

These are a first draft of informal introductory notes for new commission chairs. It would be nice if IUPAP could correct/expand this to give incoming offices an idea of what will come.

Here are the formal guidelines

<http://iupap.org/general-assembly/29th-general-assembly/procedure-for-nominations-of-members-to-commissions-and-executive-council/>

What is going to happen:

Over the 3 year term, Commission Chairs should expect to attend several meetings. There will be several IUPAP specific meetings of IUPAP Commission Chairs and in addition, meetings of individual Commissions and possible meetings of Working Groups for which a Commission is the convening body.

The form IUPAP Chairs meetings last 2-3 days and rotate amongst member countries.

IUPAP will generally cover reasonable travel expenses for the IUPAP Commission Chairs meetings but not for travel to the individual Commission meetings unless a formal request for support is made to the organization.

Different Commissions have different methods of carrying out their business. Typical methods are:

- Phone meetings
- Annual meetings at the major conferences for the field
- Standalone meetings as needed

The expected schedule for formal IUPAP meetings is:

- An IUPAP General Assembly in the Fall previous to the beginning of the Chair's term.
- A special meeting of Commission Chairs in the first Spring of their term for orientation.
- An annual Fall meeting of the Commission Chairs in years 1 and 2 followed by the General Assembly meeting in the Fall of year 3.

Commission Chairs are expected to prepare a formal report of the activities of their Commission for each Fall meeting. National liaison committees may also require a report.

Assuring a smooth transition to the next leadership is important. In most Commissions it is expected but not required, that the Vice Chair or Secretary will be the next Chair. For this reason, the Vice Chair and Secretary (and, if different, the next Chair-Designate) should be included in decisions and correspondence to assure that they are fully aware of the operations of the Commission. The Commission should also be thoughtful in nominating new members and officers to ensure a strong group of future officers.

Each Commission has access to a very small (~1000 EU) annual budget that may be accessed by application to the President and Secretariat. The most common use of these funds is to support the travel of Commission members from developing countries to Commission meetings.