

GRADUATE STUDENT PRIZE COMMITTEE

I. Charge: To select the papers most worthy of receiving the prizes which were submitted for presentation at the annual meeting by graduate students, and notify the winners, the President, and the editor of *The Gazette*, the SEASECS newsletter.

II. Term: Three years. In the event that a member fails to serve the entire three year term, the President will appoint a replacement to complete the term.

III. Membership: The Committee shall consist of three members. The President will confirm the two members held over from the previous year, and will appoint one new member. These three members should represent three different disciplines. The senior member shall serve as chair.

IV. Duties:

1. In early November, receive from the chair of the Program Committee the names and addresses of graduate students whose proposals have been accepted for the conference.
2. Send a message to each graduate student informing him or her of the Graduate Student Prizes of \$300 each for the two best papers presented at the annual meeting, and requesting copies of the completed papers by a date convenient for the Committee.
3. When the deadline has passed, distribute copies of the papers received to the members of the Committee, and in consultation decide upon the two winners.
4. Inform the winners that they have been chosen, and inform them that they will be guests of the Society at the luncheon, at which the check and a certificate will be presented.
5. Compose a report identifying the winning authors and the titles of their papers. Include in the report the distribution by geographical area [state/country], discipline, and gender for all submissions. Also included in the report should be the names, institutional affiliations, and disciplines of the members of the Committee. Send the report to the President in time for inclusion with the materials to be sent to the Executive Board prior to the meeting.
7. Attend the annual meeting, and present your report to the Executive Board and the Business Meeting. At the luncheon, present the awards to the winners.
8. Present this list to your successor as chair of the Committee, along with any suggestions for improvement you may have.
9. Immediately after the annual meeting, if your institution has not covered the costs of the Committee's activities, send an account of expenses to the Treasurer for reimbursement.
10. A copy of all materials, including correspondence among committee members and with the authors, copies of the papers, and copies of your report, should be deposited with the SEASECS archivist.