Executive Committee:

The Executive Committee is made up of the Officers of the Society as below, but the Chair may invite any member to participate who might contribute to the function of the Committee. This Committee prepares agendas for the Council Meetings and formulates plans for the Society for approval by Council. When needed, and with notification of Council by electronic mail, the Executive Committee may act on behalf of the Council between Council Meetings. The Secretariat will submit to this committee an annual report for transmission.

> President (chair) Immediate Past President (vice-chair) President Elect Secretary Treasurer Secretariat representative

Duties of Executive Committee include:

1. Strategic Planning and Secretariat Liaison

The Executive Committee will be responsible for strategic planning and acting as liaison between ASP membership, council and Secretariat.

2. Finances

The Executive Committee will prepare an annual Society budget and submits it to Council for approval at the time of the Annual Meeting and prior to the start of the fiscal year. This budget shall include estimates of all income sources and appropriate estimates of expenditures for committees, officers, meetings, and publications. Society operations during the fiscal year will be financed from the general operating fund as approved by Council. The Finance Committee shall consider and attempt to devise ways to maintain the financial health of the Society.

3. Site selection

Executive Committee is responsible for selecting sites for the future meetings. Several possible sites should be chosen at least three (3) years in advance. The Secretariat should obtain information about the availability of these sites and details of possible arrangements. Final arrangements should be negotiated by the Secretariat after the Committee has made a final choice of a site. Sites considered can be either college campuses or convention hotels. A list of currently acceptable sites should be maintained by the Society for a pleasant and congenial meeting atmosphere at a modest price. The sites should be accessible by public transportation without undue difficulty. Rotating the meeting to different parts of the country should be given due consideration.

4. Constitution and rules

The Executive Committee should re-examine the Constitution and Bylaws of the Society each year and suggest to Council changes that appear to be required. In addition, the Committee shall be responsible for revising the Handbook of the Duties of the Officers, Councilors, Editors, Committees of the Society, and the Office of the Secretariat.