



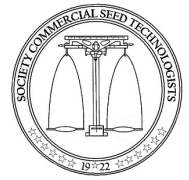
Purpose: Communications and publications chairperson duties

Scope: Activities conducted by the AOSA/SCST Chairperson

References: AOSA Bylaws, SCST Constitution and Bylaws

Procedure:

1. The Communications and Publications chair(s) compile and publish the Proceedings of the Annual Meeting.
 - a. The chair(s) shall inform the membership of the due date for reports given at the annual meeting.
 - b. This date should be approximately 30 days after the close of the business meeting.
 - c. The format for the Annual Meeting Proceedings is in an established Template. The information included shall be:
 - i. Name, office, end of term, laboratory or company, business address, email, phone number for each board member on each board.
 - ii. Minutes from each individual and joint executive board meeting.
 - iii. Minutes from the Long Range Planning meeting.
 - iv. Minutes from each individual and joint business meeting.
 - v. Reports from each committee who presented a report at the annual meeting.
 - vi. A list of meeting attendees.
 - vii. A list of award recipients for AOSA and SCST.
 - viii. A list of past presidents for AOSA and SCST.
 - d. The committee has developed a Proceedings Document Needs Checklist to ensure that all items necessary are collected and accounted for.
2. The Chair(s) serve as final editor of the Seed Technologists Newsletter.
 - a. Other members of the committee or individual members of the organization(s) may contribute and aid with proof reading, providing photos, assisting with layout, and by contributing articles.
 - b. When publishing scientific articles and research abstracts, every effort should be made to format the articles as submitted. Grammatical and language corrections may be made.
3. The Chair(s) serve to facilitate the posting of committee updates and organization activities on the joint website.
 - a. The Chair(s) may enlist technical help from other members or the Executive Director to post approved materials.
 - i. Technical committee chairs may update their own website pages if desired.
 - b. Additional content must be approved by the Executive Board or by the relevant committee chair before posting.
4. The Chair(s) shall be available to other committees for help with proofing, publishing, and editing documents, including the AOSA Rules for Testing Seeds, Handbooks, and educational tools.
5. The committee shall endeavor to promote and preserve the global relevance and stature of the organizations and the Registered Seed Technologist (RST) and further the use of the Association of Official Seed Analyst (AOSA) Rules for Testing Seed to facilitate the movement of seed



internationally by working with public and private Seed Trade, Regulatory, and International Seed Testing organizations.

Changelog	
Changes Made	Date
New	7/18/23
Author: Quinn Gillespie, Kat McGinnis	Date: 7/18/2023
Approved:	
Signature:	Date: