



INTERNATIONAL SOCIETY FOR HORTICULTURAL SCIENCE

SOCIETE INTERNATIONALE DE LA SCIENCE HORTICOLE

Expectations of an ISHS Chairperson of a Division

Each Division is managed by a Chairperson and a Vice-Chairperson. These positions are elected by the membership of that Division. Elections are managed on-line by the staff of the Secretariat. The Chairperson is a member of the **Executive Committee (EC) of ISHS** and receives a travel allotment from ISHS to attend the annual meeting of the EC and present a report of his/her Division. The EC members are also requested to attend biennial, joint meetings of the combined EC and Council as *ex officio* (non-voting) members. In case the Chairperson is unavailable to attend an EC meeting, the Vice-Chairperson should be allocated the travel allotment and attend and represent his/her Division.

Specific expectations of the Chairpersons are summarized below.

Tasks of the Division Chairperson (or Vice-Chairperson, when delegated)

Primary Administration

Lead, Guide and Support symposia occurring within the Division. The Chairperson will inform the ISHS Secretariat of the particulars of symposia and related activities supported and planned within the designated Division and will remain in close contact with the symposium Convener.

- Ensure that the following is organized by the Division during the four-year term of office:
At least:
 - 3 symposia as primary endorser (or 2 plus 1 green initiative; 1 plus 2 green initiatives)
 - 1 thematic issue as primary initiator in one of the ISHS owned journals
 - 1 initiative Symposia 2.0
 - 1 article from the Division for *Chronica Horticulturae*Other initiatives:
 - Writing and updating 'About this Division' on the ISHS website
 - Organizing the ISHS Young Minds Award contests, following up with the junior scientists to prepare a summary (<350 words) and reviewing the summary
 - Green initiatives: preparation/collaboration with other initiatives (e.g. industry workshop, summer school, training sessions, *Scripta Horticulturae*, etc.)
- Encourage ISHS members to submit high quality bids for subsequent symposia in advance of the next Working Group business meeting.
- Ensure, where possible, that sequential symposia are organized in different parts of the world and are not held sequentially in similar regions. It is imperative that symposia move to different regions to enable scientists from throughout the globe to attend.
- Know and understand the Convener responsibilities as stated in the contract between the Convener and the ISHS. Train, manage, and support conveners throughout the year.
- Be the ISHS Representative at a supported symposium, or discuss with the Working Group Chair and Convener the designation of another ISHS official for this duty. Realize the challenges that a Convener faces in running a symposium economically. Assist the Convener in minimizing the cost of ISHS representation at a symposium.
- Serve as a liaison with the Conveners and the Secretariat to help enable the success of the symposium, publication of the *Acta*, and the financial success of the ISHS.
- Work with Conveners, and, as needed, with editorial committee members, to expedite progress for prompt publication of the *Acta Horticulturae* resulting from symposia.
- Collaborate with the Working Group Chairpersons to identify new areas of knowledge to launch symposia on the cutting edge of horticultural science and innovation. Keep in mind that a successful symposium must first occur prior to the establishment of a new Working Group.
- Actively encourage Conveners to involve private sector/industry representatives on the local Organizing and Scientific Committees. Also actively provide opportunities for private sector/industry personnel to chair sessions, provide keynote addresses, and/or submit papers at ISHS symposia.

- Provide information on potential articles, contacts, or ideas for use in *Chronica Horticulturae* or quality images for the running ribbon on the main ISHS webpage.
 - provide at least one *Chronica Horticulturae* article proposal per Division in the four-year term
 - provide a *Chronica Horticulturae* article 'About this Division'
 - interact with ISHS Council members on a *Chronica Horticulturae* article 'News from continent/country'
 - provide a *Chronica Horticulturae* article on interactive topics between Divisions
- Actively communicate with members of the Division to promote horticulture and ISHS objectives.

Collaboration

- **Partner** with other Divisions **to support** their primary endorsed symposia. This partnering should produce a strong collaboration (a real commitment) which would allow Conveners to use the membership list of the other Division and show a commitment by the partnering Division to jointly serve on Organizing or Scientific Committees. If needed, the leading Chairperson may call on the partnering Chairperson(s) to be the ISHS representative at a symposium, if the endorsing Chairperson, Vice-Chairperson or Working Group Chairperson is unavailable.
- Exchange proposals with other Divisions and suggest five new integrated symposia.
- Provide outreach and mentor ISHS member scientists in their horticultural career development. Provide information concerning positions and advancement in the Society activities.
- Work with the IHC Conveners and Scientific Chairpersons of the upcoming International Horticultural Congress to convene, endorse and/or support a Colloquium, Symposium or Workshop.
- Promote the ISHS and its high standards for quality international horticultural science.
- Perform other duties specifically related to the activities of the Division. Perform a positive ambassadorial role: Division Chairs are crucial to the operation and name recognition of the ISHS and of horticulture.

Annual Reporting

- **Prepare an annual and a mid-year written report** of the Division's activities, achievements and plans, in the electronic format provided by the Secretariat, prior to the required date.
- **Attend and actively contribute** to the annual EC meeting. Discuss your opinions on the management and improvement of Society activities. Bring any operating difficulties relating to the Division to the attention of the EC Chair.
- Outline and discuss potential symposia collaborations with other Chairpersons at the EC meeting.
- **Evaluate the performance** of your Working Groups. At the EC meeting be prepared to recommend a split, dissolution, or possible merger of Working Groups for improved function of the Division or the ISHS at large.

Additional ISHS Definitions:

Convener: The person who signs the contract to manage an ISHS symposium. The symposium Convener will provide some travel arrangements for the designated ISHS representative, which could include costs for the registration, air fare, local travel, and accommodation.

ISHS representative: The ISHS person who attends an ISHS sponsored symposium to orally present the ISHS welcome, bestow the convener with the ISHS medal, conduct the Working Group business meeting, and, together with the Convener, appoint members of an award committee for selecting the awardees of the ISHS Young Minds awards (oral and poster). This person could be the Division Chair, Working Group Chair, an ISHS Board Member, or other designated ISHS representative. Board members when present represent the Society and should not be involved in the business meeting unless the Chairperson is absent.

This representative manages the election for:

- the next venue and date of the next symposium,
- the new Chair, and as needed a Vice-Chair for the Working Group.

ISHS Business Meeting: A sub-meeting at a symposium, usually requiring about one hour where ACTIVE ISHS members vote, through parliamentary procedures, for the next venue and date of the subsequent symposium in the series, and vote for the Working Group Chair (and Working Group Vice-Chair as needed). Locations competing for the next venue need to proclaim their candidacy to the ISHS representative for the meeting prior to the business meeting, and prepare a video, powerpoint, or oral demonstration to present at the business meeting.

Working Groups [See Rules of Procedure Article 8 with reference to Statutes, Article 11.1.]

- a) Working Groups may be set up at any time for scientists to cooperate in specific fields of research by means of symposia, workshops and seminars. Working Groups are organized either within a Division or as an interdisciplinary group related to more than one Division.
- b) A new Working Group is established for an initial period of six years. Unless the Division to which the Working Group belongs reconfirms that it is still required, it will be discontinued after that period.
- c) Any scientist or researcher interested in the subject area of the Working Group may become a member of the Working Group. Society membership is encouraged but not mandatory.
- d) The Chairperson and Vice-Chairperson of a Working Group are elected at a Business meeting of the Working Group and must be Individual members of the Society. Only individuals, assumed to be members of the Society, may vote to elect the Chairperson and Vice-Chairperson. The term of a Chairperson and a Vice-Chairperson of a Working Group terminates at the end of a Business meeting of the Working Group where a new Chairperson and Vice-Chairperson are elected. The Executive Committee confirms these appointments at its next meeting. The election of a Chairperson of an ISHS Working Group is held at a Business meeting of the Working Group concerned, organized at the same time as a Symposium held by the Working Group. The Chairpersons of the Division concerned should instruct the Chairperson of the Working Group to take responsibility for these elections, where possible in the presence of a senior representative of the Society. No Chairperson or Vice-Chairperson of a Working Group may serve in the same office for more than two consecutive terms, a term being the time between two symposia organized by the Working Group.