Appendix A

Scope of Work
Calendar Year 2018

National Office
The Board on Human Sciences

November 11, 2017

I. Administrative/Program Assistant and Senior Associate Director Senior Associate/Executive Director, BoHS Activities:

1. Establish an office to serve as the address and central contact for the BoHS organization.
2. Refer to the Rules of Operation for guidance on logistics and responsibilities.
3. Update Rules of Operation to reflect revisions adopted by the BoHS.
4. Maintain BoHS institutional membership list and institutional representative contact list.
   a. Make immediately available to Board of Directors and subsequent updated versions
5. Create and maintain email listserv of members and the Board of Directors.
6. Invite administrators of units that are not currently BoHS affiliates to attend conferences and recruit non-member units that are eligible for BoHS membership.
7. Continually update and maintain the BoHS website http://www.aplu.org/members/commissions/food-environment-and-renewable-resources/board-on-human-sciences/index.html hosted on the APLU website; this task should be done in coordination with the BoHS directors and/or a member of the BoHS Executive Committee in order to ensure priority content.
8. Maintain a BoHS presence on social media (e.g. Twitter), address is: @APLU_BoHS.
9. Respond to questions and requests of BoHS members, speakers and conference guests, partners, liaisons, and the general public or media.
10. Schedule conference calls of the BoHS Executive Committee (elected officers Chair, Vice Chair/Chair-elect, Secretary/Treasurer, Vice Chair for Program, and Past Chair and Counselor, and Advocacy Chair).
11. Assist the BoHS Board of Directors in the compilation and distribution of minutes, communications, and other documents.
12. Facilitate interaction, collaboration, and cooperation with other APLU entities and partners in the federal government and private sector.
13. Provide a “job bank” for BoHS openings at APLU institutions using the APLU job openings website.
14. Support the BoHS in the maintenance of the group’s archives housed in Kansas State University Library.
15. Invoice and collect the BoHS membership dues (BoHS Secretary/Treasurer) and report institutional membership status updates to the BoHS Secretary/Treasurer.
16. Assure payment of invoices (in consultation with the BoHS Secretary/Treasurer) from the BoHS account(s).
II. Work with and support the Executive Committee of the BoHS Directors and other committees:

1. Prepare agenda and associated background materials including reports for Executive Committee Director meetings (three in-person and approximately three to six conference calls annually).

2. Serve as ex-officio member of committees: Executive, Finance, Nominating, Program Legislative/Advocacy, and Awards.

3. Support Vice Chair for Program and see that all logistics are in place for the annual Spring Conference or joint conference (every other year) with the Council of Administrators of FCS (CAFCS) including awarding the Emerging Administrator Award and meeting of the Board of Directors.

4. Support Nominating Committee with the process for nomination and election of Directors and Officers. Terms of office end/begin at APLU annual conference in November.

5. Develop orientation packet and implement orientation of new Directors and Officers.

6. Author various reports and prepare agenda and minutes for meetings and conference calls.

7. Manage the BoHS meetings held in conjunction with the APLU Annual Meeting:
   - Support the BoHS Directors in identifying sessions for APLU including securing speakers.
   - Secure representatives from the advocacy organization of the APLU Board on Agriculture Assembly to attend Board and/or Business Meeting.
   - Assist the BoHS in preparing meeting agendas, packets, and other materials for the membership.
   - Prepare meeting agendas, packets, and other materials.
   - Attend Board of Directors and BoHS Business meetings.
   - Issue press releases (when warranted) on the work of the BoHS.

8. Manage Spring meeting initial planning and logistics:
   - Secure meeting locations and negotiate meeting/hotel contracts using the APLU contractor.
   - Attend Board of Directors meetings and participate in conference calls.
   - Provide meeting registration and follow-up communications through Cvent.
   - Assist the BoHS in scheduling seminars, webinars, or other activities.


10. Professional Development - Provide coordination of logistics for all BoHS meetings; support Vice Chair for Program in developing the program (topic, delivery format, speakers, etc.) and communications with associated persons.

11. Awards – Provide coordination of process to seek nominations, review nominations and select award recipients, and correspondence for award candidates and recipients; notify recipients and provide information regarding awards ceremony at APLU, manage expenses related to travel of the recipients; and coordinate annual awards breakfast program.
III. Support advocacy for federal policies, legislation and appropriations as well as collaboration with national organizations:

1. Prepare formal and informal correspondence.
2. Respond to opportunities and requests for information.
3. Support liaisons from the BoHS to other entities. Maintain an active list of BoHS liaisons (primary and secondary) to the following: Extension Committee on Organization and Policy (ECOP); Experiment Station Committee on Organization and Policy (ESCOP); Commission on International Initiatives (CII); Academic Programs Committee on Organization and Policy (ACOP); Board on Ag Assembly/Budget and Advocacy Committee (BAA/BAC); Committee on Legislation and Policy (CLP); and Council on Government Affairs (CGA).
4. Foster strong partnerships and active liaisons to BoHS from related organizations such as the American Association of Family and Consumer Sciences (AAFCS); Council of Administrators of Family and Consumer Sciences (CAFCS); the Family and Consumer Sciences Alliance; the Family, Career and Community Leaders of America, Inc.; and other such groups.
5. Maintain communication with NIFA staff as well as liaisons and administrators.
6. Foster collaborative partnerships with USDA NIFA, USDA FNS, NIH, DHHS, NSF, etc.

IV. Provide Budget and Fiscal Oversight:

1. With BoHS Secretary/Treasurer, review, adjust and present the annual BoHS budget to BoHS Directors for review, vote and approval of new budget.
2. Under the direction of the BoHS Secretary/Treasurer, develop and implement a timeline for bill payment and management.
3. Support Secretary/Treasurer and Finance Committee.
4. Analyze and conduct an orientation for BoHS Directors on income and expenses.
5. In coordination with the APLU Chief Financial Officer, create quarterly financial reports including annual operating income and expenses and investments balances.
6. Manage accounts payable including travel and other reimbursements and accounts receivables.
7. Conduct any other business matters.
8. Update and maintain the BoHS Archives in Kansas State University Library.
9. Undertake the necessary steps with the Internal Revenue Service and Varney and Associates to terminate the incorporation and non-profit status of the BoHS

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