



Operating Manual for
Officers, Committee Chairs, and
Appointed Positions

Decision Sciences Institute
Southwest Region

September 2019

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Preface

The Southwest Decision Sciences Institute (SWDSI) is a subdivision of the Decision Sciences Institute, Inc., a non-profit professional organization. The goal of the Southwest Region is to support the goals and objectives of the Decision Sciences Institute (DSI). Refer to the DSI Bylaws for general operations and procedures which are applicable to SWDSI. In particular, see Bylaw 5.1 – Divisions; Regions; Chapters; Colleges and Bylaw 5.2 – Regions. [The DSI Bylaws and the *DSI Policies and Procedures Manual* are available by contacting the DSI Home Office <https://decisionssciences.org/>.]

This *SWDSI Operating Manual* has been prepared to provide officers, committee chairs, and appointed positions¹ with guidelines and a timeline for performing their duties. Specific duties and responsibilities include, but are not limited to, those explained herein. Also, refer to the SWDSI Charter, in general, and in particular to Section 8. Governance of the Region. [The SWDSI Charter is available on the SWDSI website <http://www.swdsi.org/default.asp>.]

A person shall not hold two officer positions concurrently, except for extreme circumstances and for the benefit of SWDSI. Also, please note that all officers are required to be members of the Decision Sciences Institute.²

¹ The elected officers are President, President-Elect, Secretary, Vice-President for Finance, Vice-President for Participation, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, and Advisory Council Members. The Past President and Vice-President for Programs and Meetings are non-elected officers; the Regional Archivist is an appointed officer; and the Webmaster is an appointed non-officer position.

² Section 8.1.2 of the Charter states: “Members of the Southwest Region Board of Directors shall maintain Regular Member status in the Decision Sciences Institute during the entire term of Board service.”

Mission Statement

The Southwest Decision Sciences Institute is a multidisciplinary professional association that seeks:

- To promote the development and application of information technology, quantitative methodology, and behavioral approaches to decision making in organizations,
- To improve instruction in all business and related disciplines, and
- To serve developmental needs of graduate students, educators, and academic administrators.

The primary purposes of SWDSI are:

- To provide and coordinate an annual meeting in the southwest for SWDSI members,
- To provide a forum through an annual meeting for networking and for the discussion and exchange of ideas and presentation of papers,
- To provide innovative teaching and professional development programs, and
- To provide information which can be used to improve classroom instruction, research, and academic and business development.

Vision Statement

To be the premier organization in the southwest in the development and application of information technology, quantitative methodology, and behavioral approaches to decision making.

Board of Directors, Officers, and Appointed Positions

Board of Directors

Section 8.1 of the SWDSI Charter states: “The Southwest Region shall be managed by a Board referred to as the Southwest Region Board of Directors.” Section 8.1.2 of the SWDSI Charter states: “Only Regular Members of the Decision Sciences Institute in good standing (i.e., dues are current) shall be nominated and elected or appointed to serve on the Southwest Region Board of Directors.”

The Southwest Region Board of Directors shall be comprised of the following elected and appointed officers. The elected officers shall be President, President-Elect, Vice-President for Finance, Vice-President for Participation, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, Secretary, and Advisory Council members (3 - 9 members). The Past President and Vice-President for Programs and Meetings are elected first as President and Vice-President for Programs and Meetings Elect and serve on the Board of Directors; the Regional Archivist is an appointed officer of the Board of Directors.

Duties of Officers

Section 8.1.1 of the SWDSI Charter indicates the roles and responsibilities of the SWDSI elected officers and appointed officers. In brief, the duties of these positions appear below.

Specific duties and responsibilities include, but are not limited to, those detailed elsewhere in this *SWDSI Operating Manual*. In addition, guidelines and a timeline for performing these duties are provided.

President. The President shall be the region’s Chief Executive Officer. The President shall serve for a term of one (1) year, and shall automatically become Immediate Past President for a subsequent term of one (1) year.

The President shall be the chief executive officer of the Southwest Region and chairperson of the Board of Directors. He/She shall be responsible for planning and conducting the affairs of the organization in such a manner as to further the objectives of the Southwest Region and the policies and programs established by the Southwest Region. He/She in coordination with another SWDSI Board Officer and with the approval of the Executive Director shall have the authority to incur reasonable expenses and make normal financial commitments on behalf of the organization during his/her term of office. The President shall be responsible for, in cooperation with the Strategic Planning Committee, the strategic planning of the organization including the generation of innovative new approaches to support the SWDSI mission statement and vision statement.

The President shall preside over all meetings of the organization and shall be responsible for naming the members of the Committee on Nominations, Strategic Planning Committee, Distinguished Service Award Selection Committee, and Outstanding Educator Award Selection Committee within one month after the SWDSI annual meeting. He/She shall, subject to approval of the Board of Directors, make other appointments as deemed necessary for the efficient and effective execution of the affairs of the SWDSI.

The President shall represent the region in the Regional Activities Summit Meeting at the DSI Annual Conference each year.

Immediate Past President. The Immediate Past President shall, in the absence or incapacity of both the President and President-Elect, preside at meetings of the Board of Directors. The Past President shall serve as a member of the Board of Directors and as chairperson of the Committee on Nominations.

The Past President shall provide counsel, guidance, and assistance to the President in whatever ways requested and may have additional duties delegated to him/her by the President.

President-Elect. The President-Elect shall, in the absence or incapacity of the President, act as President and preside at meetings of the Board of Directors. The President-Elect shall serve for a term of one (1) year, and shall automatically become President for a subsequent term of one (1) year.

The President-Elect shall serve as the general assistant to the President, carrying out such duties as may be assigned by the President. In the event of the incapacity of the President to serve, the President-Elect shall assume the Presidency and perform the duties of the President. The President-Elect's succession to the office of the President shall not be affected by his/her having assumed and performed the duties of President during any portion of his/her term as President-Elect. The President-Elect shall join the President in representing the region in the Regional Activities Summit Meeting at the DSI Annual Conference each year.

Vice-President for Finance. The Vice-President for Finance shall act as the Treasurer and shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of account of the properties and transactions of the Region and other matters customarily included in financial statements.

The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Region with such depositories as designated by the Home Office; shall disburse, or cause to be disbursed, the funds of the Region as may be ordered by the Board; shall render, or cause to be rendered, to the DSI Executive Director, whenever requested, an account of all transactions as authorized and of the financial condition of the Region; and, shall have such other powers and perform such other duties as may be prescribed by the Board, the DSI Bylaws, or the Corporation's Policies and Procedures Manual.

Vice-President for Participation. The Vice-President for Participation shall assume a leadership role in generating and retaining Institute members for the Southwest Region. He/She shall actively seek ways of enhancing benefits of participation in SWDSI and membership in DSI. He/She shall coordinate activities with the Chair of the Institute's Member Services Committee and the Institute's Member Services Coordinator to operationalize the Campus Representative Program and other Institute's member solicitation/retention activities. He/She shall keep, update, and maintain a membership roll of DSI members active in the Southwest Region, in coordination with the Southwest Region's Secretary, and shall be responsible for the procedures associated with DSI membership renewal each year. He/She also shall provide mailing and contact information for SWDSI participants as required. The Vice-President for Participation shall serve as a member of Institute committees (such as the Member Services Committee) as specified in the DSI Bylaws.

Vice-President for Programs and Meetings. The Vice-President for Programs and Meetings (a.k.a., Program Chair or Conference Chair) shall be responsible for planning and supervising the program at the annual professional meeting of the organization. This officer, at his/her discretion, may appoint an Associate Program Chair and/or a Proceedings Editor or Co-editor. The Vice-President for Programs and Meetings shall be able to incur appropriate and reasonable program expenses and may make appropriate and reasonable financial commitments relative to the annual program up to the limits approved by the President, who seeks the advice of the Board of Directors.

Vice-President for Programs and Meetings Elect. The Vice-President for Programs and Meetings Elect (a.k.a., Program Chair Elect) shall serve as general assistant to the Vice-President for Programs and Meetings, carrying out such duties as may be assigned. He/She will work with the Vice-President for Programs and Meetings to understand the duties and responsibilities of planning and supervising the annual meeting. The Vice-President for Programs and Meetings Elect will attend the annual meeting and assist in the management of the meeting as requested by the Vice-President for

Programs and Meetings. The Vice-President for Programs and Meetings Elect, upon the successful completion of his/her duties, shall become the Vice-President for Programs and Meetings for the following annual meeting.

Vice-President for Student Liaison. The Vice-President for Student Liaison shall be responsible for generating student participation in the Southwest Region. He/She shall, in coordination with the Vice-President for Programs and Meetings, encourage student participation in the Southwest Region's meetings. The Vice-President for Student Liaison shall serve as Track Chair of the Student Paper Track for the annual meeting and shall be responsible for the procedures for the Student Paper Competition and any awards.

Secretary. The Secretary shall serve as the Recording Secretary for the Region and shall maintain and provide access to the records of the Region; record the minutes of all proceedings of the Board; authenticate the records of the Region and give or cause to be given, notice of all meetings of the Board required by the DSI Bylaws to be given. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board, the DSI Bylaws or the Corporation's Policies and Procedures Manual.

Regional Archivist. The Regional Archivist shall be responsible for maintaining a history of the organization and a collection of documents prepared and distributed by the organization using printed and/or electronic copies. The responsibilities of the Regional Archivist shall be to:

- (a) Maintain appropriate records of the activities of the Decision Sciences Institute, Southwest Region, including (but not limited to)
 1. Minutes of Board of Directors Meetings (a.k.a., Officers Meetings) and Business Meetings
 2. Treasurer reports and financial statements
 3. Copies of meeting programs and *Proceedings*
 4. Procedures for planning and conducting annual programs and meetings
 5. Copies of annual meeting announcements
 6. Copies of Program Chair reports
- (b) Provide to the Institute's Home Office materials concerning the Southwest Region that the Executive Director of the Institute may request and that are available.
- (c) Provide advice, assistance, and counsel to the President and Secretary of the Southwest Region in maintaining the Charter of the Southwest Region.

Advisory Council. Each of the elected Advisory Council members shall serve a three-year term. They will serve as advisors to the President and other officers of the Southwest Region. The composition of the Advisory Council shall as practicably as possible reflect the demographic composition of the organization.

Terms of Office

The incoming officers shall assume office at the end of each annual general business meeting. The terms of the outgoing officers will end at the conclusion of this same meeting, based on the terms of each office as specified below.

- (a) The President shall serve for one year and automatically become the Past President upon the successful completion of his/her term as President, as evaluated by the Board of Directors.
- (b) The Past President shall serve for one year.

- (c) The President-Elect shall serve for one year and automatically become President upon the successful completion of his/her term as President-Elect, as evaluated by the Board of Directors.
- (d) The Vice-President for Finance shall serve a three-year term and may be re-elected.
- (e) The Vice-President for Participation shall serve a three-year term and may be re-elected.
- (f) The Vice-President for Programs and Meetings shall serve for one year and automatically become President-Elect upon the successful completion of his/her term as Program Chair, as evaluated by the Board of Directors.
- (g) The Vice-President for Programs and Meetings Elect shall serve for one year and automatically become Vice-President for Programs and Meetings upon the successful completion of his/her term as Program Chair Elect, as evaluated by the Board of Directors.
- (h) The Vice-President for Student Liaison shall serve a two-year term and may be re-elected.
- (i) The Secretary shall serve a three-year term and may be re-elected.
- (j) The appointed officer position of Regional Archivist is for an indefinite term. The Regional Archivist may be replaced only upon his/her resignation or upon a majority vote of the Board of Directors.
- (k) The members of the Advisory Council shall serve three-year terms with one-third of the members being elected each year. Advisory Council members may be re-elected.

Vacancies in Office

Anyone who is appointed to fill a vacant officer position shall serve for the remainder of the term of office, or until the next scheduled election process can be completed (and a newly elected officer can be installed in the position), whichever occurs first. Filling an unexpired term by appointment shall in no way impact this person's nomination for and election to any office in his/her own right.

- (a) President. If a vacancy occurs in the office of President due to death, permanent incapacity, or for any other reason, the President-Elect shall immediately assume the office of President for the remainder of the current term, and shall also serve as President for the entirety of the succeeding term. If the office of President-Elect is vacant at the time the office of President becomes vacant, the Past President shall assume the office of President for the remainder of the current term and continue to serve as Past President.
- (b) Past President. If a vacancy occurs in the office of Past President, the office shall remain vacant for the remainder of that term and the sitting President shall handle the duties of the Past President.
- (c) President-Elect. If a vacancy occurs in the office of President-Elect, this office shall be filled at the time of the next regular election.
- (d) For any other office which may become vacant between elections, the President, in consultation with the Board of Directors, shall determine if the vacant position needs to be filled before the next election. Should it be deemed in the best interests of the SWDSI to fill the vacancy, it shall

be filled by an appointment made by the President, after consultation with and the advice of the Board of Directors.

Appointed Non-officer Positions

The Webmaster and the chairperson of each standing committee (and of such special committees as may be established) are appointed non-officer positions.

Nomination and Election

Members to serve on the Southwest Region Board of Directors shall be nominated and elected through a consistent process defined below.

1. Method of Nomination. At each annual conference, the Committee on Nominations shall be constituted. Not less than six months before the next planned date of the general annual meeting, the Committee on Nominations shall nominate at least one candidate for each office. The Chair of the Committee on Nominations shall notify the SWDSI membership immediately of these nominations. Additional nominations may be made within two months after publication of the slate of candidates submitted by the Committee on Nominations. Each additional nomination must be made by petition signed by at least five (5) qualified voters and submitted to the Chair of the Committee on Nominations. Not less than two months before the next annual meeting, the Chair of the Committee on Nominations shall e-mail to each qualified voter a brief biographical sketch of each nominee along with an electronic ballot.

For information concerning the Committee on Nominations and the duties of the chair of this committee, refer to the section on pages 34 – 35.

2. Qualified Voter.

- (a) For voting, a qualified voter is a person who has met both of the following conditions: A member of DSI as of the end of January and a registrant at a SWDSI annual meeting in the last 16 months. The Chair of the Committee on Nominations will request the DSI member list from the DSI Home Office at the end of January prior to the election. The postal address or e-mail address to be used for the delivery of ballots are the last addresses shown in the records of the DSI membership database.
- (b) For voting at an annual business meeting, a qualified voter is a current DSI member who is a registrant at the current SWDSI annual conference.

3. Method of Election. When possible, ballots shall be tabulated using voting software. For manual tallies, no ballot shall be counted unless it is marked by a qualified voter to indicate his/her choices and is returned to the address designated on the ballot not more than one month after the ballot mailing. The ballots shall be counted by tellers appointed by the President and the results of the tally shall be announced at the next annual meeting at which time the candidates receiving the largest number of votes for the offices to be filled shall be declared elected. In the event of a tie vote for any office, the qualified voters present at the annual business meeting shall choose between the tied candidates by written ballot.

Standing Committees

The committees of the organization shall consist of the standing committees described below and of such special committees as may be established by the President or Board of Directors.

Distinguished Service Award Selection Committee. The Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair.

The duties of the chair of the Distinguished Service Award Selection Committee appear on page 36. For information regarding the criteria, form of the award, and procedure for implementation of the Distinguished Service Award, refer to the section on pages 42 – 43.

Outstanding Educator Award Selection Committee. The Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair.

The duties of the chair of the Outstanding Educator Award Selection Committee appear on page 37. For information regarding the criteria, form of the award, and procedure for implementation of the Outstanding Educator Award, refer to the section on pages 44 – 45.

Committee on Nominations. The Committee on Nominations shall consist of three members appointed by the President. One of these members shall be the outgoing President who will serve as Chairperson of the committee. The persons appointed by the President shall serve until the next annual business meeting of the organization. A person may not serve for more than three years consecutively on this committee.

For additional information concerning the Committee on Nominations and the duties of the chair of this committee, refer to the section on pages 34 – 35.

Strategic Planning Committee. The Strategic Planning Committee is responsible for leadership and coordination of long-term and short-term planning for the Southwest Region. The Strategic Planning Committee is composed of a Chair and up to three additional members who are former Past Presidents. All members are appointed by the President to serve until the next annual business meeting of the organization; members may be reappointed.

The duties of the chair of the Strategic Planning Committee appear on page 38.

Definitions

Section 5 of the SWDSI Charter states: “As the Southwest Region is not a legal entity, it shall not have members or collect membership dues.” However, irrespective of this sentence, the following definitions are used with respect to the operating procedures of SWDSI as specified within the *SWDSI Operating Manual*.

SWDSI Member (SWDSI Membership): Each registrant for at least one SWDSI conference during the most recent three (3) years is a member of SWDSI. In addition, a person interested in furthering the goals of the Southwest Region will be admitted to membership.

Current Member: The term ‘current member’ refers to a person who registered for the **most recent** SWDSI conference or who participated in activities of the Southwest Region (for example, as a paper reviewer, track chair, or committee member who may not attend the conference, etc.) **during the past year**.

Active Member: The term ‘active member’ refers to a person who, **over a period of years**, has continually attended SWDSI conferences and/or who has active participation in activities of the Southwest Region activities.

Note: ‘SWDSI member’ and ‘SWDSI membership’ are used throughout the *SWDSI Operating Manual*. ‘Current member’ and ‘active member’ have special significance in the eligibility criteria for the Distinguished Service Award, Outstanding Educator Award, and Lifetime Achievement Award.

*Duties of the SWDSI President*³

The President shall be the chief executive officer of the Southwest Region and chairperson of the Board of Directors. He/She shall be responsible for planning and conducting the affairs of the organization in such a manner as to further the objectives of the Southwest Region and the policies and programs established by the Southwest Region. He/She in coordination with another SWDSI Board Officer and with the approval of the Executive Director shall have the authority to incur reasonable expenses and make normal financial commitments on behalf of the organization during his/her term of office. The President shall be responsible for, in cooperation with the Strategic Planning Committee, the strategic planning of the organization including the generation of innovative new approaches to support the SWDSI mission statement and vision statement.

The President shall preside over all meetings of the organization and shall be responsible for naming the members of the Committee on Nominations, Strategic Planning Committee, Distinguished Service Award Selection Committee, and Outstanding Educator Award Selection Committee within one month after the SWDSI annual meeting. He/She shall, subject to approval of the Board of Directors, make other appointments as deemed necessary for the efficient and effective execution of the affairs of the SWDSI.

The President shall represent the region in the Regional Activities Summit Meeting at the DSI Annual Conference each year.

Throughout the year, an important role of the President is to be proactive in coordinating with other officers, committee chairs, and appointed positions to ensure that they are familiar with their duties.

DSI Membership Requirement of Officers

All SWDSI officers⁴ are required to be members of the Decision Sciences Institute (DSI). The President shall send an inquiry to the DSI Home Office regarding the DSI membership status of all officers by asking which of the officers are current DSI members (and which are not). Based upon the reply from the Home Office, for each officer whose membership has lapsed, the President must contact each person individually to inform him or her that the DSI Home Office has indicated they are not current in their DSI membership dues. The President shall tell each person that:

- (1) if this information is correct, then pay the DSI membership dues by accessing the online DSI membership application form and while completing the form to designate the Southwest Region as their primary regional affiliation; and to send the President proof of payment, or
- (2) if this information is wrong, then contact the DSI Home Office to correct this error and to send the President proof that the correction has been done.

³ The President may delegate duties to the President-Elect.

⁴ The elected officers are President, President-Elect, Secretary, Vice-President for Finance, Vice-President for Participation, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, and Advisory Council Members. The Past President and Vice-President for Programs and Meetings are non-elected officers; the Regional Archivist is an appointed officer; and the Webmaster is an appointed non-officer position.

Unfortunately, any officer who does not pay the appropriate DSI membership dues must be removed from office. Refer to 'Vacancies in Office' on page 4 for how to handle vacancies in office.

DSI Primary Regional Affiliation Membership List

The DSI Home Office is to collect and disseminate data specific to regional interest and affiliation to all regions. The Home Office is to provide each region's President with (1) a list of DSI members who indicate the respective region as their primary regional affiliation and (2) a list of DSI members who expressed an interest in the respective region. This information shall be provided at least twice annually. The two primary times are the end of the membership year (i.e., June 30) and after the DSI Annual Conference. These times correspond to when new and renewal Membership Application Forms are received and when Annual Meeting Registration Forms are received. Allowing for processing of the membership/registration forms, the information shall be provided no later than four weeks after the end of the membership year and no later than four weeks after the DSI Annual Conference. In addition, any Membership Application Forms, received at times other than the two primary times, which indicate a primary regional affiliation or express an interest in a region would be provided soon after processing of the forms.

The SWDSI President shall ask the Home Office for this information if it is not provided accordingly. The President shall disseminate this information to the Secretary, Treasurer, and Vice-President for Participation.

At SWDSI Conference (as incoming President)

- ❑ Attend FBD Board of Directors Meetings on Wednesday (while still President-Elect) and Saturday (as President). President, President-Elect, and Program Chair attend on Wednesday; President and President-Elect attend on Saturday. The two voting representatives for SWDSI at the FBD Board of Directors Meetings are the President and President-Elect.
- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Hold your special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- ❑ Take a list of officers to the Saturday FBD Board of Directors Meeting. Also, discuss paper submission deadline with new Program Chair and previous President. Typically the deadline is in early September. This information may be needed at the Saturday FBD Board of Directors Meeting.

March/April (after conference as President)

- ❑ Appoint the Committee on Nominations. The Committee on Nominations shall consist of three members appointed by the President. One of these members shall be the outgoing President who will serve as Chairperson of the committee. The persons appointed by the President shall serve until the next annual business meeting of SWDSI. A person may not serve for more than three years consecutively on this committee. For additional information concerning the Committee on Nominations and the duties of the chair of this committee, refer to the section on pages 34 – 35.
- ❑ Appoint the Distinguished Service Award Selection Committee. The Distinguished Service Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair. The duties of the chair of the Distinguished Service Award Selection Committee appear on page 36. For

information regarding the criteria, form of the award, and procedure for implementation of the Distinguished Service Award, refer to the section on pages 42 – 43.

- ❑ Appoint the Outstanding Educator Award Selection Committee. The Outstanding Educator Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair. The duties of the chair of the Outstanding Educator Award Selection Committee appear on page 37. For information regarding the criteria, form of the award, and procedure for implementation of the Outstanding Educator Award, refer to the section on pages 44 – 45.
- ❑ Appoint the Strategic Planning Committee. The Strategic Planning Committee is composed of a Chair and up to three additional members who are former Past Presidents. All members are appointed by the President to serve until the next annual business meeting of the organization; members may be reappointed. For additional information concerning the Strategic Planning Committee and the duties of the chair of this committee, refer to the section on page 38.
- ❑ Coordinate with Secretary to prepare and send a list of officers and appointed positions with their addresses, phone numbers, etc. to all of the SWDSI officers, committee chairs, and appointed positions. Also, provide this information to the Webmaster so it can be posted on the SWDSI website.
- ❑ Send contact information for the officers to the DSI Executive Director.
- ❑ If any changes in the SWDSI Charter were approved at the Officers Meeting, these should be sent to the DSI Executive Director for approval by its Board of Directors. Coordinate this with, as appropriate, the Chair of the Strategic Planning Committee or the Secretary.

April/May

- ❑ Prepare Spring Newsletter. The Vice-President for Participation maintains a membership roll of DSI members active in the Southwest Region, in coordination with the Secretary, and provides mailing and contact information for SWDSI members. Contact the Vice-President for Participation or the Secretary for this information. This database should be used for promoting SWDSI, in general, and the annual meeting – sending newsletter, call for papers, etc.
- ❑ Possible information to include in newsletter is:
 - Past President’s article
 - Excerpts from outgoing Program Chair’s report on the conference
 - Names and affiliations of award recipients
 - List of officers, committee chairs, and appointed positions
 - Congratulations to new officers
 - Request for nominations of office positions to be elected
 - Announcement of next year’s conference and excerpts from Call for Papers
 - Request volunteers for discussants and reviewers
 - Dates and locations of upcoming SWDSI and DSI conferences
 - ‘Names in the news’ (information about SWDSI members)
- ❑ E-mail Spring Newsletter to all SWDSI members. Coordinate this with, as appropriate, the Webmaster or the Secretary.

August/September

- ❑ Schedule the SWDSI Officers Meeting to be held at the SWDSI conference. Contact the SWDSI Program Chair to include this meeting in the program schedule so that a room is allocated for it. Normally, this is on Thursday morning 7:00-8:30 a.m. (If deemed appropriate, in January arrange food for this meeting. Name of catering manager may be obtained from the FBD Program Chair.)

- ❑ Schedule the SWDSI Business Meeting to be held at the SWDSI conference. Contact the SWDSI Program Chair to include this meeting in the program schedule so that a room is allocated for it. This is usually scheduled for Thursday afternoon at 3:30-5:00 p.m., 4:00-5:30 p.m., or 5:00-6:30 p.m. depending on FBD activities. (If deemed appropriate, in January arrange food for this meeting. Name of catering manager may be obtained from the FBD Program Chair.)
- ❑ Prepare Fall Newsletter. The Vice-President for Participation maintains a membership roll of DSI members active in the Southwest Region, in coordination with the Secretary, and provides mailing and contact information for SWDSI members. Contact the Vice-President for Participation or the Secretary for this information. This database should be used for promoting SWDSI, in general, and the annual meeting – sending newsletter, call for papers, etc.
- ❑ Possible information to include in newsletter is:
 - List of officers, committee chairs, and appointed positions
 - Dates and location of next year’s conference
 - Request volunteers for discussants and reviewers (depending on when newsletter is distributed to SWDSI members)
 - Progress report from Program Chair on upcoming SWDSI conference
 - Dates and locations of upcoming SWDSI and DSI conferences
 - Call for nominations for officers again, if nominations are not concluded
 - Reminder of SWDSI Officers Meeting to be held at the DSI conference in November
 - Minutes for the previous SWDSI Business Meeting (during annual conference)
 - Time of the Business Meeting to be held at the next SWDSI conference
 - ‘Names in the news’ (information about SWDSI members)
- ❑ E-mail Fall Newsletter to all SWDSI members. Coordinate this with, as appropriate, the Webmaster or the Secretary.

October

- ❑ Send invitations to all officers and other special guests for SWDSI Officers Meeting to be held at DSI conference in November. Invite all officers and other special guests (including people who are very active).
- ❑ Work with the Chair of the Committee on Nominations to conduct the election. Deadline for sending election ballot to SWDSI members is in January. For additional information concerning the election, refer (a) to the section ‘Nomination and Election on page 5 that specifies the procedures for nomination and election and (b) to the section for the Committee on Nominations on pages 34 – 35.
- ❑ Make sure Distinguished Service Award Selection Committee and Outstanding Educator Award Selection Committee have received nominations and are in the process of selecting the recipient(s), if any.

November

- ❑ Attend DSI conference and conduct SWDSI Officers Meeting. The DSI Home Office will schedule a time for this meeting.
- ❑ Prepare agenda for meeting. Contact officers to request that they bring items such as minutes of meetings, treasurer’s report, other reports from officers, etc.
- ❑ Attend the Regional Activities Committee meeting.

December

- ❑ After receiving the decisions regarding the recipients, if any, of the Distinguished Service Award and the Outstanding Educator Award, the President will inform all of the respective nominees of the award decision for which they were nominated and thank each nominee for his/her contributions to the discipline of Decision Sciences.

January

- ❑ If there are any proposed changes in the SWDSI Charter, these must be made available to SWDSI officers at least 30 days prior to the Officers Meeting. Perhaps the proposed changes can be posted on the SWDSI website; and then, an e-mail can be sent to all SWDSI officers informing them of how to access this information.
- ❑ Order plaques for each of the outgoing officers. (Anyone continuing in the same office for another year does not get a plaque until the term of office is completed). If necessary, also order ribbons for SWDSI conference.
- ❑ Order plaques for recipients, if any, of Distinguished Service Award, Outstanding Educator Award, and Lifetime Achievement Award.
- ❑ Order award certificates to be given to recipients of best papers.
- ❑ Order certificates of appreciation to be given to track chairs and other program committee members, various officers, and other contributors to SWDSI.
- ❑ If deemed appropriate, arrange food for the Officers Meeting and/or the Business Meeting at SWDSI conference. The name and phone number of catering manager may be obtained from the FBD Program Chair.
- ❑ Send invitations for the SWDSI Officers Meeting and the SWDSI Business Meeting to current officers, past presidents, track chairs, and DSI representative who will attend the conference.
- ❑ After election results are in, notify all of the nominees of the results. As specified in the section 'Method of Election' on page 5, in the event of a tie vote for any office, the qualified voters present at the annual business meeting shall choose between the tied candidates by written ballot.

At SWDSI Conference (as President)

- ❑ Attend FBD Board of Directors Meeting on Wednesday (as President). President, President-Elect, and Program Chair attend on Wednesday. The two voting representatives for SWDSI at the FBD Board of Directors Meeting are the President and President-Elect.
- ❑ Conduct SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Get signatures on award certificates to be given to recipients of best papers.
- ❑ Get signatures on certificates of appreciation to be given to track chairs and other program committee members, various officers, and other contributors to SWDSI, as deemed appropriate.
- ❑ Bring or have appropriate officers bring:
 - Meeting agendas
 - Plaques and certificates
 - Ribbons
 - List of officers, committee chairs, and appointed positions
 - Results of election
 - Secretary brings copies of minutes for Officers Meeting held last spring and fall and for Business Meeting held last spring
 - Treasurer brings copies of the most recent financial reports
 - Program Chair brings copies of report on the conference program
 - Program Chair brings the citations for the Distinguished Service Award recipient and the Outstanding Educator Award recipient that were prepared for the *Proceedings*
- ❑ Attend the President-Elect's (i.e., the incoming President) special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

Duties of the SWDSI President-Elect

The President-Elect shall serve as the general assistant to the President, carrying out such duties as may be assigned by the President. The President-Elect shall act as President in the event of the latter's absence or inability to serve. In the event of the incapacity of the President to serve, the President-Elect shall assume the Presidency and perform the duties of the President. The President-Elect's succession to the office of the President shall not be affected by his/her having assumed and performed the duties of President during any portion of his/her term as President-Elect.

The President-Elect shall join the President in representing the region in the Regional Activities Summit Meeting at the DSI Annual Conference each year.

Throughout the year, the President-Elect assists the President as and when required/ requested.

At SWDSI Conference (as incoming President-Elect)

- ❑ Attend FBD Board of Directors Meetings on Wednesday (while still Program Chair) and Saturday (as President-Elect). President, President-Elect, and Program Chair attend on Wednesday; President and President-Elect attend on Saturday. The two voting representatives for SWDSI at the FBD Board of Directors Meetings are the President and President-Elect.
- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ As outgoing Program Chair, bring copies of your report on the conference program and of the citations for the Distinguished Service Award recipient and the Outstanding Educator Award recipient that were prepared for the *Proceedings*. Provide a copy to Regional Archivist.
- ❑ Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

March/April (after conference as President-Elect)

- ❑ Assist the SWDSI President in developing information for the Spring Newsletter.
- ❑ Shall be responsible for reviewing and updating the *SWDSI Operating Manual*; however, all officers, committee chairs, and appointed positions shall provide input regarding changes that are needed to their duties.
- ❑ Following the annual meeting, the President-Elect shall contact all continuing and outgoing officers, committee chairs, and appointed positions to ask for changes needed to the respective sections of the *SWDSI Operating Manual*. The President-Elect shall ensure that changes, if any, are incorporated into the *SWDSI Operating Manual* (see following Note) and shall distribute copies of this manual to all officers, committee chairs, and appointed positions. Also, provide a file to the Webmaster so that the *SWDSI Operating Manual* can be posted on the SWDSI website.
Note: Send all changes to Tom Jones (twjones@uark.edu) since he updates the master copy of the Word file which contains the *SWDSI Operating Manual*.

August/September

- ❑ Assist the SWDSI President in developing information for the Fall Newsletter.

November

- ❑ Attend the SWDSI Officers Meeting held at the DSI conference.
- ❑ Attend the Regional Activities Committee meeting.
- ❑ Contact the Program Chair to schedule your special visionary meeting to be held at the upcoming SWDSI Conference. This meeting is normally held on Thursday of the conference.

At SWDSI Conference (as President-Elect)

- Attend FBD Board of Directors Meetings on Wednesday (as President-Elect) and Saturday (as President). President, President-Elect, and Program Chair attend on Wednesday; President and President-Elect attend on Saturday. The two voting representatives for SWDSI at the FBD Board of Directors Meetings are the President and President-Elect.
- Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- Assist the SWDSI President in preparing the award certificates to be given to recipients of best papers, as per the request of the President.
- Assist the SWDSI President in preparing the certificates of appreciation to be given to track chairs and other program committee members, various officers, and other contributors to SWDSI, as per the request of the President.
- As the incoming President, conduct your special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

Duties of the SWDSI Program Chair

The Vice-President for Programs and Meetings (a.k.a., Program Chair or Conference Chair) shall be responsible for planning and supervising the program at the annual professional meeting of the organization. This officer, at his/her discretion, may appoint an Associate Program Chair and/or a Proceedings Editor or Co-editor. The Vice-President for Programs and Meetings shall be able to incur appropriate and reasonable program expenses and may make appropriate and reasonable financial commitments relative to the annual program up to the limits approved by the President, who seeks the advice of the Board of Directors.

Throughout the year, an important function of the Program Chair is to help the Program Chair Elect understand the duties and responsibilities of planning and supervising an annual meeting. Therefore, be sure to include the Program Chair Elect on all e-mails and other program activities.

At SWDSI Conference (as incoming Program Chair)

- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- ❑ Bring and distribute your Call for Papers.

Authors must be clearly informed of the SWDSI publication policy multiple times – in the Call for Papers, in the acceptance letter, and in the publication instructions for the *Proceedings*. Statements such as (or similar to) the following have appeared in the SWDSI Call for Papers for many years. Be certain that your Call for Papers includes such statements.

Accepted papers and abstracts of authors who have registered for the conference by the close of online registration will be scheduled for presentation at the annual meeting, and the presented papers and abstracts will be published in the *Proceedings* (available website only). Paper submission acknowledges that the author(s) will register for and attend the conference, and personally present the accepted paper at the time specified in the conference program.

A pre-registration fee will be required before papers are accepted by the Proceedings Editor.

- ❑ Attend FBD Program Chairs Meeting on Saturday (as Program Chair).

April/May (after conference as Program Chair)

- ❑ Establish a database of business schools within driving distance of the conference site.
- ❑ E-mail Call for Papers. The Vice-President for Participation maintains a membership roll of DSI members active in the Southwest Region, in coordination with the Secretary, and provides mailing and contact information for SWDSI members. Contact the Vice-President for Participation or the Secretary for this information. This database should be used for promoting SWDSI, in general, and the annual meeting – sending newsletter, call for papers, etc.
- ❑ E-mail Request for Volunteers Form.
- ❑ Establish a database of volunteers' names and addresses sorted by preferences.
- ❑ Coordinate with the Webmaster to post the Call for Papers and the Request for Volunteers Form on the SWDSI website.

June/July

- ❑ Attend FBD Program Chair Boot Camp. FBD pays for one night of lodging and one lunch for attendees. SWDSI pays for lowest airfare plus room not covered by FBD [Officers Meeting, March 10, 2011].
- ❑ E-mail Call for Papers again.
- ❑ E-mail Request for Volunteers Form again.
- ❑ Expand database to include business schools within the southwest region.
- ❑ Affirm conference registration fee with FBD.
- ❑ Reconfirm track chair commitments.
- ❑ Update both SWDSI website and Conference System Website.
- ❑ Set up an Internet conference paper management system (EasyChair); this includes making separate track folders and accounts for each track chair.

August

- ❑ E-mail Call for Papers twice, once in the beginning of the month, the second at the end (best to try to send out right before Labor Day and it is best to select a Monday for a deadline day)
- ❑ E-mail Request for Volunteers Form one more time.

September/October - Promoting the Conference

- ❑ On occasion, SWDSI has extended the paper deadline date. Usually the first deadline date falls at the end of September which is then followed by a deadline extension of two weeks (second week of October).
- ❑ If the first deadline extension does not provide enough submissions, a second and 'final' deadline is given (either the third week of October or the Monday of the last week).
- ❑ Be very careful with extensions. While you will receive more papers, you will need time for the review process. FBD generally wants the final program submitted by the second/third week in November.

September/October - as papers arrive

- ❑ Use a box or electronic folder for each track and another one to keep a copy of each paper for yourself. Deliver the papers electronically to track chairs. [This is done for you via EasyChair, but a separate mirror file has been maintained on the Program Chair's personal computer.]
- ❑ Enter into a database authors' names, title of papers, affiliations, addresses, and phone numbers.
- ❑ Prepare database of e-mail addresses for corresponding authors of accepted papers.
- ❑ Assign each paper a track and a number (e.g., MIS 12). Track the number of the paper in the database.

Note: All of the above items are created and maintained for you via the EasyChair Conference Management System.

September/October/November - after receiving papers, e-mail the following to each track chair

- Copy of each paper
Note: If using EasyChair, each track chair will be able to download their papers.
- A letter of instruction for the track chairs
- A checklist for the track chairs
- A list of reviewers' names and addresses for each specific track
Note: If using EasyChair, you can download the list of reviewers per track and send the names separately.
- A track chair summary form for the track chairs to fill in as the reviews are returned [It would be good to have all the names of the papers and the numbers for each track already on the evaluation so that the results would need to be penciled in.]

- A sample letter for the track chairs to send to the reviewers
- The referee evaluation form for each paper that the track chairs send to the reviewers

While papers are out

- Determine the number of paper submissions for each track.
- Analyze the number of paper submissions and proposals for tutorials, workshops, etc. against the number of breakout rooms available at the hotel to determine the maximum number of papers that can be accepted. This analysis will impact the acceptance rate overall and by track. Contact FBD Program Chair to verify the number of breakout rooms allocated to SWDSI for each day of the conference.
- Check and double-check the spelling of authors, affiliations, and titles of papers.
- Set up a skeleton for each session of the program on the computer, so you can quickly type in the information as the track chairs return the program information.

Note: FBD might provide you with a template; for further assistance contact previous Program Chairs for their files to use as a guide.

Things to receive from track chairs

- The track chair summary form with recommendations on whether papers should be accepted for regular session, accepted for topic table, or rejected
- Nominations for best papers, if any
- A list of names and affiliations of all who reviewed papers; this is for the *Proceedings*

October - as soon as the recommendations come in

*Note: When establishing the program, check the “No Shows Report” from last year’s Program Chair regarding the history of ‘No Shows’.*⁵

- Finalize the number of sessions for each track and begin to set up the program.⁶ Ask track chairs for help as needed to come up with session titles, chairpersons or coordinators, and discussants (if any) for the papers.
- Decide whether to use session(s) for workshop(s), etc. Notify those who suggested tutorials, workshops, etc. as to acceptance or rejection.
- Assign session dates and times for the program (no need to notify the track chairs). Allot a time for the SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- As you receive the session information from each track chair, fill in the program. If you are able to use the information from your database that has been carefully proofread, you save time at this point.
- Send e-mail to session chairs to confirm their willingness to serve and to inform them of their responsibilities. See Exhibit 1 on page 52 for an example of first e-mail to session chairs.
- Prepare a list of participants (authors, session chairs and coordinators, and discussants).

⁵ It would be good for the Program Chair to know the list of prior ‘No Shows’ (from previous conferences) when making decisions and putting together the program. For example, if a person had been a ‘No Show’ habitually with no reason, then it might be reasonable for the Program Chair to reject the paper/abstract. If they were a ‘No Show’ once or twice, consider putting the prior ‘No Shows’ as the 4th or 5th paper on a session and not group them together.

⁶ Something to watch out for is to avoid conflicts of the student papers and those attending the doctoral consortium. Get the list of names of participants in the doctoral consortium and also the students presenting papers from the Vice-President for Student Liaison.

- Send acceptance and rejection letters to authors.⁷ Be sure to include, as an attachment to the acceptance letter, the publication instructions for submitting the manuscript for the *Proceedings*.
Note: The publication instructions file can be attached to the e-mail in EasyChair.

Authors must be clearly informed of the SWDSI publication policy multiple times – in the Call for Papers, in the acceptance letter, and in the publication instructions for the *Proceedings*. The acceptance letter and the publication instructions need to include statements such as the following.

The *Proceedings* will be published online only within two weeks after the conference. The *Proceedings* will include the papers and abstracts that were submitted in the specified format and presented at the conference.

By submission of a paper/abstract for the *Proceedings*, an author certifies the intention to register for the **Decision Sciences Institute, Southwest Region** and attend the SWDSI Annual Meeting to make the presentation.

- Remind track chairs to send thank you letters to reviewers.

November

- Send program and index of participants to the FBD Program Chair. (Due date is set by FBD Program Chair, but FBD generally wants the final program submitted by the 15th of November.) Remember to include a listing of each recipient of the SWDSI Lifetime Achievement Award, employer at the time of retirement, and year of the award presentation in the SWDSI Annual Meeting Program which is submitted to the FBD Program Chair [and in the SWDSI *Proceedings*]. Refer to page 47 (Lifetime Achievement Award Recipients) for the appropriate information.
- Attend the SWDSI Officers Meeting held at the DSI conference. Provide an update on the conference program.

December - as you receive the papers for the Proceedings

Notes: (a) For a paper to be included in the *Proceedings*, at least one author must register for the conference and present the paper.

(b) If the submitted final version of paper or abstract is not in the specified format, it may be removed from the *Proceedings* at the discretion of the Proceedings Editor.

(c) Remember that attendees may register on-site.

- Accepted papers due in final form for *Proceedings*.
- Check that one of the co-authors is registered to attend the conference to present the paper.⁸
- Put a number on each paper to keep them in program order.

⁷ An author, who learns he is unable to attend the conference, needs to immediately notify the Program Chair. In some cases, an author may be able to get someone to present the paper on behalf of the author. The acceptance letter should state such expectations. If a Program Chair is proactive in this respect, then hopefully there will be only one or two 'No Shows' (maybe even none).

⁸ Each year, at least one person registers for AIS instead of SWDSI (shown as **Decision Sciences Institute, Southwest Region** on the FBD registration form). You have to be diplomatic when you reach out to authors you think have not yet registered as they could have indeed registered, but selected the wrong association. They contact the FBD Secretary/Treasurer to correct their registration.

Prepare materials for Proceedings

***Note: These items are typically handled by the Proceedings Editor; the Program Chair generally just sends the session template to the Proceedings Editor.**

- ❑ Work with Proceedings Editor to design a cover page.*
- ❑ Prepare the ‘welcome’ and other ‘front end pages’ (e.g., lists of officers and program committee) for the *Proceedings*.*
- ❑ Prepare the table of contents for the *Proceedings*.*
- ❑ Create an index of authors for the *Proceedings* using the information from the program.*
- ❑ Create a list of reviewers for the *Proceedings* by combining this information from the track chairs.*
- ❑ Remember to include a listing of each recipient of the SWDSI Lifetime Achievement Award, employer at the time of retirement, and year of the award presentation in the SWDSI *Proceedings* [and in the SWDSI Annual Meeting Program]. Refer to page 47 (Lifetime Achievement Award Recipients) for the appropriate information.

December/January

- ❑ Contact the Chair of Distinguished Service Award Selection Committee to obtain citation for recipient, if any, of the Distinguished Service Award; this is for the *Proceedings*.
- ❑ Contact the Chair of Outstanding Educator Award Selection Committee to obtain citation for recipient, if any, of the Outstanding Educator Award; this is for the *Proceedings*.
- ❑ After confirming with FBD that registration information for the conference and hotel information are available on the FBD website, inform all program participants (i.e., session chairs, authors and co-authors, panelists, etc.) how to access the FBD website to obtain registration information and hotel information.
- ❑ Inform all SWDSI members how to access the FBD website to obtain registration information for the conference and hotel information.

January

- ❑ Well ahead of the conference, coordinate with the Webmaster to post the SWDSI program on the SWDSI website. Also send an e-mail, which gives the website link to the program, to all program participants and SWDSI members to inform them that the program is available on the SWDSI website. See Exhibit 2 on page 53 for an example of e-mail to announce program availability.
Note: The program file can be attached to the e-mail in EasyChair.
- ❑ E-mail session chairs the Session Chair Form (a.k.a., attendance form) together with the schedule. See Exhibits 3a and 3b on pages 54 – 55 for an example of this e-mail and of the form.
- ❑ Coordinate with Proceedings Editor to complete production of the *Proceedings* by the middle of February, **except for the deletion of papers after the conference which is based on the Session Chair Forms.**

February

- ❑ Contact the session chairs at least once before the conference to confirm they are going to chair the sessions and return the completed forms. If somebody backs out in the last few days before the conference, immediately find a replacement.
- ❑ Get accounts straight with SWDSI Treasurer.
- ❑ Send thank you letters to track chairs and other program committee members.
- ❑ Notify the President of names of the track chairs and other program committee members to receive certificates of appreciation.
- ❑ Notify the President of names of the recipients of best papers, including those from the Student Track, to receive award certificates.

- ❑ Provide the names of the recipients of the FBD Distinguished Paper Award and the Alpha Iota Delta Innovative Education Paper Award, their affiliations, and the titles of their papers to the Webmaster so this information can be posted on the SWDSI website.
- ❑ Provide Alpha Iota Delta (AID) with information concerning the results of the AID Innovative Education Paper competition. For contact information, see the AID website <http://www.alphaiotadelta.com/>.
- ❑ Coordinate with the Chair of Distinguished Service Award Selection Committee to provide the citation for the Distinguished Service Award recipient, if any, to the Webmaster so it can be posted on the SWDSI website.
- ❑ Coordinate with the Chair of Outstanding Educator Award Selection Committee to provide the citation for the Outstanding Educator Award recipient, if any, to the Webmaster so it can be posted on the SWDSI website.

At, and after, SWDSI Conference (as Program Chair)

- ❑ During the conference, hand out the printed copy of the scheduled presentations in each session. Attempt to collect the Session Chair Forms at the conference; but if necessary, get the rest of them within a few days after the conference.
Note: The primary source to confirm that a paper was presented or not is the Session Chair Form. The most important information needed is whether any paper was not presented. If unable to reach the session chair immediately, ask the other presenters or known attendees to get a confirmation.
- ❑ Attend FBD Board of Directors Meetings on Wednesday (as Program Chair) and Saturday (as President-Elect). President, President-Elect, and Program Chair attend on Wednesday; President and President-Elect attend on Saturday. The two voting representatives for SWDSI at the FBD Board of Directors Meetings are the President and President-Elect.
- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Assist the SWDSI President in preparing the award certificates to be given to recipients of best papers, as per the request of the President.
- ❑ Assist the SWDSI President in preparing the certificates of appreciation to be given to track chairs and other program committee members, various officers, and other contributors to SWDSI, as per the request of the President.
- ❑ Bring copies of your report on the conference program. Provide a copy to the Regional Archivist.
- ❑ Bring the citations for the Distinguished Service Award recipient and the Outstanding Educator Award recipient, if any, that were prepared for the *Proceedings*. Provide a copy to the Regional Archivist.
- ❑ Attend incoming President's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- ❑ After the conference, request reimbursement from SWDSI Treasurer for your hotel bill. SWDSI pays the hotel room bill for the Vice-President for Programs for three nights during the SWDSI Annual Meeting [Business Meeting, March 13, 1997].
- ❑ **Within two weeks after the conference**, prepare the final copy of the *Proceedings* for publication.

When a session chair reports that a paper was not presented, the Program Chair needs to (**must**) contact the presenting author of the paper and ask this person to explain why the paper was not presented. Yes, this takes time and effort, but is absolutely necessary.

There may be a very valid reason for why an author, or substitute person, did not present the paper at the conference. In fact, the reason may justify leaving the paper in the *Proceedings*.

When enforcing the publication policy, extreme caution must be taken when deciding to remove (not include) a paper from the *Proceedings* for failure to present the paper at the conference. The

decision to remove a paper from the *Proceedings* is critical, and a mistake here cannot happen. Make sure to not do more harm than good by not publishing someone's work.

The Program Chair, in conjunction with the Proceedings Editor, has the leeway to make the decision based on verifiable facts (as opposed to only a Session Chair Form).

- Create/update the file named “**No Shows Report**” which contains the history of ‘No Shows’ to include the names of this year’s ‘No Shows’ and their reasons for not presenting their papers. Send the “**No Shows Report**” to next year’s Program Chair.⁹
- And finally, send the *Proceedings* to the Webmaster to post on the SWDSI website.

⁹ Having a method to track ‘No Shows’ and their responses as to why they were a ‘No Show’ would come in handy. What happens to those who are a ‘No Show’ with no reason (and can’t be reached to convey a reason or an apology) is not as important as tracking and **knowing** about them so that the information can be used when that person submits another paper.

Duties of the SWDSI Program Chair Elect

The Vice-President for Programs and Meetings Elect (a.k.a., Program Chair Elect) shall serve as general assistant to the Vice-President for Programs and Meetings, carrying out such duties as may be assigned. He/She will work with the Vice-President for Programs and Meetings to understand the duties and responsibilities of planning and supervising the annual meeting. The Vice-President for Programs and Meetings Elect will attend the annual meeting and assist in the management of the meeting as requested by the Vice-President for Programs and Meetings. The Vice-President for Programs and Meetings Elect, upon the successful completion of his/her duties, shall become the Vice-President for Programs and Meetings for the following annual meeting.

Throughout the year, an important responsibility of the Program Chair Elect is to learn and understand the duties and responsibilities of planning and supervising the annual meeting. Therefore, be sure the Program Chair includes you on all e-mails and other program activities. If you think that you are not being included, then ask the Program Chair.

At SWDSI Conference (as incoming Program Chair Elect)

- Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- Talk up your meeting and identify people for organizing special sessions, tutorials, workshops, panels.
- Identify and obtain commitments from the people you want to serve as your track chairs. Remember that the Vice-President for Student Liaison serves as Chair of the Student Track.

Spring/Summer (after conference as Program Chair Elect)

- Prepare Call for Papers (CFP). Review previous CFP for guidance in preparing your CFP.

Authors must be clearly informed of the SWDSI publication policy multiple times – in the Call for Papers, in the acceptance letter, and in the publication instructions for the *Proceedings*. Statements such as (or similar to) the following have appeared in the SWDSI Call for Papers for many years. Refer to last year's Call for Papers for where to place these statements.

Accepted papers and abstracts of authors who have registered for the conference by the close of online registration will be scheduled for presentation at the annual meeting, and the presented papers and abstracts will be published in the *Proceedings* (available website only). Paper submission acknowledges that the author(s) will register for and attend the conference, and personally present the accepted paper at the time specified in the conference program.

A pre-registration fee will be required before papers are accepted by the Proceedings Editor.

- Prepare Request for Volunteers Form.
- Line up track chairs as soon as possible.
- Start working on special sessions, tutorials, workshops, and panels.

November

- Attend the SWDSI Officers Meeting held at the DSI conference. Provide an update of the preparation for your conference. Distribute a draft of the Call for Papers.

At SWDSI Conference (as Program Chair Elect)

- Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- As the incoming Program Chair, bring and distribute your Call for Papers for next year's conference. [Hopefully this is the final version of the CFP.]
- Attend incoming President's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- Hold a planning session with your Program Committee. Make sure they know what will be expected of them and when it will be expected. Deadlines must be met!
- On Saturday, now as Program Chair, attend FBD Program Chairs Meeting.

Duties of the SWDSI Secretary

The Secretary shall serve as Recording Secretary for the Region and shall maintain and provide access to the records of the Region, record and publish the minutes of all meetings, authenticate the records of the Region, and give or cause to be given notice of all meetings required by the DSI Bylaws to be given. In addition, the Secretary maintains a membership database (i.e., membership roll of DSI members active in the Southwest Region and the mailing/contact information for SWDSI members) in coordination with the Vice-President for Participation and performs other duties usual to the duties of Secretary. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board, the DSI Bylaws, or the Corporation's Policies and Procedures Manual.

At SWDSI Conference

- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Bring copies of minutes for Officers Meeting held last spring and fall and for Business Meeting held last spring. Immediately after the conference, send approved minutes to the President and to the Webmaster to post on the SWDSI website.
- ❑ Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

March/April

- ❑ Coordinate with President to prepare and send a list of officers and appointed positions with their addresses, phone numbers, etc. to all of the SWDSI officers, committee chairs, and appointed positions.
- ❑ If any changes in the SWDSI Charter were approved at the Officers Meeting, these should be sent to the DSI Executive Director for approval by its Board of Directors. Coordinate this with, as appropriate, the Chair of the Strategic Planning Committee or the President.
- ❑ Send a draft copy of the minutes for the SWDSI Officers Meeting and the SWDSI Business Meeting to each person who gave a report for them to edit their respective portions of the minutes.

April/May

- ❑ Update and maintain membership database (i.e., membership roll of DSI members active in the Southwest Region and the mailing/contact information for SWDSI members) from registration information from annual meeting. Work with the Vice-President for Participation as necessary.
- ❑ E-mail Spring Newsletter to all SWDSI members. Coordinate this with, as appropriate, the Webmaster or the President.

August/September

- ❑ In response to a request from the FBD Secretary, notify the FBD Secretary of any changes in the registration form.
- ❑ E-mail Fall Newsletter to all SWDSI members. Coordinate this with, as appropriate, the Webmaster or the President.

November

- ❑ Attend the SWDSI Officers Meeting held at the DSI conference. Bring copies of minutes for the previous SWDSI Officers Meeting. Immediately after the conference, send approved minutes to the President and to the Webmaster to post on the SWDSI website.

December/January

- Send a draft copy of the minutes for the SWDSI Officers Meeting to each person who gave a report for them to edit their respective portions of the minutes.

Duties of the SWDSI Vice-President for Finance

The Vice-President for Finance shall act as the Treasurer, shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of account of the properties and transactions of the Region and other matters customarily included in financial statements, prepare the annual budget with input from other officers, publish an annual budget and financial statement, and shall be responsible to the Board of Directors for an accurate and complete reporting of the financial affairs of the organization. He/She shall be responsible for conducting the financial affairs of the Southwest Region in accordance with the SWDSI Charter and the Decision Sciences Institute Bylaws, as well as the *Guidelines for Regional Financial Management 2019*. The *Guidelines* document details duties of the regional financial officer, processes, control procedures, forms, and required reports.

The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Region with such depositories as designated by the Home Office; shall disburse, or cause to be disbursed, the funds of the Region as may be ordered by the Board; shall render, or cause to be rendered, to the DSI Executive Director, whenever requested, an account of all transactions as authorized and of the financial condition of the Region; and, shall have such other powers and perform such other duties as may be prescribed by the Board, the DSI Bylaws, or the Corporation's Policies and Procedures Manual.

This office is a multi-year responsibility which holds funds on deposit for the Southwest Region of DSI. As such, the Vice-President for Finance must:

- Be responsible for receipts and disbursements of funds and to ascertain whether receipts and disbursements are appropriate.
- Give financial reports at the SWDSI Officers Meeting held in the spring and fall and at the SWDSI Business Meeting held in the spring.
- Reconcile regional and DSI Home Office records to ensure both are in proper order.
- Submit regular statements of receipts and disbursements to the Home Office.
- Work with the Home Office in preparing annual financial statements and to ensure all funds are accounted for and are audited at the end of the DSI fiscal year (June 30).
- Upon closing out the fiscal year, the Treasurer submits required reports to DSI. No money is submitted to DSI until the treasury changes. The budget prepared for the upcoming year includes any carryover funds from the previous year, so the budget can be balanced.

Regarding SWDSI bank accounts, it has been the practice that the SWDSI Treasurer maintains a regional local checking account with a small amount of money, say maybe \$10,000 to \$12,000. The rest of the SWDSI money is held in an account at the DSI Home Office.

A requirement to maintain a regional local checking account (LCA) is to have a DSI Home Office staff member as a signer on the account. Currently, Vivian Landrum, DSI Executive Director, is a signer on the LCA.

During a transition year, the outgoing Treasurer has additional responsibilities at the fiscal year end. Since the DSI fiscal year ends June 30, during the transition year, the outgoing Treasurer will need to work with the DSI Home Office in preparing the annual financial statements. In addition,

- Upon closing out the fiscal year and submitting all required reports, the outgoing Treasurer returns all funds in the local checking account (LCA) to the Home Office and closes his/her LCA.

DSI does not turn these funds over to the incoming Treasurer; the funds go into the SWDSI account at the Home Office.

- The outgoing Treasurer delivers financial records to the incoming Vice-President for Finance as soon after June 30 as possible.

At the beginning of his/her term of office, the incoming Treasurer has several very important tasks which include:

- Contact the DSI Home Office to obtain funds to establish a local checking account. Without any carryover funds in a year when the treasury changes, to avoid beginning the year with an (apparent) unbalanced budget, SWDSI must request from DSI any funds needed for a second local checking account for the incoming Treasurer.
- Contact the Home Office to make arrangements to draw additional funds for operations as needed.
- Request a copy of *Guidelines for Regional Financial Management 2019* from the Home Office, if one is not sent to you. This document will help with opening, managing, and closing the local checking account. Also, review the material in Chapter Three of the *DSI Policy and Procedures Manual* that concerns regional finances.

A potential problem is the timely transfer of money from FBD to SWDSI. A check is sent automatically from FBD to the SWDSI Treasurer after all FBD annual meeting expenditures and refunds attributed to SWDSI have been paid. The time for this check to be sent varies, but it should be received by June 30, the end of the fiscal year. If it is received after that date, there is a potential problem of temporarily having insufficient funds to pay expenses in years in which the treasury changes. It is imperative that the new Treasurer establish a local checking account immediately upon assuming office. He or she may need to request sufficient operating funds from DSI until the check from FBD is received. By having a local checking account as soon as the treasury changes, any potential problem of not having funds to pay expenses can be avoided.

One additional issue concerns the difference in SWDSI registration fee for a DSI member versus a non-DSI member. The FBD registration form has both options (in addition to collecting the usual FBD fee), but the collection process for non-DSI members needs to be monitored and determined between DSI and FBD/SWDSI. Please note a person can join DSI and pay the SWDSI registration fee for a DSI member as long as they are a DSI member prior to the start of the conference. DSI pays SWDSI \$10.00 for each DSI member who attends the SWDSI conference. SWDSI pays DSI \$40.00 for each person who registers under SWDSI who is not a DSI member regardless of what registration amount the person pays. Throughout the registration process, FBD will provide a list of FBD and SWDSI registrants to SWDSI and the DSI Executive Director. The DSI Executive Director (or staff member) will communicate with SWDSI periodically about the registrants who did not pay the non-DSI member fee. SWDSI will follow up with the registrant to ask them to join DSI or pay the \$40.00. The final registration report FBD sends to the SWDSI Treasurer (with a copy to the DSI Executive Director) should indicate each person's registration fee. Then, the SWDSI Treasurer (1) must contact the DSI Home Office to resolve any possible discrepancies which might exist in registration fees paid and (2) sends the FBD registration report to the SWDSI Vice-President for Participation and SWDSI Secretary.

At SWDSI Conference

- Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- Give a financial report. Bring copies of the most recent financial reports to be distributed at both meetings. Provide a copy to the Regional Archivist.
- Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

November

- Attend the SWDSI Officers Meeting held at the DSI conference.
- Give a financial report. Bring copies of the most recent financial reports to be distributed at the meeting.

Duties of the SWDSI Vice-President for Participation

The Vice-President for Participation shall assume a leadership role in generating and retaining Institute members for the Southwest Region. He/She shall actively seek ways of enhancing-benefits of participation in SWDSI and membership in DSI. He/She shall coordinate activities with the Chair of the Institute's Member Services Committee and the Institute's Member Services Coordinator to operationalize the Campus Representative Program and other Institute's member solicitation/retention activities. He/She shall keep, update, and maintain a membership database (i.e., membership roll of DSI members active in the Southwest Region and the mailing/contact information for SWDSI members), in coordination with the Southwest Region's Secretary and President, and shall be responsible for the procedures associated with DSI membership renewal each year. He/She also shall provide mailing and contact information for SWDSI participants as required. The Vice-President for Participation shall serve as a member of Institute committees (such as the Member Services Committee) as specified in the DSI Bylaws.

At SWDSI Conference

- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday and present VP Participation Report.
- ❑ At the Business Meeting, present certificates to SWDSI Campus Representatives.
- ❑ Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- ❑ Make copies of the "First-timers" Attendee Information Form available to attendees (see page 51).

March/April

- ❑ Recruit and replace campus representatives as needed. The primary source of new representatives is the attendance listings from annual meeting available from the Secretary.
- ❑ Immediately after the SWDSI conference, use the Business Meeting attendance list (from Secretary) to request individuals to be SWDSI Campus Representatives. Replace campus representatives that no longer wish to serve in that role or representatives that have become inactive.
- ❑ Maintain an electronic database of all campus representatives.
- ❑ In April, request from the President/Secretary the final attendees list from FBD. Send this list to the SWDSI Webmaster to update the "Members Only" website of SWDSI.
- ❑ In April, e-mail SWDSI Campus Representatives a copy of the *Call for Papers* for next year's SWDSI conference for distribution. The *Call for Papers* can be downloaded from the SWDSI website and then attached to e-mails.

April/May

- ❑ Work with the Secretary, as necessary, to update and maintain membership database (i.e., membership roll of DSI members active in the Southwest Region and the mailing/contact information for SWDSI members) from registration information from annual meeting.

September

- ❑ Request from the DSI Home Office a list of current DSI members who have marked SWDSI as their primary regional affiliation. Include the number of current SWDSI members who also are registered for DSI in the VP Participation Report. Note that DSI membership renewals start July 1.

- ❑ E-mail the SWDSI Campus Representatives the deadline for submitting papers to the SWDSI annual conference. Include *Call for Papers*. Ask that they disseminate the information.

November

- ❑ Attend the SWDSI Officers Meeting at the DSI conference and present VP Participation Report.
- ❑ While attending the DSI conference, participate in any activity that DSI Member Services may require.
- ❑ E-mail the SWDSI Campus Representatives the nomination announcement for new officers and any newsletters. Ask that they disseminate the information.

January

- ❑ Request from the DSI Home Office a list of current DSI members who have marked SWDSI as their primary regional affiliation. This list should be the updated membership list after the DSI conference in November.

February

- ❑ E-mail the current SWDSI Campus Representatives and ask if they will be attending the SWDSI Business Meeting at the SWDSI annual meeting. In the e-mail, mention the time and place of the Business Meeting. Also ask if the campus representatives are willing to continue to serve for another year.
- ❑ Make certificates for the SWDSI Campus Representatives to be presented at the Business Meeting.
- ❑ Two weeks before the SWDSI conference (usually after the FBD registration website has closed), request from the SWDSI President/Secretary a preliminary list of registrants for the conference as distributed by FBD.
- ❑ Before the SWDSI conference, e-mail the VP Participation Report to the SWDSI President for presentation at both the SWDSI Officers Meeting and SWDSI Business Meeting. Make copies of the report to distribute at the Officer's Meeting.

Duties of SWDSI Vice-President for Student Liaison

The Vice-President for Student Liaison shall be responsible for generating student participation in the Southwest Region. He/She shall, in coordination with the Vice-President for Programs and Meetings, encourage student participation in the Southwest Region's meetings.

The Vice-President for Student Liaison shall serve as Track Chair of the Student Track for the annual meeting and shall be responsible for the procedures for the Student Paper Competition and any awards.

At SWDSI Conference

- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.

Summer

- ❑ Line up several faculty members to be participants in the Graduate Student Workshop. Try to get representatives from different types of schools.
- ❑ Send names of your panelists to Program Chair.
- ❑ Work with Program Chair to schedule room for informal get-together just before Graduate Student Workshop.

November

- ❑ Attend the SWDSI Officers Meeting at the DSI conference. Provide a report on the Student Track.
- ❑ Design an announcement for Graduate Student Workshop to be sent to all SWDSI members. Highlight student registration fees.
- ❑ E-mail announcement to all SWDSI members.
- ❑ Contact faculty friends at other schools to ask them to send students.

February

- ❑ Send a list of participants' names, address, sponsors, and schools to the panelists.
- ❑ Send a letter of acceptance to each of the participating students, telling them the time and place of the workshop.
- ❑ Prepare a list of faculty and student participants. Mail to participants and bring copies to workshop.
- ❑ E-mail (or letter) to student participants should contain:
 - ❖ Information about the informal get-together before start time
 - ❖ List of faculty and student participants
 - ❖ Explanation of workshop: No formal presentation by you is planned; workshop is discussion oriented and its content is tailored to the interests of the students.
 - ❖ Time and location of meeting
- ❑ E-mail (or letter) to faculty participants should contain:
 - ❖ A brief overview of the program and your role in it
 - ❖ List of program participants
 - ❖ Time and location of meeting
- ❑ Prepare information get-together. Find a room (contact Program Chair) and arrange for catering. Contact Treasurer about costs.
- ❑ Prepare workshop evaluation questionnaire.

At SWDSI Conference

- Bring
 - ❖ List of faculty and student participants to distribute at the Business Meeting
 - ❖ The nametags available for late attendees
 - ❖ Workshop evaluation questionnaire
 - ❖ A pad for all workshop attendees to sign (name affiliation, address)
- Compile and distribute the list of the top 5 or 10 (or 7) "Secrets for a Successful Career in Higher Education" - make transparency for workshop.
- Collect workshop evaluation questionnaire.
- Tabulate workshop evaluation questionnaire responses.
- Prepare report for Business Meeting.
 - ❖ GSW first instituted by DSI in 1990, no longer offered by DSI but by regions
 - ❖ Program publicity: SWDSI newsletter (twice), e-mail to SWDSI members with announcement, phone calls
 - ❖ Program objectives/organization
 - ❖ Identify participants (student and faculty, # of schools represented, interested areas)
 - ❖ Distribute list - make transparency
 - ❖ All applicants were accepted (required to submit...)
 - ❖ Thanks to the faculty sponsors

After Conference

- Send thank you letters to all Graduate Student Workshop participants.
- Send copy of students' thank you letter to their faculty sponsors.
- Update mailing list of student participants from attendees at conference.
- Give attendees' names and addresses to next Vice-President for Student Liaison.

Duties of the SWDSI Past President

The Past President shall serve as a member of the Board of Directors and as chairperson of the Committee on Nominations (for additional information concerning this committee, refer to the section on pages 34 – 35). The Past President shall provide counsel, guidance, and assistance to the President in whatever ways requested and may have additional duties delegated to him/her by the President. He/She shall, in the absence or incapacity of both the President and President-Elect, preside at meetings of the Board of Directors.

At SWDSI Conference

- ❑ Attend SWDSI Officers Meeting and SWDSI Business Meeting on Thursday.
- ❑ Attend the President-Elect's special visionary meeting of newly elected officers and other invited guests to discuss their duties and plans for the coming year.
- ❑ Ensure that photographs are taken of the events at the SWDSI conference. Submit pictures to the SWDSI Webmaster for posting on the SWDSI website.

March

- ❑ Submit an article to the Editor of *Decision Line* for inclusion in the "News from Regions" section for the spring issue (May). After the SWDSI conference, e-mail the editor explaining that a SWDSI news article will be submitted approximately a month before the spring issue. Pictures from the SWDSI conference need to be included. The writing of the article may be delegated.

Summer

- ❑ As Chair of the Committee on Nominations, send e-mail to SWDSI members to solicit nominations for positions to be elected (refer to pages 34 – 35 for a detailed explanation of the Chair's duties). Also, provide a request for nominations of officers to the Webmaster to post on the SWDSI website.

November

- ❑ Attend the SWDSI Officers Meeting held at the DSI conference. Provide an update on the election process as chairperson of the Committee on Nominations.

November/December

- ❑ Finalize ballot (refer to pages 34 – 35 for specific details).

January

- ❑ Send election ballot to the SWDSI qualified voters. Remember to include a brief biographical sketch of each nominee, as well as instructions for completing and returning the ballot.
- ❑ Inform SWDSI President of election results. [As specified in the section 'Method of Election' on page 5, in the event of a tie vote for any office, the qualified voters present at the annual business meeting shall choose between the tied candidates by written ballot.]

Duties of the Chair, SWDSI Committee on Nominations

The Committee on Nominations shall consist of three members appointed by the President. One of these members shall be the outgoing President who will serve as Chair of the committee. The persons appointed by the President shall serve until the next annual business meeting of the organization. A person may not serve for more than three years consecutively on this committee.

The Committee on Nominations must start the process in the summer and attempt to have a final ballot by December. The Chair of the Committee on Nominations shall work with the other committee members to:

- solicit nominees for positions to be elected,
Note: Committee members (not only the chairperson) also are responsible for soliciting nominees for positions to be elected – a team effort.
- review previous conference programs to identify candidates who have been active in SWDSI and who might be considered for an officer position,
- confirm the acceptance of each nominee as a candidate,
- design and distribute the ballot,
- collect and tally all returned ballots, and
- send the results of the election to the SWDSI President.

Also, the Chair of the Committee on Nominations shall ensure that all nominees for officer positions understand that they must maintain membership for DSI during the term of office.

When soliciting nominations, it is extremely important for candidates for officer positions to understand the responsibilities and duties associated with the position for which they are nominated. Thus, each nominee should be instructed by the chair to visit the SWDSI website to review the responsibilities and duties of the position for which the person is nominated. The website contains links for the SWDSI Charter and the *SWDSI Operating Manual* which specifies the elected officers, the duties of these officers, and the terms of office. The *SWDSI Operating Manual* has been prepared to provide officers with guidelines and a timeline for performing their duties. Specific responsibilities and duties of the officers include, but are not limited to, those explained therein.

A policy approved by the SWDSI membership at the SWDSI Business Meeting on February 26, 2009 is that a person shall not hold two officer positions concurrently, except for extreme circumstances and for the benefit of SWDSI. Another policy approved on February 26, 2009 requires each nominee to submit specific information to the Chair of the Committee on Nominations before the nominee's name may be placed on the election ballot. The policy states:

Each nominee for an elected officer position (i.e., President, President-Elect, Secretary, Vice-President for Finance, Vice-President for Participation, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, and Advisory Council Members) should meet with the department chair (and/or dean or other appropriate person) to discuss the financial support and other resources needed during the term of office. If financial support and resources are not available from the university or other sources, the nominee should withdraw from consideration. [Note: the Vice-President for Programs and Meetings Elect (VP P&ME) ordinarily assumes the non-elected office of Vice-President for Programs and Meetings at the expiration of the term as VP P&ME.]

The Chairperson of the SWDSI Committee on Nominations shall request each nominee to submit: (1) a statement of commitment, (2) a statement of the nominee's understanding of the responsibilities and duties of the officer position, and (3) a

description of the nominee's qualifications (e.g., participation/involvement in and service to SWDSI, DSI, or other organizations; related experiences; etc.) for the officer position.

It is the Committee's responsibility to evaluate each candidate's qualifications. When more than two candidates are nominated for a position, then evaluation of qualifications becomes very important to decide on which two candidates will be placed on the ballot. Refer to the section 'Nomination and Election' on page 5 for information regarding the method of nomination, qualified voters, and the method of election.

The SWDSI Board of Directors voted in July 2019 to reduce the Advisory Council (AC) membership from nine (9) to six (6). This decision will be implemented by:

- * **electing 2 people in 2020 to replace the 3 whose terms expire in 2020, thus leaving AC with 8 members;**
- * **electing 2 people in 2021 to replace the 3 whose terms expire in 2021, thus leaving AC with 7 members;**
- * **electing 2 people in 2022 to replace the 3 whose terms expire in 2022, thus leaving AC with 6 members; and**
- * **electing 2 people each year thereafter.**

Note: It is desirable to have **at least four** nominees for the two Advisory Council positions elected each year. Refer to 'Advisory Council' on page 3 for additional details regarding the composition of the Advisory Council, as well as information about their advisory role and term of office.

Summer

- Send e-mail to SWDSI members to solicit nominations for positions to be elected. Also, provide a request for nominations of officers to the Webmaster to post on the SWDSI website.

November/December

- Finalize ballot. Be certain that each candidate's bio indicates participation/involvement in and service to SWDSI (e.g., how long a member, author, reviewer, track chair, panelist, etc.).

When preparing the ballot, all candidates for Advisory Council should be listed together as a group, with the ballot instructions indicating to vote for up to two people. Then, the two candidates obtaining the most votes are elected to the Advisory Council.

January

- Send election ballot to the SWDSI qualified voters. Remember to include a brief biographical sketch of each nominee, as well as instructions for completing and returning the ballot.
- Inform SWDSI President of election results. [As specified in the section 'Method of Election' on page 5, in the event of a tie vote for any office, the qualified voters present at the annual business meeting shall choose between the tied candidates by written ballot.]

Duties of the Chair, SWDSI Distinguished Service Award Selection Committee

The Distinguished Service Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair. For information regarding the criteria, form of the award, and procedure for implementation of the Distinguished Service Award, refer to pages 42 – 43.

The Chair of the Distinguished Service Award Selection Committee shall have the responsibility to verify that a candidate for the SWDSI Lifetime Achievement Award meets its criteria, and after which then shall submit the candidate's name to members of this Committee to request their input. Upon receiving their preliminary feedback, the Chair shall submit the nomination and the members' feedback (or a summary thereof) to the Board of Directors for final approval on behalf of SWDSI. For information regarding the criteria, form of the award, and procedure for implementation of the Lifetime Achievement Award, refer to page 46.

Summer/Fall

- ❑ At least twice, send e-mail to SWDSI members to solicit nominations. Also, provide a request for nominations to the Webmaster to post on the SWDSI website.

November/December

- ❑ Review each nominee's information portfolio and make a decision prior to December 1 to select a recipient or to determine that there will be no recipient.

December 1

- ❑ Notify the President and Program Chair of the recipient, if any, of the Distinguished Service Award.
- ❑ Also, notify the President of the names of the nominees for the Distinguished Service Award. The President will inform each nominee of the Selection Committee's decision and thank each nominee for his/her contributions to the discipline of Decision Sciences.

December/January

- ❑ If a recipient is selected, prepare an appropriate citation and send it to the Program Chair for inclusion in the *Proceedings*. Also, provide this citation to the Webmaster so it can be posted on the SWDSI website.
- ❑ Notify the President of any candidates for the Lifetime Achievement Award.

Duties of the Chair, SWDSI Outstanding Educator Award Selection Committee

The Outstanding Educator Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair. For information regarding the criteria, form of the award, and procedure for implementation of the Outstanding Educator Award, refer to pages 44 – 45.

Summer/Fall

- ❑ At least twice, send e-mail to SWDSI members to solicit nominations. Also, provide a request for nominations to the Webmaster to post on the SWDSI website.

November/December

- ❑ Review each nominee's information portfolio and make a decision prior to December 1 to select a recipient or to determine that there will be no recipient.

December 1

- ❑ Notify the President and Program Chair of the recipient, if any, of the Outstanding Educator Award.
- ❑ Also, notify the President of the names of the nominees for the Outstanding Educator Award. The President will inform each nominee of the Selection Committee's decision and thank each nominee for his/her contributions to the discipline of Decision Sciences.

December/January

- ❑ If a recipient is selected, prepare an appropriate citation and send it to the Program Chair for inclusion in the *Proceedings*. Also, provide this citation to the Webmaster so it can be posted on the SWDSI website.

Duties of the Chair, SWDSI Strategic Planning Committee

The Strategic Planning Committee is responsible for leadership and coordination of long-term and short-term planning for the Southwest Region. The Strategic Planning Committee is composed of a Chair and up to three additional members who are former Past Presidents. All members are appointed by the President to serve until the next annual business meeting of the organization; members may be reappointed.

The Strategic Planning Committee (SPC) acts as a steering committee for SWDSI by addressing any business brought before it by the SWDSI President (or other officers) in order to facilitate the efficient management and implementation of policies, procedures, and responsibilities. A report of the SPC's opinions and recommendations shall be submitted to the President and shall be presented at a SWDSI Officers Meeting and, if necessary, at a SWDSI Business Meeting.

Duties of the SWDSI Regional Archivist

The Regional Archivist shall be responsible for maintaining a history of the organization and a collection of documents prepared and distributed by the organization using printed and/or electronic copies. The responsibilities of the Regional Archivist shall be to:

- (a) Maintain appropriate records of the activities of the Decision Sciences Institute, Southwest Region, including (but not limited to)
 - 1. Minutes of Board of Directors Meetings (a.k.a., Officers Meetings) and Business Meetings
 - 2. Treasurer reports and financial statements
 - 3. Copies of meeting programs and *Proceedings*
 - 4. Procedures for planning and conducting annual programs and meetings
 - 5. Copies of annual meeting announcements
 - 6. Copies of Program Chair reports
- (b) Provide to the Institute's Home Office materials concerning the Southwest Region that the Executive Director of the Institute may request and that are available.
- (c) Provide advice, assistance, and counsel to the President and Secretary of the Southwest Region in maintaining the SWDSI Charter.

Duties of the SWDSI Webmaster

The appointed non-officer position of Webmaster is for a three-year term, which may be re-appointed.

The Webmaster shall be responsible for developing, marketing, maintaining, and coordinating all Internet/web activities of SWDSI. In addition, the Webmaster, in conjunction with the SWDSI President and President-Elect, shall be responsible for the design of the SWDSI website. In order that information on the SWDSI website is kept current, the Webmaster shall request, as deemed necessary, and receive information from SWDSI officers and chairs of committees, such as the files containing the write-ups for the recipients of the Distinguished Service Award and of the Outstanding Educator Award.

The Webmaster shall update, as necessary, files which contain the following information, as well as other materials to document the SWDSI's history, and shall post these files on the SWDSI website:

1. Roster of current officers
2. Roster of Past Presidents
3. List of Outstanding Educator Award recipients
4. List of Distinguished Service Award recipients
5. List of Lifetime Achievement Award honorees
6. List of Distinguished Paper Award recipients
7. Minutes of Board of Directors Meetings (a.k.a., Officers Meetings) and Business Meetings
8. *SWDSI Operating Manual*
9. SWDSI Charter
10. Online Member Directory
11. Annual meeting announcements (i.e., Call for Papers, Request for Volunteers Form, etc.)
12. Annual meeting programs
13. *SWDSI Proceedings*
14. Requests for nominations of officers, the Outstanding Educator Award, and the Distinguished Service Award

March/April

- After the SWDSI Conference, post the citations for the Distinguished Service Award recipient and the Outstanding Educator Award recipient, if any, on the SWDSI website.
- After the SWDSI Conference, post the information for recipients (names, affiliations, and titles of papers) of the FBD Distinguished Paper Award and the Alpha Iota Delta Innovative Education Paper Award on the SWDSI website.
- Update the information on the SWDSI website for the roster of Past Presidents and the lists of Outstanding Educator Award recipients, Distinguished Service Award recipients, Lifetime Achievement Award honorees, and Distinguished Paper Award recipients.
- Secretary provides approved minutes for Officers Meeting held last fall and for Business Meeting held last spring to the Webmaster to post on the SWDSI website.
- President provides a list of officers and appointed positions with their addresses, phone numbers, etc. to the Webmaster so this information can be posted on the SWDSI website.
- President-Elect, or another designated person, provides the *SWDSI Operating Manual* to the Webmaster to post on the SWDSI website. [This manual may be updated and posted to the website at other times also.]
- Program Chair provides the *Proceedings* to the Webmaster to post on the SWDSI website.

April/May

- Program Chair provides the Call for Papers and the Request for Volunteers Form to the Webmaster to post on the SWDSI website.

Summer

- The chairpersons of the Committee on Nominations, the Outstanding Educator Award Selection Committee, and the Distinguished Service Award Selection Committee provide their respective request for nominations of officers, the Outstanding Educator Award, and the Distinguished Service Award to the Webmaster to post on the SWDSI website.

November

- Secretary provides approved minutes for Officers Meeting held in the spring to the Webmaster to post on the SWDSI website.

January

- Program Chair provides SWDSI program to the Webmaster to post on the SWDSI website.
- Chair of Distinguished Service Award Selection Committee provides the citation for the Distinguished Service Award recipient, if any, that was prepared for the *Proceedings*. Do not post on the SWDSI website until after the SWDSI Conference.
- Chair of Outstanding Educator Award Selection Committee provides the citation for the Outstanding Educator Award recipient, if any, that was prepared for the *Proceedings*. Do not post on the SWDSI website until after the SWDSI Conference.
- Program Chair provides the names of the recipients of the FBD Distinguished Paper Award and the Alpha Iota Delta Innovative Education Paper Award, their affiliations, and the titles of their papers to the Webmaster so this information can be posted on the SWDSI website. Do not post on the SWDSI website until after the SWDSI Conference.

Southwest Decision Sciences Institute Distinguished Service Award

This award may be presented occasionally to a SWDSI member who, over a period of years, has made outstanding contributions to SWDSI. The following criteria appear in the resolution establishing this award:

1. A nominee must have been a member of SWDSI for ten years.
2. A nominee must be member of DSI.
3. A nominee must have served in a leadership capacity or have, over a period of years, made a substantial contribution to SWDSI in other ways.
4. A nominee must have been a frequent contributor to SWDSI as an author/presenter, track chair, discussant, etc.

Also to be considered are the nominee's contributions to DSI and to Alpha Iota Delta honorary as well as other criteria determined by the Distinguished Service Award Selection Committee. Previous recipients of the SWDSI Distinguished Service Award are not eligible to receive the award a second time.

Procedure for Implementation of SWDSI Distinguished Service Award

1. The name of the award will be "Southwest Decision Sciences Institute Distinguished Service Award".
2. The award will take the form of:
 - a. A wooden plaque, at least 12" * 15" in dimension, with engraved metal attachment which will include:
 - the SWDSI logo
 - the name of the award
 - the name of the recipient
 - the year of the award; and
 - b. A citation listing the service which the recipient has provided to SWDSI; and
 - c. The printing of the citation as a page in the *Proceedings*.
3. This award will be presented to the recipient at the annual Business Meeting.
4. Nominations for the award will be sought annually, but there is no requirement that the award be presented annually.
5. The criteria for eligibility were established as follows: (Criteria a. to d. are required while criteria e. and f. are preferred.)
 - a. Ten year's membership in SWDSI
 - b. Member of DSI
 - c. Has served in a leadership capacity or has, over a period of years, made a substantial contribution to SWDSI in other ways
 - d. Has been frequent contributor to SWDSI as presenter, discussant, track chair, etc.
 - e. Has contributed to DSI
 - f. Has contributed to Alpha Iota Delta honorary
6. The procedure for nomination and selection will be that:
 - a. Nominations will be solicited from the SWDSI membership in the Spring Newsletter for the award to be presented the following spring. The chair of the current committee will contact the chair of the committee from the previous year to determine if there were any candidates that should be considered again.

- b. Each person who makes a nomination, or the nominee(s), shall provide a nominee's vita and supporting documentation to the Selection Committee Chair. The supporting documentation should address how and why the nominee meets the award's criteria.
 - c. A copy of the information portfolio for each nominee will be distributed to the members of the Selection Committee by the Selection Committee Chair.
 - d. In a manner convenient for the Selection Committee, a joint decision shall be made prior to December 1 of each year to select a recipient or to determine that there will be no recipient.
 - e. If a recipient is selected, an appropriate citation will then be prepared by the Chair of the Selection Committee and sent to the Program Chair for inclusion in the *Proceedings*.
 - f. The Chair of the Selection Committee shall inform the SWDSI President of the names of the nominees for the Distinguished Service Award and the recipient, if any. The President will inform each nominee of the Selection Committee's decision and thank each nominee for his/her contributions to the discipline of Decision Sciences.
7. The Distinguished Service Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair.

Southwest Decision Sciences Institute Outstanding Educator Award

This award is presented annually by the FBD on behalf of SWDSI (subject to the availability of funding). SWDSI will recognize the educator who has made an outstanding contribution to the discipline of Decision Sciences. The following criteria appear in the resolution establishing this award:

1. **Active members of SWDSI are eligible for this award.**
2. The contributions must be of significance and may include:
 - a. Excellence in teaching Decision Science discipline courses;
 - b. Educational innovation of Decision Science discipline courses;
 - c. Recipient of the teaching award at college or university or national level;
 - d. Authorship or editorship of significant Decision Science discipline textbooks;
 - e. Authorship of significant journal articles, book chapters, or monographs concerned with Decision Science discipline education;
 - f. Editorship of education related journal;
 - g. Leadership in Decision Science discipline curriculum development and program design;
 - h. Leadership in the development of Decision Science discipline education policy in academic and professional organizations; and
 - i. Recipient of the Instructional Innovation Award from the Decision Sciences Institute.

A nominee need not excel in each of these general criteria to merit consideration for the award. Previous recipients of the SWDSI Outstanding Educator Award are not eligible to receive the award a second time.

Note: The selected individual must (1) register for the FBD-DSI SOUTHWEST REGION Annual Conference, (2) be present in-person to receive the award during the FBD Awards and Recognition Dinner (on Wednesday evening), and (3) attend and be recognized at the SWDSI Business Meeting (typically on Thursday afternoon).

Procedure for Implementation of SWDSI Outstanding Educator Award

1. This award is given annually by FBD. **Only if FBD does not provide** this award in the future, then SWDSI will give the plaque. If SWDSI provides the plaque, then it will be in the form of a wooden plaque, at least 12" * 15" in dimension, with engraved metal attachment which will include:
 - the SWDSI logo
 - the name of the award
 - the name of the recipient; and
 - the year of the award
2. There will be a citation of educational achievement that the recipient has contributed to the discipline of Decision Sciences and the citation shall be printed as a page in the *Proceedings*.
3. The award will be presented to the recipient at the annual dinner hosted by FBD on Wednesday or at the annual SWDSI Business Meeting.
4. Nominations for the award will be sought annually, but there is no requirement that the award be presented annually.
5. The procedure for nomination and selection will be that:
 - a. Nominations will be solicited from the SWDSI membership in the Spring Newsletter for the award to be presented the following spring. The chair of the current committee will contact

- the chair of the committee from the previous year to determine if there were any candidates that should be considered again.
- b. Each person who makes a nomination, or the nominee(s), shall provide a nominee's vita and supporting documentation to the Selection Committee Chair. The supporting documentation should address how and why the nominee meets the award's criteria.
 - c. A copy of the information portfolio for each nominee will be distributed to the members of the Selection Committee by the Selection Committee Chair.
 - d. In a manner convenient for the Selection Committee, a joint decision shall be made prior to December 1 of each year to select a recipient or to determine that there will be no recipient.
 - e. If a recipient is selected, an appropriate citation will then be prepared by the Chair of the Selection Committee and sent to the Program Chair for inclusion in the *Proceedings*.
 - f. The Chair of the Selection Committee shall inform the SWDSI President of the names of the nominees for the Outstanding Educator Award and the recipient, if any. The President will inform each nominee of the Selection Committee's decision and thank each nominee for his/her contributions to the discipline of Decision Sciences.
6. The Outstanding Educator Award Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair.

Southwest Decision Sciences Institute Lifetime Achievement Award

The Southwest Decision Sciences Institute Lifetime Achievement Award is presented to a current member upon retirement. The purpose of this award is to recognize the individual's exemplary record of continual outstanding professional commitment, leadership, and service contributions to SWDSI, as well as its longevity over an entire career.

The recipient of the Lifetime Achievement Award must be an **active member** of SWDSI with at least 25 years of active participation and a recipient of the Southwest Decision Sciences Institute Distinguished Service Award. The Chair of the Distinguished Service Award Selection Committee shall have the responsibility to verify that a candidate for the SWDSI Lifetime Achievement Award meets its criteria, and after which then shall submit the candidate's name to members of this Committee to request their input. Upon receiving their preliminary feedback, the Chair shall submit the nomination and the members' feedback (or a summary thereof) to the Board of Directors for final approval on behalf of SWDSI.

This award shall be presented at the SWDSI Business Meeting held during the annual conference. A wooden plaque, at least 12" x 15" in dimension with engraved metal attachment which includes the SWDSI logo, the name of the award, the name of the recipient, and the year of the award shall be presented to a recipient of the SWDSI Lifetime Achievement Award. In addition, a listing of each recipient's name, employer at the time of retirement, and year of the award presentation shall be printed every year in the SWDSI *Proceedings* and the SWDSI Annual Meeting Program.

Southwest Decision Sciences Institute Lifetime Achievement Award Recipients

The Southwest Decision Sciences Institute Lifetime Achievement Award is presented to a current member upon retirement. The purpose of this award is to recognize the individual's exemplary record of continual outstanding professional commitment, leadership, and service contributions to SWDSI, as well as its longevity over an entire career.

Recipient	Year
Roy B. Martin, Texas State University - San Marcos	2005
William E. Pinney, Alcorn State University	2005
Thomas W. Jones, University of Arkansas	2014
David E. Douglas, University of Arkansas	2018
Michael E. Hanna, University of Houston - Clear Lake	2018

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Guidelines and Policy Decisions

The following executive directives were approved by SWDSI members at SWDSI Business Meetings on the dates indicated.

Officers

- ❑ Officer Positions [Business Meeting, February 26, 2009]
A person shall not hold two officer positions concurrently, except for extreme circumstances and for the benefit of SWDSI.
- ❑ Hotel room bill for Vice-President for Programs [Business Meeting, March 13, 1997]
SWDSI will pay the hotel room bill for the Vice-President for Programs for three nights during the SWDSI Annual Meeting.
- ❑ FBD Program Chair Boot Camp [Officers Meeting, March 10, 2011]
SWDSI pays for lowest airfare plus room not covered by FBD.
- ❑ Nominee for office requirements [Business Meeting, February 26, 2009]
Each nominee for an elected officer position (i.e., President, President-Elect, Secretary, Vice-President for Finance, Vice-President for Participation, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, and Advisory Council Members) should meet with the department chair (and/or dean or other appropriate person) to discuss the financial support and other resources needed during the term of office. If financial support and resources are not available from the university or other sources, the nominee should withdraw from consideration. [Note: the Vice-President for Programs and Meetings Elect (VP P&ME) ordinarily assumes the non-elected office of Vice-President for Programs and Meetings at the expiration of the term as VP P&ME.]

Each nominee shall submit to the Chairperson of the SWDSI Committee on Nominations: (1) a statement of commitment, (2) a statement of the nominee's understanding of the responsibilities and duties of the officer position, and (3) a description of the nominee's qualifications (e.g., service to SWDSI, DSI, or other organizations; related experiences; etc.) for the officer position.

Students

- ❑ Student paper awards [Business Meeting, March 1, 2001; amended Business Meeting, March 14, 2013]
There will be up to three awards for student papers and each paper will be awarded \$300.
- ❑ Student Track [Business Meeting, February 26, 2009]
If a Program Chair wants to recognize departments that have students participate in the Student Track, certificates (rather than plaques) should be presented.
- ❑ Student Registration [Business Meeting, March 12, 2015]
\$50 of each student's registration, up to 25 students, will be reimbursed. The Vice-President for Student Liaison is responsible for determining how best to decide which 25 students to reimburse.

Miscellaneous

- Honoring a deceased member [Business Meeting, March 6, 2008]
At the beginning of the SWDSI Business Meeting, a deceased member is recognized with a few remarks, a rose is placed in a vase, and a moment of silence is observed. In addition, sending flowers to the deceased member's family is certainly appropriate. A contribution to a "memorial scholarship fund" should not be made.

- Policy for publishing an accepted manuscript of a deceased member [Business Meeting, March 6, 2008]
If (1) the presenting author of a manuscript, with multiple authors, that has been accepted for publication in the *SWDSI Proceedings* dies before submitting the manuscript in the required format for publication and (2) none of the coauthors is able to attend the SWDSI Annual Meeting, then the manuscript may appear in the *SWDSI Proceedings* provided that a coauthor submits the manuscript in the required format for publication. The presentation shall not be scheduled in the conference program.

- Naming of awards [Business Meeting, March 6, 2008]
An award should not be named for an individual.

Southwest Decision Sciences Institute
“First-timers” Attendee Information Form*

Welcome to your first Southwest Decision Sciences Institute (SWDSI) annual meeting!
Please provide the following information for the SWDSI membership database.

Last Name _____

First Name _____ Middle Name/Initial _____

Preferred Name _____

Institution/Business Affiliation _____

Mailing Address _____

City _____

State _____ Zip Code _____

Telephone _____

E-mail Address _____

What is your primary academic area of interest? _____

Are you a member of the Decision Sciences Institute (DSI)? Yes No

Thank you.

* If this is not your first SWDSI annual meeting, but your current contact information needs to be updated please mark the appropriate box.

My contact information has changed since last year’s SWDSI annual meeting.

I did not register for either of the last two SWDSI annual meetings.

Exhibit 1: Example of First E-mail to Session Chairs

Subject: Session Chair – 2016 SWDSI Conference, Oklahoma City

Congratulations!

You have been selected to chair a session at the 2016 SWDSI Conference, Oklahoma City. I am hoping that you are going to enjoy your role. Here is what I think is expected from a session chair:

1. Make sure to have a laptop (your own or from other authors in the session) for all to present their papers
2. Make it to the session a few minutes early to setup the laptop and meet with other presenters
3. Have the papers presented in the given sequence and allocate time equitably
4. Introduce the authors and encourage Q&A after each presentation
5. Fill out a form for the session as to how many were in attendance and if any paper was not presented. This information is important because the papers that were not presented will not appear in the *Proceedings*. Return the completed form as indicated on the form.
6. Above all, keep it friendly and have fun! You are in charge!

Thank you for your service. Please let me know if you have any questions or if you cannot serve as session chair for some reason. Thanks!

Mohan

Exhibit 2: Example of E-mail to Announce Program Availability

The 2016 SWDSI Annual Meeting is less than 60 days away. In order to help you plan your trip, hotel reservations, and sessions you want to attend, I have attached the conference program (the website link is <insert website link here>). Please check your presentation times and sessions. These times cannot be changed as the program already has been submitted to FBD. For conference registration (**Decision Sciences Institute, Southwest Region**) and hotel reservations, please visit the Federation of Business Disciplines (FBD) website <http://www.fbdonline.org>.

Exhibit 3a: Example of E-mail (with Attachment) Sent to Session Chairs

Dear Ali,

Attached please find the Session Chair Form for the session you are chairing. As the chair of the session, please make sure you take your laptop with HDMI port to connect to the projector. Print the attached sheet. Fill it out at the session and e-mail me the information when the session is over.

The *Proceedings* should be published within two weeks after the conference. This e-mail serves as a confirmation that you are serving as a session chair at the 2016 SWDSI Conference.

Thank you for agreeing to serve.

Mohan

Exhibit 3b: Example of Attached Session Chair Form

DECISION SCIENCES INSTITUTE
SOUTHWEST REGION

March 10, 2016
(Thursday)

1:30 pm - 3:00 pm

Meeting Room 12

SESSION D International Business-I

Session Chair: Ali Salman Saleh, Qatar University

Long-term studies of board composition in Polish joint-stock companies

Marek Pawlak, The John Paul II Catholic University of Lublin

Decisions in Interplay between Product Diversification Strategy and Internationalization Strategy Based on Performance of Chinese Companies

Da Huo, Central University of Finance and Economics

Ken Hung, Texas A & M International University

Managing Expatriate Adjustment through Meta-Analysis: An Integration of Expatriate-related, Family-related, and Social Capital Perspective

Li-Yueh Lee, Kun Shan University

Alfiyatul Qomariyah, Chinese Culture University

The Impact of Government Policies on MNCs' Locational Decision: The Vietnam case

Thi Lan Anh Nguyen, University of Economics and Law, Vietnam National University

Ali Salman Saleh, Qatar University

Denis Vinen, Swinburne University of Technology

Dear Session Chair, Presenters, and Attendees:

Thank you for making this session a success. Participation of all of you is critical for this success. If any paper was not presented, please write the name below and inform me by e-mail. This is extremely important because only papers that were presented will be included in the *Proceedings*.

Average # of Attendees: _____

Paper(s) not presented, if any:
