



1. Terms and Abbreviations:

GA: General Assembly
EC: Executive Committee of the IAU
VP: IAU Vice-presidents
GS: General Secretary
AGS: Assistant General Secretary
DP: Division President
DVP: Division Vice-president
DSC: Division Steering Committee
DS: Division Secretary
CP: Commission President
COC: Commission Organizing Committee
CS: Commission Secretary
WG: Working Group
IAUS: IAU Symposia
FM: Focus Meeting
LOI: Letter of Intent
OAE: Office of Astronomy for Education
OAO: Office of Astronomy Outreach
OAD: Office of Astronomy for Development
OYA: Office for Young Astronomers
OECD: Organisation for Economic Co-operation and Development

2. Roles of various Divisions and Commissions elected offices

2.1 Division President - is expected to coordinate many activities around the year within the Division and in collaboration with the other DPs. This includes soliciting applications for and running the yearly reviews of IAUS proposals (and FMs in GA years) and PhD prize within its DSC; assisting the EC in the selection of the yearly final IAU program, and elaborating adjustments to the IAU rules as needed; review IAU membership applications submitted via the Divisions; assist with revision of IAU Commissions and WGs; nomination of candidates for DSC; organisation of the IAU GA, and specifically the Division Business Meeting and Division Days Programme; feedback to the GS on any issue related to the activities of IAU, as appropriate.

The DP is responsible for submitting annual reports on the Division activities, as well as a triennial report for the Transactions. The DP participates in a yearly meeting with the EC. The DP and SC is in charge of finding suitable candidates and encouraging them to run for office in the triennial elections.

Other roles of the DPs are connecting the Division with the different IAU Offices to provide information about the Division, and to promote the participation of the Division members in the Offices' activities. In collaboration with the IAU Press Officer, the DP should provide information to produce press releases and public announcements that might be interesting to the entire astronomical community.

The DP time commitment varies significantly during the year, the busiest period is November to May. See the list of tasks below (“Summary of Division Tasks”).

The DP and DSC is in charge of finding suitable candidates and encouraging them to run for office in the triennial elections.

2.2 Division Vice-President - assists the DP in all duties as the DP sees fit and with as high level of participation as possible so that s/he will be familiar with all his/her assignments once s/he takes on the DP role. DVPs might be assigned with a specific job (e.g., Ph.D. prize, IAU Offices liaison) as a way of establishing themselves and with the future DP role. S/he might also communicate across Divisions. Busiest period for DVPs is November to March.

2.3 DSC Members - provide the DP with feedback and advice on any matter of competence of the DSC, in particular: IAUS/FM review; PhD prize applications review; IAU membership application review. In general, for DSC members the busiest period is November to March.

2.4 DSC Scientific Secretary - is nominated by the DP among the DSC members. S/he is expected to take on practical duties, like information dissemination within the Division (e.g., by editing web page contents; editing and disseminating an optional periodic Division Newsletter). The DS should also send the IAU Secretariat any notifications they receive of members wishing to join or leave the Division. S/he coordinates with the IAU Secretariat on the webpage updates.

In the case where a DS is not appointed, the DP takes on these roles as well.

2.5 Commission President - coordinates activity within the Commission, distributes the information among members, coordinates submission of proposals for events, IAUS, etc and can assist in supervising WGs. S/he is expected to submit yearly progress reports and the triennial report for the GA.

The CP with the COC should appoint a CS to take care of similar tasks as the DS but for the Commission. The CS is in charge of maintaining the membership lists of the Commission in tandem with the IAU Secretariat, sending out newsletters or mailings and maintaining the Commission webpage (with the IAU Secretariat's assistance).

In case a CS is not appointed the CP takes on this responsibility.

The CP and COC is in charge of finding suitable candidates and encouraging them to run for office in the triennial elections.

2.6 WG Chair - coordinates the activities pertaining the specific task that underpins the WG creation and submits a yearly report on progress, and the triennial report for the GA.

3. Summary of Division Tasks (**red - deadline**; *italics - time involved*)

- **January**
 - receive collected submitted proposals from AGS for IAUS (and FMs in GA years)
 - receive collected submitted proposals from GS for PhD Prize applications
 - send to DSC for their review and to receive input on ranking
(A couple of hours to coordinate and distribute; several hours to bring together comments and propose a consensus)
- **End of January:** Get feedback from DSC on meeting proposals (ranking/categorisation)
- **Mid January 2nd and 3rd year of term:** Remind Commissions/WGs leads that annual reports are due March 15
- **January-March before GA:**
 - remind Commissions/WG leads that triennial reports are due March 15
 - recruit candidates for next term DSC and DVP, remind Commission/WG to do the same
 - prepare programme for Division Days in coordination with DSC. Remind Commissions, WGs and PhD prize winners of their presentations at Division Days; start contacting prospective (if any) invited speakers for Division Days
- **Early-mid February:**
 - do initial (draft) grouping of all proposals into three categories: highly competitive, of interest, not competitive
 - e-mail draft to other DPs
- **February 15:** DP review of any individual/junior member application due.
(This is a minor effort as they are usually only a few new IAU members applications outside of the national members process)
- **End of February:** DPs telecom *(a few hours)*
 - come to consensus on three categories for IAUS/FM proposals
 - if possible, build a program of symposia (FMs) with explanation of why these were chosen;
 - each DP independently sends spreadsheet ranking/scoring full list of proposals sponsored by his/her Division to AGS.
- **Mid-late March:** Telecom with DPs, VPs and AGS to come to final program to propose to EC.
Note that in GA years, the overall task of IAUS/FM proposals review is a factor 3-5 more time-consuming than in non-GA year, owing to the large number of proposals and the need to reach a consensus program.
- **March:** Get feedback from DSC on ranking Ph.D prize nominations.
(Several hours are required to coordinate with the DSC and to read their comments and read submissions to reach a final decision)
- **March/April:** Get feedback from DSC/Commissions/WGs on any changes to/new proposals for working groups
- **March 15 year before GA:** **Deadline for registration of candidates for DSC and DVP**

- **March 15 second/third year of term:** Annual division/commission/working group reports due
(several hours are necessary for interaction with Commission and WG Chairs to get them to finalize and format the reports)
- **March/April before GA:** Get feedback from DSC/Commissions on whether to replace/re-propose Commissions
- **April/May before GA:**
 - Division elections
 - compilation of nearly complete GA Division Days program
- **May:** EC meeting (a week per year with several hours per day)
 - present Division Ph.D. prize candidates
 - Present any proposed changes to WGs
 - EC meeting before GA: present plans for Commissions
- **June before GA:** inform IAU Secretariat of Associates who should remain active for the following triennium
- **Summer:** advertise/recruit Symposia (FMs)
- **September/October 1st year of term:**
 - communicate expectations to DSC and discuss with its Commissions, and within the DSC itself, if changes in its Commission and WGs structure may enable it to accomplish its mission better in the future.
 - appoint DS
 - submit summary of Division Days to IAU secretariat, e.g., pdfs of all presentations plus agenda
- **September-December:** advertise Ph.D. prize
- **End of September:** solicit initial feedback from DSC on Lols (and missing topics) relevant to your Division
- **Mid October:**
 - send initial feedback to LOI proposers;
 - **3rd year, i.e. year prior to GA:** start liaising with DVP and DSC to solicit ideas on Division Days organisation - a telecom on this may be useful and combined with Lols discussion, to provide feedback to proposers; Division Days take 2 days at the GA and must include:
 - a short Division Business Meeting, including reports from Commissions and WGs,
 - a session of talks by PhD Prize awardees
 - a Poster session.
 Optional is a special talk by a keynote speaker and/or a brief scientific program of invited/solicited/contributed talks.
- **October-December:** Advertise membership opportunities including national/individual/junior scientist
- **November 15:** Require draft proposal from meeting proposers; send to DSC as soon as received

(The DP spends several hours for each proposal sponsored by his/her Division in advising the proposers, after interacting with the DSC)

- **Dec 1:** receive final input from DSC on proposals
- **Dec 5:** send endorsement letter/additional feedback to meeting proposers
- **Dec 12:** if receive updated proposal, revise/replace endorsement letter as appropriate
- **December 15:**
 - Ph.D. prize deadline for submission
 - Symposium/ (FM) proposals deadline for submission

4. Peak Periods of effort for DPs

Yearly peak periods of effort are:

- **Mid-November - mid-December:** feedback on draft symposium proposals
- **January - February:**
 - review and rank symposium proposals,
 - review and rank PhD prize nominations,
 - review individual/junior member applications submitted through the Division (usually very few).
- **March - April:**
 - telecom with AGS and DPS to finalize proposal/application ranks;
 - obtain annual reports from Division Commissions and WGs,
 - prepare annual Division report
- **May:** Annual EC Meeting

Year before a GA:

- **January - February:**
 - recruit nominees for DVP, DSC
 - prepare Division days program
- **November - December:** Review Commissions (dissolve, continue, new) (every 6 years)
- **April - May:** dissolve or renew WG; propose WGs for the next triennium (to begin at the end of the GA).

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