

## **The Committee for Special Sessions and Contributed Paper Sessions**

### **General Description**

- Number of members is 3-5, including the Associate Secretary for the meeting, who serves as chair
- Term is one year, renewable
- Committee is appointed by the President, in consultation with the Secretariat

### **Principal Activities**

The job of this committee is to review, screen, and schedule all Special Sessions and Contributed Paper Sessions.

In practice, the committee will serve in an advisory role to the Associate Secretary in deciding which Special Session proposals to accept and how many slots to allow. The committee also assists the Associate Secretary in using new subject codes to collect contributed talks into groups of talks with common themes, schedule them as Contributed Paper Sessions, and ensure each Contributed Paper Session has a chair.

### **Miscellaneous Information**

The business of this committee can be done by mail, electronic mail, or telephone, expenses which may be reimbursed by the Society.

### **Note to the Chair**

Work done by committees on recurring problems may have value as precedent or work done may have historical interest. Because of this, the Council has requested that a central file system be maintained for the Society by the Secretary. Committees are reminded that records of work should be kept and submitted annually to the Secretary for archival purposes. Confidential material should be noted, so that it can be handled in a confidential manner.

### **Authorization**

*25 April 2020 Council Minutes, Item 4.5.2.1.* Committee was created and charge was approved.

**Past Members** A list of current and past members is available here:

<http://www.ams.org/about-us/governance/committees/csscps-past.html>