Responsibilities for NC-213 Officers

Chair
- Chairs Executive Committee.
- Provides oversight for all NC-213 activities including the Annual meeting and Summer workshop.
- Serves as NC-213 member liaison with Project Coordinator.
- Conducts Annual Business meetings.
- Develops business meeting agendas with Chair-Elect and Project Coordinator.
- Compiles agenda for technical reports with information from Objective Chairs.
- Assists with project rewrite.
- Serves as official liaison between NC-213 members and The Ohio State University in the event such activity is necessary.
- Provides direction and vision to the NC-213 organization.
- Recruits new scientists to participate in NC-213.
- Gathers and utilizes input from the Executive Committee on relevant issues.
- A person automatically becomes Chair after serving one year as Chair-Elect, and after one year as Chair, automatically becomes Past-Chair.

Chair-Elect
- Serves as Vice-Chair and fills in for the Chair when necessary and performs other duties as requested by the Chair.
- Serves on the Executive Committee.
- Finds speaker for banquet and coordinates their travel arrangements with Project Coordinator.
- Develops business meeting agendas in consultation with the Chair and Project Coordinator.
- A person automatically becomes Chair-Elect after serving one year as Secretary, and after one year as Chair-Elect, automatically becomes Chair.

Secretary
- It is assumed that people who are elected Secretary agree to a four-year commitment; they would progress through the ranks serving one year as Secretary, Chair-Elect, Chair, and finally, Past-Chair.
- Takes minutes at Executive Committee and NC-213 Business meetings and makes minutes available to NC-213 Committee through the Project Coordinator.
- Serves on the Executive Committee.
- A new Secretary is elected every year. After one year, the Secretary automatically becomes Chair-Elect, then Chair, and finally, Past-Chair. The nomination committee should make sure that over time, individuals filling the Secretary position represent the full diversity of the NC-213 Committee (considering discipline, home state, organization, gender, and race).

Past-Chair
- Serves on the Executive Committee.
- Chairs the Awards Committee.
- Chairs the Nomination Committee (an ad hoc committee that is appointed annually by the Chair).
- A person automatically becomes Past-Chair after serving one year as Chair, and after one year as Past-Chair, rotates off of the Executive Committee.
**Objective Chairs**
- Organize and moderate oral reporting sessions for their objectives at the Annual meeting.
- Facilitate revisions to their objectives in NC-213 five year work plan.
- Serve on Executive Committee.
- One new Objective Chair is elected every year (four chairs with staggered four-year terms). The Nominating Committee should make sure that, over time, individuals filling the Objective Chair positions represent the full diversity of the NC-213 Committee (considering discipline, home state, organization, gender, and race).
- Coordinate communications between administrators and members of that objective team.
- Participate in Executive Committee meetings, contributing to decisions involving organizational, policy, and meeting topics (Annual meeting and Summer workshop).
- Forward news items to the Project Coordinator as researchers in respective stations identify them.
- Serve on Grant Review panel.
- Each Objective Chair will provide one item for the newsletter, either his or her own work or a report from someone else within the objective.

**Administrative Advisor (also known as: Project Coordinator)**
- Serves as primary contact for NC-213.
- Handles registration and logistics for NC-213 meetings and workshops.
- Handles logistics for revising and filing NC-213 five year work plan.
- Publishes newsletter with literature review.
- Publishes annual report.
- Maintains NC-213 membership list.
- Keeps NC-213 members informed about relevant issues.
- Solicits items, organizes, edits, and prints a newsletter at least three times per year. Distributes electronically and in hard copy.
- Maintains NC-213 web site.
- Maintains communication with individual stations, including director, representative, and scientist at each station and potential station participating in the project.
- Takes the initiative in organizing the Annual meetings and Summer workshops. Requests assistance of individuals as required.
- Contacts station directors to recruit new membership on the committee.
- Generates new ideas for research, coordination, and communication.
- Manages the Anderson Endowment for the maximum benefit of the organization.
- Handles paperwork to enlist new NC-213 institutions.

**Executive Committee**
- Includes Chair, Chair-Elect, Past-Chair, Secretary, Objective Chairs, and Project Coordinator.
- Sets agenda for business meetings.
- Works with Project Coordinator to plan meetings.
- Oversees development of and revisions to NC-213 five year work plan.
- Oversees production of annual report.

**Station Representatives**
- Appointed for indefinite terms by each state’s experiment station director.
- Responsible for attending or finding a representative from their state to attend each NC-213 Annual meeting.
• Work with other NC-213 members from their state to revise work plans and submit annual reports.
• Recruit appropriate faculty from their institution to participate in NC-213.
• Assist in generating annual reports for Hatch purposes, as needed.
• Share information from NC-213 with the station director.
• Host or facilitate NC-213 meetings if held in their state.
• Provide a newsletter item upon request.

**Summer Workshop Host**
• Serves as local arrangements coordinator for Summer workshop.
• This is an ad-hoc office, with office holder appointed by the Chair or Executive Committee. Host is selected based on the location and type of facility where the summer workshop will be held. Term of office ends after the summer workshop is concluded and post-workshop details are wrapped up.
• Host is responsible for meeting activities and communicating with the Project Coordinator all information regarding the announcement and running of the workshop.

**Awards Committee**
• Makes decisions on need for NC-213 awards and establishes new awards when appropriate.
• Solicits nominees for awards.
• Makes decisions about award winners.
• Nominates NC-213 members for awards sponsored by other organizations.
• Members of the Awards Committee should not all be from the same state, organization, or discipline, and should include some representatives from the grain industry.
• Past-Chair Chairs Awards Committee.

**Anderson Grant Committee**
• Comprised of someone from the Andersons, representatives of the full spectrum of the grain industry (producer/commodity group, grain handlers, processors/consumers), the NC-213 Administrative Advisor, and the Project Coordinator.
• Solicits proposals for grants.
• Reviews proposals, or oversees a review process, and awards grants.