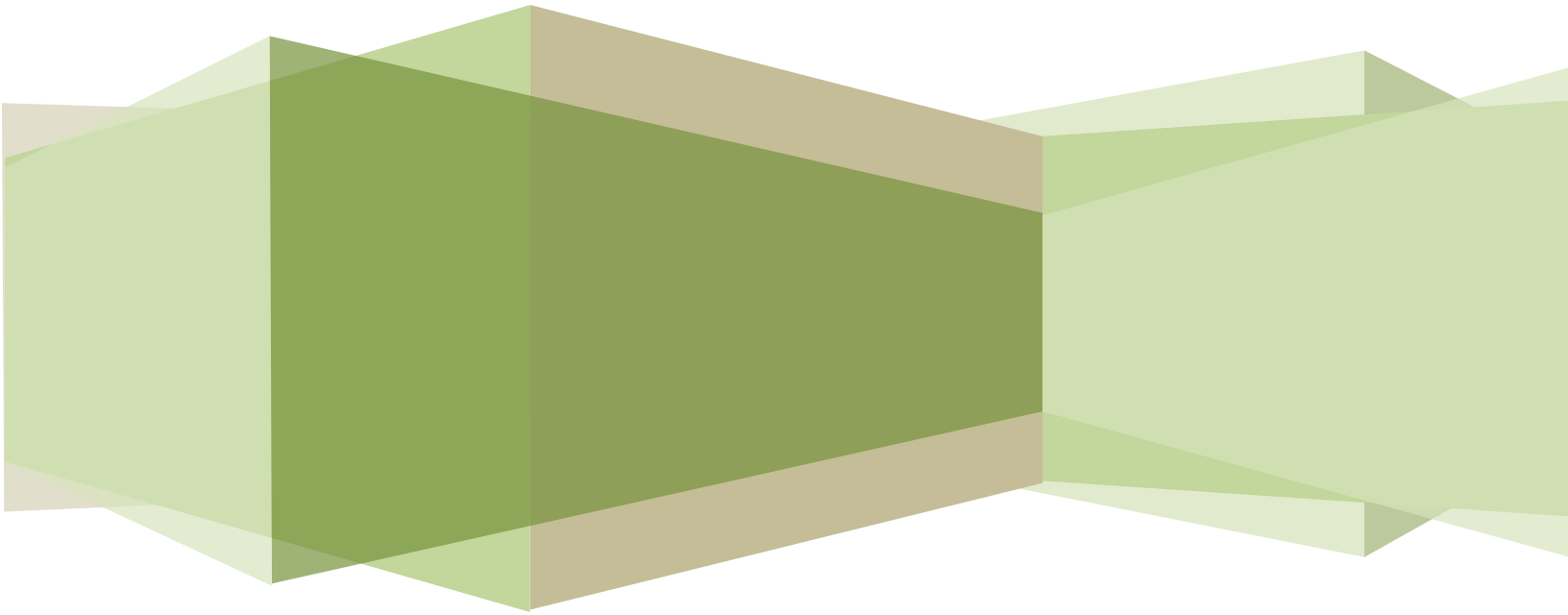
Appalachian Studies Association Handbook

A Guide for ASA Officers, Committees, & Staff



Appalachian Studies Association Handbook

Created by Mary K. Thomas with assistance from Natalie Adkins, Cara Hamlin, Christopher Leadingham, and Ann Bryant.

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Steering Committee

Elected Officers
President
Conference Chairperson (Immediate Past President)
Immediate Past Conference Chairperson
Vice President (President Elect)
Secretary
Treasurer
Program Chairperson
Immediate Past Program Chairperson
Vice Program Chair/Program Chair Elect
At-Large Steering Committee Members
Young Appalachian Leaders and Learners (Y'ALL) Steering Committee Member

Appointed Officers
Historian/Archivist
Journal Editor
Ex-officio Executive Director
Liaison Officer
Scholarship Chairperson
Finance Chairperson
Membership Chairperson

Communications Committee Chairperson
Awards Chairperson
Appalink Editor
Silent Auction Coordinator
Education Chairperson
Diversity and Inclusion Committee Chair
Ex-officio Office Manager

Standing Committee Descriptions

Program Committee
Young Appalachian Leaders and Learners (Y'ALL)
Scholarship Committee
Finance Committee
Membership Committee
Communications Committee
Awards Committee
Silent Auction Committee
Education Committee
Diversity and Inclusion Committee
Executive Committee
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Appalachian Studies Association Mission Statement

The mission of the Appalachian Studies Association is to promote and engage dialogue, research, scholarship, education, creative expression, and action among scholars, educators, practitioners, grassroots activists, students, individuals, groups and institutions. Our mission is driven by our commitment to foster quality of life, democratic participation and appreciation of Appalachian experiences regionally, nationally and internationally.

Revised July 2014:

The mission of the Appalachian Studies Association is to promote and engage dialogue, research, scholarship, education, creative expression, and action among a diverse and inclusive group of scholars, educators, practitioners, grassroots activists, students, individuals, groups and institutions. Our mission is driven by our commitment to foster quality of life, democratic participation and appreciation of Appalachian experiences regionally, nationally and internationally.

History of the ASA Handbook

7/22/10

Prior to 2001, handbooks had been created for officers of the steering committee, but could never be located. Lots of discussion occurred over the years about developing a handbook to help members of the steering committee know what their roles & duties were within the ASA.

In response to that need, the executive director began developing a document which listed the responsibilities and deadlines of key officers of the steering committee, adding to it over the years. This document became the basis for the ASA Handbook.

The need for the handbook was identified during the development of the ASA's Strategic Plan (2008) and added to one of the strategic areas, Governance and Leadership. During Alice Sampson's term as president (2009 – 2010) she chose the development of the handbook as one of the goals from the Strategic Plan to be completed. In response, the executive director expanded the responsibilities & deadlines of officers to include all officers and chairs. During the July 2009 retreat, the steering committee used that document to build and expand the handbook. Cassie Robinson typed up the additions and Natalie Adkins worked on inserting them into the document. The enormity of the project pushed the completion of the handbook into Alan Banks' term as president. Alan continued the development of the handbook as one of his goals from the strategic plan. The handbook was completed with the understanding that it was a living document and presented to the steering committee during the retreat on 7/22/10. A user's guide was also included. Steering Committee members were asked to review sections pertinent to their positions on the steering committee (past, present, future) and to make suggestions for changes or additions. The handbook is a living document that will be reviewed annually and updated after each annual conference.

Mary K. Thomas
Executive Director, ASA

Using the ASA Handbook

READ

- table of contents
- bylaws
- resolutions that the ASA has passed
- general list of responsibilities & deadlines of all steering committee members
- description of any position(s) you hold including committees on which you serve

CHECK

- appendices for information pertinent to your role(s)
- your term of office
- basic duties and deadlines

REVIEW

- the handbook throughout your term of office and e-mail any additions/changes to the Executive Director to include in the annual update.

E-MAIL

- any additions or changes you have for the handbook to Mary Thomas at mthomas@marshall.edu or Ann E. Bryant at mullins88@marshall.edu. The handbook is updated between April and July each year.

NAVIGATION

- The electronic version of this handbook contains hyperlinks. To go to a particular section from the Table of Contents, hold down the control "Ctrl" button while clicking on the section title. To come back to the Table of Contents, look for the hyperlinked text reading "Back to Table of Contents" on the bottom of every few pages.

ABBREVIATIONS

- ED= Executive Director; SC= Steering Committee; ASC= Appalachian Studies Conference; PC= Program Chair; PPC= Past Program Chair; LAC= Local Arrangements Chair

Want to add your own hints and tips to this handbook? E-mail them to Mary K. Thomas at mthomas@marshall.edu.

Important Web Links

ASA Bylaws
Visit the ASA webpage at http://appalachianstudies.org/about/ the current by-laws.

ASA's Strategic Plan/ Strategic Plan Matrix
See ASA's Strategic Plan "The Road Ahead: ASA's Plan for Action 2008 – 2013" on our website at http://appalachianstudies.org/policies/long-range-plan.pdf.

Timeline of Appalachian studies and ASA
See http://appalachianstudies.org/resources/timeline.php for a timeline of the Appalachian Studies Association as well as the field of Appalachian studies.

Conference History
For a list of past conference themes, see http://appalachianstudies.org/annualconference/archives.php

Web Archiving
Archived "snapshots" of the official association website can be accessed by going to http://web.archive.org/ and entering the URL www.appalachianstudies.org. in the search engine.

Resolutions/Letters of Protest/Memorandums/Et Cetera:

ASA Letter to Singer/Songwriter/Activist Kathy Mattea (2014)

September 11, 2014

Ms. Kathy Mattea
c/o International Music Network
278 Main St.
Gloucester, MA 01930

Dear Ms. Mattea:

On behalf of the members of the Appalachian Studies Association, I am writing to convey our deep appreciation for your environmental advocacy work for the land and the residents of the coal-producing Appalachian areas. Using your professional visibility as a platform to offer performances, music, and lectures such as *My Coal Journey*, as well as other ways of engaging multiple groups and individuals in the very serious issues related to mountain top removal mining, you have made significant advancements in bringing this devastating practice to national and international attention and federal scrutiny. The Association and others engaged in grassroots organizations, movements, or community activism are directly in your debt. We couldn't have come as far as we have without effort and support such as yours.

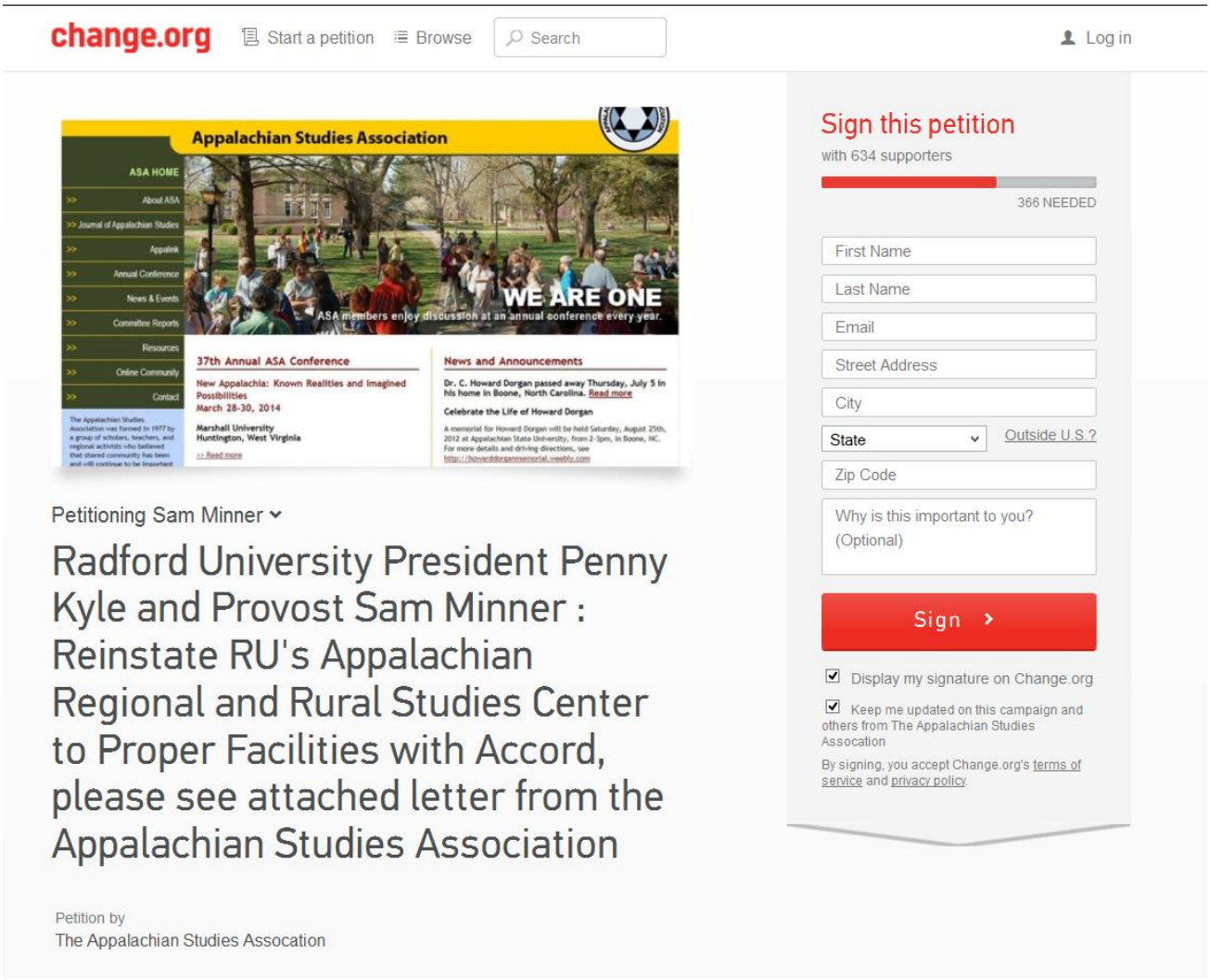
In 1999, and updated this year, the Association passed a resolution stating that "the Appalachian Studies Association implores the Governors, legislatures, and other appropriate agencies in the Appalachian coal-producing states to require that mountain top removal/valley fill mining be stopped immediately." Many activists, however, cannot speak to the immediacy of living and *knowing* about living in the Appalachian coalfields across generations and from the passion of their hearts. You, on the other hand, can and have used your talent to help others understand the realities of this issue. We want to thank you for being the formidable ally you are, an individual and an artist whom we all respect and honor, as captured by the petition signatures accompanying this letter.

To this purpose, the Appalachian Studies Association presents this letter as a symbol of our gratitude.

With thanks and appreciation,

Sylvia Bailey Shurbutt, President
Appalachian Studies Association
http://www.appalachianstudies.org/

Radford University President Penny Kyle and Provost Sam Minner: Reinstate RU's Appalachian Regional and Rural Studies Center to Proper Facilities with Accord.



(Screenshotted on Nov 12, 2013)

Message from the President

November 5, 2013

Dear President Kyle and Provost Minner:

As the Appalachian Studies Association's president (2013-14), I am writing to share the Association's grave concern regarding the unannounced expulsion of Radford University's Appalachian Regional and Rural Studies Center (ARRSC) staff and materials from their offices; we implore you to return them as soon as is possible to offices suiting the stature and importance that the Center and its affiliated programs and faculty have demonstrated over the last nineteen years.

Since its founding, the work done by the ARRSC has been a model of how to effect positive change in Appalachia, especially as regards its work with cultural and ecological preservation and innovation as well as educational and community outreach, to say nothing of the consistently high level of scholarship and leadership demonstrated by its faculty and students.

The Appalachian Studies Association (ASA) is an organization with 837 members, most of whom live and work in Appalachia, but our membership spans the globe. Our membership includes faculty from nearly every discipline, health care professionals, artists, community organizers, students, and many others. What brings such varied group together is ASA's mission is to "promote and engage dialogue, research, scholarship, education, creative expression, and action among" our members "to foster quality of life, democratic participation and appreciation of Appalachian experiences regionally, nationally and internationally." Indeed, many of those who have brought ASA to fruition since 1977 teach or have taught (or have been or are students) at your school.

For instance in 1987 (the year the organization officially became the Appalachian Studies Association), our president was Radford's Grace Toney Edwards and our conference, which was held on Radford's campus, was chaired by Parks Lanier, Jr. In 2004, our annual meeting was again held on your campus under the thoughtful guidance of then president Melinda B. Wagner while the conference (which over 900 people attended last year) was chaired by Parks Lanier. Furthermore, one of ASA's Weatherford Awards (regarded by university presses and Appalachian authors as the most prestigious book award) is named in honor of Grace Toney Edwards for the significance of her life's work. But I would be remiss to ask that you reinstate the ARRSC in proper facilities unless I provide evidence of the significant difference they make to Radford University's educational mission.

Allow me to start with a story: I am also Director of the Loyal Jones Appalachian Center at Berea College, where we receive visitors from all over the world. Just last week, I referred a visitor to the McConnell Library's Archives and Special Collections' site that keeps streaming video from the Highland Summer Conference, which contains talks and performances from thirty years of Appalachia's best writers and thinkers, many of whom have no other videos available on the web. Indeed, the photo featured on the collection's website is of Marilou Awiakta, a Cherokee poet at the 2007 conference at Radford, whose work inspired the Farm at Selu. Let me illustrate the significance of this poet and Radford's connection with her. A few years ago, I was teaching an Appalachian literature course in West Virginia when the Upper Big Branch Mining disaster happened, killing 29 minters and permanently disabling two. One of those two was the great-uncle of a student my class, and she modeled her final project on Awiakta's work of healing and

reconciliation. Today I have that project—a woman breathing out corn, reseeding the world—in my office. Without the resources at your university, her project could not have been as richly realized.

I have written extensively about the history of Appalachian literature and education, and again, Radford University's ARRSC was a core component of that piece (which is now up for publication at the University of Illinois Press), particularly as regards the long work of the Assembly of Literature and Culture in Appalachia and their magazine ALCA/Lines (in which a master's student of mine published an essay about using literature to affect student personal efficacy). Similarly, for the essay mentioned earlier, I tabulated all BA, MA, and PhD theses and dissertations on Appalachian literature, and Radford University was *at the top* of the MA list, and its graduates, such as Jim Minick, have gained national publication.

As those of us who run Centers know, having a stable and long-term home where resources and people can gather is *essential* to running a strong set of programs with a broad reach. A center is a place to meet, to plan, and to learn. Centers that work well are not disembodied, but their facilities serve as homes and foundations for the dynamic work that arises therein.

I have touched on a number of the ARRSC's programs that I have had personal contact with, but I can only hint at the depth and importance of those and other programs, including your faculty's publications in and editing of defining Appalachian Studies texts such as *A Handbook to Appalachia: an Introduction to the Region* (University of Tennessee Press, 2006) which was edited by Grace Toney Edwards, JoAnn Aust Asbury, and Ricky Cox. I imagine a review of your faculty's yearly reports would yield a list of publications, presentations, and projects far longer than this letter could hope to hold.

In the end, no Center is for itself, but each serves the campus and community. Like the value that African American Centers add to universities and colleges around the nation, the awareness and work fostered by the ARRSC adds not only to the quality of life of those who study Appalachia and the communities they affect, but *everyone* on campus—no matter their discipline or demographic—benefits as varied local cultures and the students associated with them find themselves in dialogue with the decisive tools of learning that your university offers.

Thus, it is with all urgency that we (myself, those who have co-signed this letter, and the Appalachian Studies Association) urge you to recognize and value the work being done at the ARRSC. Such a worthy Center deserves quality facilities where such endeavors can continue.

We look forward to hearing from you and your decisions on this matter.

With Sincere Hope,

Dr. Chris Green

President, Appalachian Studies Association

Untitled Resolution (Ethnic Studies)

Resolution: Unanimously passed by the membership of the Appalachian Studies Association at the conference's 2012 business meeting, Saturday, March 24, at Indiana University, Indiana Pennsylvania.

The Appalachian Studies Association affirms and upholds educational systems and institutions that teach ethnic studies. As stated in our by-laws, the third purpose of our organization is "to further the goals of scholarship, teaching, and learning about Appalachian people and the Appalachian region." In using such education to promote the struggle for dignity, recognition, and social justice, we stand with other ethnic, racial, regional, gender, sexuality, and disability studies organizations that do the same. In so doing, we join with all people of conscience who support social and religious diversity and who oppose and seek to remedy inequalities.

THEREFORE BE IT RESOLVED: The Appalachian Studies Association opposes the implementation of Arizona state law 15-111 and 15-122 (signed 2010) that have been used to ban the teaching of ethnic studies and associated books—which are taught colleges and high-schools around the nation—in the Tucson Unified School District's Mexican-American Studies program, student participants of which were twice as likely to graduate high school and three times as likely to attend college as compared with other students in the school district who did not participate in the program. The Appalachian Studies Association understands banning of the district's Mexican-American Studies program to assert the inequalities that the banned programs and books seek to address. We therefore implore all people and organizations to voice their opposition and stand with those teaching and learning in the Tucson Unified School District.

Don West Homeplace Letter of Support

Commissioners Office
Gilmer County Board of Commissioners
1 Broad Street, Suite 106
Ellijay, Georgia 30540

June 16, 2011

Dear Gilmer County Board of Commissioners,

On behalf of the members of the Appalachian Studies Association, I am writing in support of the permanent protection of the homeplace of Don West in Gilmer County, Georgia. Mr. West's importance as an educator, poet, and civil rights defender is well documented and widely known.
The citizens of Gilmer County, the State of Georgia, and the United States as a whole can be proud of Mr. West's contributions to education, art, and justice, and those elements of Mr.
West's life are important reasons for protecting the West homeplace. As president of the
Appalachian Studies Association, an organization of approximately one thousand scholars and community leaders, I would like to call your attention to another reason for providing permanent protection for the West homeplace, one that impacts students, scholars, and citizens who love the
North Georgia mountains, in particular, and the Appalachian Mountains, in general.

As a native of Gilmer County, Mr. West remained connected to his homeplace and community throughout his life. He found inspiration for his acclaimed poetry in the woods and fields he and his family tended and in the relationships and cultural expressions he observed among people in his community. He took this personal relationship with and experience of place and adapted it to help all people who love mountain life—from North Georgia to West Virginia—recognize and value their cultural heritage. Working from the Danish folk school model, West established the Appalachian South Folklife Center in Pipestem, West Virginia. The Center combined local service projects for citizens with workshops and programs designed to encourage a positive Appalachian mountain identity. West also contributed essays to the Appalachian Movement Press. Through his deep professional and personal commitment to mountain life and community work, and through his seminal role in co-founding the influential Highlander Folk School in Mounteagle, Tennessee, West was a founder of the Appalachian studies movement.

Don West's legacy remains strong for all Appalachian people and for the scholars and community leaders who follow in his footsteps. The Appalachian Studies Association supports the permanent protection of the West homeplace in Gilmer County, Georgia, the site of one of our intellectual forefathers' inspiration and an inspiration for us all.

KCTCS Tenure Resolution

The following resolution was passed by the Appalachian Studies Association Steering Committee on March 26, 2009.

WHEREAS "the mission of the Appalachian Studies Association is driven by our commitment to foster quality of life, democratic participation and appreciation of Appalachian experiences regionally, nationally, and internationally," and

WHEREAS the Appalachian Studies Association is committed to enhancing educational and economic opportunities within the Appalachian Region, and

WHEREAS the AAUP (American Association of University Professors) 1940 Statement of Principles on Academic Freedom and Tenure states that tenure insures "(1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society." and

WHEREAS it is always a great challenge to attract a diverse and qualified pool of applicants to rural Appalachian Community Colleges, and

WHEREAS faculty hired on a contract can be subjected to arbitrary rules, unprofessional governance and have restrictions in their due process, and

WHEREAS faculty and staff benefits, including tenure and health programs, provide existing and prospective employees an environment of professionalism in higher education, and

WHEREAS tenure implies freedom and professional autonomy from administrators, boards of directors, and legislators, and

WHEREAS tenure gives faculty the independence to speak out about troubling matters and to challenge the administration on issues of curriculum and quality, and

WHEREAS tenure affords those who pursue it successfully the time and safety to develop their ideas with a strong measure of security to our collective benefit (Otero-Burgos v. Inter-American University, U.S. Court of Appeals for the First Circuit, February 19, 2009), and

WHEREAS the absence of tenure will jeopardize the hiring and retention of quality faculty, thereby threatening the ability of Commonwealth Universities to fulfill their mission and obligation to students and constituents, and

WHEREAS the Appalachian Studies Association recognizes the importance of academic freedom and tenure to the quality of education,

BE IT RESOLVED that the Appalachian Studies Association requests the Board of Regents of the Kentucky Community and Technical College System to reverse their March 13, 2009, decision to eliminate tenure as an option for new employees.

BE IT FURTHER RESOLVED that the Appalachian Studies Association supports efforts to restore tenure for new employees.

Radford University Resolution: Message from the President

At its March 26 meeting the Steering Committee of the Appalachian Studies Association unanimously passed a resolution in support of the Appalachian Studies programs at Radford University. The ASA includes an active membership of scholars, activists, and community people, 900 individual and library subscribers to the Journal of Appalachian Studies, and a constituency of some 3,000 recent participants in our annual conferences. Last year the Appalachian Studies conference attracted nearly 700 participants from 23 states as well as Canada, Italy, and the Ukraine. Our 32-year-old Association is currently being used as a model for area studies in Kansas as well as other regions such as the Ozarks, the Deep South, and the Ukraine. It is precisely because of its leadership in Appalachian Studies that Radford is known and respected by our members, and also why the University was selected as the site of our 1988 and 2005 conferences.

The Appalachian Studies faculty members at Radford have had their work published in respected scholarly venues such as the University of Tennessee Press (Asbury, Cox, Edwards, Lanier), the University of Illinois Press (Straw), and Rutgers University Press (Wagner). The recently published Encyclopedia of Appalachia includes entries by Ricky Cox, JoAnn Aust Asbury, Gene Hyde, Parks Lanier, Jr., Grace Toney Edwards, and Richard Straw. Clearly, Radford University's scholarly mission has been significantly advanced by the quality of the research and publications produced by faculty and staff affiliated with the Appalachian Regional Studies Center.

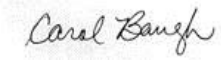
There have been Appalachian Studies courses offered at Radford University for twenty-eight years now, begun at the request of public school teachers and community college faculty. The Appalachian Studies Minor is an undergraduate program of studies approved through your own faculty curriculum oversight process. In similar fashion, Radford's faculty has approved the courses offered in the Graduate Certificate in Appalachian Studies curriculum. These programs align closely with the University's academic mission, and are valued by the many Radford students who attend and present at our annual Appalachian Studies conferences.

The Appalachian Regional Studies Center at Radford has also been a model for cultural and community service programming. The concerts, lectures, theatrical performances, and arts and crafts displays organized by the Appalachian Events Committee adds immeasurably to the cultural experience of students, faculty members, and community residents. The folk life and history of the New River Valley are preserved and shared by The Farm at Selu. The nationally-recognized Highland Summer Conference highlights the contribution of regional culture to American literature and poetry. The Appalachian Teacher's Network, the Assembly on the Literature and Culture of Appalachia, and The Appalachian Arts and Studies in the Schools Program each encourages students to complete their high school education, and makes Radford University a natural choice for their college education. The Appalachian Teaching Project connects Radford University to a dozen other colleges and universities, as well as with the federal Appalachian Regional Commission. Each of these Appalachian Studies programs effectively furthers the University's stated mission to promote culture and human services.

The current efforts to diminish the role of Appalachian Studies at Radford University are undermining both your institution's reputation and its mission to provide quality academic, cultural, human service and research programs.

The study of Appalachia has long been an integral part of Radford's curriculum as well as its mission. It brings regional, national, and international recognition to the University while serving the cultural interests of the community and the educational interests of your students. We encourage you not to undermine the structure of scholarship and programs that support Appalachian Studies at Radford University. We ask you as colleagues to value and support these important programs for the contribution they make to your institution, to Southwest Virginia, to the Appalachian region, and to the wider scholarly community.

Sincerely,



Carol Baugh, Ph.D.
2008-2009 President of the Appalachian Studies Association

MEMORANDUM OF UNDERSTANDING

BETWEEN

APPALACHIAN STUDIES ASSOCIATION
AND
APPALACHIAN REGIONAL COMMISSION

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Appalachian Studies Association hereinafter referred to as ASA, and the Appalachian Regional Commission, hereinafter referred to as ARC.

A. PURPOSE:

Promote a mutually beneficial partnership between the two organizations.

B STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The two organizations seek opportunities to collaborate in activities and take actions to benefit the Appalachian people, their region, and their communities.

C. ASA SHALL:

1. Publicly welcome the ARC as a partner
2. Provide access to its membership, specifically, the scholars, researchers, directors, community students, and advisors who are members of the association (listserv, website, annual meeting, and bi-annual newsletter)
3. Facilitate scholarly collaborations
4. Make available the annual ASA Conference as a venue to ARC for presenting on economic development themes when applicable
5. Publish and promote this MOU on its website, in *Appalink,* the ASA newsletter and in the wider press
6. Seek have a presence at ARC conferences

D. ARC SHALL:

1. Publicly welcome the ASA as a partner
2. Provide ASA with ARC's Requests for Proposals for distribution among regional institutions of higher education, Appalachian Studies Centers, and research centers (See C2., above)
3. Encourage opportunities for the ASA and ARC to further collaborate and build awareness of mutually beneficial projects and activities
4. Seek to have a presence at the ASA annual conference

E. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. A press release announcing this partnership will be issued during the next ARC regional meeting in Dahlonega, Georgia in July 2009

THE PARTIES HERETO have executed this instrument.

Appalachian Studies Association (Signed by Alice Sampson)
Appalachian Regional Commission (Signed by Anne B. Page)
(Both Signatures Dated 07/23/2009)

CBS Letter of Protest

February 4, 2003

Mr. Leslie Moonves
CBS Television City
7800 W. Beverly Boulevard
Los Angeles, CA 90036

Dear Mr. Moonves:

I am writing on behalf of the Appalachian Studies Association to protest your network's decision to air a new reality series entitled the "Real Beverly Hillbillies." The ASA is an organization of 100 institutions and 600 scholars, students, and activists that seeks to understand the social, economic, cultural, and historical developments in the upland region of the southern and eastern states of the United States. We have found that one of the major barriers to improvement in the lives of the millions of people in the region is the pernicious effect of the stereotype of the hillbilly.

We would ask that CBS and its advertisers reconsider the decision to air the "Real Beverly Hillbillies." The premise of the show is fatally flawed. Rather than offering an opportunity to view the superficiality of "Hollywood" that was the staple of the original series, CBS and the new program's producers have set out to exploit the so-called social inadequacies of a rural family. While this family selected for the program will receive substantial financial rewards, many other rural and mountain families will be humiliated. This will be especially true for our young people who already have a difficult time establishing a positive identity for themselves.

We will be meeting at our annual conference in March at Eastern Kentucky University. We would welcome the chance to start a dialogue with CBS about the show at that time. I would be willing to set up an open meeting during the conference that would facilitate that discussion. Please contact me at your convenience if you or any member of your staff would be interested in joining this conversation.

Thank you, in advance, for your time and professional courtesy.

Sincerely,

Gordon B. McKinney
President
Appalachian Studies Association

Mountain Top Removal Resolution

RESOLUTION: Passed at the Business Meeting of the Appalachian Studies Association, March 20, 1999, Abingdon, Virginia

WHEREAS, mountain top removal coal mining is extremely profitable to the coal companies who practice it, and

WHEREAS, a large part of its profitability is that many fewer miners are required than in the usual traditional methods of coal mining, and

WHEREAS, entire tops of mountains have been removed in the Appalachian areas of the states of West Virginia, Virginia, Kentucky, Pennsylvania, Tennessee, and Ohio, and

WHEREAS, the removal of mountaintops has resulted in severe and unlawful damage to the homes of persons living in the nearby communities, along with damage to wells, the bombarding of their homes with "blast rock," and massive amounts of dust, and

WHEREAS, the millions and millions of tons of earth and rock removed from the tops of mountains are dumped into the valleys next to these mountains totally destroying the springs and the headwaters of streams in these valleys, along with all animal and plant life in them, and

WHEREAS, mountain top removal mining, by destroying home places, is also destroying ancestral ground, sacred ground where generations after generations have lived, worshiped as their God has led them, married, made and birthed babies, taken family meals, slept in peace, died and been buried, and

WHEREAS, Environmental Protection Agency staff has stated that the long-term effects of mountain top removal mining is unstudied and unknown and that increasing the acreage of these valley fills prior to studying the long-term effects on the environment is ill-advised, and

WHEREAS, the Appalachian region has a long history of outside corporations profiting from the extraction of the region's resources in such a way that the prosperity is not equitably shared with the residents of the region, and that the environment has been damaged by such outside resource extraction, and that this damage harms the region's current economy and future economic potential, and

WHEREAS, the sanctity and sacredness of all life and the natural environment created by God should not be destroyed in the name of corporation profit,

THEREFORE BE IT RESOLVED that the Appalachian Studies Association implores the Governors, legislatures, and other appropriate agencies in the Appalachian coal-producing states to require that mountain top removal/valley fill mining be stopped immediately.

Resolution in Support of ARC's Use of Funds

The Appalachia Studies Conference applauds recent decisions by the Appalachian Regional Commission to provide financial support to research and action projects of regional scholars and citizens, such as the Council on Appalachian Women, the Appalachian Land Ownership Task Force, and the Appalachian Land Bank Study Group. We urge further and continued responsiveness of the Appalachian Regional Commission to independent citizen initiatives which demonstrate the rights and responsibilities of the people of the region to themselves define and address the region's problems.

-Appalink: Newsletter of the Appalachian Studies Conference, 3.1, pages 1-2

Responsibilities and Deadlines:

Steering Committee

The Steering Committee is the governing body of the Appalachian Studies Association and is made up of elected and appointed officers. Subcommittee chairpersons and chairpersons of each specific awards committee are not members of the Steering Committee. **Voting**: In the event that a person holds more than one voting position, that person will have only one vote, reducing the quorum required for conducting business (Article XIII, Section 2). **Quorum**: A simple majority (more than half) of members of the steering committee shall constitute a quorum. All actions accepted by a quorum shall be deemed legal. Other voting procedures will follow *Robert's Rules of Order.* (Article XI, Section 4c)

The Steering committee includes:

President
Conference Chairperson (Immediate Past President)
Immediate Past Conference Chairperson
Vice President (President Elect)
Secretary
Treasurer
Program Chairperson
Immediate Past Program Chairperson
Vice Co-Program Chair/Co-Program Chair Elect
Vice Co-Program Chair/Co-Program Chair Elect
At-Large Members (up to eight)
Y'ALL Steering Committee Members (two)
Archivist/Historian
Journal Editor
Ex-officio Executive Director
Liaison Officer
Scholarship Chairperson
Finance Chairperson
Membership Chairperson
Communication Chairperson
Awards Chairperson
Appalink Editor
Silent Auction Coordinator(s)
Education Chairperson
Diversity and Inclusion Chairperson
Ex-officio Office Manager

Please see http://appalachianstudies.org/about/officers.php for a listing of current officers.

General Responsibilities:
(Specific responsibilities and deadlines are located in the individual role descriptions below.)

- Become an **ASA member** if you are not already. (Membership information is available at http://appalachianstudies.org/about/.)
- **Attend Steering Committee Meetings**; Steering Committees meetings are held in person at the annual conference and summer retreat, and via phone (teleconference) each fall.
- Become familiar with the **ASA bylaws** (available at http://appalachianstudies.org/about/).
- **Mentor** the next person coming into your position and pass on copies of pertinent files and information.
- **Review** annual IRS Form 990.

- **Send pertinent papers/files to Berea College archivist Rachel Vagts for archiving (address below). Note: See Appendix A for a partial list of documents to be saved and mailed to archivist.**

Special Collections and Archives
ATTN: Rachel Vagts
Berea College
Hutchins Library
CPO LIB
Berea, KY 40404

- **Committee Chairs:** Committee chairs should discuss pertinent information with their respective committees after each Steering Committee meeting to ensure that committee members are updated on all association business. Please email an updated list of committee members to the Executive Director by Dec. 1 for inclusion in the final conference program. Committee chairs should be sure to communicate duties and expectations to committee members.

- **Committee Reports:** Committee chairs should send committee meeting reports to the Steering Committee listserv **two weeks before each steering committee meeting.**

- **Committee Meetings:** attend pertinent committee meetings (see office description). The following committees meet annually at the conference. Additional committee meetings may be scheduled as needed:

  Awards Committee
  Communications Committee
  Editorial Board
  Finance and Development Committee
  Local Arrangements Committee (for next conference)
  Membership Committee
  Program Committee
  Diversity and Inclusion Committee
  Young Appalachian Leaders and Learners
  Education Committee

- **Committee Meeting Minutes:** Chairs/Secretary should post committee meeting minutes to the ASA Google drive and email a copy to the Executive Director and Steering Committee listserv **two weeks after meeting.**

- Transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association (Article XI, Section 1).

- Collaborate to create standing and special committees (Article XI, Section 1).

- Oversee the work of the program committee (Article XI, Section 1).

- Approve an annual budget and request an official audit as needed (Article XI, Section 1).

ELECTED POSITIONS

President

Term of Office: 1 Year (4 total; 2nd year of presidential sequence)
Sequence: Vice President (President Elect); President; Conference Chairperson (Immediate Past President); Immediate Past Conference Chairperson

Basic Duties:
The president shall preside at all meetings of the association and steering committee; shall perform other duties as may be prescribed by these bylaws or assigned to him or her by the association or by the steering committee; shall provide steering committee leadership, implement the long range plan, present nominations to the association, and coordinate the work of the officers and committees of the association in order that the objectives of the organization may be promoted. The president shall direct fundraising efforts and serve as spokesperson for the promotion of the association and its goals. Following his or her term of office, the president shall serve as the conference chair for the current year, mentor the incoming president, and raise money for the current year's conference (Article X, Section 1).

Responsibilities with Due Dates		
April 15	Summer Steering Committee Retreat	arrange date and time; distribute information via SC listserv; circulate agenda and arrangements to board
June 15	Fall Teleconference	set up day & time for September teleconference; distribute via listserv
August 1	President's Message	for spring edition of *Appalink*
December 31	Annual ASA FY Budget	Collaborate with the treasurer on the projected annual (fiscal year) ASA budget before presenting it at the SC meeting at the conference
March (Conference)	Business Meeting	present new slate of officers to the association at the conference business meeting
November 15 (due to IRS by the above date)	Taxes	review, sign, and mail IRS form 990, Schedule A & B to IRS and send copy with signature to Executive director for association records

Additional Committees: Program Committee (ex-officio) and Executive Committee (see bylaws for committee duties).
Mentorship: Mentor the current President Elect.
Conference Budget: update and present at each Steering Committee Meeting.
Note: See Appendix D-4 for sample ASA retreat agenda.

Conference Chairperson (Immediate Past President)

Term of Office: 1 Year (4 total; 3rd year of presidential sequence)
Sequence: Vice President (President Elect); President; Conference Chairperson (Immediate Past President); Immediate Past Conference Chairperson

Basic Duties:
Following his or her term of office, the president shall serve as the conference chair for the current year, mentor the incoming president, and raise money for the current year's conference. The conference chair, in consultation with the program chair, shall appoint a community liaison for each conference. The community liaison would be charged with making contacts with local groups; asking them their interests; and exploring the possibility of having certain sessions at their venues rather than on campus. The goal of this position is to pro-actively include local artists, activists, and community members and to help the conference to be grounded in the particular locality where it takes place.

Responsibilities with Due Dates		
April 1	Deadlines	collaborate with program chair, scholarship chair, executive director, and local arrangements chair to set deadlines for pre-registration, scholarship applications and notification
July 1 (or sooner)	Conference Site Contract & Call for Participation	Negotiate any contract with conference host; look at template for previous year's Call for Participation and modify with site and accommodations, meal prices, meals offerings, and conference (site-specific) information. Send Call to ED by July 1st
September	Scholarship Budget and Fundraising/ Grant Letters	develop with assistance from ED and send to Scholarship Chair by mid-year meeting; update as necessary; send out fundraising/grant request letters to Appalachian centers, ARC, and any others (see examples in Appendix C)
November 15	Preliminary Program	work with Program Chair and Local Arrangements Chair to include any pre-conference activities, tours, workshops, and how money for these will be collected; include all activities with times and presenter names (but not locations); include map of campus and/or buildings (see Appendix B for additional requirements)
January 15 (next year)	Annual ASA FY Budget	collaborate with President, Program Chair, Local Arrangements Chair, and ED to produce the program. Sessions, activity locations, building names and room numbers should be added. E-mail program to ED by this date. See Appendix B for information about who is responsible for what.
April 30 (next year)	ARC Grant Report	Draft final report and send to ED by this date

Additional Committees: Program Committee (ex-officio) and Executive Committee (see bylaws for committee duties).

Mentorship: Mentor the President and President Elect.
Conference Budget: update and present at each Steering Committee Meeting.
Grant reports: prepare reports with assistance from Executive Director for all grants received for conference. Refer to individual grants for due dates.

Immediate Past Conference Chairperson

Term of Office: 1 Year (4 total; 4th year of presidential sequence)
Sequence: Vice President (President Elect); President; Conference Chairperson (Immediate Past President); Immediate Past Conference Chairperson

Basic Duties:

Mentorship: Conference Chair
Conference Wrap-up: Present final budget (revenues and expenditures), grant reports, and final report on conference at retreat/business meeting.

Vice President (President Elect)

Term of Office: 1 Year (4 total; 1st year of presidential sequence)
Sequence: VP/President Elect; President; Past President/ Conference Chair; Past Conference Chair

Basic Duties:
The vice-president shall act as aide to the president; shall perform the duties of the president in his or her absence. The vice-president becomes president in the year following his or her term as vice-president and succeeds to the office of president should the office become vacant before the term expires. The vice president/president elect will submit by-law changes to the association and present a conference budget for the conference two years hence to the steering committee. The Vice President/President Elect will serve as a member of the Finance and Development Committee (Article X, Section 2. of the bylaws).

Responsibilities with Due Dates		
March 1 (Year elected)	Retreat Arrangements	Arrange date and time; distribute information via SC listserv; circulate agenda and arrangements to board, coordinate retreat arrangements with conference chair.
July Retreat	Conference Budget	Develop and create conference budget to present to SC at retreat.
July	Proposed Bylaws Changes	Set up day & time for September teleconference; distribute via listserv
December 1	Nominations	For spring edition of *Appalink.*
December 1	Publication of Proposed Bylaws Changes and Nominees	Publish in Spring Appalink.
December 31	Annual ASA FY Budget	Collaborate on the projected annual (fiscal year) ASA budget before presenting it at the SC meeting at the conference.
February 11 (next year)	Conference Insert	Develop insert for the final program advertising next year's conference.
March (next year)	Present Proposed Bylaws Changes at annual Business Meeting	Present new slate of officers to the association at the conference business meeting.

Additional Committees: Serves on the scholarship committee, executive committee finance committee, membership committee (ex-officio, nonvoting) and chairs the nominating committee (see bylaws for committee duties).
Mentorship: Mentor incoming VP/President Elect/Conference Chair.
Conference Site: work on identifying conference site/president for future conference.

Secretary

Term of Office: 4 Years

Basic Duties:
The secretary shall record the minutes of all meetings of the association and the steering committee; and shall maintain a copy of the association bylaws, articles of incorporation, and Robert's Rules of Order. The secretary manages the association's Google drive and is administrator for the association's Google drive email account: appalstudies@gmail.com. This email address serves as the official email of record for association business. The secretary is responsible for archiving all steering and associated committee reports on the drive and making them available to committee members, as needed. The secretary generates e-votes for both the steering committee and general membership from the ASA Google drive and retains accurate records for all votes. As a member of the executive committee, the secretary monitors association procedures (parliamentarian) for adherence to the bylaws. Annually, the secretary works with the vice-president to update the bylaws and to coordinate the corresponding membership notification (electronic and in *Appalink*) and vote.

"Good Practice" for all Minutes:

- Record and maintain accurate record of meeting minutes.
- Keep an electronic record of past minutes to bring to Steering Committee meetings.
- Upload all committee reports to the appropriate Google drive folder.
- Maintain accurate e-voting files and records on the Google drive.
- Collaborate with archivist/historian to ensure proper documentation of association business and correspondence

Minutes of the SC Meetings	(a) Take minutes at all SC meetings (conference meetings, retreat meetings, and annual teleconference) (b) email to SC members for corrections as soon as possible (c) distribute corrected copies of minutes to SC members electronically for vote (d) upload approved minutes to appropriate Google drive folder
Minutes of the Annual Business Meeting	(a) Take minutes at the meeting (b) email to SC members for corrections (c) make corrections and distribute at the next business meeting for a vote
By-Laws	(a) Monitor bylaw edits and amendments throughout the year and update draft accordingly.(b) collaborate with Vice-President to send list of bylaw changes to Appalink for membership notification (c) Following annual business meeting, email gold standard version of bylaws to full steering committee and web manager by May 15 to ensure prompt posting of correct bylaws.
Nominations	As member of the nominating committee, support vice-president in identifying and corresponding with prospective nominees. Support the vice-president in generating list of nominees for publication in *Appalink*.

Additional Committees: Executive Committee.
Mentorship: mentor the next person coming into office.

Treasurer

Term of Office: 4 Years

Basic Duties:
The treasurer shall provide financial oversight of association funds, accounts, and policy through the administrative office. The administrative office shall have custody of all the funds of the association; shall keep full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the budget adopted by the steering committee, and shall make no disbursements not included on or exceeding the line item in the relevant fiscal year's budget without the advice and consent of the treasurer. The administrative office shall provide the treasurer with an annual review and a full financial statement for association accounts at least annually. The treasurer shall present this statement and an assessment of the financial condition of the association at each annual meeting of the association and at other times when requested by the steering committee. The treasurer will examine the books and provide regular reports to the steering committee. The treasurer, working with the association's Executive Director and CPA, shall take particular care to file all forms required by the Internal Revenue Service in a timely and accurate fashion (Article X, Section 4).

Financial Statement/Assessment	Present to SC at each annual meeting and when required
Year-to-Date Financial Status Report	Work with ED to have status report for review at the annual conference SC and annual business meetings; due to President by March 1st
IRS Form 990	Work with Accountant and ED to prepare form 990, Schedule A, & Schedule B; have ready for review at mid-year SC meeting (Sept.) due to IRS Nov 15
End-of-Fiscal Year Financial Report	Work with ED and Finance Chair to have financial report for review at fall SC meeting; due to President by Sept. 31st
Annual ASA FY Budget presented by Financial Chair	Work with the Finance Chair (ED, President-Elect, and President) on the projected annual (fiscal year) budget before presenting to the SC at the annual conference; due to President by Dec. 31st

Additional Committees: Serve as a member of the Finance Committee and Executive Committee (see bylaws for committee duties).
Mentorship: Mentor the next person coming into office.
Finances: Keep track of revenues and expenditures.
Financial Oversight: Provide financial oversight through the ASA office.

Program Chairperson

Term of Office: 1 Year (4 Total; 3nd year of sequence)
Sequence: Vice Program Chair/ Program Chair Elect (2 years); Program Chairperson; Immediate Past Program Chairperson

Basic Duties:
The program chairperson shall oversee the planning and efficient operation of all aspects of the annual conference; shall officiate at all meetings of the program committee; and shall appoint a local arrangements chairperson and local arrangements subcommittee members. The program chairperson may appoint up to four (4) at-large members to the program committee. The program chairperson may also appoint up to four additional members to the program committee. Following his or her term of office, the program chairperson shall serve one year on the program committee. The Immediate Past Program Chairperson will assist with conference program continuity and serve in an advisory capacity (Article X, Section 5).

Deadline	Summary	Description
May 1st	Preliminary Call Deadlines	Work with the Pres., Schol. Chair, ED, and Local Arr. Chair to set pre-reg., program, and scholarship deadlines.
May 30th	Conference Evaluations	Tabulate previous year's evaluation and email results to ED, past Program Chair, President, and past President.
July 1st	Call for Participation	Work with local arr. and program chairs to modify the call for papers with the following information: site and accommodations; meal prices; information specific to your conference.
Aug. 1st	Call for Proposals Online Form	Work with Office Manager and Web Man. to update and post the online call for Proposals
Aug. 1st	Conference Information	Fall edition of *Appalink* includes a blurb about the upcoming conference. Email to *Appalink* Editor
Nov. 15th	Preliminary Program	Work with the Program Chair and the Local Arrangements Chair to include any pre-conference activities with specific information on what, if any, tours and/or workshops will be offered, their costs, and how the money will be collected (on-site or other collector). Include all conference activities with their times including presenters (do not include session room numbers/locations). Include map of campus and/or buildings. Note: Registration, the Silent Auction, and the Exhibit Room should open and close at the same time on Saturday and Sunday. However, on Friday, registration should be open earlier than the Silent Auction and Exhibit Room. Send complete program to Executive Director**.**
Dec. 1st	Database of Presenters	Create an excel file of conference presenters with mailing addresses and emails to ASA office (so we can mail Preliminary Program to all presenters).
Jan. 15th (next year)	Final Program	The President, Program Chair, Local Arrangements Chair, and Executive Director work together to produce the final program.

		Sessions and other activity locations, building names and room numbers, need to be added to the program. Request the Final Program Template from Executive Director who will email it to you**.** Email complete program to Executive Director.
Jan. 15th (next year)	Conference Evaluation Sheet	Update conference evaluation sheet and email to ED.
Tuesday preceding conference (next year)	Addendum	Work with presenters to keep an accurate list of presenters that reflects cancellations and time changes. Print this in the conference addendum and give it registration staff to include with the program. Changes after the addendum is printed should be posted on a message board at or near the registration desk and on the ASA Facebook page.

Proposals:

- Work with President to establish tracks or themes for annual conference.
- Gather all completed proposals.
- Organize accepted proposals by their perceived theme(s). See Proposal Templates (Categories)
- Distribute all proposal submissions to all committee members.
- Determine if all required information has been provided in proposals. If information is missing, contact each presenter to request this information.
- Recruit conveners for each session. Provide list of conveners to all committee members, the President, and the Executive Director.
- Work with President and Local Arrangements chair to prepare adequate rooms and equipment for each presenter/track/session
- Create, share, and finalize the official conference proposal tracks prior to the Call for Papers.
- Follow up with each presenter concerning acceptance of proposal by _____. See Proposal Templates (Accepted, Rejected)
- Contact all presenters by _____ with the final information about the time, day, identity of the convener, and session title for their proposal. See Appendices B - 10 & B - 11 for sample acceptance and rejection letters.
- Share database and/or proposal system management program with upcoming Program Chair and post onto the Program Chair Googlegroups.
- Share Program Chair Googlegroups information with incoming Program Chair to ensure continuity and use of Googlegroups in the following year.

Additional Committees: Program Committee and the Local Arrangements subcommittee (see bylaws for committee duties).
Mentorship: mentor the next person coming into office.
Note: See Appendix D-3 for information regarding Marshall Digital Scholar [MDS]; See Appendix D-6 for Conference Planning FAQ's.

Immediate Past Program Chairperson

Term of Office: One year (4 total; 4th year of sequence)
Sequence: Vice Program Chair/ Program Chair Elect; Program Chairperson; Immediate Past Program Chairperson

Basic Duties: Assisting with the conference program continuity and serve in an advisory
Additional Committees: Program Committee and Local Arrangements Sub-committee (see bylaws for committee duties).
Mentorship: Mentor incoming VP/Conference Chair.

Vice Program Chair/Program Chair Elect

Term of Office: 2 Year (4 total; 2nd year of sequence)
Sequence: Vice Program Chair/ Program Chair Elect (2 years); Program Chairperson; Immediate Past Program Chairperson

Basic Duties:
The program vice-chairperson shall act as aide to the program chairperson; shall perform the duties of the chairperson in his or her absence; and shall negotiate for conference support from future sponsors. The program vice-chairperson shall become the program chairperson in the third year of the sequence (Article X, Section 6. of the bylaws).

Responsibilities with Due Dates:
Preliminary Call for Participation: Preliminary call for participation (1 pg.) to Executive Director by January 15.

Additional Committees: Current Program Committee (see bylaws for committee duties).
Mentorship: Mentor the next person coming into office.

At-Large Steering Committee Members

Term of Office: 4 years

Basic Duties:
At-large members shall serve for four (4) years, with two new members being elected each year. At-large members are expected to attend all steering committee meetings and shall be elected by written ballot as described in Article IX, Section 4 of the bylaws.

Additional Committees:

- Be active on standing committees. Ask the President which committee needs your help. Notify the committee chair that you would like to be included on the committee.
- Potentially chair committees.
- Represent interests/perspectives of ASA members to Steering Committee.

Young Appalachian Leaders and Learners (Y'ALL) Steering Committee Members

Term of Office: 2 years

Basic Duties:
Y'ALL committee members shall work to facilitate connections and relationships between emerging scholars and leaders in Appalachia, provide opportunities for professional advancement and training, as well as encourage lifelong scholarship and activism in the region. The committee will strive to foster an inclusive environment that breaks down walls between institutions and encourages engagement, leadership, and collegiality.

The committee shall consist of two co-chairpersons (elected as Y'ALL Steering Committee members) and a minimum of four members interested in upholding the mission of Y'ALL. Y'ALL members shall serve for two (2) years, with one

new member being elected each year. Y'ALL members are expected to attend all steering committee meetings and shall be elected by written ballot as described in Article IX, Section 4 of the bylaws.

Additional Committees: None.
Mentorship: Mentor the next person coming into office.

APPOINTED POSITIONS

Historian/Archivist

Term of Office: 4 years

Basic Duties:
Maintaining the ASA Timeline; cooperating with the archivist in gathering relevant materials and information; and communicating the history of the association to the membership at the association's annual conference, website, and in its newsletter and journal (Article X, Section 12).

Collecting and preserving the related documents of the activities of the Appalachian Studies Association in the association archives at Berea College, Berea, Kentucky (Article X, Section 8).

Additional Committees: None.
Mentorship: Mentor the next person coming into office.
Record: Record institutional memory.
Documents: Maintain documents for long-term security and collaborate with Website Manager to see that any major website changes/additions/revisions are archived. See Important Links "Wayback Machine" Link.

Journal Editor

Term of Office: 4 Years

Basic Duties:
The journal editor shall be responsible for editing and publishing the *Journal of Appalachian Studies* (Article X, Section 9).

Responsibilities with Due Dates:

Short blurb about the journal, call for submissions, upcoming special issues, etc. Email to *Appalink* editor by August 1 for the fall edition.

Additional Committees: Communications Committee (ex-officio) and the Finance Committee. Committees meet annually at the conference (see bylaws for committee duties).
Mentorship: Mentor the next person coming into office.
Editorial Board: Chair the annual Editorial Board meeting at the annual conference.
Conference Presenters: Approach conference presenters for possible publication in *JAS*.
Technology: Stay informed about newest technology platforms that relate to academic journals and keep Steering Committee and Executive Director aware of these.

Ex-officio Executive Director

Basic Duties:
The Executive Director shall be responsible for the day-to-day operation of the ASA administrative office (Article X, 10 of the bylaws).

Responsibilities with Due Dates:

Handbook: Create the handbook for steering committee members.

JAS: Production of journal ongoing.

Finances: ongoing.

Final Program: Have Steering Committee update, ASA Chairpersons and locations, and the advertiser/exhibitor information ready to go for the final program by January 15.

Preliminary Program: mail out by January 15 and email to the web manager to post on the webpage.

Appalink: mail out by January 31 and email to Web Manager to post on the web page.

Board Orientation: provide orientation packets to new board members at new Steering Committee meeting in March.

After the Conference Responsibilities: Do IRS Form 990 taxes, update all payment information regarding the conference (including refunds), work on the conference report, and update the PAR's and Corporate Annual Report.

Award Winners: send to Web Chair by April 7.

Templates: Email President the baseline conference budget, fundraising letter templates, and the contract template by April 1.

Templates: Email programs and call template to President/Program Chair/Local Arrangements Chair by April 15.

International Office: Sent request to international office for additional GA's by June 1.

Membership renewal letters: mail out by June 1.

Library/Institutional subscriptions: mail out invoices by June 1.

Bring conference signs to summer retreat/conference host.

File Annual Corporate Report: due June 30.

Call for Interns: Send out call for interns by July 15.

Conference revenue & expenditure report: due for review at Mid-year Steering Committee Meeting (July).

IRS Form 990: work with Accountant and Treasurer to prepare IRS form 990, Schedule A, & Schedule B. Post for SC review, due November 15.

Deadlines: Work with the President, Scholarship Chair, Program Chair, and Local Arrangements Chair to set pre-registration deadline, scholarship deadline, and scholarship notification deadline by August 1.

Scholarship Form: Work with Scholarship Chair and Web Manager to tweak scholarship form by August 1.

Call for Proposals: Work with the Executive Director and Web Manager to work on the online call for Proposal Form by August 1.

Finances: email corrected Quicken report & MURC report to treasurer, president, and accountant by August 15.

Call for Papers: mail out by Sept. 1 and email to Web Manager to post on the webpage. Add updates for Facebook.

Exhibit/Advertiser solicitations: mail out by Sept. 1 and email to Web Manager to post on the webpage.

Registration form: Update conference registration form and ask the Web Manager to post it online by September 15.

Appalink: mail out by September 30 and email to Web Manager to post on the web page.

IRS Form 990: review at fall meeting (September).

By-laws and 990 Form: Send a copy of any updated by-laws to the Secretary of State in Kentucky and a copy of the 990 form (including any past forms not sent to the IRS and Kentucky Attorney General.

Final program: update information about past presidents, standing committees, elected officers, ad hoc committees, and exhibitors/advertisers and send to Program Chair for inclusion in final program. Due to Program Chair by December 15.

Annual ASA FY Budget: Work with the Finance Committee Chair (President, President-Elect, and Treasurer) circulate the projected annual (fiscal year) ASA budget before presenting it at the Steering Committee at the annual conference by December 31.

New Officers after election: email update to website chair by April 15.

Annual Financial Review: Arrange for an MU Accounting Student to review ASA's finances and generate a report to the Steering Committee.

Faces of Appalachia: Coordinate fellowships and manage endowment and operating funds' finances.

Additional Committees: Ex-officio member of the Website, Scholarship, Finance, Executive, and Membership Committees.
Steering Committee:

- Help to implement Steering Committee decisions.
- Orient and train all new members of the Steering Committee.
- Make available handbooks and manuals to new Steering Committee members.
- Establish formal codes of operation for each Steering Committee member, including how members and chairs are selected.

Staff:

- Create job descriptions for staff.
- Comply with all Marshall University and MURC's hiring procedures.
- Assign daily tasks to staff
- Train staff

Compliances: Check and write up legal compliances.
Due Dates: Keep up with due dates and reporting schedules for board committees.

Liaison Officer

Term of Office: 4 years

Basic Duties:
The liaison officer shall be responsible for facilitating and communicating transactions between the ASA and its institutional base (Article X, Section 11).

Additional Committees: Finance Committee (see bylaws for committee duties).
Mentorship: Mentor the next person coming into office.

Scholarship Chairperson

Term of Office: 4 years

Basic Duties:
The scholarship committee chairperson shall be responsible for maintaining the scholarship committee and leading it in decision-making about scholarship funding and allocations, and regularly communicating the results of the committee's work to the steering committee (Article X, Section 14).

Responsibilities with Due Dates:
Deadlines: Work with the President, Executive Director, and Local Arrangements Chair to set scholarship deadline and scholarship notification deadline by August 1.

Online Scholarship Form: Work with Office Manager and Web Manager to tweak scholarship form by August 1.

Appalink: Information for Appalink should be sent to the Secretary by August 1 (fall issue).

Scholarships:

- Formalize a code of operations or guidelines governing scholarships along with past chair.
- Scholarship form and preliminary program update: send short call for applicants to the Program Chair by November 1 to include in preliminary program.
- Consider applications and decide on scholarship award.
- Scholarship Awards: email the spreadsheet of awards to ED by Feb. 11.
- Keep accurate records of scholarship awards (demographics, number of scholarships, denied, and unused awards).

Additional Committees: Serve as a member of the Finance and Membership committees.
Mentorship: Mentor the next person coming into office.
Steering Committee: Communicate decisions and suggestions to the Steering Committee.
Appalink: Information for Appalink should be sent to the Secretary by December 1 (spring issue).

Finance Chairperson

Term of Office: 4 years

Basic Duties:
The finance committee chairperson, appointed by the president, shall be responsible for maintaining the finance committee, leading it in producing budget forecasts and fundraising strategies, and regularly communicating the results of the committee's work to the Steering Committee (Article X, Section 15 of the bylaws).

Responsibilities with Due Dates:
Annual ASA FY Budget: Work with the Executive Director, President-Elect, and Treasurer on the projected annual (fiscal year) ASA budget before presenting it at the Steering Committee at the annual conference. Circulate by December 1st.

Additional Committees: None.
Mentorship: Mentor the next person coming into office.

Membership Chairperson

Term of Office: 4 years

Basic Duties:
The membership committee chairperson shall be responsible for devising strategies to ensure that the membership base remains sustainable, engaged, and diverse (Article X, Section 16).

Responsibilities with Due Dates:
Demographic Form: Update the online demographic form for the Final Program by December 1. Tally information and provide to the steering committee for summer steering committee meeting. Memberships run from January – December and membership information comes in throughout the year. Keep a database of demographic information.

Volunteers: contact committee chairs with the names of individuals (from volunteers forms) who want to be involved with particular committees or other ASA functions. Keep a database of volunteers.
Devise strategies to ensure that the membership base remains sustainable, engaged, and diverse (Article 10, Section 16).

Additional Committees: None.
Mentorship: Mentor the next person coming into office.

Communications Committee Chairperson

Term of Office: 4 years

Basic Duties:
The Communications Committee shall receive all suggestions from ASA members, deliberate and approve any changes to the website, and communicate such changes to the website overseer who will play an advisory role (Article XI, Section 4 of the bylaws).

Ensuring that information for all association communication formats is submitted for publication and is completed in a timely manner (Article X, Section 17).

The chairperson shall be responsible for maintaining the ASA website and communicating all suggestions and concerns to the website overseer. The website committee chairperson shall be a member of the Communications Committee (Article X, Section 13).

The committee will request, collect, and report information for *Appalink* and the ASA website. The committee will coordinate with ASA President, Conference Program chair, and Local Arrangements Chair for release of conference news (Article XI, Section 9 of the bylaws).

See: C - 2. Fundraising Letter to Appalachian Centers Sample.

Website:

- Keep website ASA compliant.
- Keep website current and timely.
- Work with Website Manager

Responsibilities with Due Dates:
Award Winners update: update website by April 15. Request from Executive Director.

Steering Committee Update: update steering committee members on webpage by April 15.

Bylaws update: update website by May 30. Request from Secretary.

Appalink: email short article for *Appalink* to the *Appalink* Editor regarding the website, new items of interest, changes, updates, etc., due by August 1 for the fall edition. Add fall and spring editions of *Appalink* to Webpage as they are published. Do not include the ballot from the spring edition.

Facilitate the Posting of Conference Information and Online Forms: Call for Participation by August 15; Update and post online Conference Proposal form by August 15; Online Registration form link August 15; Update and post online Scholarship form by December 1; Preliminary Program posted once completed, January.

Additional Committees: None.
Mentorship: Mentor the next person coming into office.

Awards Chairperson

Term of Office: 4 years

Basic Duties:
The role of the Awards Chairperson is to coordinate the publicity, nomination, selection, and presentation process for the awards given by the ASA. The chair will serve as master of ceremonies each year at the Appalachian Studies Conference to ensure meaningful yet efficient presentation of the awards. The chair will emcee or designate an emcee, who will also be certain of which recipients will be present. Article X, Section 17.

Responsibilities with Due Dates:
Two weeks after conference
Website: A list of award winners should be sent to the Website Chair and copied to the Executive Director.

June 30
Website: Submit updated Call for Awards Nominations information (committee chairs, due dates) to Website Chair and copy the Executive Director.

Program Chair: Submit updated Call for Awards Nominations information (committee chairs, due dates) for inclusion in the Call for Participation.

August 1
Appalink: Submit updated Call for Awards Nominations information (committee chairs, due dates).

February 14
Executive Director: Submit all award winner information necessary in order to produce plaques/certificates and checks for the conference.

Additional Committees: None
Mentorship: Mentor the next person coming into office.
Note: See below for list of Award Committees and Committee Chairs.

Appalink Editor

Term of Office: 4 years

Basic Duties:
The *Appalink* Editor shall be responsible for the publication of *Appalink*.

Responsibilities with Due Dates:
Fall: The deadline for fall submissions is August 1. Email reminders to all contributors/membership of deadline two weeks prior. Send first proof to MU Printing by September 1. The final proof needs to be ready for printing by September 15 so that it is in people's hands by the end of September. Use previous issues of *Appalink* as templates.

Spring: The deadline for spring submissions is December 1. Email reminders to all contributors/membership of deadline two weeks prior. Send first proof to MU Printing by January 1. The final proof needs to be ready for printing by January 15 so that it is in people's hands by J. Use previous issues of *Appalink* as templates.

Additional Committees: Communications Committee (see bylaws for committee duties).
Mentorship: Mentor the next person coming into office.

Silent Auction Coordinator

Term of Office: 4 years

Responsibilities with Due Dates:
Silent Auction proceeds: deliver proceeds from Silent Auction to Executive Director by April 15.

Fall Appalink: email a short call for the Silent Auction for the fall issue of Appalink to the Editor by August 1 for the fall issue.

Preliminary program update: email a short call for items to the program chair by Nov. 1.

Spring Appalink: email a short call for the Silent Auction for the spring issue of Appalink to Appalink Editor by December 1.

Additional Committees: Scholarship Committee (Proceeds are used to support conference scholarships.)
Mentorship: Mentor the next person coming into office.

Education Chairperson

Term of Office: 4 years

Basic Duties:
Appointed by the ASA President, the Education Committee Chair is responsible for communicating with and calling meetings of the Education Committee for the purpose of dispersing information, educating the membership about programs and projects in the region, planning panel conference sessions that focus on the topic of education, and managing the annual Award for Excellence in Teaching Appalachian Studies.

The Education Committee Chair must get permission and send Teaching Award winners' syllabus to Communications Chair for syllabus archive on website. (deadline: two weeks after conference)

Additional Committees: Communications Committee (see bylaws for committee duties).
Mentorship: Mentor the next person coming into office.

Diversity and Inclusion Committee Chair

Term of Office: 4 years

Basic Duties:
The Diversity and Inclusion Chair shall be responsible for devising strategies to insure that the membership, leadership, conferences, and publications of the organization represent the full spectrum of the populations of the Appalachian region.

Additional Committees: Executive Committee

Ex-officio Office Manager

Basic Duties:
See appendix D-1: Office Manager Position Overview and Essential Duties and Responsibilities

STANDING COMMITTEE DESCRIPTIONS AND DUTIES

(not members of the Steering Committee)

Program Committee

Not Members of the Steering Committee

The program committee shall be responsible for the visioning, planning, and execution of the program for the annual conference, including performing or overseeing:

- weighing in on conference proposal tracks after getting list from the program chair;
- preparing and mailing the Call for Papers [ED facilitate printing and mailing of Call];
- reviewing and selecting papers and presentations for the conference;
- providing a preliminary program and pre-registration materials;
- providing the final printed program, to be distributed at the conference (see Article XII, Section 2 of bylaws).

Members of the program committee shall include: Program Chairperson, Program Chairpersons Elect #1 and #2, Local Arrangements Chairperson, Association President, At-Large Members (up to four members), Additional members (up to four appointed by the Program Chairperson), Immediate Past Program Chair, Conference Chair (ex-officio), and Community Liaison.

Young Appalachian Leaders and Learners (Y'ALL)

Y'ALL committee members shall work to facilitate connections and relationships between emerging leaders and scholars in Appalachia, provide opportunities for professional advancement and training, as well as encourage lifelong scholarship and activism in the region. The committee will strive to foster an inclusive environment that breaks down walls between institutions and encourages engagement, leadership, and collegiality.

Scholarship Committee

The scholarship committee shall consist of the chairperson and from three to six regular members appointed by the 15 ASA Bylaws 2016-2017 ASA president to rotating terms. The ASA Executive Director, Silent Auction Coordinator, and the vice president/president elect will also serve as ex officio, nonvoting members of the scholarship committee.

The scholarship committee shall receive all suggestions from ASA members, assist with fund raising for scholarships, devise and implement a mechanism for allocating funds raised for scholarships, and cooperate with the Treasurer and Executive Director in accounting for all scholarship funds dispersed. Decisions of the Scholarship Committee shall be communicated to the steering committee for its approval.

Finance Committee

This committee works closely with the ASA Treasurer to develop, oversee and project budgets for the ASA. It also oversees the ASA endowment drive, fundraising and investments of the organization. This committee plays an important role in sustaining our organization by seeing that we are fiscally responsible while simultaneously conforming to values of democracy and social justice.

The finance committee shall consist of the chairperson and from three to six regular members appointed by the ASA president to rotating terms. The ASA treasurer, scholarship committee chairperson, liaison officer, and Vice President/President Elect shall serve as members of the committee. The Executive Director shall serve as a nonvoting member.

Current Committee Members:
Vacant (Chair); Chris Green; Sylvia Bailey Shurbutt; Chad Berry; Mary Jo Graham; Roger Guy; Ted Olson; Kristin Kant-Byers; John Nemeth; Phillip Obermiller; Mary Thomas (ex-officio)

<u>Basic Duties:</u>

In conjunction with the treasurer and Executive Director, the finance committee shall develop three-year projected budgets for both the annual conference and the overall associations, recommend and assist in the implementation of fundraising and development strategies, and respond to special requests from the Steering Committee. Recommendations of the finance committee shall be communicated to the steering Committee for its approval (Article XI, Section 8).

Finance Committee Meeting: Once a year at the annual conference. Additional meetings called as needed.

Membership Committee

This committee collects information about our membership composition and trends, reports this information to the Steering Committee, and develops initiatives to enhance membership engagement as well as ASA services to the membership.

The membership consists of the chairperson, and at least two members appointed by the president to three year rotating terms. The committee will include at least one scholar with survey, statistical or research methods training and at least on community/activist representative. The ASA Executive Director and the Scholarship chair shall serve as ex-officio members (Article XI, Section 9).

Current Committee Members:
Rachel Terman (Chair), Billy Schumann, Renee Scott, Pamela Twiss, Kehren Barbour, Scholarship Chair (ex officio); Mary Thomas, Executive Director (ex officio).

Basic Duties:
Collecting information about ASA members and devising strategies to ensure that the membership base remains sustainable, engaged, and diverse (Article XI, Section 9).

Collaborating with the ASA Executive Director and office staff in the collection of information regarding ASA membership.

Membership Committee Meetings: Once a year at the annual conference.

Communications Committee

This committee facilitates communication between leadership and membership, amongst membership, and between the ASA and the public. This committee focuses on managing a dynamic website, proposing policy related to the website, and the e-Appalachia award. This committee also collaborates with the Awards Committee. The committee will propose to the Steering Committee a policy for management and access to the membership email as well as analyze the Appalink survey and develop plans to improve the newsletter. The committee consists of the newsletter editor; a person specializing in press and public relations; and a chair to coordinate the communication committees at ASA conferences.

Awards Committee

Consists of Selection Committee Chairs

This committee is comprised of all awards chairs, and will work with the Communication and Membership committees to solicit award nominations and publicize awards; it will propose ways to improve the awards process; and it will regularly monitor and assess the awards practices and policies of the ASA.

Basic Duties:
The role of the Selection Committee Chair is to coordinate with the Awards Chair on the publicity, nomination, selection, and presentation process. The Selection Committee Chair is responsible for the composition of the selection committee, which in every case should represent a diversity of voices.

Selection Committees and Chairs:

Cratis D. Williams & James S. Brown Service Award
John Hennen, johnch51@vt.edu>

Helen M. Lewis Community Service Award
Sandy Ballard, ballardsl@appstate.edu

Carl A. Ross Appalachian Student Paper Award
Casey LaFrance, TC-Lafrance@wiu.edu

Wilma S. Dykeman "Faces of Appalachia" Post-Doctoral Research Fellowship
Linda Spatig, spatig@marshall.edu

Jack Spadaro Documentary Award
Jack Wright, jwright@ohio.edu

e-Appalachia Award
Eryn Roles, roles1@marshall.edu

Stephen L. Fisher Award for Excellence in Teaching
Theresa Burriss, tburriss@radford.edu

Weatherford Awards
Chris Green, Director, Loyal Jones Appalachian Center, CPO 2166, 205 North Main Street, Berea College, Berea, KY, 40404

Responsibilities with Due Dates:
The due date to have required information to the Executive Director is Feb. 14 (in order to have checks and awards ready by the conference). That includes a W-9 form with original signature from those nominees to be awarded a cash prize. Be familiar with the chair responsibilities and see awards templates.

By January 30, Selection Committee Chairs should apprise the Awards Chair of committee composition for the upcoming conference.

By March 15, notify the Awards Chair as to whether the winner will be present or the name of the person designated to accept the award on his/her behalf.

Please see a description of each award at http://appalachianstudies.org/awards/.

Silent Auction Committee

The Silent Auction Committee solicits items for the annual Howard Dorgan Silent Auction. Committee members manage the auction at the annual ASA meeting.

Education Committee

The committee will explore educational opportunities for the association, both in the community and in the academy, including planning and executing an ASA conference session focusing on education. The committee will likewise manage the annual Award for Excellent in Teaching Appalachian Studies, including putting out a call for nomination each fall in Appalink.

Diversity and Inclusion Committee

The committee shall consist of the chairperson and a minimum of four members appointed by the ASA president in rotating terms. Other members are welcome to volunteer with the committee as well. The committee will work closely with the Membership Committee, the Nominating Committee, and the Program Committee.

The Diversity and Inclusion Committee works to insure that the membership, leadership, conferences and publications of the organization represent the full spectrum of the populations of the Appalachian region, in terms of race, class, gender, sexual orientation, age, and life work. To gain the maximum benefit from our diverse membership and

leadership, the committee works to insure that every member feels welcomed, valued, respected and supported, so that each individual feels a part of a whole that is greater than the sum of its parts.

Executive Committee

The Executive Committee will serve and advise at the President on business and concerns that may come before the Steering Committee. The Executive Committee will consult the Steering Committee as needed.

The Executive Committee shall consist of the ASA President, past ASA President, Vice-President/President Elect, Secretary, Treasurer, the Chair of the Diversity and Inclusion Committee, and ASA Executive Director (ex-officio).

Nominating Committee

The nominating committee, chaired by the vice president, shall be appointed by the president each year and will consist of the executive committee, as well as the chair of the Diversity and Inclusion Committee. This committee will nominate individuals to all vacant elected and appointed offices of the ASA. The nominating committee shall solicit nominations from the ASA membership by issuing a call for nominations in the fall edition of the ASA newsletter, Appalink. The committee shall report its slate of nominees to the steering committee at its fall meeting and to the ASA membership through a ballot in the spring edition of *Appalink*.

AD-HOC COMMITTEE DESCRIPTIONS AND DUTIES

(not members of the Steering Committee)

ASA/Black Belt Committee

Current Committee Members: Sokoya Finch, Chair, G. Frank Bills, Steve Fisher, Rosalind Harris

This committee facilitates relations between the ASA and the emerging Black Belt Studies movement.

International Connections Committee

Current Committee Members: Katherine Ledford, Chair

In fall 2014, the Steering Committee of the ASA approved the formation of an ad hoc committee to promote international connections for the association and for the field of Appalachian studies. Katherine Ledford from Appalachian State University will chair the committee, which has been tasked with:

1. raising the profile of the ASA and the field of Appalachian studies internationally
2. circulating an early draft of the call for papers internationally in the late spring each year to give international participants time to plan trips to the United States
3. advising and assisting ASA conference planners each year with the logistics of working with international participants
4. organizing a comparative mountain studies session each year.

Conference Evaluation Team

This team focuses on devising, administering and analyzing conference evaluation questionnaires.

Faces of Appalachia Post-Doctoral Research Grant Committee

This committee oversees a post-doctoral research grant competition. Administrative support for the award will be provided by ASA Executive Director Mary K. Thomas.

Local Arrangements Committee

Subcommittee of the Program Committee:

The local arrangements subcommittee shall consist of the program chairperson, the local arrangements subcommittee chairperson, and other members appointed by the program chairperson.

Basic Duties:
The local arrangements committee shall be responsible for making all necessary site arrangements including selecting menus, selecting entertainment, selecting meeting and banquet rooms, and carrying out any other activities deemed necessary for a successful conference (Article XI, Section 3).

Note: see Conference Information & Hints, Appendix B.

Local Arrangements Chairperson

Not a Voting Member of the Steering Committee

Basic Duties:
The local arrangements committee shall be responsible for making all necessary site arrangements including selecting menus, selecting entertainment, selecting meeting and banquet rooms, and carrying out any other activities deemed necessary for a successful conference (Article XI, Section 3. of bylaws). See Local Arrangements Template (job description) Appendix E.

Responsibilities with Due Dates:

Deadline	Task	Description
May 30th	Deadlines	Work with President, Scholarship Chair, ED, and Local Arr. Chair to set pre-registration, program, scholarship application, and scholarship notification deadlines.
July 1st	Exhibit Tables	Email size of exhibit tables, whether they will be covered, how many tables may be sold (how many will fit), the exhibit room layout, and name of a person to be in charge of the exhibit room to ED.
July 1st	Call for Participation; Meal prices	Look at template from previous year's call. Work with the Program Chair to modify the Call for Papers with the following new information: 1) conference site and accommodations, 2) meal prices, 4) information specific to your conference (1 page). Send to ED.
July 1st	Letter to Exhibitors/Advertisers/Sponsors; Shipping Address for Vendors	Work with ED to update the letter of invitation and the exhibit information page as to set-up times for exhibit hall, breaks, and receptions and locations on campus for loading, copying, etc.; Email shipping address to ED for vendors to ship materials for conference exhibits
Nov. 15th	Preliminary Program	Work with the Program Chair to include any pre-conference activities with specific information about times, locations, costs, and money collection. See template in Appendix B.

** Note: See Appendix D-6 for Conference Planning FAQ's

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Appendix A
Association Information and Hints

This appendix includes:

- A-1: Suggested List of Archival Materials
- A-2: Updating Bylaws and Minutes
- A-3: ASA Articles of Incorporation

Appendix A-1
Suggested List of Archival Materials

1) Official Correspondence (regarding policy, program, personnel, etc.)
2) Minutes of Steering Committee and other committee meetings
3) Annual or Summary Reports
4) Publications (Appalink and JAS, brochures, conference programs, etc.)
5) Speeches and accepted papers
6) Documents of Standing/Ad-Hoc/Specially Appointed Committees
7) Staff Personnel Files
8) Staff/Officer Biographical Files
9) Staff Manuals
10) Policies and Procedures
11) Special or Subject Correspondence
12) Long Range Planning/Self-Study Documents
13) Budget Files (Final)/ Documents relating to Investments and/or Endowments
14) Scholarship/Special Funds (materials related to maintenance, evaluation, and awarding of special scholarships or funds)
15) Sound/Video materials documenting the conference
16) Photographs
17) Other Materials of Interest

NOTE: Other items/materials may be added after consultation with Executive Director and the Steering Committee. Committee Chairpersons are responsible for forwarding committee documents to the ASA archivist, along with copies to the next office holder.

ASA Archives:

Special Collections and Archives
ATTN: Rachel Vagts
Berea College
Hutchins Library
CPO LIB
Berea, KY 40404

Appendix A-2
Updating Bylaws & Minutes

The ASA Vice President and Secretary are in charge of seeing that the ASA Bylaws are updated and that each version is kept for reference. The process for updating the Bylaws is outlined below:

1. Type up the changes that have been made. At the end, please add the date using the format month, day, year so that we know when the current version was updated.
2. Save this updated version of the file as "Bylaws May 25 2011." This preserves the current bylaws for the record and generates a new version. We can then update this version the next time changes are made.
3. Keep each copy of the bylaws in a three-ring binder for reference.
4. Send an electronic copy of the updated bylaws to the ASA archives at:

   CPO Library
   Special Collections, Berea College, Berea, KY 40404

5. Send an electronic copy to Executive Director Mary K. Thomas at mthomas@marshall.edu so that she can then send the most recent version to the Web Manager for posting on the ASA website.
6. Make sure you pass on the latest versions of the bylaws to your successor so that he/she can update from the most recent version.

<u>Steering Committee Minutes</u>:

The Secretary is also responsible for keeping a record of approved/corrected minutes of Steering Committee meetings. Please keep final electronic versions as well as a binder of hard copies. Please name the files "Approved Minutes, SC, May 25 2011." Send a hard copy to the archivist and an electronic copy to the Steering Committee.

Appendix A-3: ASA Articles of Incorporation

Click the body of the document below to view the actual PDF file.

09/06/2006 WED 16:04 FAX 502 564 4075 Sec of State KY Corp. 003/008

ORIGINAL COPY
FILED AND RECORDED
SECRETARY OF STATE OF KENTUCKY
FRANKFORT, KENTUCKY

DEC 2 1 1978

SECRETARY OF STATE

SECRETARY OF STATE
DEC 21 1978
Ck #4
Commonwealth of Kentucky

ARTICLES OF INCORPORATION
OF
APPALACHIAN STUDIES CONFERENCE, INC.

The undersigned, being citizens of the United States, desiring to form a nonstock, nonprofit corporation under the provisions of Chapter 273 of the Kentucky Revised Statutes, do hereby certify:

119013

ARTICLE I

The name of the corporation is APPALACHIAN STUDIES CONFERENCE, INC.

ARTICLE II

The corporation is organized for exclusively public charitable and educational activities within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1954, as amended. The purposes of the corporation are:

(a) To further the exchange of information concerning the Appalachian People and the Appalachian Region, including but not limited to, knowledge of research projects, research data and findings, creative work in progress, academic programs and related support programs, through such means as conferences and newsletters;

(b) To further the goals of scholarship, teaching and learning about the Appalachian people and the Appalachian Region; and

(c) To foster cooperation among Appalachian writers, artists, and scholars as well as other work of significance in the field of Appalachian studies, communicate research information as well as concern about research activities which effect public policy regarding Appalachian People and the Appalachian Region.

ARTICLE III

This corporation shall have and be entitled to exercise all powers conferred upon nonprofit corporations by Chapter 273 of the Kentucky Revised Statutes as fully as if those powers were specifically set forth in these Articles; PROVIDED, HOWEVER, the corporation shall not have or exercise any power not connected with the furtherance of the purposes stated above.

Appendix B: Conference Information and Hints

This appendix includes:

- B-1: Preliminary Program Responsibilities
- B-2: Final Program Responsibilities
- B-3: Preliminary Call Sample
- B-4: Local Arrangements Chair Job Description
- B-5: Hints and Information for Local Arrangements Chair
- B-6: Informational Letter to Exhibitors Sample
- B-7: Conference Hints
- B-8: On-Site Tech Support Hints
- B-9: ASA Program Committee Plan of Work
- B-10: Accepted Conference Proposal Letter Sample
- B-11: Rejected Conference Proposal Letter Sample
- B-12: Conference Budget Template
- B-13: Saturday Lunch and Business Meeting Agenda Sample
- B-14: Friday Night Lunch and Awards Ceremony Agenda Sample
- B-15: Sunday Brunch Agenda Sample
- B-16: Sample Entertainment Schedule
- B-17: Volunteers
- B-18: Tours
- B-19. Sample Howard Dorgan Silent Auction Donation Request
- B-20. Conference Planning FAQ's
- B-21. Review of Proposals
- B-22. Convener/Moderator Guidelines (2016)
- B-23. Community Liaison Description

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Appendix B-1
Preliminary Program Responsibilities

B-1 Preliminary Program Responsibilites

Preliminary Program Responsibilites (Who provides what?)			
	Office:		Program Chair:
	LIMIT to 28 PAGES		
Page 1	Preliminary list of conference sponsors		Welcome letter from President, Program Chairs, and Local Arrangements Chair
Page2	Registration information		Accomodations
	Scholarship Information		Directions to campus
	Silent Auction information		
Page 3	Exhibitor Information		Where activities will occur on campus
	Awards information		Preconference Activities
			Art/other exhibits information
Page 4	Book Publishers and Exhibits Information paragraph		
			ASA Committee Meetings
			Email & Technology Information
			Conference Overview at a Glance
Page 5 - 15			**Preliminary program - all the sessions, meals, activities, receptions, breaks, committee meetings, etc. typed into a Word file exactly the way you want it to look. ***Do not include room numbers at this point.**
page 16	Journal Submission information		
page 17			campus map
Page 18 - 34	Conference Ads		
Page 35	Registration form		
Page 36	Mailing Information & deadlines.		
Insert	Demographic form		

**Please type your information the way you want it into a Word file. Office staff will add the rest and send to printing for layout.

Appendix B-2
Final Program Responsibilities

Appendix B - 2 final Program Responsibilities			
Final Program Responsiblities (Who provides what?)			
	Office:		Program Chair:
	LIMIT to 48 PAGES		
Page 1	Preliminary list of conference sponsors		Welcome from President, Program Chair(s), Local Arrangement Chairs
	ASA Mission Statement		
Page2			Welcome Letters from University/State/Local /Other
Page 3- 5	About ASA Information		
Page 6 - 7	Advertiser and Exhibitor List		Important General Information (see last year's program)
page 8			Conference Overview at a Glance
page 9			Notable Activities and Exhibits
Page 10 - 21			Final Program - all the session, meals, activities, breaks, meetings, receptions, etc. typed into a Word file exactly the way you want it to look. **This is where you add locations and room numbers.**
Page 21	Journal Submission information		
	2012 Conference Information		
Page 22			campus map
Page 23 - 24			Index: Name and session number only
Page 25 - back cover	Conference Ads		
Inserts	Demographic form		Conference Addendum of last minute changes (due closer to conference and can be inserted at registration)
	Call for Papers 2011		
**Please type your information the way you want it into a Word file. You have most of this already. Office staff will add the rest			
*We don't include room numbers in the preliminary program			

Updated November 2017

Appendix B-3
Preliminary Call Sample

Mark your calendars now for the
2011 Appalachian Studies Association Conference

A River of Earth:
Action, Scholarship, Reflection and Renewal

March 11 - 13, 2011
Eastern Kentucky University, Richmond, Kentucky

The Center for Appalachian Studies at Eastern Kentucky University invites participation in the 2011 Conference of the Appalachian Studies Association, to be held on the EKU campus in Richmond, Kentucky. This year's conference will coincide with a gathering of alumni from the Appalachian Volunteers, a group which helped found this Association and, from the 1960s through the present, inspired much of the social action that has taken place in the region. In the iconoclastic spirit of the AVs, the 2011 Conference will include special sessions that will take stock of and reassess current assumptions on the most controversial topics that face the Appalachians.

Eastern Kentucky University is located in central Kentucky, on the border of the mountains and the bluegrass. Richmond, the seat of Madison County, has historically been one of the main ports of debarkation for migrants heading out of the mountains. And it was the finest citizens of Richmond who, in 1859, razed the upstart, abolitionist town of Berea and ousted its founder, John Fee. Richmond lies fifteen miles north of (rebuilt) Berea on Interstate 75 and thirty miles south of Lexington; it is also a two-hour drive from both Cincinnati and Louisville. Richmond is easily accessible both from I75 and I64 and is served by the Bluegrass Airport in Lexington.

For additional information, please contact:
Rob Weise, 2011 ASA Program Co-Chair, rob.weise@eku.edu
Anne Blakeney, 2011 ASA Program Co-Chair, anne.blakeney@eku.edu
Alan Banks, 2011 ASA President, alan.banks@eku.edu

Appendix B-4
Local Arrangements Chair Job Description

2007 Conference at Maryville College

Task	Approximate Timing Before Conference
Housing	
Block hotel/motel rooms w/ contracts	1 year
Recruit alternative housing (donated)	1 year to 6 months
Accommodate special requests	1 month
Food	
Coordinate meals w/ Food Service	
Menus/costs/counts	Preliminary menus/costs 1 year; Check in periodically; Final counts 2 weeks to 1 month
Breaks/receptions	Preliminary 6 months; Check in periodically; Final counts 2 weeks to 1 month
Coordinate menus/costs/tables between sponsors & Food Service	Preliminary 6 months; Check in periodically; Final counts 2 weeks to 1 month
Arrange field trip box lunch	1-3 months
Entertainment	
Recruit	6 months to 1 year
Negotiate time/pay & contracts	6 months to 1 year
Arrange equipment/technology	3-6 months
Provide payment	1 day to 1 month
Organize jam sessions	3-6 months
Exhibits	
Exhibit Room for Publishers & Community Orgs	
Coordinate w/ASA Director	1 month to 6 months
Make placement plan- (responsibility assigned to student volunteer)	3 months
Develop local student art show	
Recruit teachers' participation from local schools	6 months
Receive/pick up art work	1 to 2 weeks
Set up display w/assistance from art professor	1 week
Develop quilt exhibits	
Recruit quilt expert to display some of her collection	6 months
(Student volunteer developed quilt making project for 30th Anniversary)	3-6 months
Coordinate w/Highlander Center for exhibit	3 months
Technology	
Coordinate w/ Event Support staff member	1 day to 6 months
Advocate for financial support to provide technology staff in session rooms	4-6 months
Coordinate/order microphones for entertainment/announcements/meetings/keynote speakers	1-3 months
Arrange computer lab access for ASA members	1-3 months
Field Trips	
Develop 2 pre-conference trips	6 months
Arrange transportation for 3 trips (one during conference)	3 months
Arrange volunteer van drivers & their training	1-3 months
Facilities & Equipment	
Reserve rooms/facilities at College	6 months to 1 year
Make detailed schedule/plan for room use	4 months
Make plan & map for furniture needs (tables, chairs, linen) in each room or space collaborating w/Program Chair	3 months
Make plan for signs & easels	2 months
Make or supervise making signs	1 week to 1 month
Order tables, chairs, linen, easels coordinating w/ASA Director	1 month to 3 months
Assign rooms for committee meetings	1 month to 3 months
Finances	
Receive & spend local money (developed purchase orders)	3 months to 8 months

Keep record & receipts	2 months after to 8 months before
Volunteers	
Recruit (students/faculty/staff)	1 week to 6 months
Organize-determine tasks/provide assignments	1 day to 4 months
Provide training/supervision: meetings weekly w/students	During conference to 6 months
Arrange waivers (registration/meals)	1 month
Assist Program Chair in recruiting local session facilitators	2-4 months
Coordination on campus	
Meetings w/Conferences & Events Director/Custodial Services Director/Security Director	1 week to 6 months
Reserve golf cart for handicapped	4 months
Member of Program Committee	
Attend meetings	1 month to 1 year
Write portion of preliminary & final program (not sessions)	4 months to 6 months
Collaborate w/Program Chair to make itinerary of total conference	1-2 months
Commemoration Program	
Develop plan for honoring Carawans & recruit them	4 months
Buy gift	1 month
Donations	
Coordinate w/donor (UT Press) to make conference bags	4 months
Develop/obtain door prizes coordinating w/student volunteer & Program Chair	1 week to 3 months
Local Arrangements Committee	
Arrange meetings	1 week to 1 year
Student volunteers served this function (Committee too busy)	During conference to 6 months

**Note: The 07 Chair did not do fundraising. The President did fundraising and a community person developed local resources such as free or reduced prices for restaurants, bed & breakfasts, & other businesses.

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Appendix B-5
Hints & Information for Local Arrangements Chair

Information for the Local Arrangements Chair:

The local arrangements chair pretty much oversees all the local arrangements and acts as the liaison between the conference site and the ASA.

- **Room Assignments**
- **Tech:**
    1. Designates a head tech person to be responsible for all tech (audio/visual needs) needs and provides the name and cell phone number of the tech person session conveners and key conference personnel to contact in case of technical problems during the conference to be shared with registration staff, program chair, president, local arrangements chair, volunteers, and others as deemed appropriate.

    2. Oversees all the tech needs of presenters/musicians & entertainers
- **Volunteers:**

  Find and organize needed volunteers:
  -information volunteers
  -guides; sometimes it is helpful to have student volunteers stationed in each building to help people find their way around/give directions
  -someone to check meal stickers at Banquet, lunch, and brunch
  -someone to be responsible to make sure that the exhibit hall is locked down immediately at close and during lunch on Saturday
- **Signs:**

  Registration

  Exhibit and Book Room

  Silent Auction

  Meals: Banquet, Luncheon, and Brunch

  Conference Information

  Receptions: "Welcome to Ohio Appalachian Reception" with sponsor names

  Breaks: Refreshment Break sponsored by the University Press of Kentucky

  Committee Meeting Signs – a list of these outside each room would be helpful

  List of Conference Sponsors at Registration or elsewhere

  Other Signs

- **Other:**

  1. **Phone List** - We need a list of names with cell phone numbers for trouble-shooting during the conference; i.e. president, executive director, program chair, local arrangements chair, and other key conference personnel.
  2. **Meal Count** – turns in meal counts to appropriate persons

- **Exhibit Room**
  - Tables definitely need to be assigned.
  - Last year, we grouped certain groups together on the floor plan. Presses, Centers, Ohio exhibitors, community groups, activist groups. This seemed to work well.
  - We have had problems in the past with exhibitors deciding to redesign the floor plan or switching tables without permission. Needless to say, this caused problems with other exhibitors who found their tables in less than desired locations. So, **our policy is not to allow this.** Of course, we can be receptive to problems and make adjustments where all parties agree.
  - Someone needs to be assigned to manage the exhibit room and needs to be there continually during the conference and throughout the Thursday evening and Friday morning set-up time so as to handle any problems that come up. Dollies and carts need to be available for vendors to move their books during set-up (Thursday and Friday) and breaking down (Sunday).
  - Some vendors like to mail their books ahead of time. We need a contact name and address for this. And someone needs to take responsibility to see that these deliveries are in the exhibit hall on Thursday.
  - Vendors like to come on Thursday evening to begin set-up.
  - Dollies and help for vendors will also be needed on Thursday evening and Friday morning and afternoon.
  - Some vendors will have electrical or other requirements (this should be taken into consideration when deciding floor plan). Is wireless available in the gym?
  - It is always a good idea to keep water/coffee available in the Exhibit Hall.
  - We need three chairs per table.
  - Some exhibits may require wall space.
  - A letter needs to go out to exhibitors (see Exhibitors letter, Appendix G) with all the details they will need in advance. The attached letter needs tweaked for your conference. The ED will send it out electronically.
  - Important: the exhibit hall must be locked during lunch and immediately at close everyday so that merchandize doesn't disappear. The hall closes _____ PM Friday and _____ PM Saturday.

See also: B-7 Conference Hints and B-6 Informational Letter to Exhibitors

****Note: See Appendix D-5 for sample Howard Dorgan Silent Auction Fund donation request.**

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Appendix B-6
Informational Letter to Exhibitors Sample

February 16, 2010

Dear Exhibitors,

We are glad to have you at the 2010 Appalachian Studies Association Conference. Here is information you will need regarding finding the Exhibit Hall, loading and unloading your exhibit materials, and finding your exhibit space.

If you need to ship your materials to North Georgia College & State University, please send them to Attention: William Findley, North Georgia College & State University, 82 College Circle, 30597.

Exhibitor directions to campus and parking:

If you are bringing your materials with you and must unload them for display, enter the main campus entrance, via Highway 60, across the street from Dairy Queen; continue on around the curve until you come to the first parking spaces on the right. This area is best for unloading ONLY, since it is close to the main entrance and on the same level as the Exhibit Hall. There will be volunteers on hand to assist you. After unloading, please park on the opposite side of the building.

If you ship materials ahead, park adjacent to the Exhibit Hall location, which is in the Gym of Memorial Hall. For access to that parking area, enter the main campus entrance, via Highway 60, across the street from Dairy Queen; turn right immediately upon entering campus. Park in either the first parking lot or the one adjacent to it, both of which are adjacent to the Exhibit Hall location. The main entrance to the Exhibit Hall is on the opposite side of the building from the first parking lot; after entering the building, the doors to the Exhibit Hall are on the immediate right.

The Exhibit Hall will be open for set-up:

Thursday, March 18	6:00 pm — 8:00 pm
Friday, March 19	9:00 am — Noon

Ross Burger will be in the Exhibit Room to direct you to your table. Each table will be clearly labeled with the Exhibitor Organization's name. Please do not change your location without checking with Ross as vendor tables have been assigned with certain requirements in mind. Someone will also be on hand to assist anyone with special needs. Exhibitor registration packets will be delivered to your table. Each packet includes a conference program, nametags for exhibitors, and any meal tickets that you ordered.

Exhibit Hours:

Friday	Noon – 5:00 pm;
Saturday	8:00 am – 11:30 and 1:15 pm - 6:00 pm
Sunday	8:00 am – 10:45 am

The exhibit room will be closed and locked (for security) during lunch on Saturday, March 20 from 11:30 – 1:15 pm.

Please don't hesitate to let us know if we may be of further help.

Mary Thomas
Executive Director
Appalachian Studies Association

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Appendix B-7
Conference Hints

Conference Hints (draft in progress)

Deadlines

- The key to the programs and call going out on time is to have them **camera ready by the deadline**.

Preliminary Program

- Check Preliminary Program Template to see what parts you provide
- If you use tracks/threads, limit them to one per session rather than multiple tracks per session; e.g. Session 20 –Diversity.
- Do not include location/room numbers of individual sessions in the preliminary program (printed or online).
- Type up your parts of the preliminary program in a Word file just as you want to see it in print or online; office staff arranges for the layout and will send you a PDF file of the proof for your review. Once reviewed, all changes should be notated and sent to office for inclusion in the Master file. Once program is finalized, a Word file from printing with all changes will be provided to use to update the final program. See last year's preliminary program as a guide.
- Page limit - TBD

Final Program

- Check Final Program Template is see what parts you provide
- This is where you add locations/rooms numbers for individual sessions and make all changes that have occurred since the preliminary program was finalized.
- Note: the final program is not posted on the webpage (we don't want to give away session locations)
- Index – if use this, limit information to name and session #; e.g. Banks, Alan 39, 100.
- Use the preliminary program Master file (we will send it to you once all changes are made to the preliminary program) to make changes/updates. This will conserve all previous corrections/changes.
- Limit to 48 pages including ads

Appalink

- Use back issues of Appalink to see what conference information goes in each issue
- This is your chance to let people know about conference highlights
- The spring issue of Appalink must be in people's hands 30 days prior to the ASA business meeting (bylaw changes; nominations)

Conference Costs

- Keep a spreadsheet of all conference costs

Community Resources

- Tap into Community Resources!! For instance, at the 2011 Conference in Richmond, KY, the program committee and local arrangements chair tapped into resources from their local tourism center, restaurants, and businesses. The town even put up signs welcoming the ASA to Richmond and local businesses offered discounts for conference attendees!

Conference Lodging

- While negotiating for conference rates, remember to ask for a comp room for every so many rooms sold (Carol Baugh is a

good source of information on this having managed to obtain 9 free rooms); **Do not guarantee** that we will fill a certain number of rooms or they may try to charge us for those not rented.

Exhibit/Vendor Room

- Someone needs to be assigned to manage the exhibit room
- See Exhibitor Letter for information we need from you regarding exhibitor arrangements
- Exhibit room needs to be ready and accessible the evening before the conference begins so that vendors may begin to set-up; usually this occurs from 6 – 8 PM
- Some vendors will need assistant bringing in books—so volunteers and dollies are needed.

Registration, Silent Auction, and Exhibit Hall Locations

- To bring traffic to the Silent Auction and Exhibit Hall, try to place all of the above in one location if possible
- It also helps to have receptions/breaks in, or close to this location as well
- An information table staffed by local volunteers to answer questions about the campus, town, restaurants, etc. to conference attendees works well; your local CVB may provide brochure/maps about local restaurants, places of interest, maps, and so on that may be of interest to attendees
- A bulletin board for changes to be posted and messages shared works well near registration
- A table for sharing information near registration is needed

Volunteers are needed for:

- Registration: the ASA Office Staff will run registration with the help of volunteers; two are needed to be available throughout the day Friday and Saturday
- Information Table
- Exhibit Room
- At meals to take tickets
- Other: check with past program chairs and local arrangements about where other volunteers are needed
- **Have someone in charge of the volunteers to see that volunteers have assignments and are available when needed.**

Computer Lab

- A location is needed for attendees to be able to access email

Tech

- Plan to have tech support onsite during conference (See On-Site Tech Hints for more detailed hints)

Phone List

- A comprehensive list of all conference personnel such as President, Executive Director, Program Chairs, Local Arrangement Chair, Tech people, Security, and anyone else that may be necessary to contact during the conference. This list should be shared with the above key people.

Copies

- Presenters will want to make copies (at their own cost); so it is a good idea to have a designated location that will be available during the conference

Donations

- Determine up front what, if anything conference donations include

Music

- Past program committee members and local arrangements chairs have suggested that music be incorporated throughout the conference, because our attendees really enjoy this. One committee set aside $1,000 dollars for musical entertainment one year.

Student Gatherings

- Student gatherings should be incorporated into the conference. Students should organize student socials. Organizers should make an effort to get students from different institutions to mingle.

Support

- Call on past program/local arrangements/presidents for information. They know what is involved in putting on a conference and are willing to share.

Checks

- In order to have checks available for distribution at the conference, we must have all information and a signed W-9 three weeks out

See also: B-5 Hints & Info for Local Arrangements Chair and B-6 Informational Letter to Exhibitor

Appendix B-8
On-Site Tech Support Hints

Please see that the following are provided:

- Computer Lab with Guest Access for Conference Attendees to check their e-mail during the conference.
- Someone to assist users (for example: computer lab attendant, library staff, media tech)
- Access to University's Wireless Network. If possible, make some type of arrangement for gaining access to the wireless network or desktop computers while at the conference. In the past, some universities have allowed attendees to sign acceptable-use policies on-site to get a temporary username and password.

In the Presentation Rooms:

- Designate persons (number depending on how many presentation rooms are being used) to go around each day and ensure that the technology in each room is working properly.
- Make sure each room is equipped with a computer running Windows XP and Office 2007, Box-light Projector that can be used with mobile media devices, and any instructional media needed (TVs, Projectors, Screens, DVD Players, etc.)

Other:

- Make sure there is someone in charge of troubleshooting tech issues for presenters.
- Review proposal forms to ensure that all technological needs of presenters are satisfied.
- One past Program Chair commented that she was much more involved in the technological aspect that she thought she would be in this position, so be prepared!
- Be aware in advance that getting the appropriate technology will require meeting with staff/faculty from the conference site face-to-face or through electronic means.
- Be aware of any special rules regarding use of the facility's technology.
- Consider writing out a detailed tech plan which lists what technology is needed in each room for each session time.

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Appendix B-9
ASA Program Committee Plan of Work

ASA Program Committee Plan of Work
specific to ASA meeting in Cherokee 2004

(outline adapted from that prepared by Pat Beaver, Program Chair 2002 Unicoi GA)

Prior to the meeting before you assume responsibilities

- ❑ Program Committee Chair, President, and Local Arrangements coordinator develop theme and prepare flyers announcing theme, dates, location of meetings for distribution at the conference
- ❑ Program Chair, Local Arrangement Coordinator, President and ASA Office Manager (or combination) develop contract for conference site and rooms, facilities, equipment, services, banquets.
- ❑ Identify Program committee members.

At the meeting one year in advance

- ❑ Convene program committee and invite volunteers: to broaden the net, identify volunteers, generate ideas, begin assigning areas of responsibility for music, art, artists, plenaries, special sessions, keynote speakers, films/videos, poster sessions, local grassroots organizations to involve, local institutions to involve, special sessions, local arrangements needs and plans, funding sources.
- ❑ Establish dates and location of committee meetings and deadline for Call for Participation.

Following the meeting—April

- ❑ Develop listserv for program committee, including ASA office and President.
- ❑ Develop draft Call for Participation and circulate to committee.
- ❑ Consult with local arrangements person for hotel information, and Student Paper Award Committee Chair for text and procedures.

June

- ❑ Submit final Call for Participation to ASA office for Appalink and website
- ❑ Be sure to request enough copies for all members of program committee and anyone else who will need them (graduate student assistant, office managers). Don't accept email or fax submissions unless you have a lot of labor and a big copying budget. Put a sample Cover Sheet and Abstract on the website and on the Call for Participation. Many people don't follow instructions.

August

- ❑ Site visit: figure out how many meeting rooms will be available, seating numbers for dinners, exhibits area, silent auction area, film areas, equipment available on site, costs, etc.
- ❑ Develop Acknowledgment form with space for missing information
- ❑ Develop room chart for all events and sessions and begin filling in banquet, luncheon, and other special events
- ❑ Draft timetable for conference events, including sessions (decide on length), book signings/receptions, banquet/luncheon, entertainment, other special events.

September

- ❑ Establish procedures for receiving proposals: the Unicoi one was as follows –

- Proposals received.
- Acknowledgment form mailed and any missing information requested
- File set up and Proposal # assigned.
- Name, institution, contact information and proposal title entered into spreadsheet. (Microsoft Access can generate form letters, mailing labels)
- Develop letters of acceptance/rejection for papers, sessions.

October Deadline _____

- ❑ Final duplication of proposals
- ❑ Preliminary sort of proposals according to general categories and sessions
- ❑ Mail to committee members –
  - a set of abstracts
  - a list of all the proposals
  - participants, title, formats
  - a list by suggested categories
- ❑ Keep a pile of late proposals for possible acceptance.

October _____ and following days

Program committee Meeting.

- Decide on rejections- Please Note: The ASA **does NOT use "rolling acceptance"** since papers are to be peer-reviewed by a diverse group of individuals and approved in order to be accepted. There are various reasons a paper may not be accepted for inclusion in the conference, including suitability and quality, meaning that papers are not rejected solely for reducing the number of sessions at a particular conference.
- organize panels and sessions
- plug into room chart/timetable
- identify and email invitation to conveners.

Late October/November

- ❑ Gather the remaining information for the preliminary program:
  - Registration procedures (decide with ASA office)
  - Scholarship procedures (scholarship committee)
  - Exhibitors, Vendors and Group registration instructions (ASA office)
  - Individual Registration form (ASA office)
  - Conference Co-Sponsors (program committee)
  - Lodging/reservation information (local arrangements)
  - Directions to the conference site (local arrangements)
  - Pre-conference activities (program committee)
  - Students paper competition information (committee)
  - Silent Auction information (Howard Dorgan)
  - List of officers
- ❑ Mail letters of acceptance without days and times (available on the preliminary program on the website during January). We also asked people to bring handouts or bring their own power point equipment, as we had a limited supply.
- ❑ Mail letter, copies of abstracts, and bios to session conveners

Late November

- ❑ Complete preliminary program and email to Mary Thomas

Mid December/Early January

- ASA mails the program to all participants (committee give them names and addresses or labels) and to their own mailing list.
- Arrange book signings with presses, noting those who have requested to sponsor a signing on the Exhibitors Registration form. Presses should be directed to local arrangements/conference coordinator, for menus/prices.
- Assign final session numbers.

January

- Keep trying to find money and develop a budget (Mary will ask for a spread sheet), making specific arrangements with invited participants who are receiving stipends, meal tickets, registration waivers, complementary rooms, or any other form of compensation. Expect last minute changes due to cancellations, special requests.
- Complete the final program copy, everyone proofread, and have it printed (in February). ASA can do it, but can also be done locally to save time. Mary will need to provide list of sponsors, exhibitors, ads, etc.
- If you move anything to a different time from that which appears on the preliminary program, be sure to let everyone involved in the change know.

February

- Develop and mail list of equipment requests to Local Arrangements Chair.

March

- The week before the conference expect odd and annoying calls and keep calm.
- CONFERENCE DATES: March 26 – March 28 (Friday – Sunday)
- At the conference, have lots of (student) help lined up, especially for the first day, but throughout, to help the office with registration, local arrangements with room set up, sell t-shirts, run errands, find equipment.

After the conference

- Thank everyone
- take a week's vacation!

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Appendix B-10
Accepted Conference Proposal Letter Sample

Engaging Communities
The 33rd Annual Appalachian Studies Association Conference
At North Georgia College and State University
March 19th-21st, 2010

Dear Dr._____,
Thank you very much for your conference program submission to "Engaging Communities," the 33rd annual Appalachian Studies Association conference. This year, nearly all proposals submitted to the ASA Program Committee related to the six threads of various forms of engagement within the field of Appalachian Studies:
• ACTION - struggles for social, environmental, or economic justice;
• ARTISTIC - expression through music, dance, folk art, handicraft, poetry, and literature;
• RESEARCH – the study of Appalachian people and places including history, place, identity, culture, way of life, and regional significance;
• PARTNERSHIP - strengthening cooperation among academia, grassroots groups, government agencies, community leaders, and other representatives in the region;
• SUSTAINABILITY - preserving the future of Appalachia; and
• PARTICIPATION- ensuring voices of diversity.

I am pleased to inform you that your proposal has been accepted for presentation at the 2010 ASA conference. If you have submitted a proposal that includes additional people that are planning to attend the conference, we ask that you send them a copy of this email to confirm that the proposal has been accepted and to ask them to register for the conference.
Please note that most presentations will be limited to fifteen minutes because concurrent sessions will run 75 or 60 minutes. If you will need more than fifteen minutes, please communicate that when you send the confirmation asked for below. These adjustments are needed due to the sheer number of proposals. In recent years, ASA members have been considering the tension between ASA's conference ethics of inclusion and diversity versus the concerns that have been expressed regarding the number and quality of sessions. As the Program Committee reviewed proposals, we engaged in much internal debate and discussion about these issues. In the end, we have decided to act on the side of inclusion, which we feel best represents the values of the Association.

The 2010 conference program will consist of 8 blocks of sessions. Sessions will run from 1:45 pm on Friday, March 19th through 10:45 am on Sunday, March 21st. The banquet and awards ceremony will take place on Friday evening at 6 pm and will be followed by special entertainment. Saturday morning we will hear from our keynote speaker, Jane Stephenson, founder of the New Opportunity School for Women at 9 am, concurrent sessions will begin at 10:15 am, break for lunch and the business meeting at 11:45 am, and begin again at 1:30 pm and end for the day at 5:45 pm. Conference attendees have a choice from a number of restaurants within walking distance from the conference in downtown Dahlonega for Saturday evening dinner and can reconvene at 8 for more special entertainment. Sessions will begin again on Sunday morning at 8 am and will finish by 10:45 am. The conference will end with a farewell brunch and door prizes, and music with Bear on the Square Gospel Jam.

Please confirm that you still plan to make this presentation by sending Cassie Robinson an email (cassie.robinson@gmail.com) that either indicates the accuracy of the information at the bottom of this email or give the necessary updates by no later than Monday, November 9th. Please make any necessary corrections to any of the information below when you confirm your presentation. We encourage you give the title of your presentation serious consideration because often titles have not adequately represented the presentation; thus, that at times we have made adjustments to the title of your presentation to more clearly explain its contents.
*If you are unable to attend or are no longer interested in participating in this conference, please respond to this email with "CANCEL MY APPLICATION" in the subject heading and again in the message body.

We will email you more information about the conference program, including the date and time of your presentation by December 1st. We will also ask you to confirm the content of your final abstract again in this email. We will post all abstracts on the website, so you may want to take the time to provide more detail your panel or presentation (up to 250 words). Your current abstract is listed at the bottom of this page. Note: Abstracts are either for proposed panels or individual (non-panel specific) presentations.

Also, please remember that all presenters must register and pay the registration fee for the conference. You may obtain the registration form and conference information at our website: www.appalachianstudies.org/conference. If the conference registration fees are an undue hardship for you and you are unable to attend without scholarship assistance, you may apply for a scholarship online at http://www.appalachianstudies.org/conference/scholarships/. Again, congratulations on your acceptance. I look forward to seeing you in Dahlonega. If you have any additional questions, please contact me.

Sincerely,
Cassie M. Robinson
ASA Conference Program Chair, 2010,
on behalf of the 2010 Conference Program Committee
The 2010 ASA Conference Program Committee members are:
Anne Blakeney (2011 Conference Program Co-Chair Elect),
Maura Conway, Don Davis, Paul Dunlap, Robert L. Ludke,
Randal Pfleger, Janice T. Pope, Susan Spalding,
Deanna Tribe (2009 Conference Program Chair)
and Rob Weise (2011 Conference Program Co-Chair Elect)

If any of this information is incorrect or incomplete (any empty fields next to the items below indicate that our records are incomplete), please email all correct information to the program chair at cassie.robinson@gmail.com.
Presentation Title: "'The History of Every Country': 'Place' and the Transforming 'Scent' of Words in the Work of Silas House"
Presentation Type: Paper
*If the presentation is a film screening, what is the length of the film?
Presenter: Dr. , xxxxx University
Contact Information: PO Box , , xxxx, WV, 25443
Phone #: 304.876.xxxx, 5
Email Address: xxxxt@shepherd.edu

Biographical Information:
XXXX is professor of English, director of the Appalachian Heritage Writers Project, and Coordinator of the Appalachian Studies Program at Shepherd University. Her writing has appeared in The Journal of Appalachian Studies, The Journal of Kentucky Studies, Women's Studies, and in Scribner's American Writers and World Writers series. She has chapters in Feminism in Literature, Untying the Gender Knot, and is author of books about writing and literature.

Abstract:
On the date that he christens his newly built home in a Kentucky mountain cove, Clay Sizemore rises on the moon-drenched night to go out into the yard to survey his work. Clay sits down in the grass to look at his mountain home. Silas House writes with extraordinary empathy and understanding for his character in Clay's Quilt: "He had spent his whole life listening to stories from the past, and now he had his own, and it was slowly building, chapter by chapter. It was just like a book that he could pick up and hold in his hands. He could feel its weight, could put his face against cool pages and breathe in the scent of words" (224) It is both "the scent of words" and how those words impact his neighbors through his environmental efforts that drive the work of Silas House. This paper will explore the fiction of House, the power of storytelling, and its impact on the Appalachian community to transform attitudes and awaken an understanding of complex issues in the environment and in the community.

Conference Thread Most Applicable:
Keywords: Appalachian Literature
Mountaintop Removal
Environmental Issues
Media Needs (if any):
Need Internet Access (yes or no): Y

Co-Presenters (if any):
Name: Title: Institution:
Email Address:
Bio:
Abstract:

Name: Title: Institution:
Email Address:
Bio:
Abstract:

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Appendix B-11
Rejected Conference Proposal Letter Sample

Engaging Communities
The 33rd Annual Appalachian Studies Association Conference
At North Georgia College and State University
March 19th-21st, 2010

Dear XXXXXX,

Thank you for submitting a proposal to "Engaging Communities," the 33rd annual Appalachian Studies Association conference. This year, nearly all proposals submitted to the ASA Program Committee related to the six threads of various forms of engagement within the field of Appalachian Studies:

• ACTION - struggles for social, environmental, or economic justice;
• ARTISTIC - expression through music, dance, folk art, handicraft, poetry, and literature;
• RESEARCH – the study of Appalachian people and places including history, place, identity, culture, way of life, and regional significance;
• PARTNERSHIP - strengthening cooperation among academia, grassroots groups, government agencies, community leaders, and other representatives in the region;
• SUSTAINABILITY - preserving the future of Appalachia; and
• PARTICIPATION- ensuring voices of diversity.

Unfortunately, the information submitted in your proposal does not meet the criteria for the Appalachian Studies Association conference program. Please consider proposing a topic directly related to Appalachia or the field of Appalachian Studies for any future consideration for the ASA conference program.

Sincerely,
Cassie M. Robinson
ASA Conference Program Chair, 2010,
on behalf of the 2010 Conference Program Committee
The 2010 ASA Conference Program Committee members are:
Anne Blakeney (2011 Conference Program Co-Chair Elect),
Maura Conway, Don Davis, Paul Dunlap, Robert L. Ludke,
Randal Pfleger, Janice T. Pope, Susan Spalding,
Deanna Tribe (2009 Conference Program Chair)
and Rob Weise (2011 Conference Program Co-Chair Elect)

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Appendix B-12
Conference Budget Template

E-mail message from ASA Treasurer Kristin Kant-Byers:

Hello Everyone!

I apologize for this second email, but it contains an updated conference budget template. The template now reflects the increase in membership fees taking effect this fiscal year.

Much obliged,
Kristin

On Mon, Jul 28, 2014 at 10:59 AM, Kant, Kristin <kkant2@uky.edu> wrote:
Hi Everyone!

As we discussed at the Steering Committee retreat, money used to pay for the general expenses of ASA (including two salaried staff positions) comes from the income generated by the conference. Over the past several years, the average conference revenue is $105,000.00 and the conference expenses has averaged $38,000.00. Another interesting figure to consider is that the conference supplies a bit over 80% of the ASA total revenue, while only costing the organization roughly 30% of its total expenses. These figures just illustrate the dependency of ASA operations on the money flows of the conference. Indeed, the conference is ASA's most important commodity.

This makes fundraising and budgeting a crucial part of conference planning. To help you in your efforts, I've attached a budget template. You'll see there are two worksheets in the excel document, one for expenses, and the other for revenue. The formulas are in place, but the values are mostly set at zero. Most likely, you'll add line items to this budget as your specific conference sites require.

Please feel free to ask questions of me and the number of people who have done this before you. There is a lot of help waiting for you!

Much obliged,
Kristin

Kristin Kant-Byers, PhD
ASA Treasurer
Spencerport, NY 14559

EXPENSES

	Per Capita Baseline Costs at ASA Conference			Registrant Cost
	500 attendees	**600 attendees**	**700 attendees**	
Food (all food costs included)				
Thursday SC Meeting dinner	$0.00	$0.00	$0.00	
Friday banquet	$0.00	$0.00	$0.00	$X.00 per person
Saturday Morning Committee meetings Breakfast (ed board, website committee, program committee)	$0.00	$0.00	$0.00	
Luncheon	$0.00	$0.00	$0.00	$X.00 per person
Sunday breakfast (Steering Committee meeting)	$0.00	$0.00	$0.00	
Sunday Brunch	$0.00	$0.00	$0.00	$X.00 per person
Snacks & Coffee (breaks only)	$0.00	$0.00	$0.00	
Water for presenters	$0.00	$0.00	$0.00	Water pitchers and glasses
Receptions	$0.00	$0.00	$0.00	Paid by sponsors
SUBTOTAL	**$0.00**	**$0.00**	**$0.00**	
OTHER CONFERENCE EXPENSES				
Awards	$0.00	$0.00	$0.00	
Campus Facilities	$0.00	$0.00	$0.00	
Copies	$0.00	$0.00	$0.00	
Per Capita Administrative Fee (tech support, signage, tables, and linens)	$0.00	$0.00	$0.00	
Rentals (tables, drapes or clothes, chairs, ATV, sound systems)	$0.00	$0.00	$0.00	Sound system; baffeling for gym: ASA owns 65 white table cloths for conference use.
Tech Support	$0.00	$0.00	$0.00	
Consumable Supplies	$0.00	$0.00	$0.00	
Local Signage	$0.00	$0.00	$0.00	
Exhibitors	$0.00	$0.00	$0.00	
Insurance (fixed cost)	$351.93	$351.93	$351.93	
Entertainment (Music)	$0.00	$0.00	$0.00	
Speaker Honorarium and travel	$0.00	$0.00	$0.00	
Plenary	$0.00	$0.00	$0.00	

Preliminary Program	$0.00	$0.00	$0.00
Program	$0.00	$0.00	$0.00
Call for Participation	$0.00	$0.00	$0.00
Campus Maps for Reg. Packets	$0.00	$0.00	$0.00
Postage and mailing	$0.00	$0.00	$0.00
Program Committee supplies	0	0	0
Name tags/supplies/signs/other	$0.00	$0.00	$0.00
Door Prizes & Gifts for Brunch	$0.00	$0.00	$0.00
Preconference Activities (van rental, other)			
Other Travel	$0.00	$0.00	$0.00
Staff Travel - hotel - unless rooms comped	$0.00	$0.00	$0.00
Staff Travel - food	$0.00	$0.00	$0.00
Staff Travel -van rental	$0.00	$0.00	$0.00
SUBTOTAL	**$351.93**	**$351.93**	**$351.93**
GRAND TOTAL	$351.93	$351.93	$351.93
PER CAPITA COST at 500, 600, & 700 attendees	**$0.70**	**$0.59**	**$0.50**

REVENUE

	Per Capita Baseline Income at ASA Conference		
# of Attendees:	**500**	**600**	**700**
ADVERTISING	$0.00	$0.00	$0.00
Projected Total	$0.00	$0.00	$0.00
Actual Total			
DONORS			
General			
State ARC Office	$0.00	$0.00	$0.00
State Colleges & Universities	$0.00	$0.00	$0.00
State Arts Council	$0.00	$0.00	$0.00
State Governor's Office	$0.00	$0.00	$0.00
State Humanities Council	$0.00	$0.00	$0.00
Other	$0.00	$0.00	$0.00
Other	$0.00	$0.00	$0.00
ARC**	$10,000.00	$10,000.00	$10,000.00
Appalachian Centers	$0.00	$0.00	$0.00
Scholarship money collected from previous conference	$0.00	$0.00	$0.00
Projected total	**$10,000.00**	**$10,000.00**	**$10,000.00**
Actual Total			
EXHIBITORS	$0.00	$0.00	$0.00
Projected total	$0.00	$0.00	$0.00
Actual Total			
Signings/Breaks/Other Receptions			
	$0.00	$0.00	$0.00
Projected total	$0.00	$0.00	$0.00
Actual Total			
Subtotal	**$10,000.00**	**$10,000.00**	**$10,000.00**
Projected REGISTRATION	**500**	**600**	**700**
300, 400, 450 $150 (regular membership)	$45,000.00	$60,000.00	$67,500.00
200, 200, 250 at $100 (student membership)	$20,000.00	$20,000.00	$25,000.00
Subtotal	**$65,000.00**	**$80,000.00**	**$92,500.00**
	500	**600**	**700**
TOTAL PROJECTED REVENUE			
	$75,000.00	$90,000.00	$102,500.00

EXPENSES	$0.00	$0.00	$0.00
INCOME LESS EXPENSES	**$75,000.00**	**$90,000.00**	**$102,500.00**

**not confirmed

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Appendix B-12.1
Budget Guidelines

Email Message One:

Wonderful job, ____, in producing this budget! I hope you'll find it to be a useful tool in setting tasks and seeing how much you've accomplished in conference preparation.

I see there is a sheet just for expenses. It will be easier for you to also have a sheet for income. That way you'll see who is donating and sponsoring what and how much.

Also keep in mind, any money coming from ASA actually comes from the conference fundraising. This is ASA's primary source of income. As Treasurer, I encourage conference planners to expect no money from ASA. It really is Peter taking from Paul. So for example, line item "Conference Program" printing and mailing...those expenses need to be estimated.

Another reminder, the goal of the conference budget should be to have an income that is way more than the expenses. I'll have to check on a target number and pass that on to you later. For some reference now, $20,000 will almost pay for our new part-time ASA Office staff position. Again, very little money comes to ASA outside of the conference registrations.

Again, this is a great start to the conference budget. _____ has a lot of experience with conference planning and budgeting since he was in your shoes not too long ago. I applaud yours and _____'s efforts.

Here to help,

Kristin

Email Message Two:

I'm so glad to hear that so many folks are working towards fundraising for the conference. Since this is the main source of income that services all the ASA members through the ASA office, it's very important to use what expertise we can to maximize our revenue and minimize our expenses.

I've attached yet another spreadsheet that depicts the trends of conference fundraising for the past few years. What's important about this spreadsheet is that it shows the conference revenues and the yearly revenues for the ASA office (line 5 and line 10). These may appear as completely unrelated numbers, but they are not. The ASA revenues include the conference revenues. So...I'm sure you'll see the conference provides about 80% of the money needed to run ASA (line 14).

I've also attached my Treasurer's report to hopefully further explain the fiscal relationship between ASA's operating expenses and ASA's conference. The figures will not match up with the first spreadsheet. The Treasurer's report contains amounts that only fall within the fiscal year, whereas the conference budgets include figures that may have come in at any time but pertain to their particular conference.

Here's my bottom line...a Treasurer's joke, I know...I think **it's reasonable to expect the conference to net, after expenses, $70,000.** More is better, of course. You may want to keep this figure as your net goal when talking fundraising strategies. Please also keep in mind the expected number of registrations is 750 (hopefully more!). With about 500 of those being non-student registrations at $50.00, you can expect at least $25,000 in easy effort revenue (a little bit more with student registrations). Most of your expenses should be covered by in-house and in-kind donations, grants, and local sources (like businesses). Linda Spatig was creative in her fundraising efforts. Definitely seek her advice.

Thanks again, _____ and _____, for your efforts.

Much obliged,
Kristin

Appendix B-12.2
Conference Comparison

Please click the icon below to access the spreadsheet.

Conference
Comparison 1999 - 2

Appendix B-13
Saturday Lunch and Business Meeting Agenda Sample (1)

(From 2010 Conference)

11:45		Doors open
12:15	Alice	Welcome; Introduce Dr. Potter (1 minute)
12:15	David	Welcome; Remarks to Group (3 minutes) (Look for RESERVED table near podium) Introduce Dr. Herbst (2 minutes)
12:20	Susan	Remarks to Group (5-10 minutes) (Look for RESERVED table near podium)
12:30	Alice	Thank you, Drs. Potter and Herbst / Break and prepare for business meeting

(TECH PREP—POWERPOINT FOR BUSINESS)

Business Meeting
(Steering Committee Members, look for RESERVED table near podium)

12:35	Alice	President's report (two copies per table, post to local and ASA websites)
12:40	Carol	Past President—Remarks
12:45	Kevin	Secretary—Approve the 2009 minutes (two copies per table, post to local and ASA websites)
12:50	Stephanie	Treasurer's Report (two copies per table, post to local and ASA websites)
12:55	Alan	Vice President, President Elect Report, by-law changes, election report, EKY for next year's site (two copies of by-law changes per table, post to local and ASA websites)
1:05	Members	Other Business
1:15	Alice	Thank you to all who volunteered and for attending; Adjournment

Saturday Lunch and Business Meeting Agenda Sample (2)

Updated November 2017

(From 2011 conference at EKU)

Conference Theme: River of Earth

11:45-12:30		Morehead State University's Traditional Music Ensemble
12:20		Introduction of band (who?) – Band plays two more songs
12:30	Alan	Welcome – thank yous – Introduce VIPs? Break and prepare for business meeting
		(TECH PREP—POWERPOINT FOR BUSINESS)
		Business Meeting (Steering Committee Members, look for RESERVED table near podium)
12:35	Alan	President's report (two copies per table, post to local and ASA websites)
12:40	Alice	Past President—Remarks
12:45	Kevin	Secretary—Approve the 2009 minutes (two copies per table, post to local and ASA websites)
12:50	Stephanie	Treasurer's Report (two copies per table, post to local and ASA websites)
12:55	Alan	Vice President, President Elect Report, by-law changes, election report, EKY for next year's site (two copies of by-law changes per table, post to local and ASA websites)
1:05	Members	Other Business
1:15	Who?	Door Prizes
1:25	Alan	Thank you to all who volunteered and for attending; Adjournment

Alan's Cell Phone: XXX-XXX-XXXX

Friday Night Banquet and Awards Ceremony Agenda Sample

(From 2011 Conference at EKU)

6:15-7:00		Berea College Bluegrass Band
	6:50	Introduction of Band – Band plays two more songs
7:00	Alan	Thank you's, introduction of VIPs? Reminder: Door Prizes, Jam at Gillum's 8:30 tonight and tomorrow, Restaurant and Gallery Hop Saturday night, followed by Square Dance Introduce Chad Berry as MC for Awards Ceremony
7:10	Chad	Greetings and Awards (TECH PREP—SLIDE SHOW)
7:40	Chad	Thank you's
7:45	Alan	Bring Lori Tatum up to Podium to Announce Door Prizes

7:00 Greeters Open Doors for Conference Attendees

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Appendix B-15:
Sample Sunday Brunch Agenda

(From 2011 Conference at EKU)

11:45-12:30		HCTC School of Bluegrass and Traditional Music Band
	12:20	Introduction of band – Band plays two more songs
12:30	Alan	Thanks for coming, introduce Jim for 2012 conference
12:35	Jim	Sales pitch for 2012 conference
12:50 (or after Jim)		Door Prizes
1:00	Alan	Safe trip home!

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Appendix B-16:
Sample Entertainment Schedule

(From 2011 Conference at EKU)

Entertainment and Events

Thursday, March 10

9-12 and 1-4	Arts/History Guided Tours sponsored by Berea Tourism. Van Departs from and returns to Gillum's parking lot (Belle Jackson)
2-6	Beach Party and River Cleanup sponsored by Kentucky Riverkeeper (Pat)

Friday-Saturday-Sunday Jam in Exhibit area organized by Donna Lamb

Friday, March 11

12-1	Ledford Display, Grand Reading Room, (Margaret) Music by Donna and Lewis Lamb
12-1	Student Cookout (Kathryn)
5:45-6:15	James Still Reception – who is in charge? Walnut Room
banquet	Berea College Bluegrass Band 6:15-7 (Susan)
8 -	Student Social, Walnut Room (Katherine)
8:30 -	Open Jam at Gillum's – Cassie Pfleger kicks off

Saturday, March 12

Lunch	Morehead Traditional Music Ensemble 11:45-12:30 (Susan)
2:45-3:15	Author's reception with Dulcimer Group, Grand Reading Room (Paula)
5-8	Gallery/Restaurant Hop – Main Street (Lori Tatum)
8-9:30	Square Dance,RAAC – Reel World String Band, With caller Frank Jenkins (Susan)
8:30-	Open Jam at Gillum's – Ken Tunnell kicks off

Sunday, March 13

9-10:15	Gospel Sing led by Rich Kirby and Randy Wilson (Rich)
Lunch	Hazard Community College Bluegrass Band 11:45-12:30 (Susan)

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Appendix B-17:
Volunteers

- You may want to appoint a Volunteer Chair to do the following:
  - recruit volunteers
  - schedule volunteers
  - be on call in case volunteers have questions or need jobs
  - give out nametags to volunteers
  - direct volunteers to stations
- Katherine Ledford suggests using iVolunteeronline.com to keep track of volunteers as she did at the 2013 conference.
- If possible, establish a volunteer HQ
  - make sure it is located in an area accessible to all volunteers but not to the general public
  - stock it with snacks and drinks for volunteers
  - use it for storage of volunteers' belongings and as a check-in area
  - arrange for at least one person to serve as a room monitor at all times
  - give each volunteer a contact card with the phone numbers of conference and emergency personnel
- Volunteers are needed for the following areas/tasks:
  - registration- 3-4 Thursday evening for set-up, 3-4 at any given time on Friday, 2 at any given time on Sat., none on Sunday (if possible, rotate the same volunteers throughout the weekend so they do not have to be re-trained)
  - tech troubleshooting- 1-2 to go around and solve tech issues throughout conference sessions
  - parking- 1 in each lot
  - meals- 2-3 for each meal
  - hospitality- # depends on size of campus and distance between conference sites
  - exhibit hall- 1-2 to stay in room if it cannot be locked during conference lunch

Appendix B-18: Tours

Email:

Hi ____,

I do have numbers on tours that we sold tickets. Where we didn't sell tickets, I have heard by word of mouth that some are very lightly attended. Some years, tours have been worked into sessions and I do not have numbers for those.

2004 Cherokee, NC, Museum tour -34
Conference Hike - 15

2006 Dayton, OH, Quilt Sampler Workshop 9
Community Center Fieldtrip - 4
2005 Radford, VA, Conference Tour, Selu Nature Conservancy - 18 2007
You might also want to check with Katherine Ledford on numbers for Boone tours. We did have a pre-conference on Thursday & Friday when we were at EKU. I know that some of our members did attend. Alan Banks might have a better idea of the numbers. There were two tours when we were at Maryville--Great Smokey Mountain Heritage Center and Field trip to Cades Cove. Susan Ambler at Maryville may remember numbers on those.

Hope this helps! Mary
Mary K. Thomas
Appalachian Studies Association Executive Director
Marshall University
One John Marshall Drive Huntington, WV 25755
304-696-2904, fax: 304-696-6221
www.appalachianstudies.org

From: _____ Sent: Wednesday, September 03, 2014 6:30 PM
To: Thomas, Mary Kay
Subject: Numbers for Friday Tours

Hi, Mary Kay:

Ballpark, do you have any data on the Friday tours that past institutions hosting the ASA conference have organized? We're trying to ascertain numbers as we look at what size buses to rent.

Too, any thoughts about whether a Thursday service learning project will attract enough participants to make it worthwhile?

Appendix B-19: Sample Howard Dorgan Silent Auction Donation Request

EAST TENNESSEE STATE UNIVERSITY

On March 27-29, 2015, between 800-1,000 scholars and activists from throughout Appalachia and beyond will be in Johnson City, Tennessee, where East Tennessee State University will host the 38th Annual Appalachian Studies Association (ASA) Conference. As the host institution for the 2015 conference, the Center for Appalachian Studies and Services and the Department of Appalachian Studies at ETSU are assisting with conference programming and logistics.

One way the Center and Department is assisting the ASA is by supporting the Howard Dorgan Silent Auction Fund. Dr. Dorgan was a beloved professor and researcher of Appalachian Studies.
Monies raised through the silent auction defray the registration cost so that those in need, particularly students, can attend future ASA conferences. We are hoping you can contribute merchandise to support these scholarships.

In exchange for your kindness, we will:

- Place your business name in the final program that will be given out to all conference attendees.
- Place your business name on an easel poster adjacent to the silent auction.
- Place your business name on the ETSU Conference website.
- Place your business' flyer/coupon in the Johnson City Convention and Visitors Bureau welcome packet that will be given out to all conference attendees. (**Note:** These flyers might offer a discount to conference attendees and would need to be mailed or delivered to the Center for Appalachian Studies and Services no later than March 1, 2015.)

For tax purposes, please use the Appalachian Studies Association tax identification number. That number is: FEIN 61-1257019.

We greatly appreciate your partnering with us. In addition to supporting scholarships that introduce students and others to a broader understanding of what it means to be an Appalachian, this initiative allows us to showcase our region to a new audience of visitors. If you have additional questions, please phone the Center office listed in the top right corner of this letter.

Thank You!

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Appendix B-20: Conference Planning FAQ's

Questions for Mary Kay, Part I:

How have other institutions handled the banquet tickets? What has worked in the past?

MK: The ASA office collects the money for the banquet tickets, tracks the number sold, adds 5% to sell at the conference, and prints the ticket on the back of the nametag. We will give the preliminary banquet count to ETSU on March 20 and the final count on March 23. The meal counts will include the ones to sell at the door.

I'm contacting the event manager about March 23 for the final count. For other events, I've been asked for at least 7 days notice on the final count. The other thing is that once we've sold 450 banquet tickets, there are no more. So if you want to hold 5% you can only sell 405 tickets during pre-registration.

MK: Sounds good. Just let me know the final meal count deadline once you find out. Perhaps we will dispense with the preliminary count. I can't image we will have more than 450 for dinner. But this is good to know.

Do we sell them all during conference registration or hold some back for last minute guests?

MK: We hold 5% of the total sold to sell during onsite registration. *See note above.*

What do we do about people who have "lost" their tickets? Will there be a master list for us to double check?

MK: Yes, we generate a meal sheet that can be checked if people have lost their tickets or weren't able arrive at registration before closing time.

How will you handle payment to ETSU for the banquet?

MK: We will need a final invoice from ETSU after the event that we will pay by purchase order. Or, we can pay direct to the Millennium Center using the same process. Other food purchases through ETSU catering will be handled the same way; i.e. receptions, meeting meals, etc.

In order to get the ETSU discount at Millennium we have to issue the PO and payment, so we'll have to send you an invoice once I have an exact total from Millennium. ASA can pay ETSU food service/catering directly. If it is more convenient for you to have us order and have you invoiced, I'm sure that can be arranged since ARA is a contractor here.

MK: Not a problem. I will need W-9's for food service and for whoever will be paid for the banquet. The sooner, the better.

Do you know about how many exhibitors use their own table covers?

MK: We just started the process last year of asking exhibitors if they need covers. Twenty used their own, 18 requested covers be provided.

We will send you a spreadsheet with exhibit names and requirements closer to the conference so you can assign tables etc.

As the host institution do we still have to pay for exhibit table(s)? Yes.

For ads in the final program? Yes.

Do you need volunteers to help you at the registration table, if so how many and what times?

MK: Yes. We need four both Friday and Saturday during the hours registration is open.

Can someone approach the W VA Humanities Council for funding for the 2015 conference?

MK: I would suggest approaching the Tennessee Humanities Council for 2015 funding. The WV Humanities Council has only funded ASA conferences when the conference is in WV. They will probably be funding the 2016 conference at the Shepherdstown conference.

Will you need internet access to UIP's database for registration?

Yes please.

Name tags, etc., who orders?

MK: The ASA office orders and prints nametags. We have registration envelopes (packets) on hand and will print a label for the outside of the packet (unless you plan on having conference bags).

We will have conference bags, but my understanding at this point is that they will be delivered to the conference hotels and given to participants at check-in. We'll have extra for those who show up at the ASA registration table and either didn't get a bag at check-in or are not staying in a conference hotel. So I guess you'll want to use the registration envelopes for conference information.

MK: Wonderful! We will bring blank envelopes for those who show up without the conference bag. We use nametag organizers instead of labelled envelopes.

We print and mail the preliminary program here.

We print the final program here and bring with us along with the completed registration packets.

Questions, Part II

How do you handle requests for copies? I assume that each presenter is responsible for copies of any documents they choose to distribute, but who pays for "administrative" copying. Evidently there was an issue at the 2014 conference?
MK: I'm not sure about an issue with copying for 2014—but it is customary for the host to copy the addendum (program insert) and bring to registration by Friday morning. Yes, each presenter is responsible for their own copies. We like to include information in the final program about presenters may make copies at their own expense.

What is the final date for you to receive an electronic copy of the final program insert, the one showing revisions? MK: See above.

Tell me about comp rooms for staff—how many rooms, how often are those available? I don't know that it was included in the contract which is between the Johnson City CVB and the hotel.
MK: We generally need three staff rooms and enough rooms for keynote and plenary etc. Comp rooms have consistently been available since 2011and sporadically prior. It is usually negotiated with individual hotels based on the number of nights booked. Mary Jo Graham may have additional information.

Randy is asking for the ASA tax ID number so it can be added to a letter to solicit Silent Auction items. He also wants to know if you want to see a copy of the letter before it is used?
MK: FEIN 61-1257019; yes we would like to see a copy.

Questions, Part III

Mary Kay Answers in Red

Hi Mary,

Just wanted to let you and Chris know how pleased and impressed I was with the Steering Committee retreat. I found it incredibly helpful. I am still trying to decipher my notes, but I feel, overall, we are in pretty good shape.

In terms of clean up, I will check over the Call for Participation again to make sure we have incorporated new information coming out of the Steering Committee meetings. Most notably, I have been in touch with _____ about changes to the Award Nominations section. She knows we can't wait too long to finalize the Call. Should I give her a week or so?
YOU WILL BE HEARING FROM LINDA SOON REGARDING THE WILMA DYKEMAN AWARD. YES, I WOULD GIVE EMILY TIME TO RESPOND.

In regard to the Silent Auction, we had a meeting yesterday about how we can get the local community involved, etc. We know this is an important fund raiser for ASA, so we want to do a good job. Randy has contacted Carol Baugh, letting her know we want to support her and Philis's efforts. I am going to send Carol a draft Silent Auction notice for the fall Appalink. If I am correct, this needs to be in to Erin by August 1. YES, IT DOES.

I am not sure what Chris wants to submit to the fall Appalink, but I will get in touch with him. In the meantime, once I've updated the Conference Calendar, I'll send it along for your review. THANK YOU.

Oh, regarding the copying: we chatted about this yesterday and feel that given the low volume of attendee copying at the 2014 conference, we will just refer individuals to Sherrod Library or the Computer Lab. We will let these folks know in advance that people may be wandering in to use their copiers. Regarding the Final Program revision insert: If you can give me a deadline to send you a pdf of the revisions, I can get it to you for copying in time to put it in the registration packet. This should avoid a lot of confusion and last minute running around.
WE WOULD NEED IT BY WEDNESDAY, MARCH 18. THE PROBLEM WITH THAT IS THAT THERE WILL BE MANY MORE CHANGES AFTER THAT DATE. I WOULD SUGGEST YOU FOLLOW THE REGULAR

PROCESS OF THE PROGRAM COMMITTEE PRINTING IT ON SITE AND GIVING TO THE REGISTRATION DESK BY 8 AM FRIDAY MORNING.

If I am correct, my next big task is getting the information to bePress regarding proposal submission and to form review teams. Marianna generously sent me a list of things to think about. Chris, I will DEFINITELY need your help with all of this!!!!!! Thank you for being there!!!!!!!
YES, YOU WILL NEED TO SPEAK WITH THE PERSON AT BEPRESS AND LET THEM KNOW HOW YOU WANT TO CHANGE THE SITE TO FIT YOUR CALL.

If I have missed anything, please let me know.
CAN'T THINK OF ANYTHING RIGHT NOW BUT WILL LET YOU KNOW WHEN I DO.

Questions, Part IV

Mary Kay Answers in Red

Mary,

Each time we meet the planning committee comes up with more questions. When you have a minute, can you answer these questions for me, please?

1. Amy Collins heard that ASA has table cloths? Is that just a rumor or do you use them for the exhibit hall or what?
   We used to have them, but no longer. Our food services provided them at no cost last year. Other years, they have been rented by the local conference committee for the exhibit hall, silent auction, and registration tables.

2. Your registration tables, do you need cloths or skirts for those? Cloths only. Same for exhibit and silent auction tables as well. I understand, all three are in the same room.

3. We're trying to decide on the best space for your "ASA Headquarters" can you tell me how you use the space or what sort of accommodations you need? Conference staff used the room for snacks, breaks, hide-away, sign-in/sign-out for volunteers, and other conference business. Mary Jo Graham would be a better contact for that. I really didn't have much time to go into that space. However, it shouldn't just be designated as "ASA Headquarters" but as the "Conference Headquarters" and it should be open to all working the conference. All of us may need a place to decompress and a central location to carry-out conference business.

4. Can you give us more details about the Book Signing/Publisher Reception? Do you find the sponsor for that, what kind of space and accommodations do you need? Yes, the sponsors for the book signing will reserve with me. I will send you all the amount of money we have to spend for the reception so you can order the food from ETSU food services for the reception. It would be good to have the reception near or in the exhibit room.

I'm sure we'll have more questions, but this should get us started on this round.

Questions, Part V

Local Arrangements:

Question 1
Just found this in the handbook. Were there only 450 people at the ETSU banquet? As I recall, we could have sold more tickets if there were room? What is the max number we have ever had for banquet? _ is working hard to make sure that we have space to host! Thanks!
The other thing is that once we've sold 450 banquet tickets, there are no more. So if you want to hold 5% you can only sell 405 tickets during pre-registration.
MK: There were 356 people at the banquet at ETSU (ETSU paid for an additional 22 tickets). We removed meals as part of registration in 2010 and our numbers dropped dramatically. Below are the counts from 2010 on. Three hundred for lunch will should work.

	Banquet	Lunch	Brunch
2015	334	0	0
2014	301	263	186
2013	384	306	305
2012	288	263	176
2011	290	279	165
2010	303	268	176

Question 2
Mary and Chris,
No rush on this, but I can't seem to find figures on how much meals have cost per person for lunch and banquet at recent conferences. Would it be possible to pull this together for comparison???

MK: Sure, no problem.

Meal costs 2010 - 2016

	Friday Banquet	Sat. Lunch	Sun. Brunch
2016	$25	$14	$ 9
2015	$25	$ 0	$ 0
2014	$21	$15	$13
2013	$20	$14	$12
2012	$20	$11	$12
2011	$20	$12	$11
2010	$20	$13	$10

Question 3
I don't think it's necessary to stay open past 6pm on Thursday, do you? I think we should reduce or shift set-up hours so that set-up ends at 5:30. (There is additional set-up time scheduled for Friday morning 8am to 10am, but registration also starts at 8am in the same room, because the first session starts at 9am).

Do most vendors set up on Thursday? Is an hour and a half ok (4-5:30pm)?

MK: On to exhibit hall hours. I agree that it is not necessary to stay open past 6 on Thursday. Registration, silent auction, and a large number of exhibitors do set up on Thursday so, may I suggest (since the building is open) that we shift hours from 2:00pm to 5:30pm. That will allow Chris and me to help with registration set-up before the SC at 5:30. Then exhibitors and silent auction folks will have an additional two hours on Friday morning which should work.

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Appendix B-21: Review of Proposals

Review of Proposals for the ASA
By Chris Green

Goal: To facilitate inclusivity (of class, level of experience, profession, race, gender, etc.; of topics; and of types of presentation), diversity, and quality of perspectives and presenters in ASA.

Process: In the first round of evaluation, submissions will need to pass the following "low bar" criteria: they need to be about Appalachia, and they need to have adequately completed the submission process (including being on time, submitting the minimum length of abstract, etc.).

To further facilitate inclusion, no person would be allowed to participate in more than two roles. For example, someone may present a paper and participate in a panel, but they may not present two papers or moderate two sessions. This does not apply to conveners.

The second round of evaluation involves maximizing inclusiveness—of topic, presenter background, and mode of presentation—and quality of presentation within the limits of the available slots. For instance, if a conference has ten concurrent sessions, each with 12 presentation spots, the goal is to maximize inclusiveness within the 120 spots available.

If more submissions have been made than there are available slots, it will be up to the program chair and committee to make decisions based on comparing the quality of presentation proposals within different categories of inclusiveness (i.e., topics, mode, and types of presenter background). In other words, the goal is to select the best presentations from a group of similar presentations. The abstracts (without accompanying information of presenter identity) of the proposals in question would then be sent to a set of reviewers to rank; the results would decide which proposals would be accepted.

Within these guidelines, the conference chair and committee have much leeway and face hard decisions. They are encouraged to make decisions based from the possibilities available from the set of proposals at hand. In other words, they are encouraged not to make decisions based on preconceptions of what a "right" number should be.

The categories to consider are as follows:

(A) Inclusiveness by presenters

General Principle: To maximize diversity in terms of a number of identity categories including but not limited to students, local community members, ethnicity/race, gender, academic vs. non, types of profession, etc. We encourage this to be done with an awareness of those who have traditionally been more empowered to participate (white, male, heterosexual, academics) and those least empowered (community members of color).

Notes: Since a presenter's demographic data is not always going to be apparent except through supposition, presenter identity is difficulty to account for beyond what is shared in the abstracts or topics. We are able, however, to see a presenter's institutional affiliation (academic or not) and if the presenter is a student (or not). We are also able to discern, at times, gender, race, etc. Thus, the program committee may decide to give higher priority to presenters with certain characteristics such as local community presenters.

(B) Inclusiveness by presentation mode and "presentation slot to presenter ratio"

General principle: To have a diversity of presentation types while also including more (rather than less) presenters.

Notes: Presentation type (film, performance, panel, paper, etc.) need to be considered in terms not only of their types but also in terms of the ratio between how many presentation slots they occupy and how many presenters are included. Each session has room for four "slots"—i.e., 15 minute units, which is the normal length for a single person's paper. For instance, a workshop taught by two people that takes up a whole session has a ratio of 2:1 (two slots per presenter). A paper would have a ratio of 1:1; and a panel with six people would have a 2:3 ratio. Such a panel might be given higher priority than another panel with a 1:1 ratio.

(C) Inclusiveness by Topic

General Principle: To maximize inclusion of a range of topics with awareness that a presentation's subject matter often is not fully (or sometimes adequately) caught within the topic categories.

Notes: The program committee is encouraged to build a program that proportionally reflects the number of submissions in different categories. For instance, if 30% of second-round submissions fall under the topic of women/gender, then ~30% of final presentation slots should do so.

Several factors need to be considered. First, a presentation can have more than one topic, so the breakdown of topics by percentage of presentations engaged in a topic, when totaled, will be beyond 100%. Second, a topic might apply to either a single paper or a full session panel, the first of which takes up one presentation slot, the other of which takes up four. One mechanism to more accurately represent the volume of topics might be to weight topics by how many slots the presentation/topic occupies.

Appendix B-22: Convener/Moderator Guidelines (2016)

Guidelines for Conveners and Moderators
39th Annual Appalachian Studies Conference
Shepherd University – March 2016

Name of Convener/Moderator: _____

Session #_____ Time: _____ Date: _____Approximate Attendance Count: _____

For questions, contact SShurbut@shepherd.edu or RMeads@shepherd.edu.

All sessions are one hour and fifteen minutes. Please limit speakers to allotted time and leave enough time at the end of each session for questions and answers. **Please take a head count of the audience and mark above.**

Suggestions for conveners and moderators in running a session:

- Contact presenters prior to conference and get a brief bio from each for introductions; ask for an electronic copy of the presentation for ASA archive if available.
- Report to the session a few minutes early.
- Please ask presenters to sign in on the attached sheet. Please turn in this sheet and the presenter sign-in sheet at the registration desk once session is over.
- Remind presenters:
  - that all presenters are required to register and pay and if they have not yet done so, they may visit the registration desk after the session (Rams Den, Student Center)
  - individual papers will not exceed 15 minutes;
  - questions and answers will be deferred until the end;
  - you will signal each speaker when two minutes are left so they may wrap up;
  - after all speakers have finished, you will call for questions and answers and you will end the session on time by signifying the last question.
- Please welcome audience, introduce speakers, and begin session on time (some sessions are back to back without a break, so you will need to clear your session so that the next can start on time).
- Please remind the audience that all participants who have not done so must register and pay for the conference at the registration desk in the Rams Den, Student Center.
- Please thank speakers and audience for participating. Lead the audience in applause to end session.
- Please list any concerns/suggestions below and turn this and attendance sheet in at registration desk.

Concerns/Suggestions (please list names of any presenters not present, any presenters who participated by phone or video, and any equipment, room, or other concerns)**:**

_____

_____

_____

All presenters and attendees must register and pay. Registration is at the registration desk in the Rams Den, Student Center.

Name of Convener/Moderator: _____

Session #_____ Time: _____ Date: _____Approximate Attendance Count_____

Presenter Sign-In (please print):

#1_____ #4_____

#2_____ #5_____

#3_____ #6_____

Appendix B-23: Community Liaison Description

Community Liaison

The conference chair, in consultation with the program chair, shall appoint a **community liaison** for each conference. The community liaison would be charged with making contacts with local groups; asking them their interests; and exploring the possibility of having certain sessions at their venues rather than on campus. The goal of this position is to pro-actively include local artists, activists, and community members and to help the conference to be grounded in the particular locality where it takes place.

Appendix C:
Fundraising and Grant Sample Letters

This Appendix includes:

- C-1: ARC Sample Grant Request Letter
- C-2: Fundraising Sample Letter to Appalachian Centers
- C-3: Fundraising Sample Letter to Universities and Colleges
- C-4: Fundraising Sample Letter to Local Governments
- C-5: Sample Fundraising Letter to Foundations
- C-6: Sample Fundraising Letter to Governors
- C-7: Letter to ASA Leadership Requesting Help Soliciting Conference Support

Note: The sample letters included in Appendix C have been modified from their original formats to cut down the number of pages in this handbook.

This content and more is also included in the *Program Guide*. Borrow your copy from the ASA office today!

Want to add your own hints and tips to this handbook? E-mail them to Mary Thomas at mthomas@marshall.edu.

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Appendix C-1
ARC Grant Request Letter (sample)

Dear Ms. Pope:

Anne, we have met several times before – most of our meetings have been at the Ohio Appalachian Center for Higher Education (OACHE) conferences. Just to re-introduce myself, I'm Carol Baugh director of the Appalachian Outreach and Studies Program at Sinclair Community College in Dayton, Ohio. This year I am also President of the Appalachian Studies Association (ASA).

ASA will hold its 32nd annual conference at Shawnee State University in Portsmouth, Ohio, March 27-29, 2009. This is the first time in our thirty-two year history that the conference will be held in Appalachia Ohio and it is also the first time the theme will be arts, crafts, and music.

The ASA conference offers a crucial opportunity for grassroots people, community based organizations, teachers, students, planners, artisans, practitioners, and researchers to share their knowledge, experience, and insights. As in past years, this year we will have research reports and scholarly panels as well as roundtable discussions, poster sessions, educational workshops, poetry readings, book and art exhibits, documentary films, and music. The keynote speaker this year will be Rebecca Anderson, former director of Handmade in America.

Among the things that ASA prides itself in is having a diverse membership and providing approximately one in four conference attendees with scholarship support. The Appalachian Regional Commission has provided funding over the past several years so that ASA can ensure that attendees and participants with marginal incomes can have a voice and a presence at our conference. Conference scholarships can only be offered with the financial support that the ARC and others provide. During these tough economic times, I am sure we will be receiving additional requests for scholarships. Therefore, I am formally and respectfully requesting that the ARC provide ASA with $7,500 in funds that will go toward registration fees ($150 for regular participants and $100 for students) for people on limited incomes.

Thank you for considering this request.

Sincerely,
Carol Baugh
2008-2009 ASA President

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Appendix C-2
Fundraising Letter to Appalachian Centers (sample)

Dear Roberta:

I hope this letter finds you well.

I am writing to ask that you consider helping us sponsor the 30th Annual Appalachian Studies Conference, March 23-25, 2007. I think you'll agree that as an Association, we have a great deal to reflect upon and to celebrate.

As a Center director, your contribution of $500 will help us raise the money necessary to bring at least one in five participants to the Appalachian Studies Conference with scholarship assistance. Such assistance includes money toward registration costs as well as travel and lodging assistance. As President, I am hoping to raise at least $25,000 for our scholarship outreach for the 2007 Conference, which will ensure that marginalized voices—artists, activists, students, nonprofit folk—are heard at our Maryville gathering. Your Center's contribution is really essential in helping me realize this goal.

In addition to your sponsorship, I hope you'll think about the following additional ways to support the Conference:

- consider placing a program ad describing your Center and its work (see enclosed Exhibitor/Advertising information and form);
- publicize the Conference on your website (see enclosed Call) and establish a link to the ASA website at www.appalachianstudies.org;
- publicize the conference in your forthcoming newsletters and mailings (be sure to add the conference to your Events Calendar);
- inform colleagues and students about the conference and encourage them to attend. I'm enclosing an information sheet especially for students.

With the help of the Center for Appalachian Studies and Services and the Appalachian centers across the Region, we hope to continue the tradition of scholarship, networking, and camaraderie for which the Appalachian Studies Conference has become known. Please also note that we'll have a time in the Program for all of us to get together at the Maryville Conference.

Here's to the next 30 years of ASA.

All the best,

Chad Berry
2006-2007 ASA President

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Appendix C-3
Fundraising Letter to Universities and Colleges (sample)

Dear President Edwards:

In March 2007, the Appalachian Studies Association will hold its 30th Annual Appalachian Studies Conference in Maryville. This meeting will bring more than 500 people to East Tennessee for three days, including scholars from diverse fields as well as teachers, artists, writers, and members of Appalachian-oriented organizations, agencies, and communities. Their time here will be particularly noteworthy because they will gather to celebrate thirty years of achievement by the ASA. In addition to research reports and scholarly panels, ASA conferences include roundtable discussions, poster sessions, poetry readings, book and art exhibits, documentary films, music, and dance.

It will, so to speak, take an East Tennessee village to make this conference successful. We have to address costs and overhead, of course, but as president of the Association, I am proud that it is a standing policy of the Appalachian Studies Association to provide access to the conference for participants with marginal incomes. The three most recent conferences have included, on average, over 120 scholarship recipients annually, or about one in every five participants. Each scholarship includes full access to the three-day conference, including two meals and membership in the ASA for one year, including two newsletters and two issues of the *Journal of Appalachian Studies*. To fund 130 participants with basic scholarships of $125 per person will cost $16,250, and this figure does not include assistance for travel and lodging.

For these reasons, I would like to ask Pellissippi to become a major sponsor of the Conference by contributing $1000. The Appalachian Studies Association is a 501c3 organization with an office at Marshall University in West Virginia, but I also have an ASA account with Maryville College for donations.

Such a level of funding will give notice to the people who value Appalachia that Pellissippi has a strong commitment to the Region and is a very important partner in hosting the 2007 Conference as it comes to East Tennessee. We will include the PSTCC prominently in the sponsor list for the Call for Participation, which is sent to several thousand addresses, in the Preliminary Program, sent to all ASA members (approaching 800 people), and of course in the Final Program, provided to all participants. The Conference will also be an important venue for faculty, staff, and students to present their work on the Region. If you have particular interests as a sponsor, I will be happy to hear of those. I hope that all higher institutions in East Tennessee will become a sponsor of the Conference.

I want to thank you for helping me bring attention to this important event in the intellectual life of the Southern Appalachian Region. I will be happy to provide any assistance needed with this request.

With very best regards,

Chad Berry
Associate Professor of History
Maryville College
President, Appalachian Studies Association

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Appendix C-4
Fundraising Letter to Local Governments (sample)

Dear Dave:

I want to tell you about one of the most important events in recent Blount County history. In March 2007, the Appalachian Studies Association will hold its 30th Annual Appalachian Studies Conference here in Maryville. This meeting—the largest one of its kind for Blount County—will bring 600 people (well over 100 from Tennessee alone) to our county for three days, including scholars from diverse fields as well as teachers, artists, writers, and members of Appalachian-oriented organizations, agencies, and communities. Their time in Blount County will be particularly noteworthy because they will gather to celebrate thirty years of achievement by the ASA. In addition to research reports and scholarly panels, ASA conferences include roundtable discussions, poster sessions, poetry readings, book and art exhibits, documentary films, music, and dance.

It will, so to speak, take an East Tennessee village to make this conference successful. We have to address costs and overhead, of course, but as president of the Association, I am proud that it is a standing policy of the Appalachian Studies Association to provide access to the conference for participants with marginal incomes. The three most recent conferences have included, on average, over 120 scholarship recipients annually, or about one in every five participants. Each scholarship includes full access to the three-day conference, including two meals and membership in the ASA for one year, including two newsletters and two issues of the *Journal of Appalachian Studies*. To fund 130 participants with basic scholarships of $125 per person will cost $16,250, and this figure does not include assistance for travel and lodging.

For these reasons, I would like to ask the Blount County government to become a sponsor of the Conference by contributing $500. The Appalachian Studies Association is a 501c3 organization with an office at Marshall University in West Virginia, but I also have an ASA account with Maryville College for donations.

Such sponsorship will give notice to the people who value Appalachia that our county government is a very important partner in hosting the 2007 Conference as it comes to East Tennessee. If you have particular interests as a sponsor, I will be happy to hear of those. Moreover, securing such a gift will enhance my requests to other organizations in the area: institutions of higher learning, for example, as well as TVA, Pilot, ALCOA, Denso, area banks, and Ruby Tuesday, to name just a few.

I want to thank you for helping me in this important task. Any funds realized will make it possible for directors of nonprofits, of arts and crafts folk and musicians, and especially young people to attend this important event. If I can provide you with any additional information, please let me know. My mobile number is 865-310-9860.

With very best regards,
Chad Berry
Associate Professor of History and President, ASA

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Appendix C-5
Fundraising Letter to Foundations (sample)

Dear Michael:

I want to tell you about one of the most important events in recent Blount County history. In March 2007, the Appalachian Studies Association will hold its 30th Annual Appalachian Studies Conference here in Maryville. This meeting—the largest one of its kind for Blount County—will bring more than 600 people (well over 100 from Tennessee alone) to our county for three days, including scholars from diverse fields as well as teachers, artists, writers, and members of Appalachian-oriented organizations, agencies, and communities. Their time in Blount County will be particularly noteworthy because they will gather to celebrate thirty years of achievement by the ASA. In addition to research reports and scholarly panels, ASA conferences include roundtable discussions, poster sessions, poetry readings, book and art exhibits, documentary films, music, and dance.

As president of the Association, I am proud that it is a standing policy to provide access to the conference for participants with marginal incomes. The three most recent conferences have included, on average, about 121 scholarship recipients annually, or about one in every five participants. Each scholarship includes full access to the three-day conference, including two meals and membership in the ASA for one year, including two newsletters and two issues of the *Journal of Appalachian Studies*. To fund 130 participants with basic scholarships of $125 (registration fee) per person will cost $16,250. We also try to give money for travel and lodging as well, and this demands additional money. I am hoping that the East Tennessee Foundation can help me attain some of this fundraising goal for scholarships. Perhaps a Donor Spotlight could help spread the word that here is an organization whose inclusive mission of service to all constituencies in southern Appalachia is taken very seriously.

We have a well-established Scholarship Committee in place, and the members of this committee have developed both a detailed application and a protocol for applicants. The Appalachian Studies Association is a 501c3 organization with an office at Marshall University in West Virginia. I also will have an ASA account with Maryville College for donations.

I want to thank you for helping me in this important task. Any funds realized will make it possible for directors of nonprofits, of arts and crafts folk and musicians, and especially young people to attend this important event. If I can provide you with any additional information, please let me know. My mobile number is 865-310-9860.

With very best regards,

Chad Berry
Associate Professor of History and President, ASA

Appendix C-6
Fundraising Letter to Governor (sample)

Dear Governor Bredesen:

I want to tell you about one of the most important events in recent Blount County history. In March 2007, the Appalachian Studies Association will hold its 30th Annual Appalachian Studies Conference here in Maryville. This meeting—the largest one of its kind for Blount County—will bring more than 600 people (well over 100 from Tennessee alone) to our county for three days, including scholars from diverse fields as well as teachers, artists, writers, and members of Appalachian-oriented organizations, agencies, and communities. Their time in Blount County will be particularly noteworthy because they will gather to celebrate *thirty years* of achievement by the ASA. In addition to research reports and scholarly panels, ASA conferences include roundtable discussions, poster sessions, poetry readings, book and art exhibits, documentary films, music, and dance.

I am writing you to request $5000 to be used for scholarships for attendees. Last year, one in five attendees got a scholarship to attend the conference in Virginia, and I am working to raise money to provide aid to worthy recipients in 2007. In recent years, each governor's office in the Appalachian Region (the ASA meets on a rotating basis in northern, central, and southern Appalachia) has provided $5000 for scholarships (this year's conference in March—in Dayton, Ohio—has received this amount from the Ohio Governor's Office for Appalachia). I would be happy provide your office any additional details you might need as well as speak to anyone in your office. As you may know, the Appalachian Studies Association is a 501(c)3 non-profit organization with an office at Marshall University.

I look forward to hearing from you.

With very best regards,

Dr. Chad Berry
President-Elect, Appalachian Studies Association
Associate Professor of History, Maryville College

Cc: Representative Joe McCord
Representative Doug Overbey

Appendix C-7:
Letter to ASA Leadership Requesting Help Soliciting Conference Support

Dear ASA Leader,
Please make it a point to customize and distribute the following message to five potential exhibitors, donors, sponsors, etc. The specific info for participating is attached. I have also included a list of those groups and people the ASA has already solicited. It will be more powerful if an invitation to an organization in your state comes from you. Your actions are very much appreciated. Thanks, Thanks,Thanks! Alice

Dear ----------
It is almost time for the Appalachian Studies Association conference--it will take place in less than six months. I think the conference is going to be outstanding, because ---------- and the theme, Engaging Communities is so inclusive. The conference will offer papers on a variety of fascinating subjects, as well as films, plays, art exhibits, and performances. Scholars, students, and community activists, artists, and organizers will present and attend.

I invite you (and your staff) to be involved with the conference--either as an exhibitor, an advertiser, or a sponsor of a reception, snack break, or book signing event, and, of course, as an attendee (attendees).
Please let me know how I may be of service and assist with getting you to the ASA conference.

Your support and attendance are much, much appreciated!

Your name
Former President (year), ASA
Member, Steering Committee (years), ASA

North Georgia College & State University hosts the 2010 Appalachian Studies Association Conference, March 19-21

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Appendix D-1: ASA Office Manager Position Overview and Essential Duties and Responsibilities

Position Overview

The Office Manager holds a multifaceted position at the Appalachian Studies Association (ASA), a national membership organization housed at Marshall University. The association publishes the *Journal of Appalachian Studies* and hosts an annual conference to promote and engage the study and appreciation of Appalachian experiences, regionally, nationally, and internationally. The incumbent plays important roles in each of these operations and serves as an ex officio member of the ASA Steering Committee. Key accountabilities include event coordination, administrative support, journal production, and outreach. Duties include, but are not limited to: participating in the planning and execution of the annual conference, serving as the assistant managing editor of the *Journal of Appalachian Studies*, identifying and summarizing membership trends, and developing initiatives that expand the organization's presence in the Marshall and Huntington communities. No direct reports, but may monitor and coordinate the work of student interns and graduate assistants. Troubleshoots unexpected issues as needed.

A qualified candidate should have one to two years of experience with managing registration for a national conference, assisting in the production of a refereed journal, working with online management systems (e.g., Digital Commons, Open Journal Systems), and general operations with a membership association. Candidates must have strong academic writing and editing skills and demonstrated computer/technology competencies (e.g., Excel, Access, Word, Outlook, and Quicken). Strong communication skills and the ability to work with diverse groups of people is required. Flexibility in scheduling is required to accommodate periods of increased workload throughout the year (e.g., journal production deadlines and conference preparation). Candidates must be able to think critically, multi-task, set priorities, and work independently under pressure. A Master's degree is required. Certification in non-profit management and/or Appalachian studies preferred. Overnight travel, at least twice per year, is expected.

Essential Duties and Responsibilities

Event Coordination

Participates in the planning and execution of the Appalachian Studies Conference, held each year at various sites located both within and beyond the Appalachian region. Administers exhibitor and advertiser registrations for the annual conference, creates and/or prepares conference publications for distribution, assists conference presenters during the proposal submission process as issues arise (proposals are submitted and reviewed through Marshall Digital Scholar [MDS]), acts as liaison between Bepress, an academic software firm that administers MDS, and conference organizers to update conference-specific information and arrange training sessions with each new conference program committee. Manages registration, greets attendees, and troubleshoots unexpected issues at the annual conference.

Administrative Support

Monitors and coordinates the work of student interns and graduate assistants. Creates and submits requisitions and encumbrances, generates and reviews annual reports, identifies and summarizes membership trends, establishes and maintains filing systems, and reviews financial records using the

accounting software, Quicken. Streamlines basic office practices to eliminate redundancy and increase efficiency. Attends to membership inquiries and processes payment as necessary.

Journal Production

Serves as the assistant managing editor of the *Journal of Appalachian Studies*. Calculates page count of accepted manuscripts and reviews, and collaborates with editors and section editors to select content for each issue. Reviews accepted material for citation and formatting issues and communicates with authors to request revisions, as necessary. Ensures that photographs, tables, and figures meet publisher specifications; works with authors to secure images of sufficient quality in cases that do not. Obtains consent to publish forms from each author and transmits completed submission packets to press. Acts as liaison between press staff and journal staff for issues related to journal production. Handles permissions requests to reprint material from past issues of the journal and develops/updates permissions policies as needed. Troubleshoots issues with the journal's online submission and review portal, as needed.

Outreach

Works with interns and graduate assistants to develop initiatives that expand the organization's presence in the Marshall and Huntington communities (for example, hosting on-campus events or film screenings). Collaborates with the communications committee chair to develop and implement social media campaigns and ensure that promotional data, images, fees, and ordering information are current on the ASA website. Develops content for the website and coordinates changes to the site as needed. Maintains the ASA listserv and communicates information to the membership when appropriate.

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Appendix D-2: Marshall Digital Scholar

Tasks for Program Chair – Marshall Digital Scholar
Marianna Footo Linz, 2014 Program Committee Chair:

This is just a summary of how I did things this past year and thoughts on what I would do differently, if I had known then what I know now ☺

1. The Conference chairperson began meetings in the summer the year before the conference. During the summer before the conference, we began brainstorming ideas for individuals who would be interested in reviewing submissions. We wound up with a total of 40 reviewers. HOWEVER, the bulk of the reviews were done by closer to 20 individuals. Additional reviewers were added for specialty submissions where the expertise to review them was not represented by the group assembled.
2. We began working with the folks at Bepress during the summer of 2013 on the submission form. There are things I would change about the submission form as follows:
   A. The options for keywords were a little too broad in some areas. The Health area was a good example. It made the organization of papers a little difficult
   B. Unconference and Discussion wound up being treated the same. I would choose one or the other. I think Unconference sounds cool.
   C. There is a distinction that should be made between authors and presenters. While you don't want more than 4 presenters on a panel, you could have more than 4 authors to a paper. It wasn't common, but it did happen.
   D. The fields for "Session Title" and "Title" were confusing a bit. More instruction should be given. For example, ***If you are submitting an individual paper, please provide a title for the paper. If you are submitting a panel that includes multiple papers and/or presenters, please provide a session title in addition to the titles of the individual presentation.***
   We added the field of "Session Title" after the submissions were complete, I believe. Then we added the Session number and a title descriptor. If I had it to do again, I would allow the submitter to title the session, if it is a stand-alone, but ask them to leave the field blank if it is not.
   E. The "Convener" field was added after the submissions were complete. You could include it in the submission form and indicate that they may choose a convener if they would like. Some people wanted to do this.
   F. Ask if there is a way to combine the fields of "presenter information" and "titles." I assumed most panels put the papers in the same order as the presenters. This wasn't always true and getting it straightened out was a major headache at times. If they can put the title in and then provide their information underneath, that would be ideal. Make sure EVERYONE puts in contact information and make sure bepress knows that you want the notifications to go to all authors on the submission.
   G. Make it clear that ALL authors must be submitted on the form and ALL contact information provided. Some people thought just listing names was fine and didn't put the individuals down

as specific contacts. This is how the system populates the authors on the online schedule. They have to be listed in the contact information.

H. There are separate fields for 'titles' and 'panel titles.' This was confusing to folks. I would suggest just indicating with instruction that if you are submitting a panel or with multiple presentations within, list all titles and authors. If it is a workshop or discussion with multiple presenters, just provide the session title and the authors' information. Your world will be infinitely easier.

3. We set the deadline initially as October 15 and then extended it a few days. There will always be a few folks who request to submit after the deadline. I would suggest setting a harder deadline a little later and sticking with it. Making decisions about late submissions, of course, are up to you. Many reasons were quite compelling and involved illness and such. We did have a small handful who had 'just recently heard about the conference' and wanted to submit.
4. The review process was really nice. The submissions come electronically. You electronically send them for review (Bepress will create a form email that will go to your reviewers with the link for the submission). When the reviews come back, you look at them and then post a decision. When you post a decision, the authors are notified of the decision. I would opt to put more information in the decision e-mail in terms of reminding them of the dates of the conference and giving them a timeline for when decisions about presentation times will be made. I would also use that opportunity to remind them that, in order to present, they must register and pay for the conference. This would be a good place to tell them about scholarships as well, and how to apply.
5. I found it helpful to keep on top of the submissions by sending them out for review as they came in and asking for a two week turnaround from the reviewers. WARNING: You will be flooded with submissions the last 2-3 days. By flooded, I mean 248 submissions came in between October 14 and October 18. Our original deadline was the 15th.
6. Ask Bepress if they can create an option that will allow you to email all authors in a group e-mail. We had to send out a few notifications and had to do so individually for the most part, although, if you generate one of your batch spreadsheets, you can copy and paste all e-mails into one e-mail. I think this may have a tendency to cause messages to hit spam filters. If they can create an option that would address this, it would be great.
7. Bepress is very responsive. Dan Randleman was great and would always respond within the day to either an e-mail message or a phone call. If he was out, there was typically a very knowledgeable person that could help. They will walk you through every step and you can use a 'dummy site' to practice. I am also happy to come down for a day trip sometime and help, if you like. Christ Leadingham rocks this system and knows all its ins and outs. He also has a great system for assigning rooms.
8. It is hard for them to visualize the kind of program we put together. Mary Kay came up with the idea of sending them a copy of the program form a previous year. That helped a lot.
9. When you are organizing your sessions, the frustrating thing is that you cannot 'gather' individual papers into the same block under the same title. You can give them all the same session number and title and put them together on the online schedule, but that still confuses people. You might talk to Bepress about a solution to this.

10. I focused on getting the online schedule together first with the idea that submitters could check their submissions for errors and time conflicts. This pushed Mary Kay a little, I think, on getting the print version ready. I'd suggest keeping a better eye than I did on the print version.
11. We opted not to send out a hard copy of the preliminary schedule but to refer people to the online version. I think this is definitely the way to go but folks may need more explanation as to how to read and follow the online schedule. We broke it into sessions and days but I think people still found it overwhelming. I'd suggest what to change but I'm not sure. I think I lived with it so long, it made sense to me ☺ Others probably have better suggestions as to how to change it.
12. You can cut and paste the submissions from the online schedule into Word and then edit them for formatting. It is tedious but better than retyping. Again, Bepress may be able to create an option that allows for exporting to Word. It was not available to us last year but you might talk to them about it.
13. Update the site everywhere on every page every change you make. That was something I had to learn and it will make more sense when you start working with it. If you only click the "update site" on one page, it will not load the changes on the front end where you want them. Changes take time to load…breathe and meditate before you call Dan in a panic like I did ☺
14. You can't blow up the site…if that could have happened, I would have done it.
15. If you do blow up the site, Dan can fix it ☺

Below is a table with the numbers of types of submissions received:

Art	1
Discussion	14
Film	6
Music	5
Other	37
Panel	70
Paper	194
Poster	21
Reading	9
Theater	3
Unconference	7
Workshop	15

Below is a table with the number of submissions related to each keyword. They could choose more than one keyword so these represent the first keyword chosen:

Activism/Organizing	4
Architecture/visual arts and crafts	11
Coal.natural gas	7
Education	47
Environmental	40
Folklore/folkways	29
Foodways	14

Gender/Sexuality	25
Health/medicine/mental health/ geriatrics	24
History	14
Labor-organizing	4
Linguistics	2
Literature/poetry	28
Music	9
Natural Science	4
Politics	8
Poverty	2
Race/Ethnicity	7
Religion	5
Social sciences	39
Tourism	16
Urban outmigration	2

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Appendix D-3: Sample Retreat Agenda

Appalachian Studies Association

ASA Retreat July 18-19, 2014
Nicks Hall, Room 225, ETSU, Friday, July 18
Alfred Taylor Salon, Carnegie Hotel, 843.937.8800, July 19
ETSU Campus Map,
http://www.etsu.edu/etsuhome/documents/ETSU_Campus_11222013_soccer_to_universitypkwy_web.pdf

Members Elected: Sylvia Bailey Shurbutt, Chair; Chris Green, Past President/2015 Conference Chair; Anita Puckett, Vice-President; Meredith Doster, Secretary; Kristin Kant-Byers, Treasurer; Amy Collins, Program Chair; Rachael Meads, Vice-Program Chair; At-large Steering Committee Members: Barry Whittemore, Karen Hudson, Amelia Kirby, Theresa Burchett, Deborah Thompson, Monica Brooks, Student Members: Kathryn Engle and Brittany Means
Appointed Members: Mary Thomas, Ex-officio Executive Director; Shannon Wilson, Archivist/Historian; Shaunna Scott, JAS Editor; Mary Jo Graham and Kathy Seelinger, MU Liason Officers; Megan Osborne, Website Chair; Roger Guy, Scholarship Chair; Becky Fletcher, Finance Chair; Billy Schumann, Membership Chair; Communication Chair; Emily Satterwhite, Awards Chair; Eryn Roles, Appalink Editor; Silent Auction Coordinators, Carol Baugh and Philis Alvic; Theresa Burris, Education Chair.

Friday, July 18, 8:30 a.m.-4:00 p.m., Nicks Hall, Room 225

I. **8:30 a.m. Breakfast, Introductions, and Icebreaker: George Ella Lyon's "Who I Am"**
Including 2015 Conference Local Arrangements Committee, East Tennessee State University, Johnson City, TN, March 27-29, 2015, "Many Mountains, Many Musics"

Chris Green, Conference Chair (Berea), Chris_Green@berea.edu

Amy Collins, Program Chair (ETSU), collinsa@etsu.edu

Randy Sanders, Local Arrangements, sandersr@etsu.edu

Roberta Herrin (ETSU), herrinr@mail.etsu.edu

Katalin Hajnal (ETSU), hajnal@mail.etsu.edu

Program Committee Members (2015, 2016):

Amanda Fickey (Union College)

Susan Spalding (Independent Scholar)

Karen Hudson (UK)

II. **9:00 a.m. Approval of Minutes and Secretary's Report (Meredith Doster)**

III. **9:15 a.m. Bylaws and Orientation for New Members (Sylvia Shurbutt)**

IV. **9:30 a.m. President's Report (Sylvia)**

a. Appointments & Assistant Office Manager New Hire, Chris Leadingham
b. Guidelines for E-Vote & 72-hr. Discussion Period
c. President's Letter
d. Long Range Plans (Kristin, Meredith, Chris, and Sylvia) The Long Range Plan is available at the ASA link: http://appalachianstudies.org/policies/long-range-plan.pdf.
e. Other

V. **10:00 a.m. Executive Director's Report and Issues for SC (Mary Kay Thomas)**

a. ASA/U. of Illinois Press Issues Resolution
b. Digital ASA Conference Collection – Decision on Continuing Pilot Program
c. Separation of Membership and Registration
d. Offering student conference fee to AmeriCorps/Vista Workers Discussion
e. Other

VI. **10:30 a.m. Finance Report (Kristin Kant for Becky Fletcher)**

VII. **10:45a.m. 2014 Conference Wrap-up Report (Linda Spatig & Marianna Linz)**

VIII. **11:00 a.m. 2016 Conference Update (Sylvia Shurbutt)**

Shepherd University, Shepherdstown, WV, March 18-20, 2016, "Voices from the Misty Mountains: Diversity and Unity, a New Appalachia," Keynote Speaker Frank X Walker

IX. **11:05 a.m. Report on 2015 Conference March 27-29 Conference, "Many Mountains, Many Musics," ETSU (Chris Green)**

a. Amy Collins' (ETSU Program Chair) Proposal to Have Membership Costs Paid Prior to Conference Submissions

Noon: Lunch

X. 12:30-2:30 p.m. Other SC Reports:

a. Membership Committee, Membership Survey Update (Billy Schumann)

b. Vice-President's Report (Anita Puckett) Proposal: ASA draft a letter of thanks to Kathy Mattea for her environmental/social justice work

c. JAS Editor's Report (Shaunna Scott)

d. Education Committee Report (Theresa Burriss)

2:30-4:00 p.m. ETSU Campus Tour (Roberta Herrin)

6:00 p.m. Dine Together at the Wellington, Carnegie Hotel

July 19, 8:30 a.m.-1:00 p.m., Alfred Taylor Salon, Carnegie Hotel

8:30 a.m. Breakfast in Alfred Taylor Salon

9:00 a.m. I. Other Reports Continued:

e. Website Committee (Eryn Roles)

f. Appalink Editor (Eryn Roles)

g. Scholarship Committee (Roger Guy)

h. Archivist & Historian (Shannon Wilson)

i. MU Liaison (Kathy Seelinger)

j. Awards Committee (Emily Satterwhite)

k. Student Involvement with ASA (Kathryn Engle, Brittany Means, and Meredith Doster)

l. Ad Hoc Diversity Committee Report (Susan Spalding)

12:30 p.m. II. Wrap-up, Future Meeting Dates, and Upcoming Deadlines

1) Steering Committee Phone Conference: October 10 or 17
2) *Appalink*: Aug 1, Dec1
3) Conference Call for Participation: July 1
4) Prelim. Program: Dec 8
5) Final Program: Jan 23
6) ETSU Conference: Mar 27-29

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Appendix D-4: ASA NEEDS YOU!

ASA Needs You!

I am willing to be nominated for (check one):

_____ **Vice President (one-year term)**: The vice-president shall act as aide to the president; shall perform the duties of the president in his or her absence. The vice president/president elect will submit by-law changes to the association and present a conference budget for the conference two years hence to the steering committee. The Vice President/President Elect will serve as a member of the Finance and Development. The vice-president becomes president in the year following his or her term as vice-president and succeeds to the office of president should the office become vacant before the term expires. Though the vice-presidency is one year, the candidate actually serves **four years** as an ASA officer—the first as Vice President, the second as Current President, and the third as Conference Chairperson/ Immediate Past President and the fourth as Past Conference Chairperson.

____ **Secretary (three-year term):** The secretary serves for three terms and records the minutes of all meetings of the association and the steering committee and maintains a copy of the association bylaws, Google Docs Drive, and articles of incorporation.

____ **Treasurer (three-year term)**: The treasurer shall provide financial oversight of association funds, accounts, and policy through the administrative office. The administrative office shall have custody of all the funds of the association; shall keep full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the budget adopted by the steering committee, and shall make no disbursements not included on or exceeding the line item in the relevant fiscal year's budget without the advice and consent of the treasurer.

_____ **Conference Program Committee Chair (three-year term)**: The Conference Program Chair heads the Conference Program Committee, appoints a Local Arrangements Chair and Local Arrangements Committee, and oversees the planning and operation of the conference for one year. The Conference Program Committee Chair also serves as Vice Program Chair and Past Program Chair during the other two years of the term.

_____ **Conference Program Committee Member (one-year term)**: The program committee is responsible for the planning and execution of the conference, including the production of conference materials and the selection of conference papers and presentations.

_____ **At-Large Member of the Steering Committee (four-year term)**: At-Large members of the Steering Committee attend committee meetings to discuss and vote on committee business. At-Large members are also asked to serve on an additional committee during his/her term.

_____ **At-Large Student Steering Committee Member(two-year term)**:

I am willing to serve as a member of one of the following committees (check one):

_____ **Communications Committee**: The communications committee is responsible for seeing that each year's conference is adequately publicized. The communications committee includes a member in charge of press relations. This committee works with conference committees to publish conference information on the website in a timely

manner. Moreover, this committee oversees the management of the association's website through updates, revisions, regulation, and content development.

_____ **Scholarship Committee**: The scholarship committee oversees the distribution of conference scholarships. Members assist with raising funds for scholarships, accounting for scholarship funds, and devising procedures for awarding scholarships.

_____ **Membership Committee**: The membership committee must include one scholar and one activist as well as the chair. Members are responsible for reviewing membership statistics and making recommendations for keeping ASA membership diverse, sustainable, and engaged.

_____ **Nomination Committee**: The nomination committee makes recommendations for vacant and appointed offices within the organization and sends out a call for nominations each year.

_____ **Finance and Development Committee**: The finance and development committee is responsible for developing 3-year projected budgets for the association and the conference, as well as assisting with fundraising efforts.

_____ **Awards Selection Committee**: Williams/Brown, Weatherford, Lewis, Gates-Carawan, Spadaro, Dykeman, or Ross. (Volunteers interested in the e-Appalachia and Excellence in Teaching awards may wish to serve on the Website or Education committee, respectively.)

_____ **Local Arrangements Committee (one-year term)**: The local arrangements committee is responsible for working with local organizations in the location where the conference is to be held. Members are responsible for choosing menus, selecting entertainment, choosing banquet rooms, etc.

_____ **ASA Education Committee**:

_____ **Black Belt Committee**: The Black Belt committee is responsible for facilitating communication and collaboration between the ASA and the emergent Black Belt studies initiative.

_____ **Conference Evaluation Team**: The conference evaluation team reviews the returned, completed conference evaluation forms from the conference registration packets.

_____ **Other**: I would be interested in_____.

Contact Information:

Name: _____

Mailing Address: _____

City:_____State: _____

E-Mail: _____

Affiliation: _____

Thank You!

Bring to Registration Table or Mail to: Appalachian

Studies Association
One John Marshall Drive Huntington,
WV 25755

Fax: 304-696-6221

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Appendix D-5: Sample Treasurer's Report

Appalachian Studies Association
Treasurer's Report, March 2015

Cash on Hand (as of 3/15/15):	$	192,669.76

Financial Report, FY 7/1/2013 - 6/30/2014

Grand Total Income:	$	148,137.83
Grand Total Expenses:	$	160,164.62
Difference:	$	(12,026.79)

Income Breakdown	FY2013-2014		FY2012-2013		net change	
Journal of Appalachian Studies	$6,709.58	$	4,758.03	$	1,951.55	
Conference	$77,214.00	$	115,615.00	$	(38,401.00)	
Other Income:	$64,214.25	$	27,455.22	$	36,759.03	
Grand Total Income:	**$148,137.83**	**$**	**147,828.25**	**$**	**309.58**	
Expenses Breakdown						
Journal of Appalachian Studies	$10,407.74	$	12,002.56	$	(1,594.82)	
Conference	$52,046.38	$	8,947.81	$	43,098.57	The FY2012-13 confere
Operating Expenses	$97,710.50	$	86,434.73	$	11,275.77	
Grand Total Expenses:	**$160,164.62**	**$**	**107,385.10**	**$**	**52,779.52**	

Endowment Funds (since inception)	**$17,321.17**

Grand Total Expenses Per Capita:	$	160,164.62
with 500 Members	$	320.33
with 600 Members	$	266.94
with 700 Members	$	228.81

Kristin Kant-Byers, Treasurer, kkant2@uky.edu

Appendix D-6: Conference & Association Deadlines

DEADLINE	TASK	DESCRIPTION	OFFICER(S) RESPONSIBLE	FOR FURTHER INFORMATION SEE…
April 7th	Award Winners	Send Conference Award Winners to Web Chair	ED	
April 15th	Summer SC Retreat	Arrange date and time for summer Steering Committee Retreat, distribute information via SC listserv, circulate agenda and arrangements to board	President	
April 30th	ARC Grant Report	Compile and proofread final grant report	President, CC, ED	
April 31st	Financial Report	Compile financial report for review at fall SC meeting; send to President	Treasurer, FC, ED	
May 6th	Conference Ad Tear Sheets	Mail out conference ad tear sheets	ED	
May 15th	Bylaws	Update bylaws to reflect changes; send to ED and archivist	Secretary	
May 30th	Deadlines	Set deadlines for pre-registration, program, and scholarship application/ notification deadlines	President, CC, PC, LAC, Schol. Chair, ED	
May 30th	Conference Evaluations	Tabulate previous year's evaluations and email results to ED, PPC, President, and PP	PPC	
June 1st	Membership Renewal Letters and Library Invoices	Send out membership renewal notices and library subscription invoices	ED	
June 15th	Fall Teleconference	Set up day and time for September teleconference; distribute via SC listserv	President	
June 30th	*ASA Handbook*	Update *ASA Handbook* and email to all SC members	ED	
June 30th	Call for Award Nominations	Update Call for Award Nominations	Awards Chair	
June 30th	Annual Corporate Report	File annual corporate report	ED	
July 1st	Nominations	Email a list of positions up for re-election to VP	Secretary	
July 1st	Call for Participation	Update the Call for Papers with the following information: conference site and accommodations, meal prices, information specific to your conference (1 page). Send to Executive Director.	President, LAC, PC	previous *Calls for Papers*
July 1st	Letter to Exhibitors/	Update the Letter of Invitation with # of tables we can sell, exhibit room layout, contact	LAC, ED	*Program and Local*

	Advertisers/Sponsors	person, set-up times for exhibit hall, breaks, and receptions; locations on campus for loading, copying; shipping address for vendors to send their materials		*Arrangements Guide*
July 1st	Conference Site Contract	Negotiate contract with conference host	CC	
Aug. 1st	President's Message	send to *Appalink* Editor for spring edition of *Appalink*	President	previous issues of *Appalink*
Aug. 1st	Conference Update	Write a short blurb about the conference and sent to *Appalink* Editor	President, CC, PC	previous issues of *Appalink*
Aug. 1st	JAS Information	Write a short blurb about the JAS; email to *Appalink* Editor	*JAS* Editor	previous issues of *Appalink*
Aug. 1st	Online Proposal Form	Update and post the online Call for Proposal form	PC, ED, WM	
Aug. 15th	Finances	Email corrected Quicken report and MURC report to treasurer, president, and accountant	ED	
Sept. 15th	Registration Forms	Update registration form and email to Web Manager	ED	
Sept.	Scholarship Budget	Develop a scholarship budget and sent to the Scholarship Chair	President, CC, ED	
Sept.	Fundraising/ Grant Letters	Send out fundraising/ grant request letters to Appalachian Centers, ARC, and any others	President, CC	Appendix C in *ASA Handbook*; *Program and LA Guide*
Sept.	*Appalink*	Send 1st proof to MU Printing by 1st; Final proof should be ready by 15th; should be mailed to membership by Sept. 30th	*Appalink* Editor; ED	previous issues of *Appalink*
Nov. 15th	Preliminary Program	Compile updated information for Preliminary Program	President, CC, PC, LAC, ED	Preliminary Program Responsibilities Appendix B-1
Nov. 15th	Taxes	Review, sign, and mail IRS form 990, Schedule A & B to IRS and send copy with signature to ED for office records	Treasurer, PP, ED	
Nov. 15th	Spring Teleconference	Arrange date and time for spring teleconference; distribute information via SC listserv	President	
Nov. 15th	Conference Update	Write a short blurb about the conference and sent to *Appalink* Editor	President	
Dec.	*Appalink*	Send 1st proof to MU Printing by 4th; Final proof should be ready by 15th; should be mailed to membership by February 11th.	*Appalink* Editor; ED	previous issues of *Appalink*
Dec. 1st	Membership Demographic Form	Update Demographic form for conference packets and send to ED	Membership Chair	conference packets from past conferences
Dec. 31st	Annual ASA FY Budget	Collaborate on the projected annual ASA budget before presenting it at the SC meeting	President, Treasurer, FC,	

		at the conference	ED	
Jan. 15th	Final Program	Update and proofread information for final program	President, CC, PC, LAC, ED	Final Program Responsibilities Appendix B-2
Jan. 15th	Conference Evaluation Sheet	Update conference evaluation sheet and send to ED	PPC	
Feb. 11th	Award Spreadsheet	Email Award Spreadsheet to ED	Schol. Chair	
Feb. 14th	Award Winners	Email a list of award winners to ED so certificates, plaques, and checks can be ready by conference	Awards Chair	
Feb.	Preliminary Call for Participation	Develop insert for the final program and email to ED	VP	previous *Calls for Participation*
March 1st	Status Report	Write status report for review at the Annual Conference Steering Committee and Business Meeting; send to President	Treasurer, ED	
March	Conference Business Meeting	Present new slate of officers to the association at the conference business meeting on Saturday	President	

Abbreviations:
SC= Steering Committee; PC= Program Chair; LAC= Local Arrangements Chair; ED= Executive Director; CC= Conference Chair; PP= Past President; PPC= Past Program Chair; VP= Vice-President; FC= Finance Chair; WM= Web Manager

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