

## **EXECUTIVE POLICIES**

### **DEPARTMENT of the EXECUTIVE VICE PRESIDENT**

#### **JOB DESCRIPTION - EXECUTIVE VICE PRESIDENT 11-97**

There are five officers of the National Speleological Society: the President, the Executive Vice-President, the Administrative Vice-President, the Operations Vice-President, and the Secretary-Treasurer. Each officer is in charge of a Department of the NSS. The job of Executive Vice-President (EVP) can be categorized by its activities as they relate to the EVP Department itself, the Executive Committee (EC), and the Board of Governors (Board). Some miscellaneous duties also exist.

#### **1. EVP Department 11-97**

The EVP Department consists of committees related only to science and publications. Those committees are:

- \* Research Advisory Committee (science)
- \* American Caving Accidents Committee (publication)
- \* SpeleoDigest Committee (publication)
- \* The Journal of Cave and Karst Studies (science and publication)
- \* The NSS News (publication)
- \* Members Manual Committee (publication)
- \* Special Publications Committee (publication)
- \* American Association for the Advancement of Science Representatives (science)
- \* American Geology Institute Representative (science)
- \* US Exploration Committee (science)
- \* International Exploration Committee (science)

Following each committee in the above list is a note in parentheses indicating its major focus, science, publication, or both. Exploration is a science commonly called geography (more properly chorography), hence its inclusion in the EVP Department.

The goals and functions of these committees are described in the NSS Members Manual, which, by the way, is the product of the Members Manual Committee. Each of these committees is headed by a committee Chairman, hereafter referred to as just a Chairman. Some committees consist of only a Chairman; however, most committees require more than one person to accomplish their goals.

The EVP job, as it relates directly to the committees, is to facilitate the achieving of their goals. What that means in practice is that the EVP: provides guidance, answers questions, keeps informed of committee activities, reports Board actions that affect them, solicits budget requests, and solicits reports for the Board Meetings.

This obviously involves a lot of communicating with Chairmen, which is greatly facilitated by Internet e-mail. In fact, e-mail is so convenient that committee budgets

in the EVP Department include funds to partially compensate the Chairman for the cost of the e-mail connection (the monthly connection fee, not the hardware). The compensation is only partial because once Chairmen have e-mail, they find lots of uses for it other than NSS business.

When a vacancy occurs in a chairmanship, the EVP announces the vacancy via an advertisement in the NSS News, then selects from among the volunteers the candidate judged best qualified to run the committee. The EVP may consult with the outgoing Chairman, other committee members, and members of the EC concerning these matters. Committee chairmen are confirmed by a vote of the Board.

## **2. Executive Committee 11-97**

The NSS Executive Committee (EC) is composed of up to seven people, as follows:

- \* President
- \* Executive Vice-President
- \* Administrative Vice-President
- \* Operations Vice-President
- \* Secretary-Treasurer
- \* Immediate Past-President
- \* President-elect

The current President is the Chairman of the EC; the Immediate Past-President and the President-elect are ex officio, non-voting members. The number is "up to seven" because a President-elect exists only between the election at the Spring Board Meeting and the end of the opening session of the Convention Board Meeting, and even then the President-elect may already be the President.

The officers are in almost daily contact (that's right, via e-mail) concerning: issues, problems, pending actions, and/or requests for assistance. The EC meets three times each year (about two months preceding each Board Meeting) to discuss NSS business, to develop a strawman agenda for the next Board Meeting, and to personally coordinate actions effecting more than one department. Included in developing the strawman agenda is proposing motions to add, delete, or modify Acts of the Board that effect the EVP Department. The EVP participates in each of these meetings.

Because the EVP Department involves publications, it has the largest budget of any of the five NSS departments. The EVP solicits a budget request from each Chairman in the EVP Department, actually three budget requests from each Chairman: a "nominal budget" (the amount sufficient to fund the committee plans for the coming fiscal year); a "minimal budget" (the minimum amount that the committee could survive on if money were really tight); and an "optimal budget" (the amount the committee could intelligently spend furthering its goals if plenty of money were available).

The officers develop the budget for the next NSS fiscal year at the winter EC Meeting (usually held about 01 February). In preparation for this meeting the EVP consolidates the input from the Chairmen into an informal working document. Developing the budget involves considerable negotiation among the officers, and this document serves as source material for these negotiations. In the end most EVP committees get something close to their nominal budget requests, a few get their optimal budget requests, and a few get cut to something between their nominal and minimal budget requests. Unfortunately, committees with the biggest budgets tend to get cut the most.

This budget is then presented at the Spring Board Meeting for discussion, modification, and approval by the Board. The NSS operations budget is the EC's plan to spend money during the fiscal year, so it is obviously important. In fact, an act of the Board (Act 16-040) requires the Secretary-Treasurer to "...refuse payment of any amount over the budget." But there is something more subtle going on here.

In order for a Chairman to provide reasonably good budget requests, the Chairman has to have an idea what the committee is going to do during the upcoming fiscal year. Thus requiring the Chairman to provide budget requests encourages him or her to develop a plan for the coming year. This plan is at least as important as the budget itself. Savvy Chairmen start sometime in October to develop the plan. Then when the EVP requests their input, usually with a deadline in early December, developing the nominal budget request is just a matter of estimating what it will cost to implement the plan. The minimal budget request results from a stripped down version of the plan, while the optimal budget request results from a more aggressive (but still realistic) version of the plan.

Not so savvy Chairmen find themselves working feverishly at the last minute to come up with something they think will get them through the year and will satisfy the EVP. They are shortchanging themselves in that they may be creating problems that will bite them in the butts later in the year. They are also shortchanging the members of the NSS who are voluntarily providing funding for the committee's efforts.

### **3. Board of Governors** 11-97

The Board of Governors consists of the twelve Directors plus the five Officers, hence the EVP is a Board Member. The Directors are elected by the NSS membership, but the Officers are elected by the Directors. While different people see the situation slightly differently, Directors tend to think of themselves as representing the interests of the membership (since they are elected by the membership), while the Officers tend to think of themselves as representing the NSS (the organization). The good news is that these interests generally coincide.

The job of the EVP on the Board is: to exchange information with the Board Members and the NSS membership on the activities of the EVP Department and its committees (both at Board Meetings and throughout the year); to present the annual EVP Department budget; to answer questions on these and other topics; to speak in

favor of motions on the Board Meeting agenda proposed by the EVP; to participate in debate over the various agenda items; and to vote in a manner consistent with the best interests of the NSS.

The EVP supplies a written report to the Board thirty days prior to each Board Meeting. This report provides information on each committee of the EVP Department, specifically its progress, plans, and problems since the previous report.

This report is also sent to all the EVP Department Chairmen to keep them informed of the activities of the other committees in their department.

#### **4. Miscellaneous 11-97**

One duty performed by the EVP that doesn't fall cleanly within the above three categories is handling requests to reprint NSS copyrighted material. If the request is for non-commercial purposes, the EVP handles the request directly. The request must be in writing (e-mail is acceptable) and must specify who wants to reprint the material, what material is to be reprinted, how it is to be used, and some indication of how many copies will be generated. Permission is given also in writing (again e-mail is acceptable) along with instructions on how to indicate in the reprint that permission has been obtained.

Requests for reprinting NSS copyrighted material for commercial purposes are considered by the EC as a whole.

The EVP also occasionally accepts ad hoc assignments from the President in the interest of the NSS. An example is attending the National Speleological Foundation Meeting in order to present the views of the EC on important issues.

#### **5. Schedule of Events -- Executive Vice-President 11-97**

The schedule of events for the Executive Vice-President falls into three natural periods as follows:

##### **Election Through Fall Board Meeting**

###### **\* NSS Convention After Election**

- + Attend Closed Meeting of the Board
- + Meet With as Many Committee Chairs as Possible
- + Attend Congress of Grottos
- + Attend Section Meetings and Sessions
- + Attend Final Session of Board Meeting at NSS Convention
- + Attend Convention Banquet
- + Travel Home

###### **\* If Newly Elected**

- + Review NSS Members Manual EVP Section
- + Introduce Yourself to Committee Chairs
  - Letter of Introduction
  - Include EVP's Resume
  - Describe EVP's Management Philosophy
- + Obtain and Review Board Manual

###### **\* Process Requests for Permission to Reprint**

- \* Handle Situations as They Arise (This is most of the EVP job.)
- \* EVP Report to Board (Fall)
  - + Reminder
    - Send to Committee Chairs 60 Days Prior to Fall Board Meeting
    - Deadline for Input is 45 Days Prior to Fall Board Meeting
  - + Receive Input from Each Chair
  - + Assemble into EVP Report to Board
  - + Mail to Board Members 30 Days Prior to Fall Board Meeting
- \* Fall EC Meeting
  - + Coordinate Date and Place
  - + Make Travel Plans
  - + Prepare for Meeting
  - + Attend EC Meeting
    - Travel to EC Meeting
    - Participate in EC Meeting
    - Travel Home
- \* Fall Board Meeting
  - + Make Travel Plans
  - + Prepare for Meeting
    - Prepare any Special Material (Slides, Documents, Updates, etc.)
    - Read Other Officers' Reports (Sec/Treas is Elected at Fall Board Meeting)
    - Read/Review Board Members' Comments on Officer's Reports
  - + Attend Fall Board Meeting
    - Travel to Board Meeting
    - Review EVP Report Just Prior to Board Meeting
    - Attend Friday Night Party
    - Participate in Saturday Board Meeting
    - Attend Saturday Night Banquet
    - Travel Home

### **Fall Board Meeting Through Spring Board Meeting**

- \* Process Requests for Permission to Reprint
- \* Handle Situations as They Arise (This is most of the EVP job.)
- \* Update NSS Members Manual
  - + Send Xerox Copies to Chairs for Review/Comment/Changes
  - + Provide Changes to Members Manual Committee
  - + Review Proofs and Return to Members Manual Committee
- \* EVP Report to Board (Spring)
  - + Reminder
    - Send to Committee Chairs 60 Days Prior to Spring Board Meeting
    - Deadline for Input is 45 Days Prior to Spring Board Meeting
  - + Receive Input from Each Chair
  - + Assemble into EVP Report to Board
  - + Mail to Board Members 30 Days Prior to Spring Board Meeting
- \* Spring EC Meeting
  - + Coordinate Date and Place

- + Make Travel Plans
- + Prepare for Meeting
  - Review Last Year's Budget (FY-NN is 01 May NN to 30 April NN+1)
  - Get Budget Requests from Chairs
  - Prepare EVP Budget for EC Consideration
- + Attend Spring EC Meeting
  - Travel to EC Meeting
  - Participate in EC Meeting
  - Travel Home
- \* Spring Board Meeting
  - + Make Travel Plans
  - + Prepare for Meeting
    - Prepare any Special Material (Slides, Documents, Updates, etc.)
    - Read Other Officers' Reports (President is Elected at Spring Board Meeting)
  - Read/Review Board Members' Comments on Officer's Reports
  - + Attend Spring Board Meeting
    - Travel to Board Meeting
    - Review EVP Report and Budget Just Prior to Board Meeting
    - Attend Friday Night Party
    - Participate in Saturday Board Meeting
    - Attend Saturday Night Banquet
    - Travel Home
- \* Communicate Budgets to Committee Chairs
  - + Ensure Each Chair Understands His Budget
  - + Explain Deviations from Chair's Request

### **Spring Board Meeting Through Election**

- \* Process Requests for Permission to Reprint
- \* Handle Situations as They Arise (This is most of the EVP job.)
- \* EVP Report to Board (Convention)
  - + Reminder
    - Send to Committee Chairs 60 Days Prior to Convention Board Meeting
    - Deadline for Input is 45 Days Prior to Convention Board Meeting
  - + Receive Input from Each Chair
  - + Assemble into EVP Report to Board
  - + Mail to Board Members 30 Days Prior to Convention Board Meeting
- \* Summer EC Meeting
  - + Coordinate Date and Place
  - + Make Travel Plans
  - + Prepare for Meeting
  - +Attend Summer EC Meeting
    - Travel to EC Meeting
    - Participate in EC Meeting
    - Travel Home
- \* Convention Board Meeting
  - + Register for NSS Convention

- + Make Travel Plans
- + Prepare for Meeting
  - Prepare any Special Material (Slides, Documents, Updates, etc.)
  - Read Other Officers' Reports (VPs are Elected at Convention Board Meeting)
  - Read/Review Board Members' Comments on Officer's Reports
- + Travel to Convention
- + Attend Convention Board Meeting
  - Review EVP Report Just Prior to Board Meeting
  - Attend Opening Session of Convention
  - Participate in Board Meeting
- \* Election
  - + Interview for EVP Position (if running again)
  - + Await Results

## **6. Normal Duties of Chairmen in the EVP Department      11/97**

### **Background**

The NSS is divided into five departments with an officer in charge of each. Contained within each department are committees, commissions, studies, etc. For simplicity in this discussion, let's just call them all "committees." Each committee has a chairman (or editor) who reports to the officer in charge of the department. The NSS Members Manual, sent to members each year, includes a list of the committees in each department, a discussion of the goals of each committee, and the names and addresses of the committee chairmen. The NSS Members Manual is itself the product of one of the committees in the Department of the Executive Vice-President (EVP). Each chairman has a number of duties, chief among which is to facilitate the accomplishment of the goals of the committee. The goals of each committee are different, and may require very different skills to achieve. Some committees consist of a single person, others have several committee members helping the chairman achieve its goals.

### **Vacancies**

When a chairmanship becomes vacant, Board ACT 40-498 requires that whenever possible the vacancy should be advertised in the NSS News. These advertisements often list the specific duties of the position immediately following a phrase like "in addition to the normal duties of a committee chairman." The following discussion sets out the "normal duties" of a chairman in the EVP Department.

### **Communicating**

In addition to the chief duty, the chairman of the committee has a duty which is nearly as important, namely communicating. In fact, communicating is one of the most important things a committee chairman does. A chairman may communicate directly with organizations and individuals external to the NSS (Government, other conservation organizations, private land owners, civic groups, etc.), as well as with other committee members and NSS members in general; however, a chairman must

communicate with the NSS officers and, through the officer in charge, with the NSS Board of Governors (Board).

### **Reports**

The Board requires that each officer prepare a written report and mail it to the members of the Board thirty days prior to each Board Meeting (Fall, Spring, and Convention). These reports review: the progress made, the plans for continued activities, and any serious problems encountered, since the last report, for each committee in the officer's department. The Board uses these reports to gauge the effectiveness of each committee in achieving its goals and in making decisions concerning the committee's budget, personnel, and sometimes even its continued existence. Obviously these reports cannot be prepared by the officer without the cooperation and input of the committee chairmen.

Approximately sixty days prior to each Board Meeting, each chairman is reminded by the department officer of the need for, and the deadline for the report for the particular committee. The deadline for the committee report is normally about forty-five days prior to the Board Meeting. The reminder also provides any special instructions for the particular reporting period. Each chairman in the EVP Department receives a copy of the entire EVP Department report, mailed at the same time it is mailed to the Board members.

### **Budgets**

Once a year (in late autumn) each committee chairman must provide a budget request to the department officer. In order for the chairman to provide reasonably good budget requests, the chairman has to have an idea what the committee is going to do during the upcoming fiscal year. Thus requiring the chairman to provide a budget request encourages the chairman to develop a plan for the coming year. This plan is at least as important as the budget itself.

Once the plan is developed, the chairman then estimates what it is going to cost to implement it. In the case of the EVP Department, which involves mainly science and publications, this estimate includes the costs associated with printing and mailing the publication to the NSS membership. Such estimates can be effected by changing paper costs, increasing postage rates, inflation, etc. and are sometimes quite difficult to make; however, the committee chairman is in a unique position to do so, since nobody understands the committee's plans better than its chairman.

The proposed NSS budget is reviewed and approved by the Board (with possible modifications) at the Spring Board Meeting, after which chairmen are notified of what their budgets are for the coming fiscal year. Board ACT 16-040 prohibits the NSS Secretary/Treasurer from making payments that exceed the committee's budget; however, the Board understand the difficulty of predicting months in advance what a particular publication will cost, and mechanisms exist for modifying a committee's budget later in the year when unexpected events result in the budget being substantially unachievable.

## 7. National Speleological Society News 11/97

The NSS News is the most visible and probably the most important NSS member service. This section describes, in general terms, the budget of the NSS News and the job of the Editor of NSS News. The duties of the Editor set forth here are in addition to the normal duties of a committee chairman in the EVP Department described in Section 16 above.

### **Budget of the NSS NEWS**

The budget of the NSS News, currently considerably in excess of \$125,000 per year, is composed of the following line items:

- \* Honorarium
- \* Production
- \* Advertising Income
- \* Printing - Advertising Income
- \* Mailing Service
- \* Postage
- \* Shipping
- \* Miscellaneous Expenses

These line items are intended to cover the costs of all activities associated with providing this member service, as follows:

**Honorarium** -- The Editor is considered an independent contractor, hence there are none of the usual benefits that normally go along with regular employment. The Honorarium is paid in twelve equal monthly payments during the NSS fiscal year (01 May through 30 April) and is intended to partially compensate the Editor for the performance of the duties of the Editor as discussed below and in Section 16 above

**Production** -- Production covers the unusual costs of layout, for example: chargeable computer services, special scanning, photographic work, exceptional data entry, proof reading, etc. With the approval of the EVP, it is permissible to shift money between line items, if necessary, after the budget has been approved by the Board of Governors (Board).

**Advertising income** -- The NSS News gets a significant amount of its annual budget from advertising income. The Editor and the EVP come to an agreement on the expected amount of income from News advertising. For planning purposes, this amount is added to the News budget. At the end of the fiscal year any unexpended NSS News advertising income is placed in the NSS News Restricted Fund and is available for use by the Editor during subsequent fiscal years, with the approval of the EVP.

**Printing - Advertising** -- Printing covers paper, ink, and the actual printing of the News. The item is listed here as "Printing-Advertising" for the following reason. Board ACT 80-178 mandates that the advertising income of the News accrues

directly to the News account and shall be in addition to the budgeted amount. In practice what happens is that the Editor estimates what the printing costs will be for the coming fiscal year, based on the planned number of pages to be produced, the anticipated costs of paper and ink, and expected printing charges. This amount is then reduced by the anticipated advertising income for the fiscal year. While the advertising income is subtracted here, it was added above, so that "printing" is really the estimated cost of the printing aspects of the News. Any advertising income over and above the expected amount may be used to augment the News budget, but cannot be used to augment the honorarium.

**Mailing service** -- Mailing service is for payments to the "mailer", a company that handles mailing the News after it is printed. The mailer typically affixes address labels, sorts by zip code, bundles the publication, and delivers it to the US Postal Service.

**Postage** -- Postage is the actual payment to the US Postal service for delivering the News.

**Shipping** -- Shipping is the cost of moving the NSS News from the printer to the mailer to the US Postal Service.

**Miscellaneous expenses** -- The Miscellaneous Expenses line item is for such things as phone, fax, and e-mail service charges, travel to the NSS National Convention and regional caving events, postage for correspondence with authors, etc.

#### **Duties and responsibilities of the editor**

The duties and responsibilities of the Editor of the NSS News include the following:

- \* Establishing the editorial policy of, and editing the News (see EDITING below),
- \* Designing, formatting, laying out, and composing each issue (see DESIGNING below),
- \* Soliciting material for the News (see MATERIAL below),
- \* Producing the News (see PRODUCTION below),
- \* Mailing the News (see MAILING below),
- \* Selecting and contracting with the printer and mailer (see CONTRACTS below),
- \* Managing the advertising of the News (see ADVERTISING below),
- \* Adhering to the budget (see FINANCIAL below),
- \* Attending caving functions as a representative of the NSS (see TRAVEL below),
- \* Reporting directly to the Executive Vice-President (EVP) (see ADMINISTRATIVE below),
- \* Communicating on a regular basis with the EVP and the Executive Committee (EC) via phone, fax, and e-mail, and
- \* Communicating as appropriate with NSS Members via phone, fax, and e-mail.

#### **Amplification of duties and responsibilities**

Additional information relevant to these responsibilities is provided in the following paragraphs.

**Editing** -- The Editor is responsible for editing the NSS News. This includes selecting appropriate material, rejecting non-appropriate material, and refining author's text. All material shall be properly edited to correct it to current language style, grammar, and accuracy as well as conformance to reasonable standards of safety, conservation, owner relations, and taste. The Editor is responsible for procuring proof-reader services on a monthly basis.

**Designing** -- The Editor is responsible for page design and for planning and executing the overall design, style, and layout of the News, as well as for the balance of material and advertising contained in each issue. The goal is to make the News attractive to the membership and helpful in furthering the goals of the Society. The Editor shall have desktop publishing capabilities and experience and is responsible for word processing any material not available electronically. Authors should be encouraged to submit their material in electronic format.

**Material** -- The Editor is responsible for actively soliciting material for the NSS News. This material, which reflects the varied aspects of the Society's goals and purposes, shall include, but not be limited to: art, poetry, photography, feature length articles, short articles, product reviews, columns, Society information, EC messages, and book reviews.

The Editor shall seek out and manage regular columnists and section editors (i.e., Book Review editor, Safety and Techniques editor, etc.). Deadlines shall be so that one or a few authors' tardiness does not cause an entire issue to be late.

The Editor shall coordinate with authors and prospective authors of material for the News. Contributors shall be notified on a timely basis of the receipt of materials and all appropriate materials (photos, disks, maps, etc.) shall be returned to contributors also on a timely basis.

The Editor shall monitor, select, and report news items covering noteworthy events related to caving. The Editor shall select and include, with an accompanying answer where appropriate, letters from readers containing information of interest to the membership. The Editor shall give priority to timely publication of announcements for Society committees and activities.

The Editor shall plan overall style and appearance of the NSS News and maintain a balance of various types of material contained therein with the aim of making it attractive to the membership and furthering the purposes and goals of the Society. Any significant change in style or content of the NSS News shall be approved by the Executive Vice-President.

**Production** -- The Editor is responsible for providing the News as camera ready (or disk-ready) to the printer. The Editor is responsible for scheduling printing each

month and for dealing with the printer to ensure timely delivery of the News to NSS members and subscribers. Printing shall be scheduled so as to allow the News to be printed and delivered to the Bulk Mail section of the Post Office at a time which will allow the newsletter to be received by most members within the continental US during the first week of the month on the cover.

**Mailing** -- The Editor is responsible dealing with the mailing service to ensure timely delivery of the News to NSS members and subscribers. The Editor is also responsible for dealing with the NSS Office to ensure that the mailing service has the up-to-date mailing list (which changes each month). The Editor is responsible for ensuring that the News is in the mail at least by the 20th of the month before the month on the cover of the issue. The Editor will not be held responsible for delays caused by the US Postal Service.

**Contracts** -- The Editor is responsible for selecting and contracting with both the printer and the mailing service of the News. The Editor shall work in conjunction with the NSS Special Publications Committee to select and contract with a printer which provides the best pricing for the required quality. The Editor shall also work in conjunction with the NSS Special Publications Committee to select and contract with a mailing service which provides the best pricing for the required reliability and quality of services. Any formal contracts required between the NSS and the printer and/or mailing service shall be reviewed and approved by the EC. The Editor is specifically not empowered unilaterally to enter into binding agreements for the NSS.

The nature of the publishing business is such that the Editor may wish at times to provide some of the services in the production of the News not covered by the Honorarium. In such cases the Editor shall coordinate with the NSS Special Publications Committee to ensure that conflict of interest situations are avoided by competitive pricing and complete disclosure. Possible conflict of interest situations shall be brought to the attention of the EVP and shall be approved in advance of the provision of any such services.

**Advertising** -- The Editor shall establish advertising rates and manage the advertising policy of the News in accordance with Appendix-V of the Board Manual. The Editor, with the Advertising Manager, shall solicit and obtain advertising for the NSS News. The Editor shall work with the Advertising Manager to set up advertising fees and a corresponding Ad Rate Sheet (subject to EC approval) and to notify current and potential advertisers of any changes. The Editor shall inform the Advertising Manager and/or advertisers of upcoming special (theme) issues which might affect advertising (i.e., conservation, exploration, color covers, etc.). The Editor will prepare an ad copy (indicating location and percentage of advertising in the issue) each month for use of the US Postal Service.

**Financial** -- The Society pays the costs of publication of the NSS News from the annual News budget as described above, up to the amount budgeted. The Editor shall adhere to the annual budget established by the EC and approved by the

Board. All expenses are subject to the approval of the EVP and will be paid upon receipt by the Secretary/Treasurer of the Society (or his designee) of appropriate bills detailing the costs.

The Editor will have available bulk mailing postage funds, office postage funds, and operating funds for appropriate letterhead, envelopes, postcards, and other office supplies. The Editor will have a discretionary phone fund available to offset long distance calls.

The Editor will, on a regular basis (bimonthly) provide the EVP an update of budget usage, including advertising revenue and monthly advertising percentages.

**Travel** -- The Editor is encouraged to attend regional and national caving functions as a representative of the NSS, to the extent that available funds allow, for the purposes of soliciting material and allowing opportunities for NSS members to become acquainted with the Editor of the News. The Editor is expected to attend the NSS National Convention each year. The Editor is encouraged to attend either one EC Meeting or one Board Meeting each fiscal year.

**Administrative** -- The Editor of the News shall report to the EVP and shall perform the normal duties of a committee chairman in the EVP Department. The Editor shall inform the EVP of significant problems or controversies which may develop. The Editor shall advise and assist the EVP in the preparation of the annual budget for the NSS News. This includes contracting for and securing monthly production costs (printing, bindery, and mailing). The Editor shall work with NSS National Convention publication personnel to present Convention information, updates, and registration forms.

## **8. Journal of Cave and Karst Studies 11/97**

This section describes the job of the Editor of the Journal of Cave and Karst Studies, the National Speleological Society Bulletin (Journal), describes the job of the Production Editor of the Journal, and discusses the type of publication the Executive Committee wishes the Journal to be. The duties of the Editor set forth here are in addition to the normal duties of a committee chairman in the EVP Department described above.

### **Duties and responsibilities of the editor**

The duties and responsibilities of the Editor of the Journal of Cave and Karst Studies ( Journal) include the following:

- \* Being chairman of the Journal Committee,
- \* Actively soliciting manuscripts for publication,
- \* Encouraging improvements in the quality of the submissions,
- \* Increasing the professional standing of the Journal,
- \* Communicating with authors and potential authors,
- \* Shepherding papers through the referee process,
- \* Approving final versions of manuscripts for publication,
- \* Developing a calendar,

- \* Developing the editorial policy,
- \* Communicating the editorial policy to authors and potential authors,
- \* Writing and/or editing editorials, news items, etc.,
- \* Developing and managing the advertising policy of the Journal,
- \* Selecting and managing the Editorial Board,
- \* Communicating with the Production Editor,
- \* Reporting directly to the Executive Vice-President (EVP),
- \* Having final overall responsibility for bringing each issue of the Journal to completion,
- \* Performing other duties directly related to the scientific aspects of the publication,
- \* Being an NSS member,
- \* Planning the general nature of each issue,
- \* Developing the annual budget request,
- \* Ensuring that the budget is adhered, and
- \* Communicating and interacting with the NSS membership at the local, regional, and national levels.

#### **Duties and responsibilities of the production editor**

The duties and responsibilities of the Production Editor of the Journal of Cave and Karst Studies include the following:

- \* Communicating with the Editor,
- \* Being a member of the Editorial Board,
- \* Receiving material for publication from the Editor,
- \* Formatting, laying out, and composing each issue,
- \* Preparing camera ready copy for the printer using desktop publishing software, either personally or through another volunteer,
- \* Returning material to the Editor for additional author review,
- \* Managing the page charges,
- \* Assisting the Editor in managing advertising for the Journal,
- \* Assisting the NSS Special Publications Committee in the selecting the printer,
- \* Communicating and dealing with the printer,
- \* Communicating and dealing with the mailer,
- \* Performing other duties directly related to the production aspects of the publication,
- \* Being an NSS member,
- \* Helping to plan the general nature of each issue,
- \* Helping to develop the annual budget request,
- \* Helping to ensure that the budget is adhered, and
- \* Communicating and interacting with the NSS membership at the local, regional, and national levels.

#### **General recommendations**

The following elements describe the type of publication the Executive Committee wishes the Journal to be, and the manner in which the editors are expected to conduct business:

**Type of journal** -- The Journal shall be published as a journal of speleology, shall be technical, scientific and of lasting value, and will serve at least the following purposes:

- \* Provide scientific information and opinions that will be of interest and that will further the activities of NSS members in cave study, cave conservation, and cave exploration,
- \* Provide an outlet for articles by new authors and non-professionals as well as professionals,
- \* Represent the NSS as a scientific organization to other disciplines and to the general public, and
- \* Publish articles that represent the "State of the Art" in speleology, both through review articles and through technical papers reporting original research.

In addition, these purposes will be served by a diversified content that will include at least reviews, editorials, news items concerning speleology, etc., in addition to technical papers.

**Editorials** -- The Journal will publish editorials written by the editors or by guest writers. Editorials can fulfill any of the following purposes (and more):

- \* Provide personal viewpoints on speleological controversies, such as collection, secrecy, and cave modification,
- \* Discuss the relation of speleology to societal concerns,
- \* Communicate the purposes of the Journal to the NSS members, and
- \* Suggest areas in which research is needed.

**Biographical sketches of authors** -- Short biographical sketches of authors will be printed along with their technical articles in each issue. These sketches will contain information concerning the background, education, and current position of the authors as well as relevant information about their caving experience. Small photographs of the authors will accompany these biographical sketches.

**News and notes section** -- The Journal will contain topical reports of new developments, trends, organizational changes, scientific awards, significant promotions, scientific scandals, and so forth, which can be expected to be of interest to the readers.

**Soliciting papers** -- The Editor will actively pursue potential authors with the intent of obtaining for publication a balance of important technical papers and review papers. Papers that are primarily reviews of a technical aspect of speleology will be identified in The Journal as "review papers".

**Advertising in the JOURNAL** -- The Journal may contain advertising for such things as scientific literature, scientific equipment for laboratory and field research, and expedition equipment. Advertisers will be encouraged to develop copy that is appropriate for a scientific journal. The Editor and the EVP come to an agreement on the expected amount of income from Journal advertising for the fiscal year. For planning purposes, this amount is added to the Journal budget. At the end of the fiscal year any unexpended Journal advertising income is placed in the Journal

Restricted Fund and is available for use by the Editor during subsequent fiscal years, with the approval of the EVP.

**Advertising of the JOURNAL** -- The editors will take steps to make the Journal more widely known and appreciated by NSS members. Such steps will take the form of attending and participating in local, regional, and national caving events and writing articles about the Journal for the NSS News, appropriate section newsletters, etc.

**Abstract services** -- Steps will be taken to include the Journal with as many abstract services as possible.

**Format (design)** -- The Editor of the Journal, the Production Editor of the Journal, and the NSS Special Publications Committee will periodically review the current style with the aim of modernizing and improving it.

**Instructions to contributors** -- The Editor and the Production Editor will periodically review the Guide to Authors with the aim of modernizing and improving it. These guidelines explain the layout of the Journal and discuss how to design figures for proper reduction. These guidelines also describe the discrete steps that a paper goes through on its way to publication.

**Editorial Board** -- The Editorial Board of the Journal will be composed of an Associate Editor for each major subject area of Speleology. The members of the Editorial Board will be proactive in soliciting papers for the Journal. Short biographical sketches of a few members of the Editorial Board will be printed in each issue of the Journal until all members of the Editorial Board have been introduced to the readership. Thereafter, new members of the Editorial Board will be introduced via such biographical sketches. These sketches will contain information concerning the background, education, and current position of the Associate Editors as well as relevant information about their caving experience. Small photographs of the Associate Editors will accompany these biographical sketches.

**Communications** -- Communications among the members of the Editorial Board will be by Internet e-mail, will be focused, and will be frequent. Whenever possible, communications between the Editorial Board and Authors will also be via Internet e-mail. Authors will be kept regularly apprised of the status of their papers and will be provided information on where in the publication process their papers are currently located and the anticipated dates of publication of their papers.

**Referee Procedures** -- The Editor will periodically review the Referee Procedures with the aim of improving the quality and timeliness of the referee reports. Referees will be selected from outside the NSS membership when the technical content of a paper warrants it.

**Relation to NSS NEWS and internal organizations** -- The Editor of the Journal and the editor of the NSS News will jointly agree on objective criteria for deciding in

which publication an exploration paper properly belongs. Each will forward to the other in a timely manner articles submitted for publication in their journal that are better suited for publication in the other's journal. The Executive Vice-President shall resolve cases of dispute. The Editor will reprint information from Internal Organization newsletters as appropriate and with permission, to give such information a wider audience.

**9. Caving Information Series (Prior to 2-82)**

(The Caving Information Series has been discontinued)

**10. Distribution of the Biennial Report 6/02**

The Biennial Report will be distributed to the end users via the appropriate NSS committees. Each officer will notify their committee chairs of the existence and intended use of the report. A committee chair that requires the use of the report will request the number of reports needed from the department officer. The officer will determine if the number requested and intended use is appropriate for the designed purpose of the biannual report. When the officer is satisfied that the number requested and intended use is appropriate, the officer will notify the NSS office to send the reports to the requesting committee chair and/or designee(s). The office will maintain a spreadsheet that tracks the distribution of reports including recipient(s), number sent, intended use, date sent. The Executive Vice President, in the committee reports, will report a summary of this data to the Board of Governors.

A number of issues, determined by the EVP, will be placed into inventory for sales to collectors and interested NSS members at a price determined by the Operations Vice President. A COA number will be assigned to track and account for these sales. When this inventory begins to get low, the EVP will determine the number to add to the inventory depending on the quantity remaining for designed usage and the point in time of the printing cycle.

The priority for distribution is as follows:

1. Fund raising
2. Public relations
3. Sales

**11. Special Publications Committee Policy 10/02**

The purpose of the Special Publications Committee is to publish media limited to cover appeal using the following guidelines:

1. Publish books other publishing entities will not publish
2. Provide a mechanism for caver support in publication
3. Reprint established standards when economically feasible
4. Attempt to financially break even at wholesale prices
5. Provide a mechanism to get the name and prestige of the NSS into the community.