

WSS



The Washington Statistical Society

SINCE 1926

Officers' and Committee Chairpersons' Handbook

Fifth Edition

2022

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1. Introduction

The Washington Statistical Society (WSS) is the largest chapter of the American Statistical Association. WSS members work in government, academia, and the private sector, spanning many disciplines. WSS activities include a large and varied technical seminar program, short courses, social events, and service opportunities. WSS produces a quarterly email newsletter (WSS News) with announcements and descriptions of forthcoming events, volunteer opportunities, and lists of job openings. The WSS website (<http://washstat.org>) provides additional information on events, WSS contacts and WSS history.

1.1 WSS Leadership

The Constitution (https://washstat.org/documents/wss_constitution_2014.pdf) and the By-Laws (<https://washstat.org/documents/WSSBYLAW19.pdf>) of the Washington Statistical Society provide for elected officers of the society, a Board of Directors to manage the Society, Standing and Ad Hoc Committees, and Sections. These documents are located in the WSS Document Library and available only to authorized Board members – see the WSS Website and Electronic Calendar section of this handbook for information on the restricted area.

The ASA Council of Chapters Chapter Officer Handbook, found at <http://community.amstat.org/coc/documentation>, provides general information about ASA Chapter Officers roles. This handbook provides more specific and detailed guidance about the roles, duties, responsibilities and terms of office or appointment for the various WSS officers and committee chairs.

The Officers of the WSS (according to Article 4, Section 2 of the Constitution) are the President, President-Elect, Past President, Secretary, Treasurer, Communications Officer, four Representatives-at-Large and Chairs of each Section (where Section is defined in Article 5 of the By-Laws and is a more formal entity organizationally than a program committee). At the present, the only Section of the WSS is the Methodology Section. By Article 4, Section 3 of the Constitution each of the Officers is considered a Voting Member of the Board of Directors. The additional Voting Members of the Board of Directors are the Past President and Council of Chapters Representative.

By Article 5, Section 1 of the Constitution the following offices must be filled by election: President-Elect, Secretary, Treasurer, Communications Officer, and Representatives-at-Large. By Article 5 of the By-Laws the Section Chairs must be filled by election. Also, by Article 5 of the Constitution, the President, Secretary, Treasurer, Communications Officer, and Council of Chapters Representative must be Full members of ASA.

The list of names and contact information for the current Board members for elected and appointed positions is maintained on the WSS website at <http://washstat.org/documents/board.pdf>.

1.2 Annual WSS Events

The WSS fiscal year runs July 1 through June 30. The following table displays timing and responsible person(s) for key annual WSS events. See relevant section for details and timing if not conducted every year.

Month	Event / Activity	President	Pres-Elect	Past Pres	Secretary	Treasurer	Council Rep	Website	Social	Quant Lit	Travel Awd	ASA Fellows	Other
Jul	Signature authority over WSS financial accounts		✓			✓							
	Access WSS website board member area / calendar							✓					
	Upload President's letter to website	✓											
	Update WSS brochure / Board member list on website				✓								
	Announce plan for collecting mail from PO Box				✓								
	Request operating budget inputs	✓				✓							
	Submit materials for financial audit					✓							
	Send e-invite for monthly board meeting				✓								
Aug	Appoint new member of Hansen committee	✓											
	Appoint new member of Herriot committee	✓											
	Vote on WSS operating budget	✓				✓							
	WSS Newsletter article about past year accomplishments			✓									
	Plan reception for the Hansen Lecture								✓				
Sep	Solicit ideas for ASA Strategic Initiative funding	✓											
	Plan holiday party								✓				
Oct	Hansen Lecture												
Nov	File WSS taxes					✓							
	Submit ASA Strategic Initiative funding proposal					✓							
	Renewal notice for associate members				✓								
Dec	Holiday party	✓							✓				
	Appoint new Council of Chapters rep (year divisible by 3)	✓											
	Request nominations for Gertrude Cox award												✓
Jan	Submit annual chapter report	✓					✓						
	Plan for President's/Presidents' Invited Lecture	✓	✓	✓									
	Select Hansen Award winner												✓
Feb	Contact DC-AAPOR re: co-sponsored Summer Conference	✓											
	Obtain nominees for elected office			✓									
	ASA Fellows nominations due by March 1											✓	
	Select Student Travel Award winners										✓		
Mar	Plan for Annual Award Dinner / Cox Award Lecture	✓							✓				
	Select winner of Gertrude Cox Award	✓	✓	✓									
	Outstanding Graduate Student (notify in April)				✓								

Month	Event / Activity	President	Pres-Elect	Past Pres	Secretary	Treasurer	Council Rep	Website	Social	Quant Lit	Travel Awd	ASA Fellows	Other
Apr	President's Invited Lecture (Apr - Jun)												
	ASA Award nom. for Outstanding Chapter Service	✓	✓	✓									
	Begin annual report	✓											
	Announce WSS elections slate via Newsletter, dist'n list			✓									
	Verify membership list is up to date for elections				✓								
	Prepare site for WSS elections							✓					
	Poster competitions									✓			
	Select Herriot, Shiskin Award winners												✓
May	Vote on changes to dues (if applicable, notify ASA)						✓						
	WSS Elections (submit to Newsletter editor, notify ASA)			✓									
	Order plaques, awards, etc. for Annual Dinner				✓								
	Science Fairs									✓			
	Announce ASA Fellows via Newsletter											✓	
Jun	Establish monthly meeting schedule	✓											
	Obtain new/renew committee volunteers		✓										
	Print Annual Dinner program				✓								
	Methodology program chair positions (subject areas)												✓
	Annual Dinner / Cox Award lecture	✓											✓
	Annual report at meeting, newsletter, Amstat News	✓											

1.3 Nominations and Elections

By tradition, the Nominations and Elections Committee is chaired by the Past-President and consists of the Past-President, President, and President-Elect. However, this is not specified in either the Constitution or By-Laws and so, the President may appoint a Nominations and Elections Committee of a different composition.

WSS Constitution: Article 5. Elections

Section 2. Nominations. Candidates for elective offices shall be proposed by a Nominating and Elections Committee appointed by the President with the advice of the Board. The report of the Nominating and Elections Committee shall be presented to the Society at least one month prior to mail balloting. Candidates other than those proposed by the Nominating and Elections Committee may be nominated by petition of at least 2 percent of the members of the Society, provided the petition is received by the Nominating and Elections Committee at least two weeks before mail balloting. Names of candidates proposed by petition shall be sent to all members of the Society along with the report of the Nominating and Elections Committee.

All nominees submitted to the members of the Society for election must satisfy the Association membership requirements listed in Article 5, Section 1.

WSS By-Laws, Article 3:

The Nominating and Elections Committee shall nominate for election at least two official candidates for each elective post, except the Secretary and the Treasurer (or the Secretary-Treasurer), unless extraordinary circumstances prevent this. Persons holding elective office may be nominated for an additional term, except for the President-Elect.

The report of the Nominating and Elections committee shall be presented to the Board at or before the April meeting, and to the Society in the May Newsletter. The names of candidates nominated by petition, as provided for in Article 5 of the Constitution, must be received by the Nominating and Elections Committee on or before March 15. All names of candidates shall be sent to all members of the Society, along with the report of the Nominating and Elections Committee, in early May. Ballots to be counted must be received by the Nominating and Elections Committee by the date specified in the ballot instructions, but not later than June 10. Tie votes shall be resolved by majority vote of all Directors eligible to vote.

Details of the Nominations Process

The Nominations and Elections Committee must complete the nomination process by around April 1 of each year in order for the election process to run smoothly, even though the By-Laws specify it should be completed by March 1. The committee is responsible for securing nominations for the following office on a yearly basis:

- President-Elect (two nominees)
- Representatives-at-Large (four nominees for two positions)
- Methodology Program Chair (two nominees)
- By tradition, the office of President-Elect rotates between Federal government (election in even numbered years) and non-Federal government (election in odd numbered years).

Nominations for the following offices are done periodically:

- Secretary (nominated in odd numbered years—only one nominee is required)
- Treasurer (nominated in even numbered years—only one nominee is required)
- Communications Officer (nominated in even numbered years - two nominees is required)
- Council of Chapters Representative (if not appointed by the President, then nominated and elected every third year (2009, 2012, 2015, etc.—two nominees are required))

By the Constitution (see above) there must be a two-week waiting period between when the nominated candidates are announced to WSS members and the beginning of balloting to allow for members to nominate other by petition.

Details of the Election Process

The election is conducted primarily via the WSS website on the Internet, between approximately May 1 and June 10. A total of approximately 3 weeks should be allowed as the voting period. The WSS website manager sets up the online voting process.

The WSS Constitution requires membership (ASA/WSS or associate) as of March 31 of a given year for a member to participate in the WSS election that year. Members with valid email addresses on file with WSS will receive an email from the website manager (or designee) inviting them to cast their votes online. The message will include a random number that the member is required to use when voting online. An example message is given at the end of this Section. The members without valid email addresses will receive a paper letter (via mail) from the Secretary with a ballot, candidate information, and instructions of where to mail the ballot (postmarked no later than the last day of the election period.)

The Membership Committee (in consultation with the Electronic Mail Manager and Website manager) will provide a valid list of voting members in a format that can be used by the Website manager to prepare the distribution of the electronic ballots and the mailing of the paper ballots by a date decided upon by mutual agreement of the Website manager and Chair of the Membership Committee.

At the end of the election, the Website manager will provide the Chair of the Nominations and Elections Committee with a list of online voters and number of votes for each candidate. A procedure for handling the counting of the paper ballots must be decided upon. One suggestion is to have each paper ballot contain a random control number that is manually entered by the appropriate person. At the end of the election, a list of control numbers on the ballots can be checked against the list of those who voted electronically.

Example Email Text Voting Message

Dear <insert first name>,

It's time to cast your vote for the officers of the Washington Statistical Society! Simply go to the following link to find out about the candidates and complete your ballot:

<insert link>

To vote, you will need to enter your last name (<last name>) and the following 5-digit control number: yyyyy

You must submit your votes by **June xx, 20XX**. Please note that you may only submit your ballot one time, so please ensure you've selected your choices correctly before you cast your ballot.

Thank you <insert first name>!

1.4 Meetings of the Board of Directors

Meetings of the Board of Directors generally are held monthly. The current exceptions are (1) no meeting in July, and (2) one meeting in late November or early December instead of two meetings. Meetings should be scheduled at times to achieve adequate Board representation. Days having known or perceived conflicts with achieving adequate attendance (e.g., religious holidays or conferences) should be avoided. As a courtesy, Board members should forward potential conflicting days to the WSS Secretary at least four months in advance or as soon as a schedule conflict is identified.

1.5 WSS Website

The WSS website is located at www.washstat.org and provides information on events, WSS contacts and WSS history.

Restricted Area for WSS Board of Directors

The Board Access area of the WSS website is accessible only to authorized Board members. When a new person is elected/appointed to a Board position, the WSS Website manager provides access to the restricted area. The WSS Website manager or the WSS Secretary sends the person a Username and Password. (Note: If you forget your Username and/or Password, contact the WSS Website manager or the WSS Secretary.)

1.6 Electronic Calendar

An electronic calendar has been established through Google Gmail. It is for the use of all members of the WSS Board of Directors. Instructions for its use are included in this section. Those planning WSS Seminars, board meetings, and other events will check the calendar for conflicts when picking dates and times. They will also add their events to the calendar immediately upon confirmation of a date and time. It is even encouraged that events be entered as soon as a tentative date/time is known. Entering major events from other organizations such as the AAPOR Conference will help with conflicts.

Instructions for the WSS Electronic Calendar

Prior to scheduling a WSS event all program chairs and coordinators should check the WSS calendar to make sure there are no other conflicting events. Efforts should be made to avoid conflicts as well as religious holidays or statistics conferences. The WSS calendar can be accessed using the following steps.

1. At www.gmail.com, sign in as an existing account holder using the email address and password given to all officers. If you cannot find your copy of that information, contact the WSS President or Secretary.
2. Select the 'calendar' button.
3. The calendar for wss.calendar.board@gmail.com (the calendar indicator is on the upper right side of the screen) should be the primary one displaying.
4. If the WSS calendar is not displayed, then select that box to display and deselect any other calendars.

Important! Please include the following information when entering an event:

- a. Name of the seminar/event
- b. Time
- c. Location, including address, room number
- d. Under 'Description' please include:
 - i. The point of contact (and person entering event, if different), including name, phone number and email
 - ii. The sponsors, including the program, e.g., methodology section
 - iii. Whether this is a tentative or finalized event. Once an event is finalized or a date no longer needed, the status of the event should be updated accordingly.

2 Elected Members of the Board of Directors

2.1 President

Length of term: 1 year. Term begins at the June Board of Directors meeting and no later than July 1 in the following election as President-Elect. Term ends at the June Board of Directors meeting and no later than July 1 two years following the election, after which the President becomes the Past President.

Description: From Section 1.3 of ASA Council of Chapters Chapter Officer Handbook, "The President presides at all meetings of the Chapter, appoints such committees as designated in the Chapter constitution, is chief spokesperson for the Chapter, and sees that the Chapter has an active program of meetings and projects during his or her term of office." From Article 4, Section 4 of the WSS Constitution, "The President, or the representative designated by the President, shall preside over meetings of the Board, and four Directors eligible to vote shall constitute a quorum." Specific duties of the President are detailed in the following table, in a subsequent appendix, in the WSS Constitution, and in the ASA Council of Chapters Chapter Officer Handbook.

Duties of the President	
Timing	Description
July	<ul style="list-style-type: none"> ● Write/update President's letter that appears in brochure and on website ● Fill vacancies in appointed positions ● Work with the Secretary to update the WSS brochure ● Emphasize use WSS' centralized calendar ● Work with the Secretary to update the list of board members and committee memberships; maintain list on website ● Request budget inputs from Board members
August	<ul style="list-style-type: none"> ● At JSM, attend appropriate workshops and meetings for Chapter officers. ● At board meeting, confirm that ASA has been notified of any changes to Society dues. ● In years with last two digits divisible by 3 (2021, 2024, etc.), appoint new member to Herriot Award Committee from short list provided by Chair ● Work with Treasurer to create a draft of the operating budget for current fiscal year for approval at August meeting
September	<ul style="list-style-type: none"> ● Discuss with Board the possibility of submitting proposals for ASA strategic initiative funding (Proposal deadline is Feb. 1) ● At Board meeting, discuss <ul style="list-style-type: none"> - Hansen Lecture plans (e.g., the reception) - plans for Holiday Party
October	<ul style="list-style-type: none"> ● Attend Hansen Lecture ● At Board meeting, finalize plans for Holiday Party
November/December	<ul style="list-style-type: none"> ● Chair (typically single) Nov/Dec meeting
December	<ul style="list-style-type: none"> ● Attend Holiday Party

Duties of the President	
Timing	Description
	<ul style="list-style-type: none"> ● In years with last two digits divisible by 3 (2012, 2015, etc.), appoint new Council of Chapters Representative (if not elected) ● Submit annual chapter report, available in "members only" area of ASA website ("My Volunteer Activities", "My Chapters", "Washington Statistical Society", "Annual Chapter Reports")
January	<ul style="list-style-type: none"> ● Plan President's Invited Lecture (typically held sometime during the spring, April-June timeframe.) ● Assure Cox Award process is underway (e.g., contact Cox Award chair to discuss potential dates and location). Note that the 3 Presidents are on the committee.
March	<ul style="list-style-type: none"> ● At Board meeting, begin plans for Annual Dinner/Cox Award Lecture ● Ensure dialog between WSS and DC-AAPOR for jointly sponsored Summer Conference Preview/Review ● On a three-year cycle (2013, 2016, etc.), confer with President-Elect and Past-President on the selection of the ASA Award for Outstanding Chapter Service winner
April	<ul style="list-style-type: none"> ● Remind Board members that discussion on any changes to membership dues should occur at May board meeting ● At Board meeting, firm up plans for Annual Dinner/Cox Award Lecture ● Decide on Presidential awards for the Annual Dinner. There are ~3 including the ASA Outstanding Chapter Service Award. Work with the Secretary to have the awards made in time for the Annual Dinner
May	<ul style="list-style-type: none"> ● At Board meeting, hold discussion of dues changes
June	<ul style="list-style-type: none"> ● Attend Annual Dinner (details are given in the WSS President Attachment and a separate section in this <i>Handbook</i>) and Cox Award Lecture ● Board meeting includes incoming and outgoing members of the board; ensure appropriate invites ● At the Board meeting, give annual report. Also send this to WSS News editor to be published in newsletter and submit a summary for publication in Amstat News. ● Work with the incoming president to establish monthly meeting dates for the upcoming WSS year for distribution at the June Board meeting. ● After giving annual report, turn over gavel to new President.
Throughout year	<ul style="list-style-type: none"> ● Encourage submission of articles to Amstat News ● Ensure WSS responds to periodic calls for submissions to the Council of Chapters "Chapter Chatter" electronic newsletter ● Ensure that an active seminar program is maintained ● Serve as a member of Gertrude Cox Award committee ● Fill position vacancies as needed.
Monthly	<ul style="list-style-type: none"> ● Prepare list of agenda items for board meeting and send to Secretary ● Chair the Board meeting

2.2 President-Elect

Length of term: 1 year. Term begins at the June Board of Directors meeting and no later than July 1 in the year elected. Term ends at the June Board of Directors meeting and no later than July 1 in the year following the election, after which the President-Elect becomes the President.

Duties: The President-Elect is an elected position on the Board with full voting rights. The President-Elect presides at Chapter meetings in the absence of the President, succeeds to the office of the President in the event the President cannot serve the full term, and assists the President as requested. Specific duties of the President-Elect are detailed in the following table.

Duties of the President-Elect	
Timing	Description
June (before term begins)	<ul style="list-style-type: none"> ● Work with the outgoing President to establish monthly meeting dates for the upcoming WSS year; distribute at June Board meeting. ● Review the list of volunteers in committees and various WSS functions and as appropriate, check on their status for the following year. ● Work with the incoming Methodology Section chair on thoughts toward on various methodology program chair positions ● Begin to prepare/update President's letter that appears in brochure and on website
July	<ul style="list-style-type: none"> ● Obtain signature authority over WSS accounts ● Obtain access to the restricted Board member area within WSS website ● Obtain access to WSS online calendar
Throughout year	<ul style="list-style-type: none"> ● Attend Chapter Board meetings ● Identify Mentoring Committee chair. The options are to chair the Mentoring Committee, appoint a chair, or request that the current Mentoring Committee members appoint a committee chair for the next cycle (July 1 through June 30 the following calendar year). Keep track of Mentoring Committee progress ● Attend appropriate workshops / meetings for Chapter officers at the Joint Statistical Meetings (JSM), if possible ● Preside at Chapter Board meetings in the absence of the President ● Confer with President and Past President on executive decisions arising between Board meetings ● Serve on the Gertrude Cox Award Committee ● Serve on the Nominations and Elections Committee

2.3 Past President

Length of term: 1 year. Term begins at the June Board of Directors meeting and no later than July 1 two years post-election as President-Elect. Term ends at the June Board of Directors meeting and no later than July 1 three years following the election as President-Elect.

Description: In addition to the duties listed below, the Past President undertakes special projects for the President and advises on important matters of policy. The Past President is chairperson for the Nominations and Elections Committee and serves, along with the President and the President-Elect, on the Gertrude Cox Award Committee.

Duties of the Past President	
Timing	Description
August 1	<ul style="list-style-type: none"> ● Submit an article to the WSS newsletter editor discussing the WSS accomplishments in the past year (when serving as President) and submit a summary to Amstat News.
October–January	<ul style="list-style-type: none"> ● By early February, consult with the President and President-Elect about potential nominees for WSS offices ● In early January, send out call for nominations to membership for upcoming board elections.
February	<ul style="list-style-type: none"> ● Board meeting: review upcoming vacancies on the Board with current Board members and ask for additional suggestions for potential nominees for elective office.
March	<ul style="list-style-type: none"> ● March 1: consult with President and President-Elect on the list of possible nominees for the Gertrude Cox Award. ● March 1-20: contact potential nominees for various elected offices. Encourage them to become WSS members so they can vote (needed post-election). ● Mid-March: with the President and President-Elect, have a telephone conference call with staff of RTI to select the Gertrude Cox Award winner. After the nominee has been notified, consult on the date for the Annual WSS Dinner
April	<ul style="list-style-type: none"> ● By April 1, provide the WSS newsletter editor with the election announcement, slate, and candidate bios to be published in the next newsletter. Provide slate and bios to WSS Website manager for creating the electronic ballot. Set the dates for the election to begin the first week of May and end the last week of May or the first week of June (depending on the timing of the Annual Dinner). ● Ensure that the newsletter announcement and electronic ballot will be ready by May 1. ● April Board meeting, present slate of nominees
May	<ul style="list-style-type: none"> ● First week of May: ensure the electronic ballot is distributed to all voting members of WSS.
June	<ul style="list-style-type: none"> ● First week of June: end election period, count the ballots, and inform nominees and the Board of the results. ● Mid to late June: attend the WSS Annual Dinner and recognize the new members of the Board.

2.4 Secretary

Length of term: 2 years. Term begins at the June Board of Directors meeting and no later than July 1 during election year. Term ends at the June Board of Directors meeting and no later than July 1 two years following the election.

Description: The Secretary generally keeps minutes of the Chapter meetings, sends notices of meetings, maintains the Chapter's records and documents, and corresponds as needed/requested with ASA headquarters. Details are provided in the table below and within a subsequent appendix.

Duties of the Secretary	
Timing	Description
July	<ul style="list-style-type: none"> ● Update renewal letter and board list for posting to the website. ● For all board members, coordinate access for in-person meetings. ● Coordinate access to the Board area of WSS website with the WSS Website manager. ● Arrange for regular collection of the WSS mail from the WSS Post Office Box. ● Start updating brochure in collaboration with President. Send PDF of brochure to WSS Website manager for posting.
Throughout year	<ul style="list-style-type: none"> ● Confer with Presidents (Elect, Current, Past) for WSS Board meeting agenda item. ● Send announcement for WSS board meetings, with agenda, minutes, and any handouts. ● Take minutes at WSS board meeting, and distribute preliminary version to, at a minimum, the President, President-Elect, and Past President ASAP after meeting. ● Assure all final Board meeting minutes are posted to the Board Access area of the website via coordination with the WSS website manager. ● Make sure all new Board members (both appointed and elected) are WSS members. ● Maintain associate member list; send renewal notices to associate members and coordinate receipt of checks with Treasurer. ● Coordinate with WSS Electronic Mail Manager and Membership Committee to make sure that all new member (either Full or Associate) emails and changes in emails are added to listserv in a timely manner. Also, notify Electronic Mail Manager and Membership Committee of people to be deleted from listserv. ● Supply brochures for events such as the Hansen Lecture, Short Courses, etc. ● Update board list, as needed; provide updates to WSS Newsletter editor and send a file of Board list to WSS website manager.
August (or earlier)	<ul style="list-style-type: none"> ● Coordinate with Council of Chapters Representative to make sure notice of dues changes, if any, are sent to ASA and updated on the WSS website.
November	<ul style="list-style-type: none"> ● Notify Associate Members that it is time for membership renewal
January	<ul style="list-style-type: none"> ● Provide membership counts (Full Membership count, Associate Membership count, and number of Academic, Business, Government, Student, and other members) to Council of Chapters Representative for annual report to ASA.

Duties of the Secretary	
Timing	Description
March	<ul style="list-style-type: none"> ● Contact University department heads for outstanding graduate student awardees.
April	<ul style="list-style-type: none"> ● Invite outstanding graduate student winners to the Annual Dinner. ● Work with Membership Committee to make sure a complete list of Full Members of WSS is available for the annual election. Send list to WSS Website manager and Chair of Nominations and Elections Committee.
May/June	<ul style="list-style-type: none"> ● Coordinate ordering, preparation and pick-up of plaques, awards, and certificates for Annual Dinner; including the plaque for the Gertrude Cox Award. ● Coordinate the retrieval of the winning posters with the poster competition chair to be displayed at the Annual Dinner.
June	<ul style="list-style-type: none"> ● Coordinate preparation and printing of Annual Dinner program with Social Committee chair. ● Make sure that a copy of the Annual Dinner program is put on WSS website and given to Historian. ● Coordinate with Council of Chapters Representative to make sure ASA is notified of WSS Election results within 30 days of the election.

2.5 Treasurer

Length of term: 2 years. Term begins at the June Board of Directors meeting and no later than July 1 during election year. Term ends at the June Board of Directors meeting and no later than July 1 two years following the election.

Description¹: The Treasurer handles the Chapter's finances for each fiscal year (July 1 – June 30, Article 2, Section 2 of WSS By-Laws). This includes receiving dues from headquarters and from individual Chapter members, maintaining bank accounts as needed, paying bills as authorized by the Chapter Constitution, making financial reports to the Chapter monthly or as requested, reimbursing themselves for Treasurer-related expenses only after receiving approval from the President, and filing tax documents with the IRS no later than November 15 each fiscal year.

Duties of the Treasurer	
Timing	Description
July	<ul style="list-style-type: none"> ● Transfer accounts into new Treasurer's name ● Change signature cards to include President and President-Elect ● Assist new Treasurer as needed to ensure transition of duties ● By July 15, prepare final annual accrual report and send to ASA and the members of the WSS Audit Committee.
August	<ul style="list-style-type: none"> ● Assist President with creation of the operating budget for current fiscal year.
October/November	<ul style="list-style-type: none"> ● File annual income tax by November 15; retain copy for the WSS Audit Committee
November	<ul style="list-style-type: none"> ● Pay Morris Hansen Lecture Series expenses when prompted
December	<ul style="list-style-type: none"> ● Roger Herriot Award contribution sent to appropriate person when requested ● Pay for Holiday Party
May	<ul style="list-style-type: none"> ● Prepare preliminary version of annual accrual report and distribute at Board meeting along with dues recommendation.
June	<ul style="list-style-type: none"> ● Gertrude Cox Award expenses and RTI reimbursement ● Julius Shiskin Award expenses and Business and Economics Statistics Section reimbursements ● Pay expenses for Annual Dinner
Throughout year	<ul style="list-style-type: none"> ● Prepare monthly treasurer report for WSS Board meeting ● Manage/track all financial activities, accounts, transactions, and any investments

¹ From Article 2, Section 3 in WSS By-Laws: Financial responsibility shall reside with the Treasurer, and all funds of the Society shall be deposited with the Treasurer who shall make disbursements at the direction of the Board of Directors. The Treasurer shall have authority to invest the funds of the Society, and to liquidate such investments. Such activities shall be conducted only in accordance with such guidelines as the Board of Directors may prescribe. The Treasurer, the President, and the President-Elect shall have authority to draw checks on the Society's account.

From Article 6: The Treasurer shall represent the WSS Board in the financial management of the newsletter.

2.6 Communications Officer

Length of term: 2 years (elected). Term begins at the June Board of Directors meeting and no later than July 1 during election year. Term ends at the June Board of Directors meeting and no later than July 1 one year following the election.

Description: The responsibilities of the Communications Officer include activities associated with continued improvement of e-mail and other electronic notifications and the listserv. Specific duties are listed in the table below.

Duties of the Communications Officer	
Timing	Description
Throughout year	<ul style="list-style-type: none">● Chair Communications Committee.● Coordinate duties of the Membership Committee chair, Newsletter editor, Website manager, and other key volunteers.● Ensure that members have access to relevant and timely information about events of importance in the DC area.

2.7 Methodology Officers

2.7.1 Methodology Section Chair

Length of term: 1 year. Term begins at the June Board of Directors meeting and no later than July 1 during the year following election as Methodology Program Chair. Term ends at the June Board of Directors meeting and no later than July 1 two years following the election as Methodology Program Chair.

Description: The responsibilities of the Methodology Section Chair include assisting the Methodology and other program chairs to arrange seminars and mini conferences on various statistical topics of current interest / relevance.

Duties of the Methodology Section Chair	
Timing	Description
July	<ul style="list-style-type: none">● With the appropriate past Chair, discuss all previously scheduled upcoming seminars and obtain a list of prospective presenters and contacts.● Review process of scheduling and all other aspects of arranging a seminar.● Meet with current Methodology Program Chair to discuss initial plans for the upcoming year
Throughout year	<ul style="list-style-type: none">● With Methodology Program Chair, strive to organize 1-2 seminars each month or 4-6 mini conferences each year. Assist other program chairs as needed.● At Board meetings, report on activities and plans for the seminars including co-sponsorship with other organizations.● Discuss with the WSS President and the Board and obtain approval for any anticipated social events preceding or following a seminar or any travel reimbursements to the presenters. If approved, contact the treasurer to arrange the payments.● Attend seminars and mini conferences, if possible.

2.7.2 Methodology Program Chair (Non-voting)

Length of term: 1 year. Term begins at the June Board of Directors meeting and no later than July 1 during the elected year. Term ends at the June Board of Directors meeting and no later than July 1 two following the election year.

Description: The responsibilities of the Methodology Program Chair include assisting the Methodology Section Chair to arrange seminars and mini conferences on various statistical topics of current interest / relevance.

Duties of the Methodology Program Chair (Section Chair Elect)	
Timing	Description
July	<ul style="list-style-type: none"> ● With the appropriate past Chair, discuss all previously scheduled upcoming seminars and obtain a list of prospective presenters and contacts. ● Review process of scheduling and all other aspects of arranging a seminar. ● Meet with current Methodology Section Chair to discuss initial plans for the upcoming year
Throughout year	<ul style="list-style-type: none"> ● With Methodology Section Chair, strive to organize 1-2 seminars each month or 4-6 mini conferences each year. Assist other program chairs as needed. ● Attend month Board meetings. ● At Board meeting, report on activities and plans for the seminars including co-sponsorship with other organizations. ● Attend seminars and mini conferences, if possible.

2.8 Council of Chapters Representative

Length of term: 3 years. Term begins and ends on January 1 in accordance with Council of Chapters charter or at least until a successor takes office.

Description: The Chapter Representative is the official representative of each Chapter to the Council of Chapters of the ASA, and as such, is the crucial communication link between the Chapter, the Council, and the ASA as a whole. As a voting member of the Council of Chapters, the specific duties of the Representative are shown in the following table.

Duties of the Council of Chapters Representative	
Timing	Description
Throughout year	<ul style="list-style-type: none"> ● Disseminate communications from the Council to WSS members and ensure WSS follow up ● Present to the Council the needs & concerns of WSS ● Encourage WSS participation in Council programs and initiatives ● Ensure all necessary information/forms are forwarded to District Vice-Chair in a timely manner ● Keep Council and other chapters current on WSS activities
August	<ul style="list-style-type: none"> ● Attend the Business Meeting and Workshop of the Council of Chapters at JSM
January	<ul style="list-style-type: none"> ● Complete and return the Annual Report of Chapter Activities to the Council of Chapters
May	<ul style="list-style-type: none"> ● Elect the Chair-Elect of the Council of Chapters
June	<ul style="list-style-type: none"> ● Coordinate with Secretary to make sure ASA is notified of WSS Election results within 30 days of the election

2.9 Representatives-at-Large

Length of term: 2 years (elected). Term begins at the June Board of Directors meeting and no later than July 1 during the elected year. Term ends at the June Board of Directors meeting and no later than July 1 two years following the election.

Description: There are four elected Representatives-at-Large, serving staggered two-year terms with two persons elected each year. The Representatives-at-Large represent the WSS membership on issues that come before the Board and lead initiatives as assigned by the President.

Duties of the Representative-at-Large	
Timing	Description
Throughout year	<ul style="list-style-type: none"> ● Represent the WSS membership on issues that come before the Board ● Participate on WSS Committees as assigned by the President ● Lead targeted initiatives assigned by the President

3 Communications Committee

The WSS Communications Committee is chaired by Communications Officer. The goals of the WSS Communications Committee include production and dissemination of the quarterly newsletter, maintenance of the WSS communication tools (e.g., website, social media accounts), dissemination of information about WSS-sponsored news and events, and dissemination of information about other events in which WSS members may have interest.

3.1 Website Manager

Length of term: 1 year. Appointed by the President with advice of the Board of Directors to serve for not more than one year but may be reappointed by the succeeding President as desired.

Description: The WSS Website Manager is responsible for the planning, development, maintenance and updating of the WSS Website.

References: The WSS main homepage is currently at the following two URLs: <http://washstat.org>, <http://www.washingtonstatisticalsociety.org/>.

Duties of the WSS Website Manager	
Timing	Description
At beginning of term	<ul style="list-style-type: none"> ● Coordinate with outgoing Website Manager on unresolved activities. ● Obtain the account information used to access the website (provided gratis to WSS by George Mason University) and WSS Website Manager Gmail account. ● Become familiar with the structure, page design and other aspects of the website. If necessary, acquire necessary software tools for website management. ● Make sure that all Board members are given access to the WSS “Board-only” portion of the WSS website and are given instructions on how to access it.
Throughout year	<ul style="list-style-type: none"> ● Maintain the site and post material provided by the officers and committee members. This usually involves uploading the material, creating, or updating html webpages, and having the submitters provide PDF versions of the material. ● Post each WSS Newsletter and other information as requested. ● Update the list of seminars and other time sensitive pages on the site as needed ● Ensure the WSS domain renewal occurs as needed (currently done by Communications Officer, using mydomain.com) ● Do periodic maintenance of the WSS Website Manager Gmail account. ● Ensure periodic backups of the website occur.
April/May	<ul style="list-style-type: none"> ● Prepare the web pages used for the election of officers. ● Conduct the online election in coordination with the Nominations and Elections Committee. Provide the election results to the Committee.

3.2 Newsletter Editor

Length of term: 1 year. The Editor is appointed by the President with the advice of the Board of Directors. Members of a committee may be appointed in the same way, or this function may be delegated to the Editor. All membership on the committee terminates at the close of the term of office of the President, but the Editor and members may be reappointed by the succeeding President.

Description: The WSS Newsletter Editor (wss.editor@gmail.com) is responsible for producing and publishing the Society's newsletter. The Editor sends the completed newsletter to the Electronic Mail Manager, who distributes the newsletter to the WSS community. Additional details on the creation and responsibilities of the newsletter may be found in Appendix X. The Editor will head of the Newsletter Committee should one be formed.

References: Newsletters from January 1998 to the present are available on-line at <http://washstat.org/newsletters>.

Duties of the WSS Newsletter Editor	
Timing	Description
July	● Meet with past Editor and gather relevant information, schedules, and materials for the WSS News
Throughout year	● Coordinate all activities associated with producing, publishing, and distributing the WSS News, including setting deadlines, and sending copies to the WSS Website manager and Electronic Mail Manager for distribution.

3.3 Electronic Mail Manager

Length of term: 1 year. Appointed by the President with advice of the Board of Directors to serve for not more than one year but may be reappointed by the succeeding President as desired.

Description: Electronic mail (email) provides the primary communication conduit for distribution of information to the WSS membership. The primary items distributed by email are the monthly WSS newsletter, seminar announcements, employment opportunities, and miscellaneous announcements.

The email addresses are maintained by the WSS Email Manager. These addresses are periodically updated to reflect changes in membership status and changes in internet email addresses. The present Email Manager maintains the addresses on a list server provided.

The Email Manager receives input directly from the WSS Newsletter Editor, the WSS President, program chairs, and other individuals desiring to publish information. The email manager screens the items to ensure that:

- Items are of interest to the statistical community in the Washington area
- Items contain location, time, security, and point of contact information
- Employment announcements are not from commercial employment firms
- Items are placed in the WSS News and not sent via separate email, where appropriate, to reduce the amount of email received by WSS members

Duties of the Electronic Mail Manager	
Timing	Description
July	<ul style="list-style-type: none"> ● Meet with past Electronic Mail Manager and gather relevant information
April	<ul style="list-style-type: none"> ● Receive updated membership list from WSS Secretary and update email list in preparation for distribution of election ballots
Throughout year	<ul style="list-style-type: none"> ● Receive and distribute announcements and employment opportunities from WSS President, program chairs, and other persons ● Update the email list with deleted and new addresses as necessary or when new information becomes available from Membership Committee and/or Secretary
Monthly	<ul style="list-style-type: none"> ● Receive and distribute the WSS News from the WSS Newsletter Editor

3.4 Technology Advisor

Length of term: 2 years. Appointed by the President with advice of the Board of Directors to serve for not more than two years but may be reappointed by the succeeding President.

Description: The WSS Technology Advisor is responsible for teaching and maintaining technology services for the WSS including but not limited to: documentation library, video conferencing, social media platforms, URL, webservices, etc. This role is not intended to replace the individual roles for each of these services (i.e. WSS Webmaster) but instead provides a safeguard against possible losses in the event of the sudden loss of any technology leadership role.

Duties of the WSS Technical Advisor	
Timing	Description
At beginning of term	<ul style="list-style-type: none"> ● Coordinate with outgoing WSS Technology Advisor on unresolved activities. ● Obtain the account information used to access all technology services. ● Become familiar with the structure, documentation, and other aspects of all technology services. ● Make sure that all Board members are given access to the WSS “Board-only” portion of the WSS website and are given instructions on how to access it.
Throughout year	<p>This role is not responsible for populating any of the technology services tools, but instead will support the board and committee members by:</p> <ul style="list-style-type: none"> ● Maintain a list of current WSS committee and board members and their email addresses, email the list to the board and committees whenever there is a change. ● Maintain WSS’ access to the tools by <ul style="list-style-type: none"> ○ Maintain administrative usernames and passwords across all platforms, ○ Request funding (as needed, e.g. URL access) to maintain access to all tools, ● Provide current WSS committee and board members access (as appropriate, based on role) to: <ul style="list-style-type: none"> ○ document library, ○ video conferencing, ○ social media platforms, and ○ webservices, ● Create and maintain a folder structure in the document library, ● Create and maintain a file naming convention for the document library, ● Provide board and committee members clear documentation (or links to video tutorials) on how to access and use each technology service, ensuring appropriate safeguards are in place. ● If/When additional technology services are needed or current services are no longer available, research possible solutions and provide the board a clear list of pro’s and con’s for 3 or more possible solutions.
June/July	<ul style="list-style-type: none"> ● Email all board members to determine whether they plan to continue in their role in the next fiscal year.

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| | <ul style="list-style-type: none">● Email all chairs to identify new committee members.● Add access to new WSS committee and board members.● Remove access to former WSS committee and board members.● Create new document library folders for the fiscal year.● Archive documents 3+ years old in the document library. |
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4 Methodology Program and Short Course Committee

4.1 Appointed Program Chairs

Length of term: 1 year. Program Chairs are appointed by the President with advice of the Board of Directors to serve initially for not more than one year. They may be reappointed by the succeeding President if so desired. The tenure of Program Chairs will generally coincide with the Chapter year, but provision should be made for some continuity of leadership. Effective program planning will usually require planning beyond the tenure of the Chairs.

Description: The Program Chairs assume the responsibility of coordinating all of the arrangements for program-specific seminars including, but not limited to contacting speakers/discussants/chairs for each seminar, reserving a location, coordinating publicity, arranging for videoconferencing (if needed), coordinating the arrangements for the day of the seminar, and arranging for uploading of speaker/discussant presentations and/or handouts to the WSS website.

Standing Program Committees²: The required Standing subject-matter area Program Committees, according to the By-Laws, are:

- Agriculture and Natural Resources
- Statistical Computing
- Economics
- Physical Sciences and Engineering
- Public Health and Biostatistics
- Social and Demographic
- Inter-programmatic (cross-sectional)

Duties of the Appointed Program Chairs	
Timing	Description
July	<ul style="list-style-type: none"> ● With the appropriate past Chairs, discuss all previously scheduled upcoming seminars and obtain a list of prospective presenters and contacts. ● With the past chair, go over the process of scheduling and all other aspects of arranging a seminar.
Throughout year	<ul style="list-style-type: none"> ● Coordinate with Methodology Program and Methodology Section Chairs on seminars and mini conferences by identifying at least 3 program-specific activities each year. ● Contact authors/presenters/discussants, arrange dates, time, and locations for the seminars; prepare and submit announcements to the WSS newsletter using the timeline below as a guideline. ● Attend program events. ● Attend monthly board meetings (if possible).

² Although not stated explicitly in the By-Laws, the assumption seems to be made that a Standing Committee may consist of a single member.

4.2 Short Courses

Length of term: 1 year. The President of WSS with the advice of the Board of Directors appoints the chair of the committee. Either President of WSS or committee Chair appoints members of the committee. All memberships on the committee terminate at the close of the President's term, but the succeeding President may reappoint chairs and members.

Description: The short course committee provides educational and training opportunities for members of Washington Statistical Society (WSS). These short courses supplement WSS regular seminars and further promote the sharing of statistical thinking, research methods, and techniques.

Duties of the Short Course Committee	
Timing	Description
July	<ul style="list-style-type: none"> ● Research topics for new short courses and names of potential instructors. Seek suggestions from Board of Directors.
~4 months prior	<ul style="list-style-type: none"> ● Submit proposed topic for short course to WSS Board for approval
~ 3 months prior	<ul style="list-style-type: none"> ● Determine instructor, ask for possible dates and course length, and require honorarium (if any) and type of course materials ● Develop budget and cost of course (based on above) ● Obtain short description of course (1-2 paragraphs) and short bio from the instructor ● Contact in-person event point-of-contact or confirm virtual platform to finalize location and dates and set-up details. Set up an online registration system (e.g., EventBrite). ● Develop a Q&A page (if possible) discussing cancellation/refund policy, payment options, waiting list, receipts, etc.
2 months prior	<ul style="list-style-type: none"> ● Create course announcement and registration form. ● Advertise on WSS listserv, and other list services for ASA sections (SRMS, for example), and/or DC AAPOR. ● If time permits, advertise in WSS Newsletter ● Arrange flights and lodging for instructor, if needed
2-3 weeks prior	<ul style="list-style-type: none"> ● Finalize course materials/handouts including disclaimer and evaluation form ● Arrange for printing of course materials
10 days prior	<ul style="list-style-type: none"> ● Registration cut-off date ● Give course count to printer (if course materials are provided) ● Check membership status of all registrants. ● Submit credit card numbers to ASA for processing. ● Create formal list of attendees, with affiliation and contact information (e-mail address) ● Order food and fax tax exemption sheet (if needed) ● Get checks from treasurer
1 week prior	<ul style="list-style-type: none"> ● Order food for course ● Print receipts (for distribution at course) ● Create name tags and tent cards for all attendees (including chairpersons and instructor) ● Print copies of attendee list (for distribution at course).

Duties of the Short Course Committee	
Timing	Description
	<ul style="list-style-type: none"> ● Obtain course materials (or ensure their delivery to site the day before the course)
Day of Course	<ul style="list-style-type: none"> ● Welcome attendees, hand out nametags, tent cards, course materials ● Coordinate with caterer's facility managers ● Collect evaluation forms
After the course	<ul style="list-style-type: none"> ● Send Thank you letter to instructor ● Review evaluation forms ● Submit receipts to treasurer along with an accounting of costs and income

5 Other Education Committees

5.1 Quantitative Literacy (QL)

5.1.1 QL Committee Chair

Length of term: 1 year. The Chair of the Committee is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way, or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

Description: The Quantitative Literacy (QL) Committee coordinates WSS activities related to statistical education and activities in local K-12 classrooms and with other organizations. The QL Committee includes the committee chair as well as coordinators for the following activities:

- K-12 Classroom-Based Activities
- Curtis Jacobs Award Competition
- Poster Competition
- Science Fairs
- Workshops
- Volunteer Coordinator
- The QL Committee Chair oversees and supports the QL activities handled by the coordinators, manages the QL budget, serves as the WSS liaison to ASA for QL activities, and seeks out local QL opportunities.

Duties of the Quantitative Literacy Committee Chair	
Timing	Description
July	<ul style="list-style-type: none"> ● Determine QL budget for the coming year, and assess plans based on budget availability.
July/August	<ul style="list-style-type: none"> ● Touch base with the current donors and update them about how the donation was distributed among the student winners ● Try to recruit new donors for next year, if possible.
September	<ul style="list-style-type: none"> ● Touch base with Curtis Jacobs and Poster Competition Award Coordinators about finalizing brochures and plans for distribution. ● Touch base with Volunteer Coordinator about plans for recruiting new volunteers. ● Touch base with the donors to ensure they will continue to donate and compile list of donations from all donors
December	<ul style="list-style-type: none"> ● Touch base with Science Fair Coordinator about general science fair needs; ask whether there has been any correspondence from the organizers for any of the 5 regional Science Fairs.
April/May	<ul style="list-style-type: none"> ● Touch base with Curtis Jacobs Award and Poster Competition Award Coordinators about plans for judging entries, including staffing, prizes, certificates, and scoring rubrics. ● Help collect and distribute prizes to the different regional fairs, if necessary
April	<ul style="list-style-type: none"> ● Prior to April Board meeting, determine QL budget for the next year and submit budget request to Board.

May	<ul style="list-style-type: none"> ● Remind Curtis Jacobs & Poster Competition Award Coordinators to invite winners to Annual Dinner & send the WSS Secretary information on the award winners (for Annual Dinner program and certificates).
June	<ul style="list-style-type: none"> ● Compile list of all QL activities for the WSS annual report.
Monthly	<ul style="list-style-type: none"> ● Prepare QL report for monthly WSS Board Meeting
Throughout the year	<ul style="list-style-type: none"> ● Respond to QL-related requests and be on the lookout for local QL opportunities. ● Touch base with QL coordinators to ask whether they need any assistance or support.

5.1.2 QL Volunteer Coordinator

Description: The Quantitative Literacy (QL) Committee coordinates WSS activities related to statistical education and activities in local K-12 classrooms and with other organizations. The QL Volunteer Coordinator recruits volunteers, maintains a database of volunteers, and responds to request for volunteers for QL events.

Length of term: 1 year. The QL Volunteer Coordinator is appointed by the President with the advice of the Board of Directors, or by the QL Committee Chair. The position of QL Volunteer Coordinator) terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

Duties of the Quantitative Literacy Volunteer Coordinator	
Timing	Description
July	<ul style="list-style-type: none"> ● Obtain QL volunteer database from previous QL Volunteer Coordinator.
September	<ul style="list-style-type: none"> ● Touch base with QL Committee Chair about plans for recruiting new volunteers.
September/October	<ul style="list-style-type: none"> ● Prepare article about QL volunteer opportunities for WSS newsletter.
Monthly/As needed	<ul style="list-style-type: none"> ● Maintain QL volunteer database. ● Respond to requests for volunteers by: <ul style="list-style-type: none"> ○ Recruiting volunteer(s) to meet the request ○ Providing volunteer(s) with logistical information, materials, and information about activities. (Check with QL Committee Chair as needed.) ● Maintain list of volunteers who filled specific requests (so that they can be recognized in WSS News articles; WSS Board Meeting minutes; etc.). ● Send thank you letter to the volunteers as needed. ● Organize volunteer appreciation event if possible.

5.1.3 QL Workshop Coordinator

Description: Is a member of the QL Committee. Develops workshops and other activities for junior high/middle school and high school teachers. The activities will provide incentives to use already developed Quantitative Literacy projects and practices to help with science fair projects and other activities their students are already doing.

Length of term: 1 year. The Coordinator is appointed by the President with the advice of the Board of Directors Members to serve for not more than one year but may be reappointed by the succeeding President as desired.

Duties of the Quantitative Literacy Workshop Coordinator	
Timing	Description
July	<ul style="list-style-type: none"> ● Meet with past coordinator and pass on experience and materials.
Throughout year	<ul style="list-style-type: none"> ● Fulfill requests for career day and classroom visits. ● Provide on-call help with science fair and other projects. ● Touch base with local schoolteachers, especially those that teach year-long research classes, to ask about opportunities for WSS to work together on QL-related activities. Develop class lessons and activities that relate statistics to the scientific method, data management, and good tables and graphs. Provide in-class consulting on science fair projects. Find presenters and coordinate preparation of presentations and materials. ● Represent WSS and ASA at local STEM fairs as needed. ● Work with the ASA improve their statistics in science fair projects. ● Provide updates to WSS Board

5.1.4 QL Poster Competition Coordinator

Length of term: 1 year. The Chair of the Committee is appointed by the President with the advice of the Board of Directors. Members of the Committee may be appointed in the same way, or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

Description: Is a member of the QL Committee. The WSS Quantitative Literacy Poster Competition Committee is an Ad Hoc Committee developed to encourage understanding of statistical thinking, methods, and techniques and to promote quantitative literacy via a poster competition among students in local area elementary, middle, and high schools. WSS provides judges for both the local (DC-area) competition and a "rest of US" competition (involving submissions from areas not covered by ASA chapters). Winning entries are passed along to the National competition; judging for the National competition is coordinated by ASA.

References: <http://www.amstat.org/education/posterprojects/index.cfm>

Duties of the Quantitative Literacy Poster Competition Chair	
Timing	Description
July	<ul style="list-style-type: none"> ● Verify flyers are in order and update as needed. ● Coordination with past/present chairs.
By November	<ul style="list-style-type: none"> ● Update flyers, if needed. ● Coordinate with ASA and Curtis Jacobs chair to distribute flyers via email.
January	<ul style="list-style-type: none"> ● Remind schools/teachers about poster competition.
March	<ul style="list-style-type: none"> ● Contact WSS/ASA to get an update on the number of poster submissions to gauge the amount of judging assistance needed. ● Begin to recruit judges.
April	<ul style="list-style-type: none"> ● Coordinate with ASA to get posters delivered to judging venue. ● Determine day and place to judge posters. Note that a large space is needed for judging, so that posters can be spread out for easy viewing. ● Judge posters (late April) <ul style="list-style-type: none"> ○ Determine local winners and "rest of US" winners. ○ Send winners to National competition (presently in Ohio)
May	<ul style="list-style-type: none"> ● Notify local teachers of winning students and ask them to invite the winning students to the WSS Dinner. ● Share local winners with WSS Board ● WSS to print up and distribute certificates and cash/check awards to local winners. ● Send thank you letter to the volunteer judges.
June	<ul style="list-style-type: none"> ● Annual WSS Dinner - Announce winners and distribute awards.
Throughout year	<ul style="list-style-type: none"> ● Answer any questions posed by teachers or other interested parties.

5.2 Statistics Education

Description: The Statistics Education Committee coordinates WSS activities related to statistics education beyond those activities covered by the Quantitative Literacy (QL) committee. In particular, the committee may be involved in:

- Organizing seminars related to statistics education, including, but not limited to, those aimed at the K-12 level, undergraduate level, graduate level, and/or continuing education in the workplace
- Organizing workshops for students, faculty, statisticians and/or the public
- Assisting the WSS QL Committee and other committees as needed
- Assisting the WSS Student Representative
- As needed, working with local high school and college/university chapters of the ASA
- As needed, assisting ASA with statistics education activities held in DC area
- Maintaining the WSS list of college and university contacts

Length of term: 1 year. The Chair(s) of the Committee is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way, or this function may be delegated to the Chair(s). All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

Duties of the Statistics Education Committee Chair	
Timing	Description
July	<ul style="list-style-type: none"> ● Prepare a budget for the coming year for use by the President and Treasurer. Once the budget is approved by WSS Board, adjust plans based on budget availability.
September/October	<ul style="list-style-type: none"> ● Update the WSS list of college/university contacts
April/May	<ul style="list-style-type: none"> ● Meet with WSS Statistics Education Committee to develop a plan (and preliminary budget) for seminars and other activities for the next academic year
Monthly	<ul style="list-style-type: none"> ● Prepare a report for monthly WSS Board Meeting
Throughout the year	<ul style="list-style-type: none"> ● Oversee the organization of WSS Statistics Education seminars ● Oversee the organization of appropriate workshops and other events ● Respond to requests from other WSS committees and officers ● Respond to requests from WSS members and the public

6 Social Arrangements

6.1 Chair and Committee

Length of term: 1 year. The Chair of the Committee is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way, or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

Description: The Social Arrangements Committee is a standing committee of the Society. The purpose of the committee is to plan social events for the Society, including an Annual Dinner for the benefit of the Society's members. In recent years, the committee has arranged for an annual holiday party, and food at the Morris Hansen Lecture.

From WSS By-Laws, Article 4: Section 1, subsection 5 lists the Social Committee as a standing committee to plan the Annual Dinner of the Society and occasional other social activities such as luncheon meetings or evening receptions.

Duties of the Social Arrangements Committee	
Timing	Description
July	<ul style="list-style-type: none"> ● Get data on past events including place, time, and financial data.
September	<ul style="list-style-type: none"> ● Prepare for the Morris Hansen Lecture reception: Contact Hansen Lecture Committee for details on date, time, location, budget for reception, etc. Contact caterer to reserve date and make menu selections. ● Begin preparations for the Holiday party: Determine location, date/time, menu, cost, etc. for approval by Board at September meeting.
October	<ul style="list-style-type: none"> ● Morris Hansen Lecture reception ● Submit announcement and RSVP form to Newsletter Editor for inclusion in November and December newsletters.
November	<ul style="list-style-type: none"> ● Account for debits/credits for the Morris Hansen lecture reception. ● Continue planning of Holiday party.
December	<ul style="list-style-type: none"> ● Holiday party ● Prepare attendance sheet for the holiday party.
January	<ul style="list-style-type: none"> ● Compute credit and debit on the WSS treasury to be accounted for by the treasurer.
February	<ul style="list-style-type: none"> ● Start preparing for the WSS annual dinner in June. Visit restaurants.
March	<ul style="list-style-type: none"> ● Finalize arrangements for the annual dinner for approval by Board at March meeting.
April	<ul style="list-style-type: none"> ● Submit an announcement to the Newsletter Editor for the May and June newsletters.
May	<ul style="list-style-type: none"> ● Continue preparation for annual dinner.
June	<ul style="list-style-type: none"> ● Annual dinner: final arrangements (head count) Make sure everything is ready for the Gertrude Cox address; prepare nametags; ensure payments from Treasurer to restaurant.
Throughout year	<ul style="list-style-type: none"> ● Visiting restaurants, pubs, large facilities to determine feasibility for: Annual Dinner (110 people) and Holiday party (100 people).

6.2 Annual Dinner

The WSS Annual Dinner is WSS's most important social event, occurring in June. It corresponds to the annual changeover in WSS leadership. It is presided over by the outgoing President, who presents the many awards given at the dinner.

Prior to 2012, the keynote speaker at the Annual Dinner was the Cox award recipient. Beginning in 2012, the Cox Award presentation occurs on the same day as the Annual Dinner, at a different venue. This event requires close cooperation by several WSS Officers in a limited amount of time, hence the inclusion of this section in the handbook. The social arrangements committee chair, President, and Secretary work together on the dinner program, gathering the necessary information from multiple sources, and allowing at least one week lead time for printing of the final program. Other WSS officers and committees also provide essential input to the event, as mentioned below.

The social arrangements committee chair is responsible for finding a suitable venue for the dinner (no later than March), setting the date after knowing the availability of the keynote speaker, getting the date added to WSS event calendar, providing an announcement for the newsletter, providing information for the program such as the dinner menu, arranging for registration, and getting the program printed. The social arrangements chair obtains counts of complimentary dinner recipients from the secretary:

- Outstanding graduate students
- Cox, Shiskin and Herriot award winners and one guest each
- Curtis Jacobs Award and Quantitative Literacy Poster Competition winners and one teacher per project/poster

The Secretary is responsible for updating the previous year's program to provide a working draft for the current year's program, arranging for the production of the plaque for the Cox award recipient, overseeing the creation of the award certificates and the certificate holders, and contacting local universities in March to determine the outstanding graduate student selections.

The President is responsible for reviewing the program and assuring the information in the program is complete and up to date prior to printing. The President may make selections for President's Awards to be given at the dinner.

The Treasurer is responsible for providing award checks for presentation at the dinner.

The Cox award committee is responsible for selecting the awardee with sufficient lead time (no later than March) to notify the awardee, assure the awardee will be attending and will be giving the keynote address, and allow sufficient time for the creation of the plaque.

The Shiskin Award, Curtis Jacobs Award and Poster Competition committees are responsible for selecting awardees with sufficient lead time (no later than May) to assure the names are included in the program.

Program chairs need to provide a tally of sessions (seminars) sponsored by their section between July 1 and June 30 with sufficient lead time (no later than 2 weeks prior to the dinner) for inclusion in the program. A seminar is counted only once, even if co-sponsored by multiple sections.

7 Awards Committees

7.1 Science Fair

Length of term: 1 year. The Chair of the Committee, who is also known as the Quantitative Literacy Science Fair Coordinator, is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way, or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

Description: Since 1986, WSS has provided special awards at the five regional science fairs to students whose projects demonstrate excellence in data analysis or the application of statistical methods. The fairs are usually held on Saturdays in March or early April in the District of Columbia, Montgomery County, Prince George's County, Arlington County, and Fairfax County. The fairs require volunteers willing to devote one Saturday morning to interact with students, judge their projects, and give guidance and encouragement. The primary responsibilities of the five Chief Judges are to organize the WSS judging at the fair, lead the discussion to determine the winners, and report the winners to the fair organizers and the science fair committee Chair.

In 2010, WSS awarded the following at each fair:

- First Prize (1 award): \$100 cash, one-year subscription to Chance, a certificate; school receives a one-year American Statistical Association School Membership.
- Second Prize (2 awards): Peck, et al. "Statistics: A Guide to the Unknown," 4th Edition,
- Honorable Mention (up to 10): certificate.

Duties of the Science Fair Committee Chair	
Timing	Description
July	<ul style="list-style-type: none"> ● Obtain contact lists and other materials from previous Chair
November 15 or earlier	<ul style="list-style-type: none"> ● Contact Science Fair directors for information on dates, times, location, and registration ● Send announcement calling for volunteer to the WSS Newsletter Editor for inclusion in the December and January newsletters
Middle of January to Early March	<ul style="list-style-type: none"> ● Obtain list of prizes from the QL Chair ● Assign at least five judges to each fair, including a Chief Judge. E-mail assignments, schedule, and judging checklist to all judges. ● In coordination with the Curtis Jacobs Award Chair, assign one judge to distribute Curtis Jacob Award flyer to students. ● Hold judges' meeting. Distribute books, and certificates to chief judges for each fair.

Duties of the Science Fair Committee Chair	
Timing	Description
April/May	<ul style="list-style-type: none"> ● Prepare article for newsletter to announce winners, project titles and judging volunteers. ● Submit expense vouchers for current year to WSS Treasurer and budget for next year to QL Committee Chair. ● Arrange for 1st and/or 2nd prize winners to get their prizes. ● Notify 1st place winners' schools' principals/librarians. ● Send list of first and second place winners to QL Committee Chair. ● Receive ASA School Membership forms from schools and send to WSS Treasurer for transmittal to ASA. ● Send thank you letter to the volunteer judges.

7.2 Student Travel Award

Length of term: 1 year. The Chair is appointed by the President with the advice of the Board of Directors. The Chair duties terminate at the close of the term of office of the President, but he/she may be reappointed by the succeeding President.

Description: Since 2014, WSS has offered an annual student travel award to students in a degree program in the areas of statistics or related disciplines. To be eligible to participate, applicants must be current students attending a school local to the DC, MD, or VA. Previous WSS student travel award winners are not eligible for this award. The award includes \$800 plus early-bird student conference registration³ to one American Statistical Society (ASA) meeting or conference between July 1, current year, and June 30th, next year. The winner is responsible for any prerequisites associated with such registration process. A full list of eligible events may be found on ASA's website. Applicants are strongly encouraged to attend one or more eligible events. A one-year student membership to the WSS is also granted to the winner.

Reference: http://washstat.org/awards/#student_travel

Duties of the Student Travel Award Chair	
Timing	Description
August or when JSM is announced	<ul style="list-style-type: none"> ● Meet with past chair and/or gather relevant materials ● Update all application materials (due date, year of conference, who to email, etc.) ● Request a list of email addresses for all current professors and administrative staff (provided by Statistics Education)
2-3 months before the JSM abstract deadline	<ul style="list-style-type: none"> ● Ask for the application to be updated by each appropriate team to 1) website, 2) newsletter, 3) listserv ● Use list of professors and administrative staff email addresses to email local colleges and universities
mid-December	<ul style="list-style-type: none"> ● Recruit judges (excluding current President) ● Work with the judges to get voting completed in a timely manner
January	<ul style="list-style-type: none"> ● Work with the President to certify the winner. Note that the number of judges has varied over the years. The President is always the final judge in the event of a tie.
As soon as confirmed by the President	<ul style="list-style-type: none"> ● Email the winner (cc the President, treasurer, newsletter chair, communications, etc.) ● Email each applicant that winner was selected ● Congratulates the winner publicly via one or more of the following: <ul style="list-style-type: none"> ○ Listserv ○ Newsletter ○ WSS awards – Spring, current year ○ JSM survey research section meeting – JSM, current year
June	<ul style="list-style-type: none"> ● Attend the annual dinner
August	<ul style="list-style-type: none"> ● Follow up with the winner if they do not write the article for the fall newsletter (due date is August 26, current year)
Throughout year	<ul style="list-style-type: none"> ● Attend board meetings and give oral report on activities

³ Does not include ASA membership.

7.3 Curtis Jacobs Memorial Prize

Length of Term: 1 year. The Chair of the Committee is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way, or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but Chairs and members may be reappointed by the succeeding President.

Purpose: The purpose of the Curtis Jacobs Award program is to provide encouragement for students to gain an understanding and appreciation of surveys and their uses. To appreciate the strengths and weaknesses of statistics reported in the press and elsewhere,

Reference: <http://washstat.org/awards/#jacobs>

Duties of the Curtis Jacobs Prize Committee	
Timing	Description
July	<ul style="list-style-type: none"> ● Meet with past chair and/or gather relevant materials
November	<ul style="list-style-type: none"> ● Modify flyers, web info ● Construct list of middle schools and high schools ● Coordinate mailing with poster competition ● Recruit county coordinators for Science Fair blitz
January – May	<ul style="list-style-type: none"> ● Provide on-call help to projects
February	<ul style="list-style-type: none"> ● Recruit judges ● Coordinate with Science Fair Chair and judges to identify suitable science fair projects for the Curtis Jacobs Award contest and distribute fliers, encourage those students to enter, obtain school/teacher information to follow up with students
March	<ul style="list-style-type: none"> ● County coordinators recruit projects at Science Fairs
April	<ul style="list-style-type: none"> ● County coordinators follow-up with potential projects.
May	<ul style="list-style-type: none"> ● Judge projects ● Facilitate awards and communicate with recipients, invite winner(s) to the annual dinner ● Send a thank you letter to the volunteer judges.
June	<ul style="list-style-type: none"> ● Attend the annual dinner
Throughout year	<ul style="list-style-type: none"> ● Attend board meetings and give oral report on activities

7.4 Gertrude M. Cox Award

The Gertrude M. Cox Award Committee consists of six members, three representing WSS and three representing RTI.⁴ The WSS members are the President, Past President, and President-Elect. The WSS President and a member designated by RTI International (www.rti.org) serve as co-chairs, although a single chair is acceptable.

Duties of the Gertrude M. Cox Award Committee	
Timing	Description
September	<ul style="list-style-type: none"> ● Check that RTI has replenished funds kept in WSS treasury so that the balance is approximately \$3,000.
October	<ul style="list-style-type: none"> ● Form committee
November	<ul style="list-style-type: none"> ● Update draft announcement (see Appendix—Part 2). Starting with candidates from last year, publicize with ad in Amstat News, ASA-SRMS listserv, AAPORnet listserv, ASA-GSS newsletter and WSS newsletter. Due date for nominations: 28 February
December	<ul style="list-style-type: none"> ● Continue process of selecting candidates – gather names, resumes
January	<ul style="list-style-type: none"> ● Continue process of selecting candidates – gather names, resumes
February	<ul style="list-style-type: none"> ● Finalize list of nominees ● Ask committee members to evaluate and select top three. ● Schedule conference call with committee to discuss if voting does not indicate a clear winner
March	<ul style="list-style-type: none"> ● Select recipient ● Notify recipient and ask for available dates for talk on the day of the Annual Dinner
April	<ul style="list-style-type: none"> ● Follow up with recipient (if necessary) to finalize date for Annual Dinner, and finalize title of talk
May	<ul style="list-style-type: none"> ● Determine what equipment is needed for talk, and work with Social Chair to reserve equipment
June	<ul style="list-style-type: none"> ● For presentation on the day of the Annual Dinner: <ul style="list-style-type: none"> -- Ask recipient what guests they will have in attendance -- Obtain copy of slides prior to dinner (if applicable) & ask recipient for permission to post slides on WSS website. If permission granted, send slides to WSS website manager. -- Ask recipient for biography (for introduction at dinner) -- Ask Treasurer for honorarium check (\$1,000) ● Follow up with Treasurer regarding invoicing RTI for honorarium and travel expenses. ● Follow up with RTI to make sure funds are replenished for next year
Throughout year	<ul style="list-style-type: none"> ● Compile list of potential nominees

⁴ The Appendix to this section contains a copy of the draft agreement between RTI and WSS to sponsor this award. There is no record of any final agreement, so it appears the draft agreement is the "working" agreement.

7.5 Roger Herriot Award

Length of term: The three-member committee is composed of representatives from the Government Statistics Section (GSS), the Social Statistics Section (SOC), and WSS, organizations that Roger Herriot was associated with and strongly supported. Each member serves a 3-year term, the last year of which as chair of the committee. In late August or early September of every third year, the President of WSS should appoint a new member to replace the retiring chair; the next WSS appointments will take place in August 2022 and August 2025.

Purpose: The award is intended to recognize individuals or teams that best exemplify principles that characterize Roger Herriot's career: dedication to the issues of measurement; improvements in the efficiency of data collection programs; and improvements and use of statistical data for policy analysis. The award may be given to individuals at any stage of their career. Although the focus is on innovation in federal statistics, the individuals may have served in the government, academic, or private sectors. See more information about the award at the link in the first reference below.

References: <http://washstat.org/awards/herriot.html>
<https://files.eric.ed.gov/fulltext/ED418148.pdf>

Duties of the Roger Herriot Award Committee Member from WSS	
Timing	Description
September	<ul style="list-style-type: none"> ● If the new chair of the Herriot Award Committee does not do so, contact the chair by email or other means to introduce yourself. A paper by William Butz, "Out of the Box, Again and Again," written shortly after Roger Herriot's death, captures the attributes that the award seeks to recognize (see second link above under References).
October-November	<ul style="list-style-type: none"> ● Have the WSS webmaster update the WSS website (first link above under References) to include the previous year's winner and the new deadline for the current year's award. ● Unless the chair divides the tasks differently, publicize the nomination period for the award by emailing WSS members, or by calling for nominations in the WSS newsletter. The previous year's announcement can serve as a model.
Winter-Spring	<ul style="list-style-type: none"> ● Respond to queries for information about the award and nomination process.
April	<ul style="list-style-type: none"> ● Begin to review nominations ~April 1. The chair will distribute them to you, typically electronically. ● Participate in a conference call with all three members to select the awardee. After the decision, the chair will contact the recipient and the successful nominator. The outcome is to be confidential until July 1. The chair may also divide up several remaining tasks to be accomplished in the next few weeks: drafting notifications to the remaining nominators (which will be sent by the chair), writing the citation summarizing the awardee's major accomplishments, and drafting introductory remarks to be made by the chair at the JSM.

Duties of the Roger Herriot Award Committee Member from WSS	
Timing	Description
July-August	<ul style="list-style-type: none"> ● If the recipient plans to attend the JSM, assist in organizing the presentation of the award. If possible, attend the session where the recipient will be recognized.
Fall	<ul style="list-style-type: none"> ● Help to arrange a WSS seminar to be given by the recipient.
At beginning of term as Chair term – last year of three-year appointment.	<ul style="list-style-type: none"> ● Ensure that the Social Statistics Section appoints a new committee member, because the WSS representative takes over as chair when the Social Statistics representative is the retiring chair.
Fall	<ul style="list-style-type: none"> ● Have the WSS webmaster update the WSS website (first link above under References) to include the previous year’s winner and the new deadline for the current year’s award. ● Divide up the tasks of publicizing the call for nominations by arranging with the editors of the WSS newsletter, Amstat News, the GSS/SOC Newsletter, the SRMS listserv, and any other sources available to the committee. The previous year's announcements can serve as models.
Fall/Winter	<ul style="list-style-type: none"> ● Ensure that a WSS seminar is organized to be given by the previous awardee and re-present the award at the seminar.
Winter-April 1	<ul style="list-style-type: none"> ● Respond to queries for information about the award and nomination process. Serve as the primary point of contact about the award.
April 1	<ul style="list-style-type: none"> ● Distribute the nomination packages to committee members and begin to review nominations.
April	<ul style="list-style-type: none"> ● Participate in a conference call with all three members to select the awardee. After the decision, contact the recipient and the successful nominator, but ask that the outcome be kept confidential until July 1. Ask assistance from the other two members on drafting notifications to the remaining nominators, on writing the citation summarizing the awardee's major accomplishments, and on drafting introductory remarks to be made by you at the JSM.
April-August	<ul style="list-style-type: none"> ● If the recipient plans to attend the JSM, assist in organizing the presentation of the award. If possible, attend the session where the recipient will be recognized.
May	<ul style="list-style-type: none"> ● Report the decision to the ASA Director of Meetings so that ASA can create the plaque and cut the check (\$1000).
May	<ul style="list-style-type: none"> ● If the recipient can attend the JSM, identify an invited session at the JSM of the Social Statistics or Government Statistics Section, typically starting at 2:00, where the award may be presented. Obtain permission of the session chair to use the last 10 minutes of the scheduled session for you to present the award.
May	<ul style="list-style-type: none"> ● Prepare an article for the Amstat News July issue and submit it through the GSS or SOC publications editor. Include a digital photograph of the awardee.

Duties of the Roger Herriot Award Committee Member from WSS	
Timing	Description
May-July	<ul style="list-style-type: none"> ● Inform the WSS President of the need to appoint your replacement in August.
JSM	<ul style="list-style-type: none"> ● Present the award in a 5-minute speech covering the purposes of the award and recognizing the awardee's accomplishments.
Fall	<ul style="list-style-type: none"> ● Work with the incoming chair to arrange a WSS seminar to be given by the recipient.

7.6 Julius Shiskin Memorial Award

Length of term: The heads of the participating organizations are formally asked to nominate their representative or to name a new Committee member. Most people were re-nominated, and members now serve unlimited terms—until they change organizations or request to leave the Committee. Selection of the Committee Chair is informal with the outgoing Chair generally asking a current committee member to take over. The Chair appoints the Committee Secretary from those willing to serve.

Reference: <https://community.amstat.org/businessandeconomicstatisticssection/new-item/new-item>

Duties of Chair and Secretary of Shiskin Committee	
Timing	Description
October	<ul style="list-style-type: none"> ● Early October - Prepare announcement for award nominations. Send to committee chairperson for approval. ● Mid October - Send letter or email to the ASA advising that you are the contact person and attach nominations announcement and list of previous winners. ● Late October - Check Committee List to prepare letters to ask for new appointees, as necessary. If new appointee, send letter to the new appointee along with award information packet. ● Late October – Send nominations announcement to: Survey of Current Business Newsletter, Monthly Labor Review, Amstat News, WSS newsletter, NABE Newsletter, CFare, etc. plus send to committee members.
December	<ul style="list-style-type: none"> ● Draft letters 1 and 2 listed below (see January schedule). Send to committee chairperson for approval.
January	<ul style="list-style-type: none"> ● Early January - Send letter 1 to all who nominated last year telling them their candidate will be reconsidered this year and enclose nomination package. ● Early January - Send letter 2 to the mailing list asking for nominations and enclose nomination package. ● Early January – Check with WSS Treasurer for proper mailing address and then send letter to NABE and B&E Section asking for their annual funding. ● Early or mid-January – Schedule meeting. Check with out-of-town members first and point of contact for in-person event, if appropriate.
March	<ul style="list-style-type: none"> ● Mid-March - Process electronic responses to nominations. ● Late March - Arrange to get all hard copy nominations from ASA, determine which materials to send to committee members and make electronic copies.

Duties of Chair and Secretary of Shiskin Committee	
Timing	Description
April	<ul style="list-style-type: none"> ● Early April - Send nominations via email to committee members: enclose previous winners list and guidelines. ● Mid-April – Check with WSS treasurer to get a budget summary. Distribute copies of budget at meeting. Also ask treasurer if contributions have been received. If not, contact NABE and B&E Section. ● Mid-April – Check with WSS President ahead of the selection meeting to see if the Annual Dinner date has been set so that information can be provided to winner nominator(s) and awardee(s). ● Late April – Hold meeting. At that meeting, determine who will contact all nominators and who will take the lead on results announcements. If requested, send letter to those who made a nomination but whose person was not selected. If appropriate, explain that their candidate will be considered next year. Enclose announcement of winner.
May	<ul style="list-style-type: none"> ● Arrange to present Award at WSS Dinner
June	<ul style="list-style-type: none"> ● WSS Dinner

7.7 Morris Hansen Lecture

Length of term: The committee consists of 6 members: two special members and 4 regular members. The special members represent Westat and NASS. The other four members are appointed to serve staggered 4-year terms. One member is appointed annually by the WSS President, after receiving recommendations from the Hansen Lecture Committee. The appointment is made in the late summer/early fall to provide the opportunity for the new member to participate in the Hansen Lecture. Members are typically selected to represent a broad view of statistical and survey methodology. The regular members should include someone from government and at least one person from academia. The chair of the committee is the regular committee member serving his/her 3rd year of the 4-year appointment.

Description: The Morris Hansen Lecture series is sponsored by the Washington Statistical Society (WSS), Westat, and the National Agricultural Statistics Service (NASS). The Hansen Lecture Committee organizes the Morris Hansen Lecture each year.

Reference: <http://washstat.org/hansen/>

Duties of the Morris Hansen Lecture Committee	
Timing	Description
July	<ul style="list-style-type: none"> ● Chair reminds speaker and discussants of the need for a lecture abstract and CVs
August	<ul style="list-style-type: none"> ● Abstract and CV from the speaker and discussants sent to the Chair by August 1 ● Chair prepares brochure for distribution to WSS members ● Chair prepares announcement for WSS newsletter and sends the announcement to the WSS Newsletter Editor and the WSS Electronic Mail manager. ● Chair handles other publicity for lecture, including announcements to SRMSnet, federal government contacts, local universities, and Joint Program in Survey Methodology distribution lists (students, faculty, & alumni). ● Westat representative arranges for the Westat graphics department to draw up a poster that can be included in email announcements. ● Chair arranges hotel accommodations for out-of-town speakers. ● NASS representative updates web page for online registration for persons who want to attend lecture. ● Send letter of invitation to the Hansen family (NASS representative), who should be invited to the lecture and dinner afterwards. The invitation should include RSVP instructions and a description of where they can park.
September	<ul style="list-style-type: none"> ● Chair provides the brochure to the WSS secretary for production; the brochure should be distributed by September 15, one month prior to the event ● Chair completes the lecture day pamphlet (NASS representative handles the production) ● The manuscript for the lecture is due to the Chair or the Westat representative thirty days before the lecture ● Chair or Westat representative sends the manuscript to the discussants and committee members
October	<ul style="list-style-type: none"> ● Chair provides an estimate of the number of attendees to the WSS Social Arrangements Chair (for the reception)

Duties of the Morris Hansen Lecture Committee	
Timing	Description
	<ul style="list-style-type: none"> ● Chair makes reservation for post lecture dinner (committee members, speaker, discussants, and Hansen family members) two weeks before lecture. The chair pays for the dinner and is then reimbursed by WSS. (see below for details) ● Hansen Lecture given in October or November ● Chair serves as Master of Ceremonies at the lecture. Next year's chair introduces speakers and discussants.
November	<ul style="list-style-type: none"> ● Chair sends dinner bill to WSS Treasurer (Committee members pay for their own dinner. Hansen fund pays for Hansen family, speaker, and discussants expenses). Chair requests payment from committee members for their shares of the dinner. ● Chair asks WSS Treasurer to send Hansen lecture honorarium to the speaker (\$1,000) and requests reimbursement for the expenses of the speaker and discussants. Meals, transportation, and hotel expenses are covered for up to two days. ● Chair sends thank you letters to speaker and discussants ● NASS representative develops an article for <i>Amstat News</i> (with photos)
December	<ul style="list-style-type: none"> ● Westat representative develops a schedule/plan to obtain final manuscripts from the speaker and discussants for publication
January	<ul style="list-style-type: none"> ● The Chair schedules a lunch meeting or conference call to identify speakers and discussants for the fall lecture
February	<ul style="list-style-type: none"> ● Chair initiates follow-up meeting or e-mail correspondence if no decision reached in January
March	<ul style="list-style-type: none"> ● Chair Invites speaker and discussants; obtain potential dates for the lecture; NASS representative reserves auditorium for the lecture and hall for the reception (NASS representative) ● Chair sends letter of invitation to speaker and discussants. Chair informs the invitees that the lecture and discussions will be published in the <i>Journal of Official Statistics</i>. ● Chair reminds speaker and discussants from the previous year that the lecture and discussion will be published in <i>JOS</i>. If the speaker and discussants have already submitted their papers, no reminder is necessary.
April	<ul style="list-style-type: none"> ● Inform WSS Social Arrangements Committee Chair of the lecture date and ask the Social Arrangements Committee Chair to reserve a caterer for reception.
May	<ul style="list-style-type: none"> ● Westat representative checks with previous year's Hansen lecturer on status of the draft manuscript if the manuscript has not been received.
June	<ul style="list-style-type: none"> ● Chair sends Hansen Lecture Committee recommendations to the WSS President for appointment of a new committee member for a 4-year term.
Throughout year	<ul style="list-style-type: none"> ● E-mail discussions between committee members as needed

8 Other Committees and Activities

8.1 Historian

Length of term: 1 year, but with the intention of remaining as WSS Historian for a longer period. Appointed by the President with advice of the Board of Directors and may be reappointed by the succeeding President as desired.

Description: The WSS Historian is responsible for maintaining and updating the Society's historical files including, but not restricted to, copies of the programs from the Morris Hansen lecture and annual dinner, newsletters, list of WSS members elected as ASA fellows, lists of all elected officers and of appointees to all Board positions, lists of WSS volunteers at various events (e.g., Science Fairs, poster and project competitions), lists of representatives to other organizations, and lists of winners of awards,

References: A condensed history and some important dates of the Society are available online at <http://www.washstat.org/history.html>.

Duties of the Historian	
Timing	Description
July	<ul style="list-style-type: none"> ● Meet with past historian to gather and obtain the WSS historical files and information.
Throughout year	<ul style="list-style-type: none"> ● Provide historical information to Board when requested ● Attend Board meetings ● After the annual dinner and as needed, update the WSS History and other historical documents to update the speeches, awards, and other history items since the last annual dinner. ● Make sure that the historical paper files are kept in a location safe from weather hazards, etc.

8.2 Membership Committee

Length of term: 1 year. The Chair of the Membership Committee is appointed by the President with the advice of the Board of Directors. Members of the committee may be appointed in the same way, or this function may be delegated to the Chair. All membership on the committee terminates at the close of the term of office of the President, but chairs and members may be reappointed by the succeeding President.

Description: The Membership Committee address two of the most important activities of WSS by recruiting new and retaining current members.

Duties of the WSS Membership Committee	
Timing	Description
Monthly	<ul style="list-style-type: none"> ● Identifies new members from the WSS membership list maintained by ASA and from the applications for Associate Member received by the Secretary ● Sends welcome emails to new members

Duties of the WSS Membership Committee	
Timing	Description
	<ul style="list-style-type: none"> ● Publishes the names of new members in the WSS Newsletter
Throughout year	<ul style="list-style-type: none"> ● Periodically (at least quarterly) creates a file of people whose memberships have lapsed, following a grace period, and sends this file to the Electronic Mail Manager to remove from the email distribution list. ● Periodically (at least quarterly) creates a file of people who have joined WSS (either as full or associate members) and sends the names and email addresses of each to the Electronic Mail Manager. ● Sends information about joining WSS based on inquiries from the sign-in sheets at WSS seminars. ● Undertakes or assists with member recruiting and retention initiatives as directed by the WSS Board
April	<ul style="list-style-type: none"> ● Works with Secretary and the Electronic Mail Manager to create a list of all members as of March 31 (persons eligible to vote in the annual election) and merges with the current email list and sends the member names and email addresses to the WSS website manager and Electronic Mail Manager to assist in the creation of the ballots for the annual election

8.3 Financial Audit

Length of term: 1 year. Appointed by the President with advice of the Board of Directors. May be reappointed by the succeeding President as desired.

Description in ASA Council of Chapters Chapter Officer Handbook: Each time a new Treasurer takes office, the President shall appoint at least two auditors who will audit the outgoing Treasurer's books. In addition, an audit shall be performed whenever three years or more have elapsed since the last audit. The auditors shall submit a written report of their findings to the membership by the second regular meeting after their appointment. Auditors may be chosen from among Chapter members, excluding the current and most recent Treasurer, and need not be professional accountants.

Description: An Audit Committee, consisting of least two WSS members, shall make an audit of the Society's finances at the end of each fiscal year (that is, at some time close to July 1). This is typically around September when most of the expenses have cleared. The Audit Committee is expected to review previous fiscal year revenue and disbursements and activity in the chapter's financial accounts, as well as the income tax forms filed by WSS. This may involve questions and comments with the Treasurer. Once completed, they should transmit the audit to the Board of Directors with whatever comments and interpretations may be necessary. The report of the Audit Committee shall be distributed to the membership via the WSS newsletter or other appropriate means. The current practice is that the two auditors are the previous two presidents who have rotated off the board.

8.4 WSS/SRMS ASA Fellows Committee

Length of term: The Committee to Nominate Fellows shall consist of members of the Chapter who already are ASA Fellows. The Chair of the Committee is appointed from the committee membership by the Chapter President with the advice of the Board of Directors. Members of the committee may be appointed in the same way. Committee members may be reappointed. The committee functions well with around four members. Succession planning is important for this committee to maintain effectiveness.

Purpose: Each year the Committee shall identify members of the Chapter who would be suitable nominees for the honor of Fellow of the American Statistical Association (as described in the By-Laws of the Association) and shall coordinate preparation and submission of any such nominations.

Note that the committee includes at least one representative from the Survey Research Methods Section (SRMS) of the ASA.

References: <http://www.amstat.org/awards/fellows.cfm>

Duties of the ASA Fellows Committee	
Timing	Description
July	<ul style="list-style-type: none"> Meet with past chair and/or gather relevant materials
October	<ul style="list-style-type: none"> Request WSS membership list, including fellow status, and provide to committee members for review Convene committee and request names of potential nominees
November/ December	<ul style="list-style-type: none"> Develop slate of potential nominees Identify and recruit nominating sponsor for each nominee Make suggestions for nominating letter authors, if needed Assist nominators, as needed
January/February	<ul style="list-style-type: none"> Monitor progress of nomination packages (deadline March 1) Two weeks before the deadline, check with nominators on status of submissions Assist nominators, as needed
March	<ul style="list-style-type: none"> Report to Board of Directors on the successful disposition of the committee's duties; include the number of packages "sponsored"
May	<ul style="list-style-type: none"> Committee report to Board of Directors on successful nominations Submit congratulatory announcement for WSS News and Website. Committee report to Board of Director/s on membership and succession planning.
Throughout year	<ul style="list-style-type: none"> Attend board meetings and give oral report on activities

8.5 Mentoring

Length of term: The length of the chair's term and committee members' term is 2 years with an option to renew for one term.

Purpose: Vance et al. (2016) lay out the purpose of the WSS Mentoring Program as supporting the WSS mission, which includes "... providing opportunities to network, improving its members' statistical education through seminars and workshops, and helping to develop the next generation of statisticians, i.e., building community." A key objective is to provide one-on-one and other support for WSS members throughout their career.

Committee membership: The President-elect has the option to chair the Mentoring Committee, appoint a chair, or request that the current Mentoring Committee members appoint a committee chair for the next cycle, in place by July 1, to serve from July 1 through June 30 the following calendar year.

The committee membership would be sustained by consisting of at least one at-large representatives that serve on the WSS board, and supplemented by any other volunteer WSS members, for up to seven individuals, including the chair.

Committee activities: Vance et al. (2016) lay out the steps of a mentoring program cycle, which include:

1. Structure the program with a timeline for the mentoring cycle, outlining the preparatory activities and allowing for a six-month mentoring period
2. Recruit participants to be mentors
3. Announce the program in at least the WSS Newsletter and the [WSS Webpages](#)
4. Recruit mentees and continue to recruit mentoring by filling out a mentoring program online application form
5. Match mentors and mentees
6. Provide guidance to mentor/mentee pairs throughout the mentoring period
7. Solicit feedback from the pairs about how the committee can better serve the program
8. Produce a report at the end of the formal mentoring period to summarize the number of active pairs, and any improvements for the next cycle
9. Build on Vance et al. (2016) to develop a more detailed operating manual for the mentoring program

Relevant workshops/seminars may also be hosted for the mentors and/or mentees which serve as good resources for the WSS members.

Reference:

Vance, E., Tanenbaum, E., Kaur, A., Otto, M. and Morris, R. (2016). An Eight-Step Guide to Creating and Sustaining a Mentoring Program. *The American Statistician*, October 2016, Taylor & Francis.

8.6 Student Outreach

8.6.1 Student Representative

Description: The student representative serves as a link between WSS and the area university student community.

Length of term: 1 year. Student Representative is appointed by the President with advice of the Board of Directors to serve for one year but may be reappointed by the succeeding President as desired. The intention is to rotate the representative using the following graduate Departments/Programs in the order given, with the understanding that a Department/Program can say no to suggesting a student to be appointed as Student Representative:

1. University of Maryland, College Park, Department of Mathematics
2. George Washington University, Department of Epidemiology
3. University of Maryland, Department of Epidemiology and Biostatistics
4. Georgetown University, Department of Biostatistics, Bioinformatics, and Biostatistics
5. George Washington University, Department of Decision Sciences
6. Howard University, Department of Mathematics
7. George Washington University, Department of Educational Leadership, programs in Assessment, Testing, and Measurement in Education
8. University of Maryland, College Park, Joint Program in Survey Methodology
9. George Washington University, Department of Biostatistics and Bioinformatics
10. American University, Department of Mathematics and Statistics
11. University of Maryland, College Park, Program in Measurement, Statistics and Evaluation in the Department of Human Development, Learning and Quantitative Methodology
12. George Mason University, Department of Statistics
13. George Washington University, Department of Statistics
14. Georgetown University, Department of Mathematics and Statistics
15. George Mason University, Department of Computational and Data Sciences

Since this process may take several months, it is recommended that the President-Elect starts the process each January, so that the new person is in place for the June Board meeting. The above list will need to be modified as universities create or close certain graduate programs/departments.

Duties of the Student Representative	
Timing	Description
July	● Contact with past chair and/or gather relevant materials
Monthly	● Write a short column in the monthly WSS newsletter
Throughout year	● Attend board meetings and give report on activities

8.6.2 Mu Sigma Rho WSS Chapter Representative

Background: "Mu Sigma Rho is the national honorary society for statistics. Its purpose is the promotion and encouragement of scholarly activity in statistics, and the recognition of outstanding achievement among the students and instructional staff in eligible academic institutions. Mu Sigma Rho involves graduate students at all levels, undergraduates, faculty, and professional statisticians. Activities include outreach and service to the profession. (<http://www.stat.purdue.edu/~mccabe/msr/>)

Regular chapters of Mu Sigma Rho must be based at a College, University, or consortium or such institutions. Proposed regular chapters must petition and there are minimal requirements including ones on the total number of junior, senior, and graduate students and faculty qualifications. *Affiliate* chapters exist as a vehicle to enable isolated qualified students to be inducted into Mu Sigma Rho. Any Chapter of the American Statistical Association is automatically granted Mu Sigma Rho Affiliate Chapter status and need not petition for this. See <http://www.stat.purdue.edu/~mccabe/msr/NewChapter.pdf>. The Washington Statistical Society is an affiliate chapter with a chapter representative. See http://www.stat.purdue.edu/~mccabe/msr/Chapter_Reps.pdf or updates thereof.

Purpose: The purpose of the WSS Chapter Representative is to provide general outreach to statistics students at colleges and universities in the Washington DC area and more specifically to encourage and facilitate the Mu Sigma Rho membership applications of potentially eligible but isolated students. The WSS Board of Directors voted during its 2007-8 term to pay the \$5 initiation fee for any student joining the WSS Chapter of Mu Sigma Rho.

Length of term: 1 year. The Mu Sigma Rho Chapter Representative is appointed by the President with the advice of the Board of Directors. The Representative will be a member of WSS and ASA. The Representative's term terminates at the close of the term of office of the President, but the Representative may be reappointed by the succeeding President.

Duties of the Mu Sigma Rho WSS Chapter Representative	
Timing	Description
July	<ul style="list-style-type: none">● Contact past WSS Chapter Representative and incoming WSS Student Representative
Throughout year	<ul style="list-style-type: none">● Work with Student Representative to provide general outreach● Provide information and blank forms to interested students● Process the forms of students deemed eligible and forward to the Mu Sigma Rho National Office with initiation fee.● Notify <i>WSS News</i> Editor and WSS Board of any new members.

8.7 Washington Academy of Sciences Affiliate

Length of term: 1 year. The WAS Affiliate Representative is appointed by the President with the advice of the Board of Directors. The Representative will be a member of WSS. The Representative's term terminates at the close of the term of office of the President, but the Representative may be reappointed by the succeeding President.

Background: "The Washington Academy of Sciences was incorporated in 1898 as an affiliation of eight Washington D.C. area scientific societies. The formation of the Academy culminated a decade of planning under the leadership of the Philosophical Society of Washington. The founders included Alexander Graham Bell and Samuel Langley, Secretary of the Smithsonian Institution. The purpose of the new Academy was to encourage the advancement of science and to conduct, endow, or assist investigation in any department of science.' That purpose guided the Academy throughout its first 100 years [and] will continue to be [its] guide through the coming century." (<http://www.washacadsci.org/>)

There are currently over 45 affiliate organizations to the Washington Academy of Sciences (WAS). The WSS became a WAS affiliate relatively recently, in 1985. Each WAS affiliate is entitled to have a representative who is a voting member of the WAS Board of Managers.

Purpose: The purpose of the WSS Affiliate Representative to WAS is to represent WSS as a voting member of the WAS Board of Managers. The WAS engages in many activities of interest to WSS members. It publishes the refereed *Journal of the Washington Academy of Sciences*. The biennial *Capital Science* conference is attended by WSS members.

Duties of the Washington Academy of Sciences WSS Affiliate Representative	
Timing	Description
July	<ul style="list-style-type: none"> ● Contact the previous Affiliate Representative to be brought up to speed on WAS activities and how the organization functions
November	<ul style="list-style-type: none"> ● Attend the WAS Affiliates Reception. The WSS President is also invited to this event.
May	<ul style="list-style-type: none"> ● Attend the WAS Annual Banquet and Awards Ceremony.
Throughout year	<ul style="list-style-type: none"> ● Serve as the liaison between WAS and WSS ● Participate in the WAS Board of Managers meetings as a voting member

8.8 Diversity Committee

Length of term: 1 year. The chair of the Diversity Committee is appointed by the President with the advice of the Board of Directors. The Representative will be a member of WSS. The Representative's term terminates at the close of the term of office of the President, but the Representative may be reappointed by the succeeding President.

Appendices

The following appendices supplemental information provided in the primary sections of the handbook, including details that are time specific and subject to change with each Board year.

A. Acknowledgments

First Edition: Polly Phipps, Representative-at-Large (2006-08), and Nancy Bates, Representative-at-Large (2005-07) completed the first version of the Handbook under the direction of WSS President Jill (Montaquila) DeMatteis in July 2007. Polly Phipps completed an update in June 2008 under the direction of WSS President Michael P. Cohen. Jeri Mulrow and Brian Harris-Kojetin, Representatives-at-Large (2007-09), finalized the first edition of the Handbook under the direction of WSS President, Karol Krotki in January 2009.

Second Edition: Carol Joyce Blumberg, Representative-at-Large (2010-12), led the effort to create the second edition of the Handbook. She was assisted by Representatives-at-Large Christine Cox (2009-11) and Michael Costello (2010-12). This was done under the direction of WSS Presidents J. Michael Brick (2010-11) and Jonaki Bose (2011-12). Many other people assisted in this process and are listed here in alphabetical order by last name: Rich Allen, R. Clifton Bailey, Jonaki Bose, J. Michael Brick, Colleen Choi, Bob Clickner, Michael P. Cohen, Joseph Conklin, Darryl Creel, John Czajka, John Dixon, Bob Fay, Mike Fleming, Daniel Gillman, Gloria Gridley, Daifeng Han, Dan Jacobs, David Judkins, Phil Kalina, Tom Krenzke, Karol Krotki, Jane Li, Elizabeth Margosches, S. V. (Vince) Massimini, Jill (Montaquila) DeMatteis, Chris Moriarity, Tom Mule, Grace O'Neill, Mark Otto, Robert Parker, Van Parsons, Keith Rust, Adam Safir, Stuart Scott, Marilyn Seastrom, Richard Valliant and Glenn White. Version 2.1 was completed in February 2012.

Third Edition: Wendy Barboza and Erin Tanenbaum, Representatives-at-Large (2015-2017), led the effort to create the third edition of the Handbook under the direction of WSS President Chris Moriarity. Version 3 was completed in May 2016.

Fourth Edition: Linda Young, Past-President (2018-2019) led efforts with support from many others to create the fourth edition of the Handbook in June 2019.

Fifth Edition: Jill Dever, Past-President (2021-2022) led efforts with support from many others to create the fifth edition of the WSS Handbook, finalized in June 2022.

B. WSS President

President's Letter

- *Description* – Traditionally, a letter from the president has appeared in the WSS membership brochure and on the WSS website. The incoming president may either modify the existing letter or write an entirely new letter.

Fill Vacancies

- *Description* – At the beginning of the term, the president should determine which non-elected positions are vacant. The president should identify and appoint someone to fill any non-elected vacant positions. Appointments by the President shall be for terms of not more than one year.

In accordance with ASA By-Laws, the WSS Board of Directors shall fill any vacancy on the Board that occurs between elections, except as provided below. Vacancies in the Council of Chapters Representative shall be filled as provided for in the charter of the Council of Chapters.

If a vacancy occurs in the office of the President and there is no vacancy in the office of the President-Elect, then the President-Elect, if willing, shall become President for the remainder of the current term, as well as for the entirety of the succeeding term. In any other case of vacancy in the office of President or President-Elect, the WSS Board of Directors shall fill the vacancy by choosing one of the Representatives-at-Large of the Board.

If a vacancy occurs in the office of the Past President, the office shall remain vacant for the remainder of the term.

Obtain a Copy of the WSS Constitution and By-Laws

- *Description* –The President should bring a copy to each Board meeting, for reference purposes.

Respond to Issues

- *Description* – Throughout the year, the president will receive numerous questions and requests, typically via email or telephone. These may come from other Board members, from the ASA, from outside organizations, or others. The President should, whenever possible, be prompt in responding. When necessary, the President should bring requests to the Board (either at the next board meeting or via email).

Keep Running Lists of Items

- *Description* – The president should maintain a running list of items to be discussed at the next Board meeting. These may include items carried over from previous Board meetings, items requiring discussion at particular Board meetings (such as plans for the Annual Dinner), or items that arise between Board meetings.

Prepare List of Agenda Items for Board Meeting

- *Description* –Refer to item 5. Each month, prior to the Board meeting, the president should send the Secretary the list of agenda items. The Past President and President-Elect also supply agenda items. The Secretary will distribute the board meeting announcement/reminder and prepare the agenda.

Chair the Board Meeting

- *Description* – It is the responsibility of the president (or someone appointed by the President) to preside over each WSS Board meeting. The President is responsible for ensuring a quorum is met, calling the meeting to order, and chairing the meeting. As needed, the President should call for motions and votes on specific items and ensure that the protocol is followed.

Ensure that an Active Seminar Program is Maintained

- *Description* – The President is responsible for ensuring that the Society maintains an active seminar program, offering seminars on a variety of topics that are of interest to the local statistical community.

Plan for President's Invited Lecture

- *Description* – Traditionally, the President has had the option of organizing a special "President's Invited Lecture." This lecture may feature an out-of-town speaker (in which case, the President is authorized to offer reimbursement of travel expenses) and a light reception. The lecture is typically held in the spring or early summer, April-June in recent years.

Annual Dinner

- *Description* – The Annual Dinner is typically held in June. Beginning in 2012, the Cox Award lecture has been held on the same day as the Annual Dinner, as a separate event prior to the dinner. This change has meant that the lecture location and the dinner location must be close to each other. As a result, annual dinners since 2012 have taken place somewhere in downtown DC, because the Cox Award lectures have occurred either at RTI or Mathematica. The Social Committee chair is responsible for making arrangements for the dinner. However, before the date can be set, the Gertrude Cox Award recipient must have been selected and possible dates must have been discussed with the recipient (since the Cox Award lecture is to occur on the same day as the dinner).
- *The President's Role* – The President presides over the dinner program, including welcoming guests; the introduction of the Cox Award Committee member who will introduce the Cox Award speaker at the Cox Award lecture; the announcement of the election results; and the presentation of awards.

Open Board Meeting

- *Description* – The June board meeting is an open meeting. It should be announced in the WSS newsletter, and non-board members should be invited to attend. At that meeting, the President should ask whether any guests are in attendance, and all board members should be introduced. The June board meeting is also the joint meeting of the incoming and outgoing boards. The President should call the meeting to order, give the annual report (see item 12), and then turn the meeting over to the incoming President.

Annual Report

- *Description* – At the end of the term as President, the President is responsible for preparing an annual report. This report should summarize the state of the Society and highlight key events and functions over the previous program year. It should also address any imminent concerns or challenges facing the Society. This annual report should be delivered at the Annual Dinner and at the June Board meeting. It should also be posted in the WSS newsletter. A summary of the Society's activities may be submitted to the Amstat News as Chapter News.

Other Topics

- Ask board members to send agenda items for ASA Board of Directors meeting
- Hold discussions with RTI about Gertrude Cox Award (See Section 33 "Gertrude Cox Award.")
- Solicit ideas for ASA strategic initiative funding proposals

C. WSS Treasurer

1. WSS Chapter Dues from ASA

- Description – Every month, the ASA submits chapter membership dues via direct deposit. The ASA handles all transactions related to the membership dues and charges a \$1 fee per membership for their assistance.
- WSS's Role – The WSS Treasurer keeps track of the chapter dues transactions; especially the \$1 fee per transaction. Accounting for this fee separately is needed for tax purposes.

2. WSS Chapter Dues from Associate Members

- Description – As year's end approaches, the WSS Secretary contacts WSS members that are not ASA members as their chapter memberships are up for renewal. These members are called "associate members." There will also be new associate members sending in dues payments throughout the year. The associate members will mail their membership fee to the WSS PO box or use the online payment option.
- WSS's Role – The WSS Treasurer deposits the chapter dues received from associate members. WSS incurs a small fee for the online payment option.

3. Tax Return

- Description – Every year, the WSS is required to complete a 990-EZ tax return. Essentially, it involves categorizing every WSS transaction from the previous FY into certain revenue and expense categories. The FY runs from July-June and the taxes are due November 15th. Assistance may be obtained from ASA upon request.
- Past Tax Information – Hard copies of the previous tax returns are available in the WSS files that are maintained by the WSS Treasurer.

4. Gertrude M. Cox Award

- Description – Award sponsored by RTI that identifies a statistician making significant contributions to statistical practice. This award is presented every year at the WSS annual dinner. The selection committee includes representatives from both RTI and the WSS.
- WSS's Role – WSS provides payment for all expenses associated with the Cox award (\$1,000 honorarium, travel expenses, and plaque). RTI then reimburses the WSS to keep the Cox award fund balance at \$3,000.

5. Morris Hansen Lecture Series

- Description – The Morris Hansen Lecture is held in the fall of the year, typically in October.
- WSS's Role – Using the funds from the grant contributed by Westat, the WSS provides payment for all expenses associated with the Hansen Lecture (\$1,000 honorarium, travel expenses (for presenter and discussant), promotional flyer printing and mailing, and post-lecture reception). For more information, see Section 34. In addition, the WSS is responsible for investing the Hansen Lecture fund in order to accrue interest on the account.

- Annual Expenses – The annual expenses associated with the lecture series vary from year to year. An amount that should provide adequate coverage for expenses is \$4,500. With this annual expense in mind, a goal for investing the Hansen Lecture fund is to ensure \$4,500 is available every October/November. The balance of the fund can be tied up in CDs or other investments.

6. Roger Herriot Award

- Description –The award is cosponsored by the WSS, the Government Statistics and Social Statistics Sections of the ASA. See Section 35 for details.
- WSS's Role – Every year, the WSS contributes \$400 toward the honorarium associated with the award. Someone from the ASA will contact the WSS Treasurer toward the end of the year requesting a contribution. This needs to be authorized each year by a vote of the Board.

7. Jeanne E Griffith Mentoring Award

- Description –The award is cosponsored by the ASA Government Statistics Section and Social Statistics Section, NORC at University of Chicago, Westat, American Institutes for Research (AIR), American Educational Research Association (AERA), the Council of Professional Associations on Federal Statistics (COPAFS), Stata, WSS, and the Interagency Council on Statistical Policy (ICSP).
- WSS's Role – In 2014, the WSS Board agreed to support this award in the amount of \$250 for 2014-2016.

8. WSS Science Fair

- Description – The judging for awards sponsored by WSS for various regional science fairs is part of the WSS Quantitative Literacy outreach to local schools. See Section 25 for details.
- WSS's Role –The funding of these awards varies. The WSS Science Fair Coordinator is the award point of contact and will contact the Treasurer for funding.

9. Julius Shiskin Award

- Description –The award is funded by the National Association for Business Economics (NAEB), and the Business and Economics Statistics Section of the ASA. See Section 36 for details.
- WSS's Role – The WSS stores the Shiskin award fund, makes deposits of contributions, and writes checks for the honorarium at the request of the Shiskin Award committee.

10. Audit

- Description – Every year, the WSS is required to have an audit of its financials.
- WSS's Role – The WSS Financial Advisor and Audit Committee shall make an audit of the Society's finances each fiscal year and transmit the audit to the Board of Directors with whatever comments and interpretations may be necessary. The report of the Committee shall be distributed to the membership (WSS By-Laws, Article 2, Section 4. Audit.)

11. Social events and short course expenses

- Description – The WSS regularly sponsors social events and short courses for the benefit of its members and the greater statistical community.
- WSS's Role – The WSS underwrites the events and writes checks for reasonable expenses incurred by the events or courses, including, but not limited to, expense for rental or lease of event space, food and beverages, local and state taxes, AV equipment, and honorarium for speakers or instructors.

D. Communications Committee

D.1 Newsletter Policy

The WSS Newsletter is published quarterly.

Submissions to the WSS Newsletter should be in Word format. Any materials submitted in another format will be returned with a request to resubmit using the proper format.

The WSS Newsletter will announce the availability of courses with statistical content free of charge regardless of vendor. The Board, however, reserves the right to change this policy at any time. Moreover, the placement of these announcements and the exact language used is at the discretion of the Newsletter Editor, who is encouraged to remove any unverified or unverifiable claims. Courses will only be included in the newsletter if it is timely to do so. Most statistical content (and other events) shall be distributed via email to the listserv and should not be held until publication of the newsletter.

Employment opportunities for members will be posted free of charge, and members seeking employment will also be able to advertise their availability without charge with the following exception. The employment column editor and Newsletter Editor reserve the right to reject advertisements from employment agencies, or to charge appropriate advertising fees for such postings. Voting members of the Board will have the ultimate authority on making such decisions. As with other advertisement decisions, it is recommended that the Editor consult with the President in questionable cases. The employment column editor is encouraged to exercise editorial oversight to limit unverified or unverifiable claims.

The Washington Statistical Society (WSS) newsletter will accept paid advertisements having statistical content. The voting members of the Board will have ultimate authority on what constitutes statistical content and on the rate schedule for advertisers. The editor of the newsletter may make individual decisions on statistical content as long as (s)he acts in good faith and does not deliberately violate the wishes of the majority of the voting Board members. To this end, consultation with the President on questionable advertisements is recommended.

The editor of the newsletter is free to reject advertisements due to space limitations. (S)he need not use a first-come-first-served criterion in allocating space, although all other things being equal, that practice is recommended.

Paid advertisements should be clearly marked as such or relegated to a section of the newsletter containing only advertisements. It will be made clear at least once a year in the newsletter that the WSS does not verify the truth of claims made in advertisements contained therein.

Note 1: The WSS Board approved the policy on paid advertisements at the May 1999 board meeting.

Note 2: A disclaimer stating that "WSS does not verify the truth of the claims made in the advertisement" is included in the advertisement section of every issue of the Newsletter.

D.2 Newsletter “How To” Guidance

Edited: 2/8/22

This memo outlines all steps and responsibilities related to the dissemination of the WSS Quarterly Newsletter. This is a living document and is the responsibility of the WSS Newsletter Editor to update as appropriate.

Purpose of the Newsletter

The newsletter is designed to act as an engagement tool such as summary of past events (e.g., JPSM) and personal insights (e.g., Member Spotlight). It will generally include new material but will also include reminders for upcoming events.

It should be a brief digest to allow members to quickly and easily skim its contents and click links to learn more about a given article or announcement.

Collecting Materials for the Newsletter (Lead: WSS Editor)

- 1) WSS Editor collects content for newsletter. At a minimum, this includes:
 - a. Asking the WSS President for a “Letter from the President”
 - b. Identifying the theme of the newsletter (see below for quarterly themes) and confirming the theme with the WSS President
 - c. Identifying upcoming events by consulting the WSS website and asking the WSS Communications Chair
 - d. Collecting other ad hoc materials from WSS Board members
- 2) For each article/announcement, the WSS Editor will need:
 - a. Title: this will likely come from the person providing the article/announcement
 - b. Brief lead in (i.e., 50 words or less) to introduce the article/announcement: this may come from the author or may be created by the Editor
 - c. Picture: provided by the author or clip-art identified by the Editor
 - d. URL: Editor can pull directly from WSS website once the article is published
- 3) Materials should be saved to the wss.editor@gmail.com Google Drive account. One folder should be created for each newsletter with subfolders for each article. Each subfolder should have the required items from bullet #2 above.
 - a. WSS Editor should share the Google Drive link with the Communications Chair, President, and others (on a case by case basis) so that they may edit, place additional docs in the folder, etc.

Newsletter Themes and Dates (Lead: WSS Editor & WSS Communications Chair)

- 1) February/March: introduce the ballot, elections focus
- 2) May/June: End of year wrap up, report focus
- 3) September: Announce new board members and new initiatives
- 4) November/December: Mentoring and holiday focus

Posting the Newsletter to the Website (Lead: WSS Webmaster)

Each newsletter will include multiple posts/pages on the website. This is a change from historical posting which was to create one pdf per newsletter.

The instructions here are limited to what the end product should look like. I am not savvy enough to write step-by-step instructions on how to accomplish this goal.

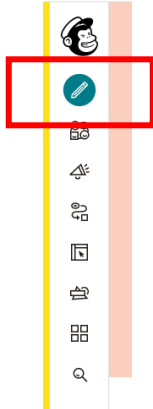
- The WSS Editor and WSS Communications Chair are responsible for providing newsletter content to the WSS Webmaster. Specifically...
 - The Communications Chair will provide the final draft/fully vetted articles and announcements of new materials.
 - The WSS Editor will provide a list of all titles (in the order that they will appear in the email newsletter) and indicate whether the content is already posted somewhere on the WSS website or will require a new page.
- Ultimately, the WSS Webmaster will create a new bullet (and accompanying sub bullets) to <http://washstat.org/newsletters/>. It should take the form:

[YEAR]

- [MONTH]
 - [TITLE OF FIRST ARTICLE/ANNOUNCEMENT WITH LINK]
 - [TITLE OF SECOND ARTICLE/ANNOUNCEMENT WITH LINK]
 - ...
 - [TITLE OF LAST ARTICLE/ANNOUNCEMENT WITH LINK]
- Each article/announcement will link to its own page or document.
 - For upcoming events, the link would redirect to an existing page for the event on the events page (<http://washstat.org/events/>).
 - For other material that has its own place on the website (e.g., call for applicants for the student travel award), the announcement link should redirect to the existing page.
 - For new material (e.g., the audit found in the December 2021/January 2022 newsletter), the webmaster will need to create a new page/post and the link will redirect to it.

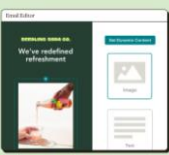


Creating the Newsletter (Lead: WSS Communications Chair)

- 1) Log into a MailChimp account: login.mailchimp.com (you can use the WSS account or create on a private account)
- 2) Go to "Create"



- 3) Select 'Regular Email'

Try building one of these

 <p>Regular email</p> <p>Use our email builder to launch a campaign in minutes.</p> <p>Design Email</p>	 <p>Landing page</p> <p>Create a landing page that lets people sign up to receive product promotions or discounts.</p> <p>Build Landing Page</p>	 <p>Embedded form</p> <p>Capture contacts and collect the data you need to grow your Mailchimp audience.</p> <p>Create Form</p>
--	---	---

- 4) Give the email a name (e.g., 'WSS Mar 2022 Newsletter') by selecting 'Edit name'.

5) Then, select 'Design email' (for now, we'll skip all other fields)


Untitled
Edit name

To
Who are you sending this campaign to? Add Recipients

From
Who is sending this campaign? Add From

Subject
What's the subject line for this campaign? Add Subject

Content
Design the content for your email. Design Email

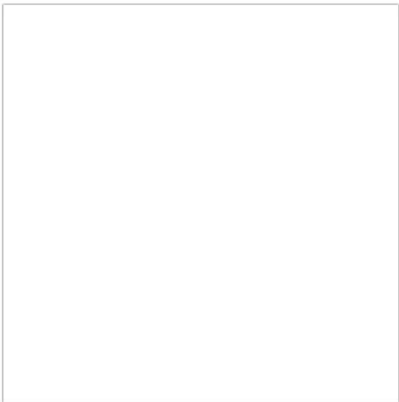


6) Select 'Saved Templates' then select 'WSSNewsletterTemplate' (this may not be the name; it will depend on which account you're logged into).


Select a template

Layouts Themes **Saved templates** Campaigns Code your own

Folders ▾ Sort by Edited Date ▾ ↑ Search saved templates



WSSNewsletterTemplate:Dec2021
Last edited:
Jan 05, 2022 3:50 pm



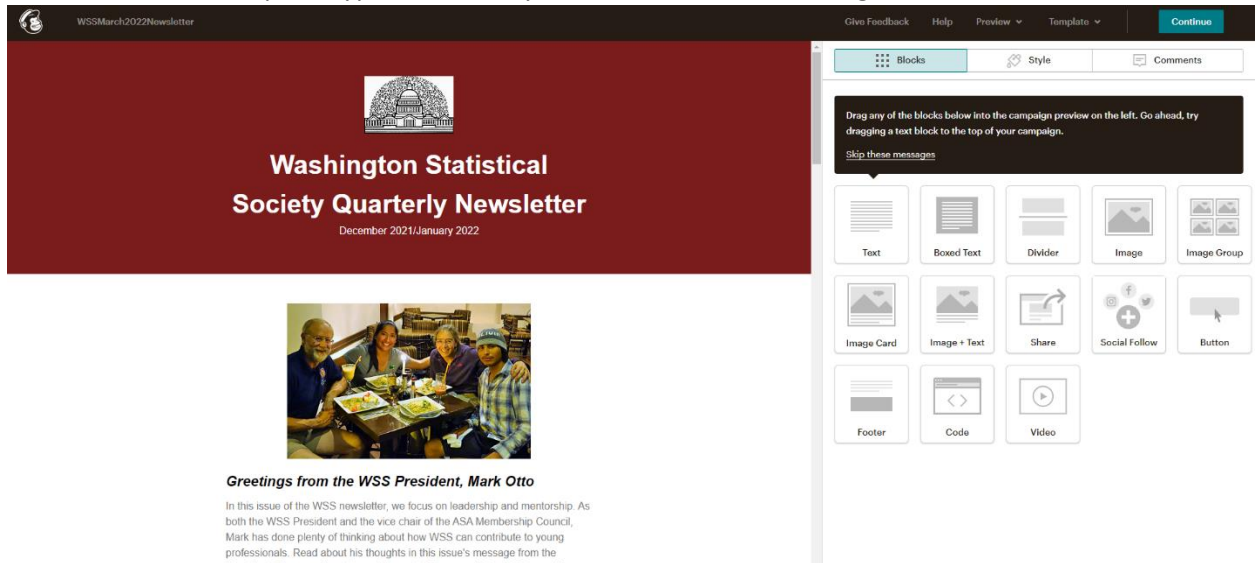
Washington Statistical Society
Quarterly Newsletter
December 2021

Greetings from the WSS President, Mark Otto

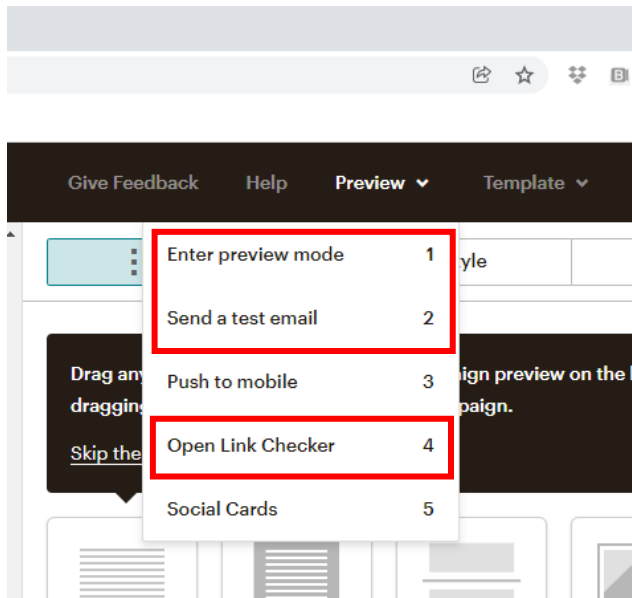
In the name of the WSS members, we focus on leadership and connectivity. As both the WSS President and the representative of the ADA Membership Council, Mark has these plans of making sure how WSS can contribute to young professionals. Read about his thoughts in his most message from the President. This content through the use of the

WSSNewsletterTemplate
Last edited:
Nov 30, 2021 2:00 pm

- 7) You may now navigate through the template and insert/replace/update the template with the new material (example of what it will look like to start is below).
- Click on the item you'd like to change. The text/etc. will display on the right. Edit as you'd like.
 - To remove a section entirely, just click on it and hit 'Delete'.
 - To add a new section, you may copy/paste/edit an existing section or drag and drop the type of content you'd like to add from the right.



- 8) As you go, use 'Preview' to ensure the content will display appropriately on different types of devices and to check the links to make sure they are all working and accurate.
- 9) When you believe the newsletter is final, send yourself, the WSS Editor, WSS President, WSS Webmaster, and WSS Email Manager a test email.



10) Incorporate feedback as necessary.

Sending the Newsletter (Lead: WSS Email Manager)

- 1) Once the WSS Communications Chair has created the newsletter and the WSS Editor and WSS President have deemed complete/accurate, the newsletter is ready to be sent.
- 2) If the newsletter was created in a MailChimp account other than the WSS Mail Chimp account, the WSS Communications Chair shall share the template with the WSS Email Manager: <https://mailchimp.com/help/share-a-template/>. This will allow the WSS Email Manager to import the template into the WSS MailChimp account and follow the below instructions.
- 3) WSS Email Manager shall log into the WSS MailChimp account: login.mailchimp.com
- 4) Select 'Campaigns' then select the relevant email.

The screenshot shows the MailChimp 'Campaigns' page. The left sidebar has 'Campaigns' selected. The main content area shows a list of campaigns for the audience '1222 Independence Avenue Rentals'. A campaign named 'WSSMarch2022Newsletter' is highlighted with a red box. It is a 'Regular' campaign in 'Draft' status, edited on January 20th at 1:27 PM. Other campaigns include 'Untitled' and 'untitled (copy 01)'. The interface includes filters for 'View by Status' and 'View by Type', and a search bar.

- 5) Select "Add Recipients" and select all "WSS Listserv Members" (this name may be incorrect)
- 6) Select "Add Subject" and provide an email subject line (i.e., "March 2022 WSS Quarterly Newsletter")
- 7) Click "Send" or "Schedule", depending on when you'd like the email to go out.

The screenshot shows the 'Your email campaign is ready to send!' screen. The campaign is in 'Draft' status. The 'Send' button is highlighted with a red box. There is also a 'Schedule' button and a 'Finish later' link.

WSSMarch2022Newsletter

[Edit name](#)

E. Methodology Program and Short Course

E.1 Guidelines for Planning WSS Seminars

In planning seminars, Program Chairs should keep in mind that the purpose of seminars is to promote sharing of statistical research methods and interaction between federal government, academia, and industry. Seminars with one speaker and a discussant are usually scheduled for 90 minutes, but the time may occasionally vary based on speaker and room availability. Mini conferences involve multiple speakers and are usually structured to be a half-day event.

Program ideas

The following are some of the program ideas that have been used:

- A survey presentation by a single speaker or panel on a topic of broad interest.
- A mini conference on a specific topic with 4 or 5 invited speakers.
- A technical presentation on a topic of interest to some portion of WSS members.
- A talk by an industrial or government statistician about his or her role as a statistician and about current statistics problems in that specialty.
- A videotape followed by a panel and/or audience discussion.
- A visit by an ASA officer or executive; this usually includes a formal presentation followed by a discussion period.
- An open discussion on a specialized topic, possibly with a short introduction by an expert on that topic.
- A statistical software demonstration or workshop.
- Tutorial: expository talk on topic of general interest; no discussant.
- Topical Series: A series can be set up with 2 or more seminars on a common topic.

All of the above can be done by a single or multiple Program Chairs or can be joint meetings with other professional societies (e.g., DC-AAPOR, AAAS) or other ASA sections / chapters.

Speaker resources (variety is good!)

- Local government agencies, schools, businesses
- Members of advisory committees or national statistics panels
- Employees of survey firms with government contracts
- Presenters from the previous JSM, AAPOR, or other national conferences (allows a more complete presentation)
- Out-of-town visitors, e.g., visiting ASA/NSF fellows, visiting professors (people will often come into D.C. a day early to give a WSS talk)
- Volunteer speakers from listservs such as AAPOR, SRMS or other listservs

Two days before the seminar:

- Get final presentation slides from speakers.
- Verify that the event may be recorded.

The Day of the Seminar

- Some or all of this may be done by the chair of the seminar instead of the seminar organizer
- **Arrival time.** Speakers, Discussants, Chair and Organizer should arrive about **30 minutes** before the start of the seminar to check the room set up, equipment, etc.
- **WSS Mugs.** Obtain mugs for speaker and discussant.
- **Announcements.** Ask the chair to provide information on WSS membership and to offer WSS brochures and give a plug for WSS membership either before the speakers and/or before the discussants. Announcements about upcoming events of interest and thanking the organizers are optional.
- **Introduce the speaker(s).**
- **Attendance Count.** Count the number of attendees both on-site and remotely. This is important since many people do not sign the attendance sheets. The count should be kept by the program chair(s) for use in end-of-year report.
- **Timing.** Watch the time. In the basic speaker-discussant format, allow about 45 - 60 minutes for the speakers, and 10 - 20 minutes for the discussants. Be sure to leave time for floor discussion/questions. The chair will moderate here.
- **Thank you's.** Thank the presenters and present them with the WSS mugs.

After the seminar

- **Attendance Sheets.** Record total attendance for WSS final report.
- **Slides to websites.** Where appropriate, after checking with the speaker(s), send the presentation slides and other appropriate materials to the WSS website manager for posting on the WSS website. The slides may be posted on other websites. Please ask the other websites to clearly state that the slides are from a WSS seminar.

E.2 Short Course Committee

Length, timing, and size of short courses

Short courses are generally one to two days in length. It has been WSS practice in the past to have these in the spring or fall so as not to conflict with vacations, other WSS sponsored events, or the Joint Statistical Meetings. Before scheduling a course, check that no other major conferences and courses are being offered at the same time.

Class size limitations are usually imposed by the instructors. Since 2004, class sizes have ranged from 40 to 65 attendees.

Short course topics and instructors

Topics and instructor choices should be presented to the board before any commitments are made. Topics should be varied and not concentrate too heavily on one area of statistics. WSS has had courses repeated, but this was at the request of the members if there were 20+ members on the waiting list for the first offering of the course. Previous topics have included: Statistical data mining, Privacy and confidentiality and HIPAA (2004, 2005), Sample Survey Methods: Recent Developments and Applications (2005), R and analysis of complex surveys (2007), Applied Logistic Regression (2015), and Introduction to Small Area Estimation (2015).

Course budget

The purpose of the course is to provide a service to our members, not to generate the revenue. For that reason, the course should be budgeted to break-even. Course costs include instructor honorarium, facility rental, catering, and course material duplication. Each of these is discussed in more detail below.

Instructor honorarium

Instructors who are employees of the federal government cannot accept honorariums for their teaching. For all others, up to \$1000 per day has been approved by the WSS board but should be approved on a course-by-course basis.

Facility rental

Courses in the past have been held at hotel conference facilities and the Bureau of Labor Statistics conference center. The headquarters of the American Statistical Association may also be considered as they have a conference room that may be made available for a fee (Contact Kathleen Wert 703-684-1221 ext. 1874.) The selected facility should be walking distance from the Metro and centrally located.

If held at a hotel, the hotel will likely require that they provide the catering as well.

Course Material Duplication

Course Materials include instructor slides, WSS disclaimer (attached), instructor biography, and course agenda (may be duplicated by committee separately). Over the past few years, we have used Balmar printing in Rockville for its convenience, but any reputable company is acceptable. Prices for duplication

can vary greatly. Note that color duplication can be quite costly, so it is necessary to factor this into the budget if it seems it will be necessary.

Course Cost

WSS courses should be affordable to all members: students, individuals, or those working for the government or private industry. For that reason, fees have generally been about \$150 - \$200 per day. Any increase in the *per day fee* should be approved by the Board.

Lower fees are charged for full-time students (previously \$40 or \$50 per day), but they must provide a student ID.

Non-WSS attendees should be given the opportunity to apply the differential between the member and non-member course fee to a WSS membership. Do not include that differential (for the new attendees) as part of the course income since it will be applied to membership. This will need to be made clear to the treasurer.

Course announcement and registration

An example of the course announcement and accompanying registration form are attached.

All attendees are encouraged to pay by credit card via 1-2-3 sign-up or another similar online service. All credit card services charge a fee. This needs to be figured into the course fee amounts.

The information from the registration form should be captured in a spreadsheet. Receipts should be created by the committee and distributed at the course. An example is attached.

Course Evaluation

It is helpful to the instructors and committee members to have feedback from the course participants. A course evaluation form has been developed for this purpose and distributed towards the end of each course. An example form is attached.

WSS Short Course Example of Materials

R and analysis of complex surveys
March 15-16, 2007

Registration Due By March 5, 2007

R is an open-source extension of the S statistical and graphical system. Along with the add-on "survey" package, the software provides a fairly advanced repertoire of survey analysis methods including multistage designs, two-phase designs, calibration and generalized raking, and regression modeling. Advantages of the R survey package include the cost, the visibility of all the code for verification purposes, and the integration with a powerful programming language and graphics system. The course will be taught in the form of a lecture; however, participants may bring their own laptop computers with the software already installed. (The software may be obtained at <http://cran.r-project.org/>.)

Day 1: An introduction to R.

Reading in data; simple calculations; graphics; merging and reshaping data; simple programming; using objects; using packages.

Day 2: The R survey package.

Specifying design information; computing summary statistics; using and creating replicate weights; domain estimations; graphics; ratio and regression estimators; post-stratification, raking, calibration; two-phase designs; simple simulations.

About the instructor: Thomas Lumley is Associate Professor of Biostatistics at the University of Washington, Seattle. He developed and maintained the R "survey" package and is one of the core developers of R itself.

Who Should Attend: The course does not require any prior knowledge of R or S-PLUS, but some experience with statistical analysis and data management and knowledge of survey techniques is assumed?

Schedule for Course: The course will be held over two days March 15th and 16th. Registration will begin at 8:30 AM and the class will run from 9 AM to 4:30 PM. There will be coffee and Danish in the morning before class both days and at the morning break, with beverages and cookies in the afternoon. Lunch will also be provided both days.

Location:

< details >

Registration Fee: (Please send fee and registration form to Brenda Boateng by March 5). *Class size will be limited, so please register early.*

Full-time students (Provide copy of student ID with registration—only 5 student slots available)	\$ 50
WSS members	\$ 200
All other registrants	\$ 210

For more information on this course, please contact the WSS short-course co-chairs:

Sylvia Dohrmann – SylviaDohrmann@westat.com

Trena M. Ezzati-Rice – trena.ezzati-rice@ahrq.gov

WSS Short Course
R and analysis of complex surveys
March 15-16, 2007

Name: _____

Firm/Agency: _____

Job Title: _____

E-mail: _____

Mailing Address: _____

Home Phone: _____

Work Phone: _____

Registration Fee: \$50 (student)
 \$200 (WSS members only)
 \$210 (Non-WSS members)
 Non-members may join WSS by applying a portion of the course fee to membership.
 Would you like to join WSS? Yes No
*By selecting "Yes" you will be enrolled automatically. For more information on
 membership, see <http://www.scs.gmu.edu/~wss/>.*

Please check your payment method:

A check in the amount of \$ is enclosed.

A credit card payment in the amount of \$ is enclosed

Type of Credit Card (please circle one)	Visa	Master Card	American Express
Credit Card Number			
Expiration Date:			
Name on the Card:			

Please make check payable to Washington Statistical Society. **Mail, FAX, or e-mail this registration form and send payment by March 5, 2007, to:**

E-mail: Brenda.boateng@ahrq.gov
 Phone Number: 301-427-1803

**Washington Statistical Society
Receipt**

Date payment received:

Received from:

Amount paid: \$

Payment method:

For: WSS Short Course: R and Analysis of Complex Surveys. March 15-16, 2007.

**R and Analysis of Complex Surveys
March 15-16, 2007**

Disclaimer

The Washington Statistical Society serves the Washington metropolitan statistical community by providing a forum for the exchange of information and ideas concerning statistical methodology and applications. Activities of the Society include technical programs on a wide variety of statistical topics, short courses, distinguished speaker series and social events.

The views and opinions presented in these handouts and during the workshop are those of the author(s) and do not necessarily reflect those of the Washington Statistical Society or the American Statistical Association.

F. Quantitative Literacy Poster Competition

Update award information

- Update the information on the flyers to be distributed, via mail, email, or other appropriate media. This includes contact information, deadline for projects, and referenced web addresses.
- Update the information on the web about the award, if necessary. Contact the WSS website manager and newsletter editor.

Construct lists of schools and facilitate mailing out

- This step is done in conjunction with the Curtis Jacobs Award flyer distribution.
- Print out or email flyers and provide them to the Curtis Jacobs chair or produce all distribution materials in conjunction with the Curtis Jacobs chair for a single distribution
- Coordination with Curtis Jacobs chair is done every year to determine the best method of distribution given the circumstances.

Provide help to teachers as needed

- Teachers may request help to get their project rolling. This may include phone calls, email exchange, or perhaps a personal visit.

Recruit judges

- Recruit six to ten judges to assist in judging the posters.
- If necessary, put a recruiting announcement in the newsletter by April issue.

Judge the projects

- Notify judges of the date, time, and place where the posters will be judged.
- Provide judges with judging rubric (provided by ASA) and grade groupings for competition.
- Determine regional (both local and "rest of US" winners for each grade grouping.
- Regional winners are sent to the ASA national competition, which is presently in Ohio.

Facilitate the awards presentation

- Notify teachers of winning students.
- Notify WSS of local winners in order for certificate and awards to be created.
- Inform WSS Secretary, WSS Newsletter Editor, WSS Website manager, and WSS President.
- Reserve the WSS dinners after getting RSVPs from recipients.
- Present the awards at the WSS annual dinner in June.

G. Awards Committees

G.1 Curtis Jacobs Award

1. Update award information

- Update the information on the flyers to be distributed, via mail, e-mail, or other appropriate media. This includes contact information, deadline for projects, and referenced web addresses.
- Update the information on the web. Contact WSS website manager and newsletter editor.

2. Construct lists of schools

- Use the CCD (Common Core of Data at <http://nces.ed.gov/ccd/>) and other public use data to construct a list of public and private middle schools and high schools.
- Check with the poster competition committee chair to coordinate the mail out with the poster competition. The poster competition is for grades K-12. Construct a list of K-12 grade schools if necessary for the poster competition mail out.

3. Facilitate paper mail out, as needed

- Contact the printer for cost estimates and arrangement for flyers and labels.
- Develop mailing labels for the Curtis Jacobs' award (and poster competition, if necessary). Labels should be sorted by zip code to facilitate bulk mailing. Use of the ASA non-profit code is accepted.
- Arrange for the invoice to be sent from the printer to the WSS Treasurer.

4. Provide help to teachers, as needed, including getting projects rolling. This may include phone calls, email exchange, or perhaps a personal visit.

5. Recruit county coordinators to recruit projects at each of the following Science Fairs: Prince Georges County, MD; Montgomery County, MD; D.C.; Arlington County, VA; Fairfax County, VA.

6. Recruit judges

- Recruit three to six judges to assist in judging the project reports.
- Judges should be from different agencies or firms.
- Put a recruiting announcement in the newsletter in February.

7. Science Fair blitz--Provide county coordinators with information to recruit projects

8. Judge the projects

- Send email giving schedule information to judges.
- Judges are asked to review each report and send ratings to Chair using a form developed by the Chair
- Judging process should be completed by May 25 in order to allow submission of winning projects to the ASA national Project Competition

9. Facilitate the awards presentation

- Inform recipients, WSS Secretary, Newsletter Editor, Website manager, and President.
- Work with WSS secretary to order plaques for teachers and prepare certificates.
- Coordinate Meeting Within a Meeting (MWM) registration with ASA & teachers.
- Reserve the WSS dinners after getting RSVPs from recipients.
- Present the award at the WSS annual dinner in June
- Arrange for reimbursement of recipients of travel expenses for MWM

G.2 Gertrude M. Cox Committee

Part 1--Draft Agreement between WSS and RTI International- May 22, 2003, A White -- from WSS Secretary's files

Establishing and Awarding the Gertrude M. Cox Award

The Gertrude M. Cox Award shall recognize a statistician making significant contributions to statistical practice. It shall be awarded annually by WSS at its annual dinner (usually held in June). The recipient shall deliver the keynote address at the dinner on a topic of general interest to the WSS membership. The award shall consist of a \$1000.00 honorarium, travel expenses to attend the WSS annual dinner (to exceed \$1500.00 only by exception approved by the Cox award committee), and a plaque containing the WSS logo and an inscription similar to the following:

Gertrude M. Cox Award Presented by the Washington Statistical Society to *(Name of recipient) (Date of Award)* The Gertrude M. Cox award recognizes a statistician making significant contributions to statistical practice The award is made possible by funding from Research Triangle Institute

The first recipient (June 10, 2003) is Sharon Lohr, jointly chosen by Brenda G. Cox, WSS, and Kerrie Boyle, RTI International. RTI International shall provide the funding for the award expenses (plaque, honorarium, and recipient travel expenses and dinner). Travel expenses are expected to range from \$500 to \$1500 depending upon residence of the recipient. Travel can include local expenses and coverage of a guest dinner. RTI International shall forward fund the award by giving WSS \$3000.00 designated for Gertrude M. Cox award expenses. WSS shall pay the award expenses from this amount and any unused balance shall reduce the amount to be transferred by RTI in the following year (between January and March of each year) to the amount needed to replenish the \$3000.00.

Future recipients shall be chosen by a six-person (6) committee (The Gertrude M. Cox Award Committee) consisting of the current president, president-elect, and past president of the WSS and three members designated by RTI International. The committee shall have two co-equal co-chairs, one designated by the WSS president and the other by RTI International from among their respective committee members. Decisions shall be made by consensus of the whole committee. The Gertrude M. Cox Award Committee shall be reconstituted annually to choose the next recipient. The WSS members will automatically be the new president, president-elect, and past president. R TI may designate three members at its discretion.

The award plaque shall be presented to the recipient jointly by the Gertrude M. Cox Award Committee co-chairs. Sometimes an RTI executive, other than the co-chair, may attend and say a few words during the presentation ceremony. The co-chairs shall announce the committee membership for the forthcoming year at the WSS annual dinner.

WSS and RTI intend to continue this relationship for the foreseeable future, however, either party may discontinue the agreement by notifying the other party in writing between the announcement of new Gertrude M. Cox Award Committee members at the WSS annual dinner, and the establishment of an agreement with an awardee (chosen by consensus of the committee) to give the keynote and receive the award at the next upcoming annual dinner.

Signed: (not signed, not dated)

Brenda Cox, WSS

Kerrie Boyle, RTI

Note: This document was scanned in February 2006 from an unsigned paper copy in a folder held by the WSS secretary.

Part 2—Sample Announcement Soliciting Candidates for Cox Award

Nominations Sought for the 2010 Gertrude M. Cox Award

The Gertrude M. Cox Award Committee is seeking nominees for the 2010 Gertrude M Cox Award. The award was established in 2003 through a joint agreement between the Washington Statistical Society (WSS) and RTI International. The award annually recognizes a statistician in early to mid-career (roughly less than 12 years after his/her terminal degree) who has made significant contributions to one or more of the areas of applied statistics in which Gertrude Cox worked: survey methodology, experimental design, biostatistics, and statistical computing.

The award is in memory of Gertrude M. Cox (1900-1978). In 1945, Dr. Cox became director of the Institute of Statistics of the Consolidated University of North Carolina. In the 1950's, as Head of the Department of Experimental Statistics at North Carolina State College, she played a key role in establishing Mathematical Statistics and Biostatistics Departments at the University of North Carolina. Upon her retirement from North Carolina State University in 1960, Dr. Cox became the first head of Statistical Research Division at the newly founded RTI. She was a founding member of the International Biometric Society (IBS) and in 1949 became the first woman elected to the International Statistical Institute. She served as President of both The American Statistical Association (1956) and the IBS (1968-69). In 1975 she was elected to the National Academy of Sciences.

The award is presented at the WSS Annual Dinner, usually held in June, with the recipient delivering the keynote address on a topic of general interest to the WSS membership.

This award is made possible by funding from RTI International, and the recipient is chosen by a six-person committee - three each from WSS and RTI. This year's committee consists of Paul Biemer, Phil Kott, and Marcus Berzofsky from RTI and Karol Krotki (Chair), John Eltinge, and Michael Brick from WSS. It consists of a \$1,000 honorarium, travel expenses to attend the WSS Annual Dinner, and a commemorative WSS plaque. Past recipients have been Sharon Lohr, Alan Zaslavsky, Tom Belin, Vance Berger, Francesca Domenici, Thomas Lumley, and Jean Opsomer.

Please email your nominations to Karol Krotki (kkrotki@rti.org) by 28 February 2010.

G.3 Julius Shiskin Memorial Award Committee

Shiskin Award Operating Procedures and Historical Notes

This document is an effort to summarize basic guidelines under which the Julius Shiskin Memorial Award program has been operating.

Committee Membership: When the Washington Statistical Society originated the idea of a memorial award, six organizations with which Julie had been associated (BEA, BLS, Census Bureau, NABE, NBER, and OMB) pledged their support of the program. Each organization agreed to name an individual to serve on the Selection Committee.

When NABE became a funding cosponsor of the Award in 1992, an additional NABE Committee representative was added. Similarly, a Business and Economics Section representative was added when B&E became funding cosponsor in 2002.

It was originally planned that Committee members would serve staggered 2-year, renewable terms. That practice was continued for several years, and the heads of the participating organizations were formally asked to re-nominate their representative or to name a new Committee member. Most people were re-nominated, and members now serve unlimited terms—until they request to leave the Committee.

Committee Member Responsibilities: The major responsibility of a Committee member is to annually review the nominations received and participate in the selection of the winning candidate(s). Committee members should also contribute their ideas for strengthening the program's publicity and procedures.

Committee members should not submit nominations or seconding letters for nominees. If a Committee member feels that they are uniquely qualified to prepare a nomination that member must recuse themselves from the selection process and help the Committee Chair to find someone from their organization to serve on the Selection Committee that year.

In a similar vein, Committee members should not be nominated for the Award while they are on the Committee. That happened on one occasion and that member asked to have the nomination withdrawn from consideration, rather than leaving the Committee.

Committee Chair: Selection of the Committee Chair has normally been an informal process. Allan Young was quite active in the planning of the Award and the fundraising for it. He was willing to be the first chair and was an obvious choice.

When Allan knew he would be leaving the Committee, Chuck Waite (then the Census representative) agreed to take over as Chair. When NABE started providing funding, their new member, Martin Fleming, was asked to be the Chair. When Martin left the Committee, Rich Allen (then the WSS representative) was the Committee member most willing to assume the Chair role.

When Rich wanted to plan his orderly departure, he asked Bob Parker (a new Committee member representing NABE, but someone who was very familiar with the Program and was a former Award winner) to take over as Chair.

Committee Secretary Selection: When the Award Program began, Rich Allen was the WSS Secretary and agreed to also serve as the Shiskin Program secretary. Marie Argana, his successor as the WSS Secretary, carried on the dual secretarial duties. However, when Marie stopped serving as WSS Secretary after the 1991 selection, the two secretarial positions were decoupled.

Since 1991, Award Committee members and the departing Secretary have used a brainstorming process to identify new Committee Secretarial candidates. Sue Ahmed served for 2 years, followed by Howard Hogan—probably because of considerable influence from Chuck Waite. Howard had much to do with the selection of Catherine Hood as his replacement. (Both Howard and Catherine viewed the position as a good professional society resume builder.)

When Catherine accepted an assignment outside the U.S., Rich worked with the WSS President and the Award Committee Chair to identify Karen Pence, (of the Federal Reserve Board) to replace himself as the WSS Representative and to free him up to serve as interim Committee Secretary. John Greenlees particularly contributed to the identification of Steve Paben to be the new Secretary for 2007.

The main requirements for serving as the Committee Secretary are an interest in the Award Program and a willingness to devote time at appropriate intervals during the year to handle the announcement and selection coordination communications. It is probably beneficial (but not mandatory) that the Secretary be located in one of the Federal Statistical Agencies with economic statistics data series responsibilities.

Nomination Procedures: Allan Young and Rich Allen designed the original nomination instructions to be very free form. Nominators were to submit a cover sheet with contact information for themselves and their nominee(s). They were urged to submit a summary statement and any supporting materials they felt were appropriate. The instructions did not require seconding letters, publication lists, C.V.'s, or any other features that are specified in other award programs.

The reasoning behind establishing so few nomination guidelines was to avoid the impression that the Award was only for academics, or people with a long list of publications, etc. The approach taken has resulted in a wide range of different nomination formats, lengths, and contents. On at least two occasions, a nominator just "threw out the name" of a very well-known economic statistician. Their viewpoint seemed to be that their nominee's qualifications were so well known that no justification was needed. (Those nominations were not taken seriously.)

Over time a separate document of Guidelines (at http://www.amstat.org/sections/bus_econ/ShiskinGuidelines2011.pdf) has been added. Guidelines have been kept quite broad such as "Committee members have found it helpful to have supporting letters included which describe the impact of the nominee's contributions". In 2006, for the first time it was clarified that only living individuals could be nominated. For 2007 onward, emphasis was placed on nominations from outside the nominee's organization and electronic transmission of nomination documents will be encouraged.

Publicity Approach: The call for nominations each year is sent to the WSS newsletter, Amstat News, house publications of the organizations represented on the Committee, and to other "economic" publications. In addition, specific requests for nominations are sent to Federal Economic Statistics Organizations Heads, members of program committees active in economic statistics issues, and others who might be interested in the Program, such as the Committee on National Statistics. Those lists are reviewed each year for any obvious corrections, deletions, or additions.

Once a selection is made, a press release (with a digital photo, if possible) is sent to the same newsletters and publications mentioned above.

Presentation of Award: The WSS award and check have traditionally been presented at the WSS Annual Dinner in June. A separate presentation also takes place in September at the NABE annual meetings in September. The Business and Economics Section announces the winner's name at its annual business meeting at the annual Joint Statistical Meetings.

Secretary Responsibilities: The best way to describe the Secretary responsibilities is to track the annual nomination and selection process. That starts about October when the Chair and Secretary agree on changes to the announcement wording for the next year's Award. Announcement copies are sent before Thanksgiving to Amstat News, the WSS newsletter, and publications of the organizations on the Committee. The goal is to have the Award program announced as widely as possible in January and February, for the normal nomination deadline of **March 15**. In January, announcement copies are sent to the Heads of Federal Government economic statistics organizations and other individuals active in the field. Again, the Chair and the Secretary agree on mail list changes.

ASA receives the nominations each year. Usually only 2-4 new nominations are received but those are combined with the previous year nominations which were not selected for the award. The Secretary obtains the nominations from ASA as soon as the nomination process closes and selects materials from each nomination to send to Committee members. (Some nominations include much more detailed information, such as specific publications, than the Committee members need to do their evaluations.) The Selection meeting date (usually late April) is set by February and the point of contact for the in-person location makes arrangements, if appropriate. Members are given at least two weeks for their evaluations.

At the selection meeting, the Committee members decide who will prepare the award citation, press release, and other appropriate releases. The Chair normally takes care of informing the winning and non-winning nominators. The Secretary coordinates sending of the press release to the same publications used to announce the Award program. The Secretary informs the WSS President and the WSS Treasurer of the person selected for the Award and if that person will attend the WSS Annual Dinner in June. The Secretary normally prepares the Award document using a format that is available for modifying and gets it framed. (The Award carries a \$750 cash prize from the Shiskin funds and pays for the cost of the WSS Annual Dinner for the winner and a guest.)

The Secretary coordinates with the WSS Treasurer on when to request the annual \$500 payments from NABE and B&E, and what address to use for mailing the checks. At one time, a formal letter from the Committee Chair was sent each year but that has been replaced by straight forward e-mails from the Committee Secretary to the NABE Executive Director and the B&E Chair.

During the selection meeting Committee members discuss changes and improvements to the Award program or publicity procedures. For example, in recent years this has been much discussion about advertising the award and simplifying the nomination process.

Testimonial: Past Committee Secretaries have found the Award Program, and the interactions of Committee members in the selection process, to provide interesting insight into advances in economic statistics and individuals who are active in that field. It has proven to be a good way for an individual to gain professional association experience, since there are some specific interactions each year with other officers of the WSS. Secretarial duties do not require a great amount of time and there is flexibility in

timing of background preparations—but there are a few key due dates each year. Printing, mailing, and other expenses are reimbursed by WSS.

Committee Secretary Skills: The main requirements for a Committee Secretary are a willingness to serve in this interesting program and the determination to coordinate activities to meet the few key due dates. Exceptional computer skills are not needed (as I have proved) but the ability to edit material and to prepare electronic and hard copy documents using basic word processing is a key.

Files: The Committee does not keep extensive files. Nomination materials are purged a year after each nomination has been successful or has been considered twice by the Committee. Electronic versions of press releases, announcements, the past list of awardees, and similar materials are kept for reuse. There is very little outside communication coming to the Committee each year and the Secretary usually calls upon the Chair to answer most inquiries.