

The following (likely incomplete) list lays out the various responsibilities of the SSS Executive Officer. In no particular order:

- A brief description of the position of SSS Executive Officer is outlined in the SSS ByLaws, Article VI, Section 5 (click [here](#)).
- Provide institutional memory and organizational consistency across administrations as Executive Officer and as a member of Executive Committee
- Manage the revenues and expenses of the Society and maintaining fiscal records through bookkeeping and budgeting
- Chair the Finance Committee to ensure the Society's fiscal health
- Coordinate, organize, and manage the SSS Executive Office and work closely with the Assistant Executive Officer (typically a graduate student at the Executive Officer's institution)
- Organize, draft, and provide effective communication to SSS membership regarding Society business, events, opportunities, elections, etc., always keeping front and center the fact that SSS is a membership organization
- Maintain relationships with other regional and national Societies/Associations and their Executive Officers
- Work closely with the President, Vice President, Program Chair(s), Local Arrangements Chair, and others each membership year to organize and manage the SSS Annual Meeting
- Bring vision and innovation to the Society while supporting its mission and the SSS membership
- Work to ensure justice, equity, diversity, and inclusion to the Society's organizational life in policy and practice
- Prepare annual budgets and closely monitor them
- Maintain Society records and send materials to SSS archives in regular intervals
- Construct and distribute ballots for the annual election, ByLaws and/or Constitution changes, and other special balloting
- Work with Site Selection Committee to consider annual meeting sites, vet and negotiate hotel contracts, and keep all annual meeting records
- Work with hotel representatives to ensure smooth running of the annual meeting, including, but not limited to, contractual elements, accommodations for membership (e.g., lactation space, child care, gender-neutral bathrooms, etc.), Audio-Visual needs, rooming needs, catering orders, set-up of annual meeting breakout rooms, organizing conference flow and staffing, billing, and much more
- Prepare Executive Officer report annually to present at annual meeting to Executive Committee and to membership at the Business Meeting
- Work to ensure an amazing experience for the President's plenary speakers/VIPs
- Work to understand membership changing needs, concerns, and positionalities in order to best support membership through the Society organization
- Communicate with SSS Committees to ensure consistency and field questions, discuss process, provide data needs, and provide support
- Serve as ex-officio on SSS Publications Committee to ensure the health of SSS publications and monitor our contractual agreements with Sage
- Order and transport all necessary materials to the annual meeting

- Keep and maintain the SSS-owned equipment necessary for running the annual meeting and used in the Executive Office
- Organize the Exhibits (publishers, committees, local bookstore, other organizations, etc.) for annual meeting, including organizing the Book Signings
- Organize the annual Site Visit
- Follow SSS Constitution and ByLaws to accomplish Society business
- And others.