

### R.B. Deal Committee

1. The committee members will read the Section Bylaws for the description of the committee.
2. The committee will bear in mind that the Deal lecturer is to be from either Arkansas or Oklahoma and must be willing to lecture on a topic of interest to the student attendees at the Section Meeting.
3. In September, the committee chair will lead the selection process by generating an initial list of potential lecturers. The committee members will add names to the list. After the list is created, the chair will lead the committee to consensus about a preferential ordering of the potential lecturers.
4. The committee chair will contact the Section Treasurer for information about the honorarium and fee waivers available to the lecturer.
5. In October, the committee chair will take the lead in selecting the lecturer based on the preferential list. The committee members will be advised of the status of the process at all times.
6. The committee chair will contact the selected person and extend the invitation to be the R.B. Deal lecturer. Information about the honorarium and fee waivers (Meeting registration, Friday lunch, Friday banquet) will be included in the invitation.
7. The committee chair will send the title of the lecture, the name and institution of the lecturer, a short biography of the lecturer, and a short abstract of the lecture to the Section Secretary no later than February 1.
8. The committee chair will contact the Section 1<sup>st</sup> Vice-Chair and provide the awardee's name along with the fee waivers that will be used by the awardee. This will be done by March 15 or by the meal reservation deadline, whichever comes first.
9. During the Section Meeting, the committee members will make the Deal Lecturer feel welcome and will provide a formal introduction of the lecturer at the beginning of the Deal Lecture.
10. If the presenter is arriving without a vehicle, then the committee should make every effort to transport the presenter throughout the Meeting in order to eliminate the expense of a rental car. This may involve transportation to/from an airport, to/from a hotel, and to/from the host institution.
11. At the Section Meeting, the committee chair will remind the presenter that a request for the honorarium subject to Section guidelines must be submitted to the Section Treasurer no later than four weeks after the end of the Section Meeting. A postal address must be provided in the request.