

NORTH AMERICAN MANAGEMENT SOCIETY

MISSION STATEMENT

JOB DESCRIPTIONS

MARCH, 2007

Job Description of the PRESIDENT:

The President is responsible for:

1. Directing and consulting with Officers and Directors in matters appropriate to the Association.
2. Conducts annual Spring meeting of the Board as well as the Association's annual Business Meeting.
3. Calls special meetings of Officers/Directors if necessary.
4. Attends MBAA dinner on Wednesday evening during the Annual Conference for all presidents, program chairs, and MBAA board members.
5. Monitors and leads discussions among board members.
6. Sends thank you letters to officers.

Job Description of the MEMBERSHIP CHAIR:

The Membership Chair is responsible for:

1. Membership recruitment.
2. Publishing copies of the annual membership directory, either paper or electronically.
3. Performs other duties as directed by the President.

Job Description of the TREASURER:

The Treasurer is the custodian of NAMS funds. In doing this, (s)he is to:

1. Maintain a bank account(s), deposit the revenue, and pay the expenses of the Society.
2. Keep financial records required for association and tax purposes.
3. Reimburse expenses incurred by Officers upon presentation of documentation and, if needed, presidential authorization.
4. Provide information to other NAMS officers.
5. Keep the Society in conformity with federal, state, and local tax rules and regulations.
6. have the books audited once every three years.
7. Develop quarterly income statements (January, March, July, October).
8. Serve a three year term as Treasurer.
9. Perform other duties as directed by the President.

Job Description of the BOARD OF DIRECTORS:

The responsibilities of the members of the Board of Directors include:

1. With the Officers, make policy decisions on matters submitted to them by the President.
2. Attend the Board meeting at the Annual Conference and actively discuss and vote on issues. Any Board Member who has not attended the Conference for the past two years has his/her term end at the end of the current conference.
3. Serve on *ad hoc* committees as needed.
4. Serve as session chairs and/or discussants for the Annual Conference.
5. Serve as reviewers for the Conference, and for JOURNAL manuscripts.
6. Initiate such actions as deemed to be for the good of the Society.

[Note # 1: At this point, Board Members are elected to an "open-ended" term, and continue to be Board Members until removed from office as per # 2 above. Is a term of office for a Board Member needed? If so, what should that term be? Four years, e.g., the same term as an officer serves—serving as "membership chair," then program chair, then president, then past president? Once a person has served a four year term, for example, should that person be eligible for reelection to the Board, consistent with # 2 above?]

[Note # 2: At this point, thirteen (13) people serve as Board Members. Should the size of the Board be defined as consisting of 13 NAMS Members in good standing? Up to 15 members? Other?]

Job Description of the PAPER DISCUSSANT:

Duties of the Paper Discussant

1. Duties of the Paper Discussant depend on the nature of the paper. If the paper to be discussed were an empirical paper, did the researcher develop logical hypotheses from the literature review, did the researcher design a logical procedure to test those hypotheses, were the "guinea pigs" used, appropriate to test the hypotheses, were the results representative of the "universe" [e.g., large enough and representative enough a sample of "humans" to "be a model" and provide good results able to test the hypotheses], were the results reported in a good fashion, were the interpretations of the results logical, were the results applied to the hypotheses and adequate judgment used to "support or not support" each hypothesis?
2. For "think pieces," normally take the above analysis up to the stage of the development of the hypotheses or propositions, so, did the writer do a thorough, logical, well organized job in searching for relevant information, and present it in a good, clear, orderly fashion, to lead up to some hypotheses, or to some conclusions? There is always a "so what" question—what's the reason for talking about this subject, anyway? This might be similar to "developing the critical factor" when getting started in the process to make a major, complex decision.
3. There are lots of variations on these two approaches. In the end, the discussant needs to decide, and state, whether this paper helped to learn about this subject in a meaningful way, and does the discussant feel good about the way the writer has justified the topic and developed it in the paper?
4. So, in the end, the goal is to assess the quality of the paper -- 1) was its subject and study justified as a meaningful subject, and 2) was it well developed from beginning to end conclusions or recommendations the author(s) make?
5. As always, emphasize the NAMS scholarly strategy—

NAMS seeks scholarly works by academics and management practitioners from large and small organizations, for-profit and not-for-profit, in ALL areas of Management. We hope to learn from each other's works in original paper sessions as well as cases and panel discussions.

NAMS is a scholarly society that is a peer-supportive, constructive organization. We help each other strengthen our work. We do not score points for putting people down or "nailing" people. Where a paper can be improved, encouraging support and guidance, with suggestions for improvements, in a friendly manner, is OUR WAY. Every one wins when the authors are aided and a paper is improved, and the science is thus strengthened.