



ASA Leadership Handbook

Communities & Sections



2023

ASA Communities

Join: www.agronomy.org/my-account/communities/asa

Learn More: www.agronomy.org/membership/sections-communities

Discussion Boards: www.agronomy.org/discussion-boards

Agronomic Production Systems Section

- Adaptive Nutrient Management
- Applied Soybean Research
- Bioenergy Systems
- Crop Irrigation Strategies and Management
- Fiber Crops
- Nutrient Management Professionals
- Organic Management Systems
- Precision Agriculture Systems
- Semi-Arid Dryland Cropping Systems
- Sensor-Based Nutrient Management
- Soil and Water Management Professionals
- Solar Corridor Crop System
- Weedy and Invasive Plant Species

Biometry & Statistical Computing Section

- Bioinformatics in Crops and Soils
- Statistical Education/Training for Researchers
- Spatial Statistics Application

Climatology & Modeling Section

- Agroclimatology and Agronomic Modeling
- Airborne and Satellite Remote Sensing
- Biophysical Measurements and Sensors
- Evapotranspiration Measurement and Modeling
- Global Climate Change
- Model Applications in Field Research
- Sensor-Based Water Management

Education & Extension Section

- Advancing Agronomy via Public-Private Collaboration
- Extension Education
- K-16 Education and Outreach
- Learning and Communication Technologies in Education/Extension

Environmental Quality Section

- Animal Agriculture and the Environment
- Biochar: Agronomic and Environmental Uses
- Beneficial Reuse By-Products in Agriculture
- Managing Denitrification in Agronomic Systems
- Nutrients and Environmental Quality
- Soil Carbon and Greenhouse Gas Emissions
- Sustainable Intensification

Global Agronomy Section

- Agronomic Solutions for Smallholders
- Agronomy in Africa
- Perennial Grain Development
- U.S.-Sino Agricultural Research Forum
- Wheat Initiative Agronomists

Land Management & Conservation Section

- Agricultural Experiment Station Management
- Cover Crop Management
- Soil Health



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To view the ASA Leadership Handbook online,
visit: www.agronomy.org/membership/sections-communities/leadership-information

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Introduction and Overview

Introduction and Overview

Vision: The American Society of Agronomy envisions a future where people embrace science to improve agriculture and the environment, while enhancing the human condition.

Mission: The American Society of Agronomy empowers people and communities to develop, disseminate, and apply novel agronomic solutions to sustain the world.

Core Values:

- **Integrity:** The American Society of Agronomy is a trusted source of scientific knowledge that serves as a foundation for understanding and action.
- **Inclusion:** The American Society of Agronomy provides the global community of agronomists of diverse backgrounds, heritage, and career paths with a supportive home that advances their aspirations.
- **Adaptability:** The American Society of Agronomy responds creatively to change, embracing opportunities in agriculture, and our scientific and social environments.
- **Sustainability:** The American Society of Agronomy takes responsibility for our actions, and will protect and nurture environmental, social, and economic resources.

Leadership

The American Society of Agronomy has a long and distinguished history, since its formation in 1905! Achieving ASA's Vision, Mission, and Purpose of "Agronomy Feeds the World" is accomplished through the dedicated leadership from Communities, Sections, Committees, Editorial Boards, and the Board of Directors.

Communities are the building blocks of the Society. Focused on the technical, discipline, educational, and networking aspects of the Society, they allow opportunities to collaborate and educate. They also provide flexibility to the Society and allow it to quickly organize to address scientific discovery associated with the Society's core purpose and challenge. Community Leaders provide the immediate interaction of the membership of the Society and should drive it toward the future. Communities play a critical role in the success of the Society.

Sections provide the organizing framework for the Society. They facilitate planning, communication and coordination among the programs and services of the Society, but more importantly among the membership of the Society. It might be said that Sections are the heartbeat of the Society as they represent the convergence of the broad disciplines of the Society and provide representation to the governance.

The **Board of Directors** provides the vision and strategic direction for the Society. This has and is driven by leaders who have recognized the importance of the Society's function in bringing together the knowledge and inspiration to enhance discovery and define agronomic science and application.

The **Committees and Task Forces** that provide recommendations and guidance to the Board by focusing membership perspectives and experience are important in defining structure and priority to emerging issues.

The **Headquarters Staff** provide a critical function in that they "Make it All Work." They keep track of decisions, conduct analysis and assessment, and provide the member services that are critical to the organization and function of the Society.

Handbook

This Leadership Handbook is intended to provide information and guidance for the current and future leaders of ASA's Communities and Section. It is designed as a living document to be amended and augmented as needed and as the Society moves to meet its mission, functions, and goals. It is the membership's responsibility to ensure that this document is improved and updated as needed to be an effective and efficient guide for their needs.

Organizational Overview

ASA Leadership & Organization

ASA is governed by a 16-member Board of Directors (16 voting members and four ex-officio members) who are guided by a Strategic Plan and adhere to the organizational bylaws. ASA, together with the Crop Science Society of America (CSSA), and Soil Science Society of America (SSSA), are the charter member organizations of the Alliance of Crop, Soil, and Environmental Science Societies (ACSESS), is a nonprofit 501(c)(3) organization providing management and administrative support service for the three Societies. The ACSESS Board of Directors is comprised of the ASA, CSSA, and SSSA President, Past President and President-Elect; the ASA, CSSA, and SSSA Chief Executive Officer as ex-officio, nonvoting; and other ex-officio, nonvoting members, as needed.

Headquarters Staff

The Society membership is fortunate to have a skilled, efficient, and dedicated staff at Madison headquarters to turn new ways of doing and improving leader and member services into reality. The Headquarters staff numbers 48 employees, working in the departments of Certification, Education, Finance, Governance, IT/Operations, Membership, Meetings, Public and Science Communications, Publications, and Science Policy. Most of the employees work at the Madison, WI office. There is also a Science Policy Office located in Washington, DC. View the Contact Us page on the ASA website for a list of staff, titles, and contact information: www.agronomy.org/contact/



Chapter 1: ASA Communities

Agronomic Production Systems Section

- Adaptive Nutrient Management
- Applied Soybean Research
- Bioenergy Systems
- Crop Irrigation Strategies and Management
- Fiber Crops
- Nutrient Management Professionals
- Organic Management Systems
- Precision Agriculture Systems
- Semi-Arid Dryland Cropping Systems
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Global Agronomy Section

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- Perennial Grain Development
- U.S.-Sino Agricultural Research Forum
- Wheat Initiative Agronomists

Land Management & Conservation Section

- Agricultural Experiment Station Management
- Cover Crop Management
- Soil Health

Purpose of ASA Communities

The Community/Section structure was created to enable ASA to have both the necessary structure for stable Society governance, and the flexibility and responsiveness to develop programs and services for its members. This structure is intended to give members opportunity to more quickly find and interact with others with similar interests.

The primary purpose of Communities and Sections is to quickly assemble members of common interest, facilitate planning, communication, and coordination of programs and services. Most programs and service activities are initiated within Communities, with Sections providing a coordinating and management role. The broad areas of Sections also provides a governance voice for the Society, with each of the seven Sections represented on the ASA Board.

Beginning a Community

A potential new Community starts by completing an ASA Community Creation Request Form. Completed forms are sent to membership@sciencesocieties.org. This petition is reviewed by the Stewardship and Review Committee and then forwarded to the ASA Board of Directors for a vote on the request and notice of approval or disapproval provided within three months of submission. A copy of the Community Creation Request Form is found here: www.agronomy.org/files/membership/communities/asa-community-creation-request-form.pdf

Maintaining a Community

Communities organize and remain a recognized Community within ASA with the following minimum activities:

1. Hold an Annual Community Planning Sessions (either at the ASA Annual Meeting, a virtual meeting, or other as arranged by Community Leaders)
2. Conduct an election of Community Leadership via email, discussion board poll, or at the Annual Community Planning Session.
3. Have a minimum of 10 ASA members at the end of the calendar year.
4. Organize a minimum of one symposium, oral session, technical tour, workshop, or event at the ASA Annual Meeting or other venue every two years.
5. Name Change. If the community would like a name change, the Presiding Leader will poll the current community members to establish that over 50% of the poll respondents support the name change. The Presiding Leader will submit the request to the ASA Stewardship and Review Committee for a vote to accept the new name. If the committee approves the name change, the

chair will send a letter to the ASA Board of Directors informing them of the new name.

Ending a Community

“Mission Accomplished”

Communities can be sunset following one of two different pathways: 1) Inactivity; and 2) Request.

Inactivity

Communities will be dissolved if inactive for two consecutive years. Inactive is defined as not having fulfilled all of the five minimum activities listed in Maintaining a Community (see next section). The ASA Stewardship and Review Committee annually reviews the health of each current ASA Community. If this Committee determines that a community has been inactive, they will issue a letter to the last listed Leader and Vice Leader of the Community and the Chair and Vice-Chair of the Section with a copy to the ASA Executive Committee and ASA Section Board Rep in which the Community resides, informing them of their status and what activity area(s) they are deficient. The letter will additionally state that the Community has 60 days to respond with a brief written plan for how it will be returning to active status if it chooses to do so. If the Community does not respond or provide that plan within the 60 days, the Stewardship and Review Committee will recommend to the Board of Directors that the Community be dissolved.

Request. A Community may for many reasons determine their purpose as a Community has been fulfilled, and thus proactively request the Community be dissolved. As an example, a Community may find that over time their activities closely align with that of another Community. From that recognition a request for one of the Communities to be ended may develop. The Community request for dissolution requires two steps:

- 1) Community leadership must poll Community members to establish a minimum of 2/3 of the members that vote support the dissolution action to be taken; and
- 2) Formally request the Community dissolution to the Stewardship and Review Committee, including the results of the poll. The Committee will review the request and make a recommendation to the Board of Directors.

With either pathway for ending a community, the Stewardship and Review Committee will share the results of their evaluation with the Board as well as Section and Community Leadership. The intent of assessing Community activity is to help Leadership understand the strengths and weaknesses of communities and facilitate better member services

Community Membership and Recruiting

As a benefit of membership, members may join any/all ASA Communities. Community membership is easily modified online through a member's account by visiting the My Account feature online: www.agronomy.org/my-account/communities/asa/

Community Leaders may review the list of members on their Community discussion board. (View the “Members” link in the upper right corner). Leaders should encourage student members and early career to participate in division activities. The number of Communities a member wishes to identify with is not limited, and can expand and contract to reflect a member's interests.

Services to ASA Communities

ASA is committed to creating, developing, and growing the opportunities for Communities. As such, services will be provided to the Community Leaders and the Communities. These will generally be managed through ASA staff. They include:

- Support to meet at the Annual Meeting (meeting space for Planning Sessions, as requested)
- Program Enhancement Funds
- Discussion Board for each Community
- Promotion of new Communities to encourage participation
- Promotion of Community activities, as requested
- Other services as approved by the ASA Board

Community Leaders

Community Leaders must be members of ASA and members of the ASA Community that they wish to represent. Community Leaders will serve two-year terms, with the first year as Community Vice-Leader and the second year as Community Presiding Leader.

Roles of Community Leaders

The leaders of each Community shall be responsible for the operations of the Community. Jointly, the Community-Leaders will do the following:

1. Provide leadership for Communities. This includes directing the Annual Community Planning Session. The Community Leader schedules the time, notifies members, and conducts the meeting.
2. Community Leaders will identify oral and poster sessions, develop symposia, plan field trips, workshops, or develop other activities. Details of all activities will be forwarded to the Section Chair.
3. Provide nominees for Section Chair and Board of Director Representative.

4. Develop and implement plans that maintain or enhance the viability of the Community and support the needs of Community members.
5. Implement actions approved by Community members.
6. Communicate and report information to the Section Chair in an efficient manner as needed to conduct the business of the Section and ASA and in order that the Section Chair can make their annual report to the ASA Board of Directors.

Elections of Community Leaders

While Section Chairs are elected as part of the general election by the full ASA membership, Community Leaders are elected by Community members only. Elections are held each year for a new Vice-Leader at the Annual Community Planning Session, at the ASA Annual Meeting, discussion board poll, or an alternative venue as selected by the Community Leaders. Alternatively, elections can be held online either prior to, or after the Annual Meetings as well.

Community leaders will communicate about all meetings and elections through the Community Discussion Board.

Annual Community Planning Session

There are several options for holding an Annual Community Planning Session:

1. During the ASA Annual Meetings
 - After the Section Business Meeting
 - After a Community symposia or session
 - Another time during the ASA Annual Meeting
2. Other event throughout the year (at another conference or event)
3. Virtual (conference call or Zoom)

If at the ASA Annual Meeting, Community Leaders schedule their annual Community Planning Session in the scheduling software program, and notify the Section Chair. Community Leaders promote their annual Community Planning Session with members via the discussion board. Community Leaders will forward a written report from the Community Planning Session minutes to the Section Chair, to be included with Section Annual Report to the Society, and the Vice Leader election results to Lauren McCann at headquarters.

Community Business Meeting Agenda

1. Review past year's activity of the Community.
2. Discuss ideas for future activity, develop sessions and symposia for the ASA Annual Meeting, prioritize, plan, and organize.
3. Elect a new Vice Leader, who after one year, moves into the Community Presiding Leader role.

Activities and Competitions. Communities are encouraged to work with their Sections to incorporate student activities and competitions into their programs to mentor and attract B.S. and M.S. students in the Society. This could include poster/oral paper competitions and awards.

To initiate a competition, contact Nate Ehresman nehresman@sciencesocieties.org, 608-268-4942.

Proceedings and Publications. Communities and Sections, along with all members, are encouraged to take advantage of the Society's journal publications. Should you desire to develop Proceedings or a Publication out of your Symposium, the Society requests first right of refusal to publish this document. In fact, there are many things that would provide value should you use the Publications Department to support your efforts to turn a symposia or session into a Proceedings or publication.



Discussion Boards

All Discussion Boards have links for Elected Leaders/ Guidelines, Member List, and Donate.

Visit the tutorial page for details: www.agronomy.org/discussion-boards/index.php?/tutorial.html/

- Network, connect and stay informed!
- Push notifications are available for time-sensitive posts.
- Communicate with your Community Members
- Members receive a daily digest of new community posts across all groups they belong to
- Start and Follow discussions
- Membership login same for all discussion boards.
- Discussions will have threads and archives – for easy viewing and keeping up-to-date!
- Polls can be created to help with community elections, Annual Meeting session voting, and more.

Join the discussion: www.agronomy.org/discussion-boards



Chapter 2: ASA Sections

Agronomic Production Systems Section

Biometry and Statistical Computing Section

Climatology and Modeling Section

Education and Extension Section

Environmental Quality Section

Global Agronomy Section

Land Management and Conservation Section

Purpose of ASA Sections

Sections are defined by broad disciplinary and functional areas within agronomic science and are the unifying organizational framework for Community activities. ASA Communities align with one of the seven ASA Sections. The primary purpose of Sections is to better assemble members of common interest, and facilitate planning, communication, and coordination of programs and services. Most programs and service activities are initiated within Communities, with Sections provide more of a coordinating management role. The Sections provide the governance, with the seven Sections represented on the ASA Board.

Section Officers

Roles of Section Officers

Each of the Section Officers: Vice Chair, Section Chair, and Section Board Representative have responsibilities according to their role.

Vice Chair:

- Assists Section Chair in their role as Section Program Chair.
- Serves as a member of the Nomination Committee for Section Vice Chair and Section Representative to the Board of Directors.
- Rotates to Section Chair after first year of service as Vice Chair
- Succeeds to Section Chair in the event the current Section Chair should resign or become unable to serve out the term of office.

Section Chair:

- Serves as a member of the A711 Program Planning Committee. With input from the Vice Chair, serves as Section Program Chair, including overseeing the distribution of program enhancement funds. Provides guidance to Community Leaders on organizing the program of technical sessions for the annual meeting; arranging papers in a coordinated program; arranging symposia and field trips when these are deemed desirable. For over-arching Section topics and activities, may also organize symposia, oral or poster sessions, field trips, graduate student awards, etc., as deemed desirable.
- Schedules the time, develops the agenda, and conducts the annual business meeting of the Section. This includes allowing time for Communities, if they so desire, to meet in breakout sessions at the annual business meeting.
- Communicates and reports information to and from Communities within the Section in a time efficient manner as needed to conduct business of the Section and ASA.
- Chairs the Nomination Committee for the Section Vice Chair and Section Representative to the Board of Directors. The Nomination Committee is composed of the Section Chair and Vice Chair. Nominations will be solicited from Community members through Community Leaders of the Section.
- Serves as a member of the A101 Nominations Committee. The ASA Executive Committee with the current President serving as Chair, and the voting members of the Board of Directors not represented through Sections (Early Career, Finance, Industry, ICCA Representatives) also serve on the A101 committee.
- Submits an annual summary report of Section and Community activities to the Board of Directors, as requested.

- Responds in a timely manner to requests for Section action from the ASA President, Executive Committee, or Board of Directors.

Section Presiding Chair and Vice Chair:

- Identifies and invites individuals to be Community Leaders only when Communities do not select their own Leader. Serves (via rotation) on the A213 Community Stewardship and Review Committee which meets to determine the viability of Communities, based on established criteria. If after two years a Community has become inactive, the Chairs will ask for approval from the Board of Directors for the Community to be discontinued.
- Develops plans that maintain or enhance the viability of the Section and supports the needs of the Communities within the Section.
- Assists in implementing actions approved by Communities within the Section.

Section Representative to the ASA Board of Directors:

- Serves on the ASA Board of Directors.
- Reports pending and actions of the ASA Board of Directors at the annual Section Business Meeting. Collects Section consensus on issues pending Board of Directors action.
- As appropriate, reports Section discussions, actions, and resolutions to the ASA Board of Directors.
- At the Board of Directors meeting during the Annual Meeting, provides the names of nominees for the upcoming ballot for Section Vice Chair and, when appropriate, Section Representative to the Board of Directors.
- May serve on the Budget and Finance Committee; Organization, Policy, and Bylaws Committee; Reinvest ASA Committee; Science Policy Committee; or Community Stewardship and Review Committee.
- In conjunction with Section Chair and Vice Chair, develops procedure to ensure Section web pages are up-to-date.
- Other activities as directed by the Section, Board of Directors, or Executive Committee. See Chapter 4 for more details on Board of Directors.

Section Elections

Officers for each of the seven Sections are elected by the general ASA membership. Section officers must hold Active membership or another category having the same privileges of Active membership. Terms are based on a calendar year (January 1–December 31). Section Officers serve the following terms:

- Section Chair and Vice Chair—two-year term each; staggered so they overlap 1 year
- The Section representative to the Board of Directors – 3-year term

Candidates for Section Office are discussed and identified at the annual Section Business Meeting with Section Chairs reporting the names of the candidates to the Section Board Representative. The Section Board Representative reports the names of the candidates at the ASA Board of Directors Meeting held during the ASA Annual Meeting.

Communication Opportunities for Sections

Section Annual Report

The Section Chair will submit an annual report, summarizing Section and Community activities to the Board of Directors. Following the Annual Meeting, a call for annual reports is emailed to all Chairs by Headquarters. Instructions for preparing the report, the format to follow, and the deadline for receipt are all included in the call. If the report carries definite recommendations or requires special discussion or treatment, it will be added to the agenda of a future ASA Board or Executive Committee meeting. Community Leaders will submit their Annual Community planning session notes to their Section Chair to be included in the Section Annual Report.



Chapter 3: ASA Annual Meeting

ASA Communities

ASA Sections

ASA COMMUNITIES and the ASA ANNUAL MEETING

Communities: Annual Meetings and Beyond

Community activities focus on members' program and service needs. Activities may include ASA Annual Meeting activities, such as symposia, oral sessions, meetings, workshops, tours, and social functions. Communities may conduct or sponsor activities that go beyond the ASA Annual Meetings, such as virtual meetings, workshops, smaller conferences, publications, awards, listservs, leadership development, white papers, books, grants, and many others, depending on feedback obtained from members.

In recent years, members also have expressed a need for the Society to develop a mechanism for identifying and organizing single-topic conferences that would promote the science of agronomy and build the ASA brand. Such a conference would be in addition to participation in the Annual Meeting and could be sponsored by ASA alone or in cooperation with other scientific societies, institutions, organizations, or funded grants. An A733 Agronomy Conference Meeting Committee was established to invite topic conference proposals from members and make recommendations for funding a potential conference to the Board. Organizers of a proposed conference are asked to contact the A733 Committee Chair or the Headquarters Meetings Department at 608-273-8080, to initiate exploration of a specific topic conference.

Annual Meeting Programming

Communities are an important part of the Annual Meeting programming. A major portion of meeting content and networking is provided through Communities. They play a primary role in developing activities for the Annual Meetings to include organizing oral and poster sessions, symposia, student activities and contests, workshops, tours and more. Community Leaders:

1. Solicit program ideas from Community members.
2. Communicate those ideas, as well as other activities, to your Section Chair, and keep them informed as to the scheduling of sessions, symposia, events.
3. Add events (such as oral or poster sessions, events, and your annual Community Planning Session) to the Annual Meetings program through our web-based scheduling software. View the Program Planning Manual in the Appendix for instructions. The Meetings Department will also provide training.

Annual Meeting Program Planning Manual

For programming purposes, the Meetings Department publishes an ASA Program Planning Manual, designed to guide Leaders and Chairs through the process of assembling the Community and Section programs at the Annual Meetings. It is a valuable tool which incorporates the when, how, and who of activities to program the Annual Meeting. It provides action and activity deadlines, information on electronic scheduling, as well as select policies and procedures for non-symposium or oral session functions. The Meetings Department also generates an ASA Meeting Planning Process schedule for the Annual Meeting year.

Activities and Competitions. Communities are encouraged to work with their Sections to incorporate student activities and competitions into their programs to mentor and attract B.S. and M.S. students in the Society. This could include poster/oral paper competitions and awards. To initiate a competition, contact Nate Ehresman, nehresman@science-societies.org, 608-268-4942.

Proceedings and Publications. Communities and Sections, along with all members, are encouraged to take advantage of the Society's journal publications. Should you desire to develop Proceedings or a Publication out of your Symposium, the Society requests first right of refusal to publish this document. In fact, there are many things that would provide value should you use the Publications Department to support your efforts to turn a symposia or session into a proceedings or publication.

Best Practices for ASA Communities and Sections

Promoting diversity and inclusion within our ASA Communities and Sections is a priority. We asked current leaders what ways they are doing this and developed this list of “Best Practices.” We hope you can begin to initiate these ideas into your Community or Section in the coming year!

Year Round-Engagement and Inclusion

- Recruit future leadership through personal interactions and encourage diversity in leadership positions in your ASA Communities and Sections.
- Recruit new members to join ASA with personal invites to students.
- Involve Chair-Elects into the scheduling/planning for the Annual Meeting.
- Communicate with your members via Discussion Boards! Keep messages short, use bullets to highlight the important items.
- When soliciting session ideas consider hot topics or issues in the news to gain traction and interest.
- Hold Zoom meetings for topical discussion and social hours.
- Promote Society Award nominations from your ASA Community members.
- Schedule an annual Online Community Planning Session or Section Business Meeting, which allows the opportunity for members to identify future leadership and develop activities for the coming year.

Involve students:

- Highlight student competition opportunities to let students know that their contributions are appreciated.
- Recognize winners at a session and with monetary awards/certificates.
- Inform students about Annual Meeting social events.
- Invite Grad Students to participate as moderators.
- Promote involvement of students through faculty and advisors.
- Reach out to students at the Annual Meeting for participation in Community sessions the following year.

Annual Meeting ideas

- Identify and schedule presiders or moderators for all symposia, sessions, panels, etc.
- Announce your Community/Section events on your Discussion Board or through a *CSA News* article.
- Don't forget Program Enhancement Funds (PEF) or other funding sources to meet your goals and objectives.
- Schedule downtime during your sessions. Consider a short session titled appropriately, i.e. Community Collaboration and Networking.
- Use Mentoring programs (including eMentor@careerplacement.org) to connect members and include a social event. Acknowledge the pairs at your Division Business Meeting (introduce, bring them to the podium, take a picture).
- Promote attendance at your business meetings by providing a lunch or schedule your business meeting between a session and a mixer. Solicit ideas from members for next year's meeting.
- Organize a 5-Minute and Poster Presentation session and award certificates/cash prizes.
- Have students (and all members) introduce themselves at business meetings.
- Use targeted emails, connections during annual meeting, and discussion boards to develop Cross-Division/Community/Society Symposia. Also call or email other leaders and pitch ideas for these sessions.
- Promote attendance at your business meetings by sending out reminders on the morning of the event.
- Promote diversity! Reach out to underrepresented groups to ask them to participate.
- Evaluate invited speakers to ensure diversity.
- Solicit session ideas from your members in person at the business meetings and through the discussion boards.
- Remind members they can interact with leaders at the Annual Meeting and rub elbows with idols in their field!
- Use the annual tour opportunity and other annual meeting networking options to get involved and develop new connections and friendships.

ASA SECTIONS and the ASA ANNUAL MEETING

Sections are a critical organizing component of Annual Meeting programming. They play a role in developing, organizing, and unifying the content of the Annual Meetings.

Section Business Meeting

Section Business Meetings will be held at the ASA Annual Meeting. The Section Business Meeting is chaired and conducted by the Section Chair with minutes kept by the Vice Chair. A report of the Section Business Meeting, including Annual Community Planning Session notes, is submitted to ASA headquarters (prompted by an email). Section Chairs can send notice of Section Business Meeting time and place to members through the Section listserv. The Section Business Meetings may follow this sample format:

- Message from one of the Presidents
- Board Representative Report: Section Board Reps will provide an update on Society activities (they will receive Talking Points in advance of the Annual Meeting). This may include: Annual Meeting report, budget and finance summary, membership update
- Review Section activity
- Open discussion for Section-wide symposia ideas
- Explanation of Program Enhancement Fund Policy
- Election nominations: Section Chairs discuss and identify candidates for Vice Chair and Section Board Representative when the positions become vacant. Section Chairs to also discuss/identify candidates for ASA President-Elect. Section Chairs will provide candidate names of Section Officers and ASA President-Elect to their Section Board Rep during the Annual Meeting. Section Board Reps will announce names of candidates at the ASA Board meeting at the end of the ASA Annual Meeting

Community Business Meetings can be held as a breakout group following the Section Business Meeting, though Communities can use other options (see the Community Chapter). Section Chairs should coordinate with Community Leaders when scheduling their Section Business Meeting.

Annual Meeting Programming

Section Chairs are the organizing force to ensure coordination and communication, that Communities empower themselves and that annual program planning is focused and on time. For the ASA Annual Meeting Program, Section Chairs:

1. Identify appropriate input and solicit program ideas of colleagues and Community Leaders.
2. Guide Community Leaders in organizing and focusing efforts for the annual meeting.
3. Serve on the A711 ASA Program Planning Committee.

As a part of the organizational structure, Section Chairs can organize oral and poster sessions, symposia, student activi-

ties and contests, workshops, tours and more at the Annual Meetings. These elements of the Annual Meetings can capture the broader science and discovery elements of one, more, or hopefully the combined Communities within the Section.

Program Planning Manual

For programming purposes, the Meetings Department publishes an ASA Program Planning Manual. The Program Planning Manual is designed to guide Leaders and Chairs through the process of assembling the Community and Section programs at the Annual Meetings. The manual is a valuable tool which incorporates the when, how, and who of activities to program the Annual Meeting. It provides action and activity deadlines, information on the online abstract scheduling program and scheduling advice, as well as select policies and procedures for symposium and oral/poster session functions. The Meetings Department also generates an ASA Meeting Planning Process schedule. View the most recent version of the Program Planning Manual for detailed instructions and deadlines for the ASA Annual Meeting in the Appendix.

Leadership and Coordination. Communities are organized along topical areas of interest. These can be fluid and change. Section Chairs must ensure coordination and communication among Communities. This is both a leadership and, as appropriate, a technical role to focus the content of the Annual Meetings.

Section-wide Symposia. Section-wide symposia and sessions are good vehicles for promoting Communities within a Section. They also provide a means to highlight those cross-cutting issues that are relevant to Communities within the Section. Current policy for symposia indicates that a symposia must include one invited speaker(s) from outside the Societies and can include multiple invited speakers, both from outside and within the Societies. ASA has a limit of one, half-day symposium per Section. Please refer to the section in this handbook on Community Annual Meeting Programming for additional hints and tips for symposia development and certain requirements to support Communities within the Section.

Volunteer Oral and Poster Sessions. As with symposia, Sections can organize volunteer oral and poster sessions. These can be devoted to cross-cutting issues within the Section. They might also be used for those volunteered papers that just don't seem to fit within a particular Community. Session topics can be identified during the Section Business Meeting, solicited through the Section's listserv, and by Community members.

Section Chairs and Community Leaders have access to our online abstract scheduling program in order to organize and schedule oral and poster sessions for their Community

and Sections. This is intended to allow both Section Chairs and Community Leaders flexibility to meet the interests of their Communities and Sections. Section Chairs still have the responsibility to assure organization and focus. Refer to the area in this handbook on Community Annual Meeting Programming to review additional requirements to support Communities within the Section.

Awards and Contests. Sections are also encouraged to have contest and award programs. This might be at the Section-wide level, but may also be in support of one or more Community initiatives.

Proceedings and Publications. Communities and Sections, along with all members, are encouraged to take advantage of the Society's journal publications. Should you desire to develop Proceedings or a Publication out of your Symposium, the Society requests first right of refusal to publish this document. In fact, there are many things that would provide value should you use the Publications Department to support your efforts to turn a symposia or session into a Proceedings or publication.



Chapter 4: ASA Board of Directors and Other Leadership Service

ASA Board of Directors

ASA Committees

ASA Editorial Boards

ASA Governance

ASA Board of Directors

The Purpose of the ASA Board

1. To serve as the policy-making arm of the Society as directed by the ASA Bylaws. Except for those matters which the Bylaws specify are under the direct authority of the membership of the Society or are specifically designated as responsibilities of stated Society officers. The Board of Directors establishes the policies and revises them when it deems advisable.
2. To have, hold, and administer all property and funds of the Society, in conformity with the Articles of Incorporation and Bylaws.
3. To engage the Chief Executive Officer and other employees as may be needed; however, instead of directly employing personnel, ASA has an agreement with the Alliance of Crop, Soil, and Environmental Science Societies (ACSESS) to handle its operational activities on a cost-input basis.
4. To continually reassess the current operations and the future role of the Society and of agronomy as a profession. This includes updating the strategic plan regularly and monitoring the plan's progress.
5. To meet twice per year (traditionally in the Spring and at the annual meeting) and at other times as needed, or conduct conference calls or online meetings, to conduct Society business. In a meeting of any format, 50% of the voting members of the Board shall constitute a quorum for voting. Official action by the Board is based on a majority vote of the voting members of the Board present in a meeting of any format. Agendas and board materials will be posted to the board webpage (only accessible to current ASA Board members upon log-in): www.agronomy.org/membership/committees/boards/a003/

Fiscal Decisions

For fiscal decisions, the ASA Board of Directors has a Budget and Finance Committee (B&F Committee) who reports financial results during monthly board meetings. The Board of Directors approves the annual operating budget that is recommended by the B&F Committee (prepared in collaboration with headquarters staff), generally at the Annual Meeting. To the extent the Society has special requests for funding not contemplated in the approved budget; the B&F Committee may review the request and make a recommendation for the board to approve the new funding requests. For more information, view the Budget and Finance Committee section later in this chapter.

Board Membership and Responsibilities

Individuals serving on the Board of Directors must hold the Active membership category or another category having the same privileges as active membership. The term of office for Directors begins on January 1 and ends on December 31. The ASA Board of Directors consists of the following members, serving for the terms indicated.

Executive Board Members

The ASA Executive Board members are the President, President-Elect, and immediate Past President of ASA. The ASA President serves as the presiding officer of the Board. For information on functions and responsibilities, view the guidelines online:

- ASA Executive Committee: www.agronomy.org/membership/committees/view/get-file/A003/A003-guidelines.pdf
- ASA President: www.agronomy.org/membership/committees/view/get-file/A001.1/A001.1-guidelines.pdf
- ASA President-Elect: www.agronomy.org/membership/committees/view/get-file/A001.2/A001.2-guidelines.pdf
- ASA Past President: www.agronomy.org/membership/committees/view/get-file/A001.3/A001.3-guidelines.pdf

Section Board Members

One elected member representing each of the Sections of ASA, each serving for a term of three years. Section Nomination Committees prepare the slate of candidates. If a Section Board Representative is unable to attend a meeting, he or she may request that the Section Presiding Chair or Vice Chair represent the Section at the meeting and vote on all matters that come before the Board of Directors. For additional information, view Chapter 2 on Sections in the Handbook. In addition, information on the responsibilities of the Section Board Representatives, are available in the Appendix: A012–A018 ASA Section Officers

Special Board Committees

ASA Organization, Policy, and Bylaws Committee

ASA Budget and Finance Committee

ASA Nominations Committee

ASA Science Policy Committee

Reinvest ASA Committee

Committee guides can be found at: www.agronomy.org/membership/committees/

Other Leadership Service

Society Committees

Effective operation of the American Society of Agronomy is dependent to a large extent on its committees. Most actions of the Society originate in and are evaluated and recommended by committees. Authority for conducting the Committee business of the Society is given in the ASA Bylaws of the American Society of Agronomy. Standing Committees are those established by the ASA Bylaws or by actions of the Board of Directors. Other Committees are established by actions of the ASA Board of Directors or by the Executive Committee. These are usually called Special Committees. Persons appointed to Society Committees must be members of the Society. Exceptions to the requirement for membership for service on Committees can be made by the President when special expertise or opinion from nonmembers is needed.

A list of ASA Committees can be found online at: www.agronomy.org/membership/committees/view

Committee Service

The vision and mission of the Society is advanced with the dedication and commitment of over 1,700 member leaders. Together, Committees develop and recommend policy, provide advice on editorial issues, develop programs, and assist in creating a rewarding and valuable member experience. Participating as a Society volunteer is truly a rewarding and enjoyable experience. Society Committees are filled by appointment by the respective Society President-Elect. Members request Committee service at: www.agronomy.org/membership/committees/volunteer/

The ASA President-Elect has the responsibility for appointing new ASA Committee members and Committee Chairs.

Committee chairs are responsible for scheduling meetings of the Committee. At the end of their term, the new Chair and new Committee member(s) should be invited to attend and be introduced. The outgoing Chair reviews the past year's activities, assist the new Chair in developing an activity plan for the coming year, and turns over the Committee files to the new Chair to make plans and assignments. Much of the Committee business and activity is conducted by email and electronic meetings during the year.

All ASA Committees are required to submit annual summary reports for consideration by the ASA Board of Directors and/or the Executive Committee. The ASA Headquarters Office sends the required forms and instructions to the Chair. The reports detail the accomplishments during the year and any recommendations for consideration by the Board.

Task Forces

Special Committees may be appointed by the President as deemed desirable. These are usually called Ad Hoc Committees or may be called a Task Force. A Task Force may study an issue or topic, and on the basis of such study, prepares a report to recommend to the Board of Directors or Executive Committee what actions should be taken or changes made in Society structure, governance, activities, and services.



Appendix

Links of Interest

Community and Section Information

www.agronomy.org/membership/sections-communities

Community and Section Leadership Information

Leadership Handbook

Annual Meeting Program Planning Manual

Competitive Program Enhancement Funds application

Leadership Discussion Board

Section and Community Leaders List

Community Creation Request Form

Community Leader Guidelines

Section Officer Guidelines

www.agronomy.org/membership/sections-communities/leadership-information

Community Stewardship Review Committee

www.agronomy.org/membership/committees/view/A213/

ASA Leadership and Governance

www.agronomy.org/about-society/governance

DIVERSITY, EQUITY & INCLUSION



Diversity, Equity, and Inclusion Statement

We, as the American Society of Agronomy, Crop Science Society of America, and Soil Science Society of America Boards of Directors, approve and fully support this statement and affirm our commitment to Diversity, Equity and Inclusion in our Societies and sciences. March 2021

Our Vision and Role

We envision a scientific community where every person, regardless of their background and challenges, is able to explore their potential. Our role is to help elevate professional and scientific growth of individuals in all career stages. We proudly serve our members, collaborate with stakeholders, and partner with policymakers to help empower, engage, and cultivate the advancement of all within our scientific community.

Our Pledge

We are committed to enhancing the experiences, opportunities, and safety of all members by creating a diverse, equitable and inclusive environment in our scientific fields of study and throughout the Societies. Our Boards of Directors, Committees, and Staff are working to bring diverse voices to the table and provide unique perspectives to enhance the quality and innovation of our sciences and our scientific organizations. We pledge to be a reflection of the communities we serve through fostering an atmosphere of respect, open communication, and diversity that serves as a model for our members and other stakeholders.

At the American Society of Agronomy (ASA), Crop Science Society of America (CSSA), and Soil Science Society of America (SSSA), our core values guide our efforts and long-standing commitment to proactively build a culture where every person can develop and apply their limitless potential in the fields of agronomy, crop, soil, and environmental sciences. We are committed to increasing diversity in Science, Technology, Education, Agriculture, and Mathematics (STEAM) by seeking out participation from underrepresented groups, in order to build and develop a world in which studying, working, utilizing, contributing and promoting science are open to all.

We define diversity, equity, and inclusion as:

Diversity

Individual diversity is a unique collection of attributes and life experiences that make us each who we are. These include, but are not limited to, national origin, language, race, color, political viewpoints, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, career stage, and family structures/backgrounds. Collectively, the diversity of our members helps guide our missions, provides innovative ideas to solve the problems facing our communities and our planet, and provides a richer connection to each other.



“Diversity is not about how we differ. Diversity is about embracing one another’s uniqueness.”

– Ola Joseph, Author

Equity

Equity is providing various levels of support and assistance depending on the specific needs or abilities of individuals to ensure all can succeed. Equity is different from equality in that equality implies treating everyone as if their experiences are exactly the same. Being equitable means acknowledging and addressing structural inequalities—historic and current—that advantage some and disadvantage others. Equal treatment results in equity only if everyone starts with equal access to opportunities.



“Equality is leaving the door open for anyone who has the means to approach it; Equity is ensuring there is a pathway to that door for those who need it.”

– Caroline Belden, Author

Inclusion

Inclusion is to pursue deliberate efforts to ensure that our organizations welcome differences, respectfully listen to diverse perspectives and make every individual feel welcome, empowered, accepted and that they belong.



“Inclusion is not a strategy to help people fit into the systems and structure which exist in our societies. It is about transforming those systems and structures to make it better for everyone.”

– Diane Richler Past President,
Inclusion International



Our Commitment

ASA, CSSA, and SSSA are committed to encouraging a culture of diversity, equity, and inclusivity that ensures:

- ◆ All members and staff are valued, belong, and can have their voices heard.
- ◆ Staff and leaders are able to clearly articulate and reflect our commitment to diversity, equity, and inclusion. They are aware of social context, create positive inclusive environments, eliminate microaggressions, and help each other build genuine relationships and networks.
- ◆ All are treated collegially in all communications, public or private.
- ◆ Pathways are promoted for students to transition into agricultural and natural science careers that maximize their unique perspectives, competencies, and abilities.
- ◆ Leadership understands and works to change the conditions needed to create an environment where everybody can thrive and grow personally, academically, and professionally.
- ◆ Scientific career and professional development opportunities are available to support life-long growth, and by extension, promote inclusion for all society members.
- ◆ Leadership represents the diversity of our Societies - including the diverse perspectives and beliefs of our members.
- ◆ An environment that is safe and free from harassment and other negative behaviors.
- ◆ Society policies and activities support diversity, equity, and inclusion.
- ◆ Our efforts act as an example for other organizations.