office.
4. Other activities as dictated by individual Divisions.

5. Serves to help nominate the Division Chair-Elect candidates.

Chair:

1. Schedules the time, arranges the agenda, and presides at the annual business meeting of the Division.
2. Serves as Division program chair with the assistance of the Chair-Elect. Organizes the program of technical sessions for the annual Division meetings; arranges papers in a coordinated program; arranges symposia and field trips when these are deemed desirable.
3. Serves as a member of the S711 Program Planning Committee. A Program Planning Instruction Manual is provided.
4. Serves to help nominate the Division Chair-Elect candidates.
5. Serves as a member of the S101 Committee on Nominations for SSSA President-Elect.
6. Develops plans that maintain or enhance the viability of the Division and supports the needs of Division members.
7. Implements actions approved by Division members.
8. Communicates and reports information to and from Division members in a time efficient manner as needed to conduct business of the Division and SSSA.
9. Responds in a timely manner to requests for Division action from the SSSA President, Executive Committee, or Board of Directors.
10. Submits an annual summary report of Division activities to the SSSA Board of Directors, as requested.
11. Other activities as dictated by individual Divisions.

Past Chair:

1. Coordinates the process to nominate the Division Chair-Elect candidates.
2. Serves as a member of the respective Group's Committee on Nominations for Group Representative to the Board of Directors.
3. Other activities as dictated by individual Divisions.

Past-Past Chair:

1. Serves to help nominate the Division Chair-Elect candidates.

Group Representative to the SSSA Board of Directors

1. Reports pending Board of Directors activity and actions at each annual Division business meeting within the Group. Collects Division consensus on issues pending Board of Directors action. (Minutes from Executive Committee and Board of Directors meetings are posted at [www.soils.org/about-society/executive-committee-minutes](http://www.soils.org/about-society/executive-committee-minutes))
2. As appropriate, reports Division discussions, actions, and resolutions to the SSSA Board of Directors.
3. At the Board of Directors meeting during the Annual Meeting, provides the names of nominees for the upcoming ballot for Division Chair-Elect and, when appropriate, Group Representative to the Board of Directors.
4. May serve on the S201 Organization, Policy and Bylaws Committee; the S211 Budget and Finance Committee; the S402 Honorary Member of SSSA Committee; the S477 Soil Science Distinguished Service Award Committee; or the S592 Science Policy Committee.
5. In conjunction with Division officers, develops procedure to ensure Division web pages are up-to-date.
6. Other activities as directed by the Divisions within the Group, Board of Directors, or Executive Committee.

D. Presidential Responsibilities:

The SSSA President cooperates with the officers of each Division in any way to promote harmony and better functioning of the Society.

Aided by the Headquarters staff, conducts the Division election and reports the results.

Aided by the Headquarters staff, writes congratulatory letters to the successful Division candidates and notifies the unsuccessful candidates of the Division election results.