



THE UNIVERSITY OF NORTH CAROLINA  
AT  
CHAPEL HILL

College of Arts and Sciences  
Curriculum in Leisure Studies and  
Recreation Administration  
(919) 962-1222 (Voice or TDD)  
(919) 962-1223 (FAX)

CB# 3185, Evergreen House  
The University of North Carolina at Chapel Hill  
Chapel Hill, N.C. 27599-3185

November 4, 1996

**TO: Leadership of Academy of Leisure Sciences**

**From: Karla Henderson, President** *KAH*

The purpose of this memo is to outline the duties of the various committees of ALS in the hopes that you can plan your work to accomplish our goals in an orderly fashion. These duties relate to what is outlined in the Constitution of the Academy as well as how we have operated in the past few years.

During the coming year, I will maintain the Academy and assure that our work is done such as coordinating the Future Scholars program, having an annual meeting, electing new Fellows and new officers, and participating in other professional events as requested (e.g., NRPA Curriculum Conference, Leisure Research Symposium).

**President Karla Henderson's Charge and Timeline:**

Convene the Executive Committee as needed to make decisions between our annual business meetings (October 1996-October 1997)

Call and preside at the business meeting and the induction of Fellows (October 1997)

Appoint committees except for the Nominations and Elections Committee (November 1996)

Notify successful candidates of their election to Fellow (April 1997)

Represent the Academy in professional affairs (October 1996-October 1997)

Authorize the payment of bills, in concert with the Executive Committee (October 1996-October 1997)

With Secretary Treasurer, notify individuals of delinquent dues payment (December 1996)

**Executive Committee (consists of Past-President Ed Jackson, Secretary Treasurer Gary Ellis, President Elect Dan Dustin, President Karla Henderson, Historian Doug Sessoms) Charge and Timeline:**

Act on the Academy's behalf between business meetings (October 1996-October 1997)

In the event that an election is NOT held, remain in office until relieved of duties (October 1996-October 1997)

**President Elect Dan Dustin's Charge and Timeline:**

Act for the President if absent (October 1996-October 1997)

Serve on the Executive Committee (October 1996-October 1997)

Organize the details of the location of annual business meeting and induction (Contact NRPA in April 1997 to arrange details. Contact hotel in early September 1997 to confirm time, menu, and costs.)

Send out invitation to annual business meeting (by Sept 15, 1997)

**Past-President Ed Jackson's Charge and Timeline:**

Serve on the Nominations and Elections Committee as overseer to make sure Constitution is followed (February-April, 1997)

Serve as "Webmeister" for Academy (October 1996-October 1997)

Advise the President as needed (October 1996-October 1997)

**Secretary-Treasurer Gary Ellis's Charge and Timeline:**

Serve on the Executive Committee (October 1996-October 1997)

Transcribe the minutes of Academy meetings (Tom Goodale sent them to me and I will get them to you to distribute at annual meeting in October 1997)

Maintain an accurate mailing, telephone, and email list of Fellows (October 1996-October 1997) and distribute it once a year (February 1997)

Collect dues (January 1997) and annual business meeting luncheon fees (Sept-Oct 1997)

Maintain the financial accounts in accordance with approved budgetary practices (October 1996-October 1997) and provide a financial report at the business meeting (October 1997)

Pay accounts promptly as authorized by the President and Executive Committee (October 1996-October 1997)

Keep track of who has paid dues and who has not (January-March 1997)

With President, notify individuals of 1996 delinquent dues payment (December 1996)

**Historian Doug Sessom's Charge and Timeline:**

Maintain an accurate and current chronological record of Academy documents (October 1996-October 1997)

Organize and regularly update Academy Archives (October 1996-October 1997)

Prepare certifications for newly elected fellows (October 1997)

Assist in formally inducting new members (October 1997)

Coordinate revisions to the Constitution (to be sent out by Sept 30, 1997)

Propose and present memorials (October 1996-October 1997)

**Nominations and Elections Standing Committee Chair Ed Jackson's Charge and Timeline:**

Oversee division of labor between elected committee members **Mark Searle and Fran McQuire**.

One person is responsible for Fellow selection (Call for nominations for new fellows in February 1997, election in March 1997, and President notified of results in April 1997). This person should investigate the qualifications of all candidates and prepare a ballot that includes biographical information about each candidate).

One person is responsible for Officer Elections (Call for nominations for President-elect, Secretary Treasurer, and Nominations and Elections Committee in February 1997, election in March 1997, and President notified of results in April 1997.) This person must assure that all nominees are willing to run for office.

**Future Scholars Standing Committee Chair David Compton's Charge and Timeline:**

Work with three other committee members (**Academy Rep to be appointed**), **Gaylene Carpenter (SPRE)**, and **Carol Anne Peterson (SPRE)** to promote

(February-March 1997), screen and select (April 1997), and notify recipients of Future Scholar selection (May 1997)

Based on financial resources, choose appropriate number of scholars (April 1997)

Assist Future Scholars with all arrangements for NRPA including airfare, hotel, and other even activities (June-September 1997)

Secure a mentor for each Scholar for NRPA (October 1997)

Accompany Future Scholars to major events (e.g., Leisure Research Symposium Opening Session, SPRE Banquet, ALS Luncheon) and make sure they are introduced as often as possible (October 1997)

**Future Scholars FundRaising Standing Committee Chair Mark Searle's Charge and Timeline:**

Work with committee members **Gary Ellis, Dan Dustin, Dave Compton, and past Future Scholar Beth Kivel** to develop a fundraising plan (November-December 1996)

As possible, seek "permanent" funding for Future Scholars (October 1996-October 1997)

Solicit donations from Academy members, SPRE members, and past Future Scholars (Complete all solicitations by April 1 so selection committee will know how much money is available)

**Public Awareness President's Standing Committee Co-Chairs Dan Dustin and Alan Ewert's Charge and Timeline:**

Prepare a plan to be presented to 1997 annual business meeting concerning how the Academy should be involved in public awareness including how the white papers might be revised. (October 1996-October 1997).

**ListServ President's Standing Committee Chair Doug Kleiber's Charge and Timeline:**

Maintain the Academy listserv and facilitate its usage by Academy members (October 1996-October 1997)

I am also including a copy of the Constitution of the Academy for you to peruse. Please let me know if you have any questions. I can be reached by email ([karla@email.unc.edu](mailto:karla@email.unc.edu)). I look forward to working with each of you in the coming year to assure the success of the Academy's undertakings. Thanks for your efforts.