

## APS Forum on Education: Duty Calendar

**The FEd year starts on January 1, when new officers begin their terms and continuing officers progress to the next year of their term. This calendar assumes an April meeting and will need some adjustment if the meeting is at a different time.**

Month	Event/Activity	Vice-Chair	Chair-Elect	Chair	Past Chair	Sec/Treas	News. Ed.
January	<p>1. AAPT Winter Meeting</p> <p>2. APS/AAPT Members at Large should review: Charge to AAPT Past President and Some Members of the APS/FEd Executive Committee on the FEd governance web site.</p> <p>3. APS leadership convocation</p>	<p>1. Attends APS leadership convocation</p>	<p>1. Attends APS leadership convocation</p> <p>2. Face-to-face sorters meeting for April meeting.</p>	<p>1. Requests suggestions from EC for the Selection Committees for the Excellence and the Reichert Awards.</p> <p>2. Writes ‘From the chair’ column for the FEd Spring newsletter before the editor’s deadline.</p> <p>3. Sends requests to candidates for Selection Committee for the Excellence and Reichert Awards</p> <p>4. Distributes draft newsletter to Ex Comm for comment.</p> <p>5. Writes an article about the FEd sessions at the forthcoming March and April meetings and sends it to the newsletter editor</p>		<p>1. Updates budget for upcoming year</p> <p>2. Arranges Ex. Comm. Meeting and Education and Diversity Reception with APS.</p> <p>3. Sends invitations to new Fellows for Education and Diversity Reception. See Note 3.</p> <p>4. In consultation with Chair, sends invitations to all EC members for EC meeting. See Note 2.</p> <p>5. Reviews Forum Website for updates, new Ex. Comm. members, etc</p>	<p>1. Receives final article drafts.</p> <p>2. Sends Spring Newsletter articles to APS for formatting.</p> <p>3. Finalizes newsletter with the APS.</p>

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February			1. Communicates with AAPT President about organizers for FEd/AAPT invited sessions at the April Meeting, those people will be asked to be a part of the FEd Program Committee	1. Sends out email notice to FEd members to solicit nominations for the Excellence and Reichert Awards. (Deadline is June 1) and writes short notice for FEd Spring newsletter.	1. Sends out email notice to FEd members that deadline for fellowship nominations is June 1 and writes short notice for FEd Spring newsletter.	1. Arranges travel expenses (if needed) for EC members and speakers as appropriate.  2. Update the Past Executive Committee listing at: <a href="http://www.aps.org/units/fed/governance/officers/past.cfm">http://www.aps.org/units/fed/governance/officers/past.cfm</a>	1. Reviews formatted newsletter.  2. Creates article solicitation and deadline for Summer Newsletter

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March	<p>1. APS March Meeting: Reichert Award, Education and Diversity Reception</p> <p>2. Publication of FEd Spring Newsletter</p>		1. Attends Program Committee meeting at March or April meeting (both, if possible)	<p>1. Finalizes and sends names of Vice Chair, member, and current awardee to APS Honors Administrator for Selection Committees for Excellence and Reichert Awards – see note 1.</p> <p>2. Sends email to FEd members about Spring newsletter.</p> <p>3. Attends March meeting as past program chair. Represents FEd at Education and Diversity Reception</p>			1. Has Spring Newsletter posted on FEd Website.

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April	<p>1. APS April Meeting: Exec Comm. Meeting, Education and Diversity Reception, Fellows Awards, Excellence in Education Award</p> <p>2. APS Spring Committee on Education Meeting at ACP, College Park</p> <p>3. AAPT organized APS Sessions at April meeting</p>	<p>1. Attends Exec Committee Meeting</p>	<p>1. Attends Exec Committee meeting</p> <p>2. Works with Chair to appoint Program Committee. See Note 5.</p> <p>3. Attends APS-COE spring meeting</p> <p>4. Attends Program Committee meeting at March or April meeting (both, if possible)</p>	<p>1. Attends April meeting as past program chair</p> <p>2. Presides at Exec. Comm. meeting &amp; creates agenda with Sec/Treas.</p> <p>3. Attends APS-COE spring meeting</p> <p>4. Works with Chair-Elect to appoint Program Committee</p> <p>5. Represents FEd to introduce fellows and make comments at Education and Diversity Reception at April meeting</p>	<p>1. Attends Exec Comm. Meeting.</p> <p>2. Works with Chair to appoint Fellowship Committee</p> <p>3. Attends APS-COE spring meeting</p>	<p>1. Confirms final plans for Ex. Comm. meeting and Education and Diversity Reception</p> <p>2. Attends Exec Comm. Meeting and makes budget report.</p> <p>3. Creates minutes of Ex. Comm. Meeting and distributes.</p>	

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<b>May</b>		<p>1. Works with Chair to appoint Nominating Committee.</p> <p>2. Solicits candidates for office using email to FEd members and solicitation in FEd Summer newsletter.</p>	<p>1. Organizes Program Committee</p> <p>2. Solicits ideas for potential session topics and speakers using email to FEd members and solicitation in FEd newsletter.</p>	<p>1. Writes 'From the chair' column for the FEd summer newsletter and sends it to the editor before the deadline.</p> <p>2. Works with Vice Chair to appoint Nominating Committee</p> <p>3. Contacts the chairs of the two Award selection committees to evaluate the need to solicit additional candidates.</p>			<p>1. Receives final article drafts for Summer Newsletter and forwards these to Chair.</p> <p>2. Creates article solicitation and deadline for Fall Newsletter</p>
<b>June</b>	<p>1. Deadline for nominations for Fellows (June 1)</p> <p>2. Deadline for nominations for Excellence in Education Award and Reichert Award (June 1)</p>	<p>1. Works with Nominating Committee on potential nominees</p>	<p>1. Works with Program Comm. on potential session topics and speakers for March and April meetings and summer AAPT meeting.</p>	<p>1. Collaborates with AAPT President on joint meeting of FEd/AAPT Board held at summer AAPT. (Note: attended by FEd exec members who are attending AAPT)</p> <p>2. Send newsletter draft to ExComm for comments.</p>	<p>1. Receives Fellows Nominations from APS. Begins selection process with Fellows Selection Committee.</p>		<p>1. Sends Summer Newsletter articles to APS for formatting.</p> <p>2. Distributes draft newsletter for comments and finalizes newsletter with the APS.</p> <p>3. Reviews formatted newsletter.</p>

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<b>July</b>	1. Publication of FEd Summer Newsletter  2. AAPT Summer Meeting: Meet with AAPT Board  3. Plenary Session at AAPT meeting organized by FEd	1. Works with Nominating Committee on potential nominees	1. Works with Program Comm. on potential session topics and speakers  2. Works with AAPT Program Chair on AAPT organized sessions for April meeting. See Note 4.  3. Works with AAPT Program Chair to plan APS Plenary Session at AAPT Summer meeting.	1. Sends email to FEd members about summer newsletter.		1. Creates minutes for FEd/AAPT Board meeting, if present at the meeting.	1. Has Summer Newsletter posted on FEd Website
<b>August</b>			1. Finalizes topics, speakers, and chairs for next calendar year meetings.  2. Begins entry of March Meeting invited session info to APS portal		1. Forward Fellows nominations to the APS for approval		

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September	<p>1. Program meeting for APS March Meeting (online)</p> <p>2. AAPT Plenary Session organization</p>	<p>1. Finalizes Ex. Comm. candidates. Solicits Candidate bios and statements.</p>	<p>1. Attends March APS Program videoconference, or has a substitute attend.</p> <p>2. Completes entry of March Meeting invited session info to APS portal</p> <p>3. Begins entry of April Meeting invited session info to APS portal.</p> <p>4. Informs AAPT Program Chair of invited speakers for APS plenary at Summer AAPT meeting.</p> <p>5. Consults with Program Chair for DAMOP regarding education session at their meeting.</p> <p>6. Writes an article about the FEd sessions at the March and April meetings in the following year (if the program is finalized) sends to newsletter editor before the deadline</p>	<p>1. Writes 'From the chair' column for the FEd Fall newsletter and sends it to the editor before the deadline.</p>			

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<b>October</b>	<ol style="list-style-type: none"> <li>1. APS Committee on Education meeting (usually not at ACP)</li> <li>2. Ballot creation</li> <li>3. Announcements of APS Fellows</li> </ol>	1. Works with Sec/Treas on Ex. Comm. Ballot	<ol style="list-style-type: none"> <li>1. Attends APS Committee on Education meeting</li> <li>2. Completes entry of April Meeting invited session info to APS portal.</li> <li>3. Attends April APS Program committee videoconference, or has a representative attend.</li> </ol>	<ol style="list-style-type: none"> <li>1. Attends APS Committee on Education meeting</li> <li>2. When the Excellence and Reichert Awards are announced, send congrats to the winners, an email to the exec committee, and an email to the members.</li> <li>3. Distributes draft newsletter to ExComm for comments</li> </ol>	1. Attends APS Committee on Education meeting	<ol style="list-style-type: none"> <li>1. Creates Ex. Comm. online ballot</li> <li>2. Opens Ex. Comm. ballot for voting</li> </ol>	<ol style="list-style-type: none"> <li>1. Receives final article drafts for Fall Newsletter.</li> <li>2. Sends Fall Newsletter articles to APS for formatting.</li> <li>3. Finalizes newsletter with the APS.</li> </ol>
<b>November</b>	<ol style="list-style-type: none"> <li>1. Publication of Fall Newsletter</li> <li>2. Program meeting for APS April Meeting (online)</li> </ol>		1. Sorts contributed abstracts for March Meeting (online)	<ol style="list-style-type: none"> <li>1. Congratulate the new fellows, email to exec committee, email to members.</li> <li>2. Sends email to FEd members about fall newsletter.</li> </ol>		<ol style="list-style-type: none"> <li>1. Update website with new fellows and award winners.</li> <li>2. Completes election and informs Chair of winners.</li> </ol>	<ol style="list-style-type: none"> <li>1. Has Summer Newsletter posted on FEd Website</li> <li>2. Creates article solicitation and deadline for Spring Newsletter</li> </ol>



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December			1. Sorts contributed abstracts for April meeting (online)  2. Face-to-face sorters meeting for March meeting.	1. Notifies candidates of outcomes of election  2. Announces election results to FEd members in email.		1. Reviews FEd Fellows announcement on web site.	1. Updates FEd Newsletter index (???)

Note 1: For additional details, see Excellence in Physics Education Duties at <<http://www.aps.org/units/fed/governance/index.cfm>> and Reichert Award Duties at <<https://www.aps.org/programs/honors/prizes/lab.cfm>>

Note 2: Also consider inviting the chairs of related Forums such as FGSA, FOEP, and FIAP. The FEd pays for travel expenses for EC members, although they are encouraged to charge their contracts if they are attending to participate in the technical meeting.

Note 3: The FEd does not pay for travel or registration fees for newly-elected Fellows to attend the meeting.

Note 4: See APS-FEd Understanding on Joint Sessions at <<http://www.aps.org/units/fed/governance/index.cfm>>

Note 5: Starting in 2012, the program committee must include a representative from the Forum on Outreach and Engaging the Public