

### Section NExT Coordinator

1. The coordinator will read the Section Bylaws for the description of the committee.
2. The coordinator will notify the Section Communications Director of any needed updates to the Section NExT tab on the Section website.
3. In the early spring, the coordinator will work with the Section Department Chairs Committee to inform the Arkansas and Oklahoma higher education institutions about the Section NExT program. The department chairs will be asked to share the program information with new full-time faculty members and with graduate students who will be completing their doctoral degrees in the spring or summer of that year.
4. The coordinator will review the applications received from interested individuals. Once eligibility is confirmed, the successful applicants will be provided an agenda along with information about hotel reimbursement (if applicable). Applicants who are not eligible will be notified of that status.
5. The coordinator will prepare activities for the Section NExT fellows. These activities will begin Thursday evening and will end with the Section NExT lunch on Friday. The fellows are encouraged to attend the Section Meeting on Friday and Saturday. Section colleagues can be asked to assist in the planning, as needed and if desired.
6. The coordinator will make all arrangements for refreshments, for equipment, and for special needs during the Section NExT program.
7. The coordinator will give the Section Treasurer all receipts for meals and refreshments no later than four weeks after the end of the Section Meeting.
8. At the Section Meeting, the coordinator will give the Section Treasurer a list containing the names of the Section NExT participants who are eligible to submit hotel receipts for reimbursement.