



International Association of Sedimentologists

An International Non-Profit Organization

Office of the Treasurer
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Department of Geology (WE13)
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Functions and Duties of the Members of the IAS Bureau

The **President** is appointed for four years and chairs the IAS General Assembly and the meetings of the IAS Bureau. The President is responsible for the work of the IAS Bureau and Council. Together with the General Secretary, the President represents the IAS towards both individuals outside and inside the IAS and towards other organizations. The President coordinates the distribution of work within the Bureau where not obviously defined (such as financial issues). On behalf of the Bureau, the President calls for advice from the IAS Council in all strategic and ethical issues. The President has the right to sign – jointly with the Treasurer and the Secretary General – official documents on behalf of the IAS. Unless precluded because of serious reasons, the President is physically present at and participates in all IAS Bureau meetings, in IAS meetings and conferences and in important related conferences, such as for example the EGU General Assembly.

The **Past-President** is a regular Bureau member and is appointed for four years. The Past-President advises and supports, if requested, the acting President and the Bureau of the IAS. The Past-President represents the IAS in the context of an international lecture tour and by this increases the visibility of the IAS. Unless precluded because of serious reasons, the Past-President shall be present in all IAS Bureau meetings, in IAS meetings, and conferences. It is advised that he/she also participates in important related conferences, such as for example the EGU General Assembly.

The **Secretary General** is a regular Bureau member and is elected for four years. Next to the President, the Secretary General is the direct interface of the IAS Bureau towards the members of the IAS, other individuals, and other organizations. The Secretary General supports the President in the organization of Bureau Meetings and the IAS General Assembly. The Secretary General records each Bureau meeting in minutes and is in charge of the archive of the IAS. The Secretary General acts as the main recipient of incoming messages and correspondence (such as but not limited to: requests for IAS support of meetings and workshops, grant proposals, support letters for awards) and deals with or distributes these within the Bureau where appropriate. The Secretary General takes responsibility for the IAS Newsletters. The Secretary General has the right to sign – jointly with the Treasurer and the President – official documents on behalf of the IAS. Unless precluded because of serious reasons, the Secretary General shall be present at and participate in all IAS Bureau meetings, IAS meetings and conferences and in important related conferences, such as for example the EGU General Assembly.

The **Treasurer** is a regular Bureau member and is elected for four years. The Treasurer has the daily responsibility for all financial aspects of the Association, including, but not limited to the collection of the membership and subscription fees, management of the IAS website and member database, receipt of income resulting from IAS publications, payment of invoices pertaining to the functioning of the IAS, reimbursement of expenses made by IAS Bureau and Council members, payment of grants, composing of the annual accounts and of the draft budget for the next year, interaction with the accountants and the auditors, etc. To facilitate the daily workload, the Treasurer is supported by a staff that takes care of administrative and IT matters in the Office of the Treasurer. The Treasurer has the right to sign – jointly with the General Secretary and the President – official documents on behalf of the IAS. Unless precluded



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because of serious reasons, the Treasurer shall be present at and participate in all IAS Bureau meetings, in order to report about the financial status of the IAS, as well as in IAS meetings and conferences and in important related conferences, such as for example the EGU General Assembly, either in person or by presence of one of the staff members of the Office of the Treasurer.

The **Vice-Presidents** are regular Bureau members and are elected for four years. One of the Vice-Presidents is the organizer of the next International Sedimentology Conference (ISC). The Vice-Presidents are commonly each in charge of one of the main themes of the Bureau work. It is suggested that the Vice-Presidents should be present at and participate in all IAS Bureau meetings, IAS meetings and conferences. It is encouraged, that vice-presidents also participate in important related conferences, such as for example the EGU General Assembly.

The **Editors-in-Chief** of the IAS journals (Sedimentology, The Depositional Record, Basin Research) are regular Bureau members and are elected for four years. Editors-in-Chief are responsible for all aspects (except finances) dealing with the management of these journals and guard the scientific integrity and quality of publications. It is suggested that one or several of the Editors of the IAS journals should be present at and participate in all IAS Bureau meetings, IAS meetings and conferences. It is encouraged, that they also participate in important related conferences, such as for example the EGU General Assembly.

The **Special Publication Editor** of the IAS is a regular Bureau member and is elected for four years. He/she is responsible for all aspects (except finances) dealing with the management of the special publications of the IAS. Unless precluded because of serious reasons, the Special Publication Editor should be present at and participate in all IAS Bureau meetings and conferences. It is encouraged, that he/she also participates in important related conferences, such as for example the EGU General Assembly.