



## **Duties and functions of Chairpersons of Divisions**

The scientific work of the IUSS shall be carried out through Divisions, which are defined by subject, and are arranged to cover the whole area of disciplinary interests of the Union. The Divisions shall be composed of Commissions and Working Groups. Each Division shall be managed by a Divisional Committee, consisting of Chairperson, First Vice-Chairperson, and Second Vice-Chairperson, the immediate past Divisional Chairperson, the Division Chairperson elect, and the Chairs of the Commissions in that division. To ensure proper coordination with the arrangements for the subsequent IUSS World Congress of Soil Science, the First and Second Vice-Chairperson of each Division shall be appointed by and from the host country where the next World Congress of Soil Science will take place.

The Divisional Committee shall manage and direct its scientific program, and shall ensure that there is a suitable level of activity in all main topics within the Division. It shall give careful attention to the development of the science, and ensure that the Division responds to new developments. The Divisional Committee may make proposals for changes in the structure within the Division, or make comments upon proposals arising from elsewhere, and send them to the President at least 6-months in advance of the World Congress of Soil Science or the Inter-Congress meeting for consideration by the Executive Committee, before being sent on to Council with the views of the Executive Committee.

Each Division shall report its activities to the Secretariat yearly and this information will be published in the IUSS Bulletin and posted on the IUSS website.

Division officers will serve a 4-year term as “officers” until the end of the following World Congress of Soil Science.

The supervisory task of Divisional Chairpersons is to ensure that the Division and its Commissions and Working Groups (if any) operate effectively and with appropriate activity; they collaborate in an interdisciplinary manner amongst themselves and with other Divisions or parts thereof; they organize appropriate scientific meetings between IUSS World Congresses, alone or in collaboration; and they collaborate with Congress Committees and other relevant parts of the IUSS. The Division Chair should ensure that Commissions complete annual reports and that a summary report is sent to the Secretary for publication in the Bulletin or on the IUSS website with a copy to the Executive Committee. This report should be completed by January 30 each year.

Their strategic task is to be proactive considering wider changes in relevant sciences, make necessary changes in the Divisional structure through the Executive Committee and Council, and to address other initiatives. They should also ensure appropriate links and collaborations with related but non-IUSS science bodies.

Their representational task is to represent the members and component bodies of the Division to and in Council and the Executive Committee. The Divisional Chairpersons and Divisional Committee should make sure that the Council and the Executive Committee are well informed, and that the interests of the Division are well served. They should also help in representing Soil Science to a wide external audience.

Their organisational task is to maintain good contact with the President's Committee and Executive Committee of IUSS, and to ensure that the Divisions play their part in the general activity of the IUSS, including the organisation of Soil Congresses, the provision of assistance to soil science in developing countries, and any other initiatives. They are accountable at the end of each year directly to the President's Committee.

### **Duties and functions of Chairpersons of Commissions**

Each Commission has the responsibility for an appropriate part of the subject matter related to its Division. Each Commission shall be managed by a committee made up of a Chairperson and a first Vice-Chairperson. The Chairperson is a member of the Divisional Committee. The activities of each Commission shall be reported yearly to the Divisional Chairperson and this information shall form part of division report, which will be published in the IUSS Bulletin or posted on the IUSS Website.

Commission officers of the IUSS will serve a 4-year term as "officers" until the end of the following World Congress of Soil Science.

It is the function of Commissions to organise meetings of all types, as agreed with the Divisional Committees, to maintain contact with members, and to collaborate with other Commissions. They should also take a full part in running the Divisions, particularly as Commission Chairpersons are members of the Divisional Committees. Joint Commissions between two or more Divisions are possible. Respective Chairpersons of Joint Commissions would then be representatives on respective Divisional Committees. The Chairperson shall complete an annual report and send it to their respective Division Chair. Reports should be completed by December 30 of each year.

*Excerpts from the IUSS Statutes and Bye-laws (December 2018)*