

2009-2010 SWST Committee Handbook

Our Vision

The Society of Wood Science and Technology will be the world leader in advancing the profession of wood science.

Our Mission

To provide service to Society of Wood Science and Technology members; to develop, maintain, and advance the educational, scientific, and ethical standards that define the profession; and to advocate the socially responsible production and use of wood and other lignocellulosic products.

The Purposes of Society of Wood Science and Technology are to:

- Develop and maintain the unique body of knowledge distinctive to the science and technology of wood and other lignocellulosic materials.
- Encourage the communication and use of this knowledge.
- Promote policies and procedures which assure the wise and responsible use of wood and other lignocellulosic materials.
- Assure high standards for professional performance of wood scientists and technologists.
- Foster educational programs at all levels of wood science, other lignocellulosic materials and their technologies and furthering the quality of such programs.
- Represent the wood science and technology profession in public policy development.

Strategic Plan

Strengths, Weaknesses, Opportunities, and Threats

- 1. The range of raw materials, products, and technologies that Society of Wood Science and Technology (SWST) members deal with is expanding.** SWST has adapted by including “other lignocellulosic products” in the language of our Mission. The science and technology of bio-processing, green building, and nanotechnology are examples of other opportunities our members are addressing. By pursuing new extensions of the discipline, we are also cooperating and competing with scientists in a diverse set of disciplines.
- 2. Wood science and technology (WS&T) is increasingly multidisciplinary.** SWST no longer represents a single, specialized discipline as described by Ellis¹ in his 1964 treatise on wood science education. SWST and its members must embrace professionals whose educational backgrounds and experiences are diverse. Some of these professionals who are engaged in wood and bio-based materials education and research hold first loyalty to professional organizations representing broader, but related fields or highly specialized professional organizations with overlapping interests with SWST. SWST must deal with this competition and take advantage of the opportunity for collaboration with these organizations.
- 3. SWST is committed to pursuing its Vision of becoming an international professional society.** Improvement and popularization of communications technology have resulted in the disappearance of national, geographic and cultural boundaries. Supply and consumption patterns of wood products and bio-based materials are shifting and international trade is increasingly important. Our first annual convention outside North America was a success. As an example of our commitment, conventions in Geneva and Beijing will take place in 2010 and 2012. The international composition of SWST membership is changing and future officers and Board membership will likely represent the international constituency of the organization.
- 4. Viability of educational programs and research institutions is threatened.** There are fewer WST programs than there were 20 years ago producing fewer WST graduates at universities. Public, academic and private research organizations face shrinking budgets and staff.
- 5. Funding for wood science research is uncertain.** For example, funding for WST research in the U.S. has been reduced or changed in ways that make obtaining funds more

1 Ellis, EL (1964) Education in Wood Science and Technology. Society of Wood Science and Technology. Madison, WI. 187 pp.

challenging. Opportunities for SWST members to obtain funding in new areas will develop. Most recently, bioenergy and climate change have emerged as research priorities relevant to our profession. We continue to support funding for McIntire-Stennis, Hatch, NRI, and Wood Utilization Research funds in the U.S. We will work with our international membership to assess and promote policies to enhance research in wood science and technology

- 6. Public concern for the environment will continue to impact the profession and SWST.** Public concern for the health of the environment offers numerous opportunities for professionals dealing with sustainable, renewable, environmentally-benign materials. The profession, however, is stigmatized by negative public perceptions. New environmental concerns over energy and climate change offer opportunities to change public perceptions. SWST has an opportunity to become a trusted source of science-based information on wood and bio-based materials.
- 7. SWST enjoys numerous opportunities to partner with related organizations.** SWST has maintained a partnership with FPS for many years that remains strong. We have also partnered with the Forest Products Laboratory, FP Innovations, IUFRO, and the UN Economic Commission Europe (UNECE). As we broaden our outreach internationally, SWST must explore new and creative partnerships with organizations in all corners of the world.
- 8. The financial stability of SWST is sound but maintaining long-term economic viability will require constant attention.** The Society is heavily dependent upon revenues from *Wood & Fiber Science* (W&FS) for its economic survival. The Society must seek ways to diversify into other revenue streams for future financial sustainability.
- 9. Long-term management and leadership of SWST must be maintained.** SWST must plan for succession and reexamine the volunteer nature of SWST leadership in order to ensure long-term leadership stability. SWST needs to develop an institutional memory to assist new officers and members in better understanding past issues and objectively assess past decisions.

STRATEGIC GOALS

1. **Develop the science base to understand the sustainability of wood and other lignocellulosic materials and disseminate pertinent information**

Action Steps

- Determine gaps in research in areas related to sustainability of wood and other lignocellulosic materials
- Developing funding source for research gaps in sustainability of wood and other lignocellulosic material
- Develop data base and database of experts base on sustainability issues of wood and other lignocellulosic materials
- Develop a plan to market SWST as the premier source of science-based information on sustainability of wood and other lignocellulosic materials

2. **Develop the body of knowledge unique to wood science, other lignocellulosic materials and their technologies**

Action Steps

- Identify emerging research topics and encourage work on these topics, e.g. bio-refining, alternative materials, green building and products, smart materials, environmental impacts of wood use (Research Initiatives Committee)
- Identify research funding opportunities for wood science and technology and disseminate to members (Research Initiatives Committee)
- Recognize excellence in wood science research. Include in this discussion an expansion of our awards program (Marra Award Committee, Education Committee)

3. **Encourage the communication and use of this knowledge**

Action Steps

- Become the premier source for objective information to the public on wood science and technology and enhance our linkages with other professional organizations (Board)
- Identify, evaluate and focus on new and existing target “audiences” and the means and methods for providing information to each audience (Education Committee, Marketing and Communications Committee)
- Develop educational materials for K-12 on wood and other lignocellulosic products and share with existing educational programs targeting this audience
- Compile and disseminate science-based information on environmental impacts of wood and other lignocellulosic materials
- Create peer-reviewed technical fact sheets on wood and other lignocellulosic materials for the public, students, professionals, and policy makers
 - Develop creative and effective ways for disseminating this information to our target audiences

- Ensure continued high quality and success of W&FS and strive to improve the impact factor (Publications Policy and Editor of W&FS)
- Keep SWST programs on the cutting edge of communication technology, e.g. webinars, redesigning the SWST web page to be a more interactive portal, extending its functionality to a broader international membership, linking to information on other sites, and considering hiring a professional web designer (Ad hoc Marketing and Communication Committee)
- Create an online database of WS&T experts comprised of our members (with their permission) for public access (Visiting Scientist Committee)
- Strengthen the Visiting Scientist Program, e.g., expanding the range of programs, encourage the participation of international scientists, and increase financial support for the program (Visiting Scientist Committee and Board)
- Determine how SWST can more effectively use conventions, conferences, and workshops to disseminate information on wood and other lignocellulosic materials (Board)

4. Promote policies and technologies which assure the wise use of wood and other lignocellulosic materials

Action Steps

- Increase our networking with other organizations and professional societies, including those with members who use or specify wood, or who develop and promulgate codes, standards, or rules governing the use of wood (Board)
- Generate official society position statements on issues affecting materials policy (Policy and Critical Issues Committee)
- Share those official society position statements with policy-makers, the media, and the public (Policy and Critical Issues Committee)
- Develop and implement a strategy to increase the visibility of SWST. (Marketing and Communication)

5. Assure high standards for professional competence in the area of wood science and technology

Action Steps

- Promote the SWST Code of Ethics. (Board)
- Revise accreditation standards to ensure relevance to domestic and international programs. (Accreditation)

6. Foster educational programs - at all levels - dealing with wood science, forest products, other lignocellulosic materials and their technologies, and further the quality of such programs

Action Steps

- Identify related programs and develop opportunities to provide them with SWST services
- Identify existing, and develop new, educational materials on wood for K-12 and youth organizations, and determine and implement effective ways for disseminating those materials (Education and Marketing and Communications)
- Develop educational materials that encourage students to pursue degrees in WS&T (Education and Marketing and Communications)
- Explore models that have been employed internationally to encourage students to enroll in WS&T academic programs that may be adopted to enhance programs in North America and other parts of the globe (Education and Marketing and Communications)

7. Represent the profession in public policy development

Action Steps

- Advocate increased funding for wood science and technology research (Research Initiatives Committee)
- Determine how to effectively disseminate official society position statements, and then do so (Policy and Critical Issues Committee)

8. Ensure financial solvency, effective leadership of SWST, and enhanced membership

Action Steps

- Ensure financial solvency. (Past Presidents' Council, Publications Policy Committee, and Editor of W&FS)
 - Re-examine W&FS page charge and subscription options
 - Study viability of online journal only in lieu of hard copy
 - Explore advertising in W&FS
 - Explore advertising on web page
 - Determine optimal strategy for managing SWST's financial portfolio
 - Review member dues structure
 - Develop other means of revenue
- Ensure the continuation of effective leadership (Past Presidents' Council)
 - Re-evaluate committee structure, including considering combining research initiatives and policy and critical issues
 - Maintain strong long-term leadership
 - Prepare succession planning for Executive Director position and Board
 - Identify and develop future leaders for SWST, including young and international members
 - Provide opportunities for international members on board through webinar technology

- Promote clear understanding of responsibilities/expectations of board membership/committee chair
 - Improve communication between committee chairs/board/members
 - Provide better direction for committees in the Committee handbook.
- Enhance membership (Membership Committee)
 - Evaluate and track membership demographics
 - Explore awards for teaching, outreach, service to SWST (Board)
 - Explore means of enhancing the value of membership
 - Expand membership
 - Explore alternative membership categories
 - Seek to build international membership
 - Consider ways to more effectively engage students
 - Adjust membership requirements
 - New benefit to members – lower webinar cost
 - Keep our core/traditional members
- Enhance International Convention (Board)
 - Explore ways to make participation in International Conventions possible
 - Improve International Conventions to grow attendance
 - Determine the best timing for International Conventions
 - Consider all options for semi-annual North American International Conventions

9. Foster cooperation with other organizations and professional societies (Board, Public Liaison)

Action Steps

- Identify and evaluate potential domestic and international cooperators
- Consider co-hosting meetings with alternative societies
- Find ways to offer continuing education units at International Conventions
- Review relationship between SWST and FPS
- Discuss how to become the premier source for credible information on wood to other organizations
- Develop a certification program to teach, evaluate, and recognize core competencies in wood science and technology (Ad hoc Certification Committee)

7/31/09

SWST EXECUTIVE BOARD

EXECUTIVE BOARD - DUTIES

All elected members of the Executive Board function as legal officers of the Society and as members of the leadership team. This team is charged with developing the vision and programs which will further the goals of the Society and enable it to be successful, as well as to conduct the business of the Society in a fiscally responsible manner. The Executive Board is empowered by the SWST constitution to manage all affairs of the Society.

The Board meets at least three times a year and all members are expected to attend all Board Meetings and participate fully in the discussions and decisions of the Board.

Fast Track Decision-making Committee: President, Past President, Liaison person on each committee, and Executive Director

DIRECTORS - DUTIES

Directors are elected for staggered 2-year terms so that each year two new directors are added to the Board. Specific duties include:

Each Director will be assigned as liaison to one or more standing committees of the Society. This liaison function involves maintaining active two-way communication between the Board and the committee. Directors will report on committee activities at each Board meeting and will help develop and communicate committee charges and responsibilities.

Directors will be asked to take responsibility for projects and initiatives to further the aims of the Society or efficient functioning of the Board as needed, and as appropriate.

VICE PRESIDENT - DUTIES

The Vice President (VP) is elected by membership for a four-year commitment to the Executive Board and consecutive terms of Society leadership (VP, President-elect, President, Past President). The VP will normally begin his/her term of office at the Executive Board meeting immediately preceding the June International Convention. Specific duties include:

1. Review and update member handbook and provide revised copy to Executive Director for publication as soon as possible after the International Convention (updated every two years).
2. Liaise with the Vice President of the Forest Products Society to ensure open communication between the Boards of the two organizations regarding International Convention planning and other matters of mutual interest.
3. Recruit members and others to serve on committees and fill other assignments for new year. Vice President shall identify a Chair and vice-Chair for each committee and, with those officers, recruit committee members who will actively participate. The VP provides list of new committee members to Executive Director by 60 days after assuming the position of Vice President.
4. Assist President-elect with International Convention planning.

PRESIDENT-ELECT - DUTIES

The President-elect is a one-year transition position between the Vice President and President. Specific duties include:

1. Responsible for organizing the Technical Session(s) at the International Convention prior to assuming presidency. The President-elect will provide 2-3 possible meeting topics to the Board at the June Board Meeting for discussion and Board approval. Based on that discussion, a well-developed topic(s) with potential authors is presented for approval at Fall Board Meeting. Camera-ready copy of program should be submitted to Executive Director by March 1.
2. The President-elect will initiate, or may be asked to provide leadership for, projects and initiatives to further the aims of the Society or efficient functioning of the Board as needed, and as appropriate.
3. The President-elect will work with the incoming Vice President to edit and revise the Member Handbook.

PRESIDENT- DUTIES

The President serves as the Executive Officer of the Society and chairs the leadership team. The President is responsible for good order, conduct and functioning of the Executive Board. Specific duties include:

Changeover of board members will happen as of July 1 each year. However, the president will preside over at least one International Convention where he or she will perform the ceremonial transfer of presidential duties.

1. Helps the Board develop vision, and strategically plan for the future success of the Society.
2. Establishes meeting agenda and chairs Executive Board meetings, and the Annual Business Meeting of the Society.
3. Oversees management of Society functions and employees as needed, and appropriate.
4. Authors official Society correspondence, and speaks for the Society as needed.
5. Appoints a nominations committee and ensures proper succession of Society leadership.
6. Appoints other *ad hoc* committees as necessary and appropriate.

PAST PRESIDENT - DUTIES

The Past President helps to provide continuity of leadership and initiatives within the Executive Board and Society. He/she may use this period as an opportunity to finish specific projects or initiatives. Specific duties include:

1. Serve as Chair of the Distinguished Service Award Committee and Past President's Council.

2. Initiate or provide leadership for projects and initiatives that further the aims of the Society or efficient functioning of the Board.

EXECUTIVE DIRECTOR- DUTIES

The Executive Director provides management and operational services to the Executive Board, Committee Chairpersons, and the Society as a whole and acts as the central contact person at the National Office for mail and telephone requests. The Executive Director is also the Administrator of the various SWST programs, serves as the Secretary/Treasurer and is responsible for providing continuity in all Society efforts since the presidential leadership changes annually. Specific duties include:

1. Answers phone requests for information on SWST and questions from members.
2. Processes mail such as:
 - a. Requests for career info
 - b. Requests and payments for publications
 - c. News information on current WS&T issues
 - d. Requests for replacement issues of W&FS
 - e. Questions from members
 - f. Requests from people seeking applications and info about the Society
3. Receives payment from subscribers and members, credits accounts
4. Maintains member and subscriber database
5. Produces month-end reports on member and subscriber database and mails to Board
6. Maintains financial records via computer programs
7. Produces monthly financial statements
8. Maintains Society checkbook and investment account records
9. Sends out billings for dues and subscriptions
10. Sends out bimonthly newsletter
11. Sends out yearly visiting scientist program mailing
12. Prepares yearly committee booklet and membership booklet
13. Arranges International Convention, fall board meeting, and spring board meeting
14. Handles registration for meetings, i.e., payments, name tags, list of attendees, registrant packets
15. Prepares and types miscellaneous reports, documents, flyers, etc., as needed
16. Liaison for FPS Board (meets frequently with Executive VP)
17. Maintains contact with board members and committee chairs

18. Prepares minutes from all meetings and distributes, also agendas and attachments
19. Represents SWST at various meetings
20. Promotes SWST and its membership advantages to prospective applicants whenever possible
21. Sends out new publications, video, info to appropriate persons
22. Sends out new-member packets and welcome letters
23. Sends out page charge and reprint billings
24. Maintains and designs pages for Society web pages
25. Sends electronic files to printers and others as needed

EDITOR OF WOOD AND FIBER SCIENCE – DUTIES

The Editor has overall responsibility for the contents of Wood and Fiber Science. The objective is to maintain a publication of high scientific and professional quality that serves the membership of the Society of Wood Science and Technology and others who have similar interests. The Editor endeavors to ensure a steady flow of copy for regular and timely publication and attempts to minimize the time between submission of manuscripts and their publication. To this end, the Editor:

1. Manages the receipt and review process through Editorial Manager, making an initial judgment as to their suitability for review and for the journal, and, if appropriate, selects two reviewers. SWST has adopted a “double blind” review process for manuscripts submitted for publication.
2. Follows up on nonresponsive and late reviewers, and assigning alternate reviewers if necessary.
3. When both reviews are received, evaluates reviews, checks the manuscript for quality of writing and for compliance with style and format requirements and adequacy of tables and figures, makes a decision as to potential acceptance or rejection. For minor revision, accepts the manuscript for publication; for major revision, indicates that a re-review may be done after revision.
4. Checks revised manuscripts for adequacy of revision, compliance of style, and edits as required. If acceptable, sends Page Charge and Copyright forms to authors for processing.
5. Makes decision on applications for waiver of page charges and notifies authors and Executive Director accordingly.
6. When manuscripts are ready, sends them to Sheridan Press for copy editing.
7. After completion of editing, examines galleys and has Sheridan Press forward them to authors for review.
8. Examines page proofs and forwards comments to Sheridan Press.
9. Forwards page charge and copyright forms to Executive Director.

10. Decides on overall makeup of each issue in consultation with Sheridan Press
11. Cooperates with the Publication Policy Committee in finding and processing Future-of-the-Art papers.
12. Maintains records as a backup to the Editorial Manager system.
13. Maintains a database of reviewers and their specialties.
14. Solicits, and on occasion writes, editorials, the objective being to have a meaningful editorial.
15. Serves as an ex-officio member of the Marra Award Committee and cooperates in evaluation of papers for consideration for that award.
16. Serves as an ex-officio member of the Publication Policy Committee. In this capacity, also serves as the SWST Liaison to the FPS Publications Committee.
17. Processes and writes copy for publication on Distinguished Service Award, George Marra Award, and other items for the "Professional pages."
18. Attends meetings of the Executive Board and the annual meeting of the Society and presents reports on the status of Wood and Fiber Science and related matters.
19. Maintains files regarding all activities.
20. Keeps in close touch with the Editorial Assistant and the Executive Director.
21. Works with Sheridan Press, regarding changes in style, layout, and other editorial matters.

ASSOCIATE EDITOR – DUTIES

The Associate Editor assists the Editor in carrying out any Editor duties and provides backup as necessary in carrying out overall responsibility for the content and quality of *Wood and Fiber Science* as a significant professional journal. To this end, the Associate Editor:

1. The Associate Editor is alert to books that should be reviewed in the journal, secures a review copy from the publisher, and arranges for review by appropriate scientists. Sends completed reviews to the Editor to be transferred to the Editorial Assistant and worked into the publication stream.
2. The Associate Editor during prolonged absence of the Editor, acts for the Editor in:
 - a. Receiving manuscripts, screening them for appropriateness, sending them to two reviewers.
 - b. Reminding tardy reviewers.
 - c. Evaluating reviews, deciding on acceptance, checking overall compliance with "Information for Authors" and general suitability and returning the manuscript to the author for revision.

- d. Checking revised manuscripts for adequacy of revision and compliance with style requirements.
3. At the request of the Editor, assists with any of the above, especially in areas of competence.
 4. Establishes computer databases for tracking the progress of manuscripts and book reviews and on reviewers and related information. Modifies WFS journal data bases as necessary for reporting and analysis of progress.

COMMITTEE CHAIRS AND VICE-CHAIRS - DUTIES

The Chairs and vice-Chairs are the key to successful activities and accomplishments in a professional society like SWST. They have the overall responsibility for leadership of their committee and to make things happen with respect to the areas and tasks assigned to them.

Each year SWST Committee Chairs will be sent a copy of their responsibilities and charges in the form of the Committee Handbook-those should have been explained to them when they took the job. Often, Chairs and vice-chairs influence the special charges that are developed by the Executive Board. However, initiative is highly prized!

Normally, Chairs are appointed to serve for a two-year term because of the need for continuity of activities and institutional memory. Vice-chairs also serve for two years and will normally rotate into the Chair position. The specific division of responsibilities between the Chair and Vice-Chair are negotiated by them.

A key responsibility of the Chair is to communicate activities to the Board Liaison member assigned to his/her committee. Written reports are generally requested three times per year, with the major report due in April for publication in the Newsletter and discussion at the International Convention.

Executive Board 2009-2010

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ACCREDITATION COMMITTEE 2009-2010

Officers

Chair: 2-year term, normally the Vice-Chair succeeds to Chair

Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair

Past Chair: 1-year term

Ex-officio member: (Board member appointed by the President)

Ex-officio member: (Chair of Education Committee)

Members: At least three members serving 3 year staggered appointments (extendible)

Pertinent documents

1. Accreditation Handbook (modified 12/1/08, at http://www.swst.org/accred_handbook.pdf)
2. Table of Accredited Schools (<http://www.swst.org/accredit.html>)

Accreditation, 2009-2010

Chair	Bob Rice		07-11
Vice Chair	Robert Seavey		07-11
Past Chair	Rubin Shmulsky		07-11
Members	Bill Smith		07-10
	Stavros Avramidis		07-10
	Rubin Shmulsky		07-11
	Armando McDonald		07-11
	Sudipta Dasmohapatra		07-12
<i>Ex Officio</i>	Jim Armstrong	Chair of Education	07-11
	Steve Quarles	Board Liaison	07-11

Committee Responsibilities

1. Monitor deadlines for accreditation and notify all current SWST accredited programs of any upcoming reports or visits required in the next year.
2. Coordinate and conduct on-site reviews of wood science and technology programs at universities desiring accreditation.
3. Prepare recommendations for the Executive Board regarding accreditation based on the visiting team's report.
4. Request, review and recommend action on Yearly Reports.
5. Review the published standards and procedures for accreditation and recommend to Executive Board changes in the standards and procedures that would enhance the goals and needs of the profession, and improve the accreditation process.
6. Annually report accreditation committee activities to the Society through the Member Newsletter at least 30 days before the International Convention. Ensure that the table of accreditation status published by the society is accurate and up-to-date. Provide periodic reports for Fall and Spring Board Meetings.

Special Charge for 2009-2010:

1. Prepare recommendations for Universidad del Bio-Bio Accreditation visit from November 2008
2. Prepare recommendations for West Virginia Accreditation

3. Seek input from SWST members and identify potential university programs not currently accredited
4. Report any changes that need to be made in standards as they relate to Non-North American accreditation
5. Explore the possibility of working with PPERA to accredit their paper programs.
6. Explore the possibility and mechanics of accrediting University of Goettingen in Germany
7. Define core competencies around which SWST Accreditation Program will be based
8. Create “help sheet” telling international universities how to apply and what is involved
9. Come up with advertising for possibility of accreditation visits to be promoted, especially at the 2010 meeting in Geneva.

ACCREDITED PROGRAMS

SWST began accrediting schools for their Wood Science and Technology programs in 1984. The following is a list of currently accredited schools:

<u>Program</u>	<u>Initial Accreditation</u>	<u>Most recent Accreditation</u>	<u>Current Accreditation Expires</u>
Mississippi State Univ., Mississippi State	1987	2007	2017
North Carolina State Univ., Raleigh	1984	2005	2015
Oregon State Univ., Corvallis	1990	2001	2011
Pennsylvania State Univ., University Park	1992	2003	2013
University of Idaho, Moscow	1996	2005	2015
University of Maine, Orono	1993	2003	2013
University of Minnesota, St. Paul	1985	2007	2017
Virginia Polytechnic Institute and State University, Blacksburg	1985	2005	2015
West Virginia Univ., Morgantown	1989	2009	2019
State University of New York (SUNY), Syracuse	2002	2003	2013
Universidad del Bio-Bio	2008	2008	2019

The Accreditation Handbook, with guidelines can be found at

http://www.swst.org/accred_handbook.pdf

EDUCATION COMMITTEE 2009-2010

Officers

Chair: 2-year term, normally vice-Chair succeeds to Chair

Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair

Past Chair: 1-year term

Ex-officio member: (Board member appointed by the President)

Members: At least 4 other members appointed for 2-year staggered terms which may be extended

Cross-appointments: Chair of Education Committee serves as *ex officio* of Accreditation Committee

Pertinent Documents

1. Directory of Schools (updated August 2008)
2. Career Opportunities in Applied Science and Engineering
3. Student Poster Competition Guidelines

Education, 2009-2010

Chair	Jim Armstrong [WVU]	07-11
Vice Chair	Cecilia Bustos	07-11
Past Chair	Barry Goodell [UMaine]	07-11
Members	Stavros Avramidis	07-10
	Susan Diehl	07-10
	Perry Peralta	07-10
	Eva Haviarova	07-11
	Doug Gardner	07-11
	Heiko Thoemen	07-11

Ex Officio Sheldon Shi [Mississippi State.] Board Liaison 07-11

Designated Education Committee Contacts for U.S. and International Universities:

	Simon Ellis [UBC]	A. Zink-Sharp [Va Tech]
	Todd Shupe [LSU]	Jim Armstrong [WVU]
	Siqun Wang [UTN]	Poo Chow [UIll]
	Doug Stokke [IA State]	Paul Cooper [UTor]
	Bob Seavey [UMinn]	Pascal Kamdem [MiSU]
	Bruce Cutter [UMo]	Robert Govett [UWiscSP]
	Mike Barnes [MSU]	Susan Anagnost [SUNY]
	Mark Gibson [LaTech]	Jim Zaczek [SIU]
Jeff Morrell [OSU]	Y. H. Chui [UNB]	
	Paul Smith [Penn State]	Mathew Leitch [Lakehead U]
	R.C. Tang [Auburn]	Michel Beaudoin [U. Laval]
	Jingxin Wang [WVU]	Paridah Md.Tahir [Malaysia]
	Cecilia Bustos [U.BioBio]	David Jones [MSU]
	Heiko Thoemen [U.Hamburg]	

Responsibilities

1. Develop methods to attract more students into wood science and technology.
2. Provide guidance for students seeking information about undergraduate, graduate, and continuing education in wood science and technology.
3. Maintain current list of organization contact persons for the various schools.
4. Solicit funds to support the Student Poster Competition.
5. Conduct the annual Student Poster Competition at the International Convention.
6. Prepare an annual report of committee activities for publication in the Member Newsletter at least 30 days before the International Convention and be prepared to report on same at International Convention. Provide periodic reports for Fall and Spring Board Meetings.
7. Upon release of each edition of the SWST Newsletter, send an e-mail to university contacts asking them to forward the newsletter to their students.

Special Charges for 2009-2010:

1. Complete the directory of international wood science and technology academic programs for distribution to members, perhaps on the web. Submit to the Board by November 1, 2009.
2. Survey accredited programs and compile a guide of successful recruiting activities for distribution to members and program heads. Submit report to the Board by November 1, 2009.
3. Lend assistance to the Membership Committee in formulating a plan to recruit international members, including student members.
4. Track graduates (BS, MS, and PhD) to see where they find employment

STUDENT POSTER COMPETITION GUIDELINES AND PROCEDURES

PURPOSE

The purpose of the Student Poster Competition is to:

1. Encourage student membership and participation in SWST,
2. Encourage student attendance at the SWST International Convention
3. Recognize excellence in student research, and
4. Improve the visibility of student research efforts.

ELIGIBILITY AND RECOGNITION

The competition will consist of participation in the judging session, scheduled during the International Convention. All undergraduate and graduate students who are members of SWST may participate. There should be no coauthors on the poster session, however, faculty sponsors and funding agencies should be identified in both the abstract and poster display. All participating students will receive a complimentary registration to the SWST International Convention. They will be recognized and presented a Certificate of Participation to display on their posters. First, second, and third place winners will be announced at the end of the competition. The individual selected for first place will be awarded \$500 and a first place plaque, the second place winner will receive \$250 and a second place plaque, and the third place winner will receive \$125 and a third place plaque. All participants will be announced in one of the SWST publications.

APPLICATION PROCEDURES

To apply, a student must submit the following materials to the SWST Executive Director by **60 days prior to** the next International Convention.

- A membership application form for SWST and payment for annual dues (if not already a member).
- A student poster competition application form.
- An electronic file of 250-word maximum abstract. The abstract should identify the title, author and affiliation, and contain a single spaced narrative giving the purpose and significance of the research, a summary of procedures, and the most important results. Faculty sponsors and funding agencies should also be listed. The abstract will be considered as part of the judging criteria.

JUDGING PROCEDURES

The abstracts and poster presentations will be evaluated by a committee of 4 judges (the Chair of the Education Committee and three others) on a 100-point scale:

1. Submitted abstract:
 - A. Soundness of research hypothesis (10 points)
 - B. Scientific writing ability (10 points)
 - C. Organization (10 points)
 - D. Scientific merit (newness, breadth of interest, potential impact of the research) (15 points)
 - E. Experimental design and thoroughness of investigation (15 points)
 - F. Validity of conclusions (15 points)
 - G. Organization and visual quality of presentation (15 points)
 - H. Response to questions of judges (10 points)

The chair of the Education Committee will have overall responsibility for the competition including selecting judges. Judges will not assess student posters on whose committee they serve. The chair of the judging committee does not vote except when one of the other judges is exempted. Posters will be presented in English.

Donors to the Student Poster Competition Fund

APA – The Engineered Wood Association
Asian Woods Company
Balazs Zombori
California Cedar Products
Entwood LLC
Forintek Canada Corporation
Iowa State University
Louisiana State University
Mississippi State University
North Carolina State University
Oregon State University
Pennsylvania State University
State University of New York (SUNY-ESF)
Virginia Tech
University of British Columbia
University of Idaho
Washington State University

Willamette Industries, Inc.

MARRA AWARD COMMITTEE 2009-2010

Officers

Chair: 1-year term, appointed by the President from previous year committee

Members: 1-year appointment, representing government, private sector, and academia; one member to advance to Chair the following year

Committee size: 4 total, including Chair

Pertinent documents

1. Guidelines for George G. Marra Award (<http://www.swst.org/marraguide.html>)

Committee Membership

(2009-2010) Vol. 41

Chair: Steve Kelley
Vice Chair: Kurt Bigbee
Nicole Brown
Hongmei Gu

Ex-officio: Frank Beall

Board Liaison, Vikram Yadama 07-10

(2010-2011) Vol. 42

Chair: Kurt Bigbee
Vice Chair: World Nieh
William Tze
Rupert Wimmer

Responsibilities

1. Review and rank the papers in a single volume of *Wood & Fiber Science*
2. Select the first, and, if warranted, the second place and honorable mention papers
3. Notify the President and Executive Director of the Committee decisions by March 1.

Special Charges

1. Consider concept of seeking sponsorship opportunities for Marra Award

GUIDELINES AND PROCEDURES
FOR THE GEORGE MARRA AWARD

1. Award recognizes excellence in writing and research.
2. Papers considered are those published in the four quarterly issues of one volume of Wood and Fiber Science.
3. The first place award consists of the following:
 - a. \$1000 to the author(s)
 - b. A plaque to the sponsoring firm or institution
 - c. Certificates(s) and plaque(s) to the author(s)

The second place award, if warranted, will consist of certificate(s) and plaque(s) to the author(s) and a plaque to the sponsoring firm or institution. Up to two other papers may be selected for honorable mention, for which the certificate(s) will be awarded.

4. Presentation of the awards will take place at the International Convention.
5. The selection committee will be appointed by the President.
6. The selection committee will consist of at least three members, one of which will be designated the chair by the President. One member will be selected from each of the areas of the private sector, industry, government, and academia. A committee member with a paper being considered for an award, must abstain from voting on their paper.
7. Committee responsibilities are as follows:
 - a. Individually "score" all papers in the volume using George Marra's judging criteria.
 - 1) Clarity and completeness of the introductory section (30 points)
 - Objective
 - Introduction
 - General procedures
 - 2) Conclusion, recognition and literature (20 points)
 - Conclusion that speaks to objective
 - Recognition of important assistance received
 - Command of the literature
 - 3) Clarity of exposition; i.e., understandable to those in other specialties (20 points)
 - 4) Research quality (30 points)
 - Complexity of the problem
 - Originality
 - Impact on present knowledge of the subject
 - b. Committee chair will rank papers based on average score obtained from combining each member's scores.
 - c. Each member re-review and rank the four papers with the highest combined scores.
 - d. Combine reviews and select the first and second (if warranted) place papers and those for honorable mention (if any).
8. The chair will report the selection of the winning paper(s) to the President by 90 days prior to the SWST International Convention.

Revised 6/01

MEMBERSHIP COMMITTEE 2009-2010

Officers

Chair: 2-year term, normally Vice-Chair succeeds to Chair

Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair

Past Chair: 1-year term

Ex-officio member: (Board member appointed by the President)

Members: At least 4 members with staggered 2-year terms (extendible if serving as officer)

Pertinent documents

1. Bylaws of the Society, Sections II through IV
2. SWST Fellow Qualifications and Procedures for Nomination (dated 3/03)
(see Past Presidents' Council)
3. Requirements for Emerging Country Membership

(<http://www.swst.org/about/internationalBrochure.html>)

Membership, 2009-2010

Chair	Willilam Tze		07-11
Vice Chair	Ben Dawson		07-11
Past Chair	Sheldon Shi		07-11
Members	Kurt Mackes		07-10
	Kevin Ragon		07-11
	Rich Vlosky		07-11
	Run-Cang Sun		07-11
	Lech Muszynski		07-11
<i>Ex Officio</i>	Sheldon Shi	Board Liaison	07-11

Responsibilities

1. Devise and implement procedures designed to increase the membership of qualified professional individuals in the Society.
2. Review and approve applications for membership (responsibility of Vice Chair).
3. Follow up, via letter or other communication, to delinquent members each year.
4. Send a letter to all student members of SWST by March 1 of each year about the process and benefits of converting to full membership status upon graduation.
5. Develop and circulate a short membership survey every three years.
6. Prepare an annual report of committee activities for publication in Newsletter (due within 30 days of International Convention), Submit updates and progress to board liaison for Fall and Spring Board Meetings
7. Send letters to all faculty in accredited programs encouraging membership over the signature of the SWST President and President-Elect.
8. Send e-mail to University contacts in October and February encouraging recruitment of student members.

Special Charges for 2009-2010:

1. Develop a plan for a phased, multiple-year transition from student to full member status.
2. Contact IUFRO D5 to identify a means to inform all D5 members about SWST and to inform those from developing countries of SWST's new E-based membership for wood scientists/engineers from developing countries.
3. Begin to set up contact people at major universities and companies around the world in emerging countries that people could possibly go to facilitate payment to SWST.
4. Examine the possibility of putting SWST on Facebook and Twitter.

NOMINATIONS COMMITTEE 2009-2010

Officers

Chair: 1-year term appointed by the President; usually the past-past president

Members: Two additional members (1-year term) as specified by the Constitution.

No committee member may be an Executive Board member.

Pertinent Documents

1. SWST Constitution (Article VI)

Nominations, 2009-2010

Chair Jim Armstrong

Members

This Committee reports directly to the SWST President.

Responsibilities

1. Provide a slate of candidates to the President, with a minimum of two candidates per position. Positions to be filled are: Vice-President and two Directors.
2. Send SWST members a call for nominations ensuring that there is sufficient time for members to respond.
3. Provide the slate of candidates and biographical sketches to the President no later than March 1.

GUIDELINES FOR THE NOMINATIONS COMMITTEE

1. Consider past Directors as candidates for Vice President
2. Try to maintain a mix of industry, academic and government
3. Target people who are active in SWST or have a real interest to be
4. Consider candidates who were not successful in past elections
5. Consider past editors of W&FS and Newsletter as Directors or Vice President
6. Nominate 2 individuals for each position: two Directors and VP
7. Get bio sketches and photos from all candidates
8. Inform all incoming elected officers to be available for the Board meeting, immediately prior to the International Convention.

PAST PRESIDENTS COUNCIL 2009-2010

Officers

Chair: Immediate Past President, 1-year term

Members: All Past Presidents

Pertinent documents

1. Award for Distinguished Service to the Profession of Wood Science and technology (revised 3/08)
2. Distinguished Service Award--Summary of Criteria and Procedures (revised 6/04)
3. SWST Fellow Qualifications and Procedures for Nomination (revised 3/08)

Past Presidents' Council, 2009-2010

Past Presidents' Council

Chair: Jerrold Winandy

Members: All Past Presidents

DSA Subcommittee

Audrey Zink-Sharp

Paul Smith

Douglas Gardner

Jim Armstrong

Jerrold Winandy

Responsibilities

1. Recommend candidates for the SWST Distinguished Service Award (DSA). The five most recent Past Presidents are responsible for searching, screening, and initiating nominations for the DSA. At least one award shall be given each year.
2. Potential candidates will be recommended to the Past President's Council by January 1. The Council will recommend a recipient to the Executive Board by March 1 to allow action by the Executive Board at the Spring Board Meeting.
3. Review all on-going activities of SWST and offer suggestions for changes and improvements.
4. The DSA Subcommittee may act as a nominating and review committee for the membership rank of Fellow of the Society. Send recommendations to Executive Board by March 1.

Special Charge for 2009-2010

1. Solicit at least one new DSA nomination.
2. Solicit Fellows nominations.

AWARD FOR DISTINGUISHED SERVICE TO THE PROFESSION OF WOOD SCIENCE AND TECHNOLOGY

Guidelines for DSA:

This award is made by the SWST in recognition of distinguished service to the profession as a whole. Such service may have been made in any educational, technological, scientific or professional area directly related to the profession of Wood Science and Technology in furtherance of the objectives of the Society as outlined in its Constitution and Bylaws.

The recipient of this award will receive an appropriate plaque to commemorate this event; life membership in the Society; and a citation in Wood and Fiber. When appropriate, he will be asked to deliver a paper on some aspect of his work or interests at a time and place to be agreed upon between the Executive Board of the Society and the recipient.

A nominee for this award is not required to be a member of SWST, but must be endorsed by at least ten (10) members who are in good standing. The letter of nomination must be made to the Executive Board of the Society through the Past Presidents' Council. It must be accompanied by a complete background of the nominee's accomplishments, contributions, and services to the profession of WS&T as outlined above. These should be broad-based and substantial in nature as to render a nominee, if finally selected to receive this honor, to be a person of recognizable stature in the minds of the membership of the Society. The nomination packet should also include the letters of endorsements from the 10 members. This can be submitted in hard or electronic copy. In general, recipients of this honor will be people who have reached high levels of attainment. However, age limits or requirements of service to the Society itself are not to be considered limitations of this award.

A committee composed of the five previous past presidents, with the chair being the immediate past president, will function annually to examine the credentials of nominees worthy of this award and to make appropriate recommendations to the Executive Board based on their judgment. This committee will also function as a search committee, nominating candidates according to the above guidelines. The committee will submit its recommendations, including the documentation to the Chairman of the Past Presidents' Council, who will then send all background documentation of the committee's choice to the Council's membership, either by mail or email for their approval. The Chairman will then transmit the recommendation of the majority of the Council to the Executive Board by March 1. The Executive Board is solely responsible for the final selection of the recipient of the Award and is not bound by the recommendation of the Council. However, the Council, being composed of past presidents of the Society, will have much historical background to offer and its recommendations should be carefully weighed by the Board.

If a person is nominated for either the DSA or Fellow and they serve on the Past Presidents' Council, they should not vote on the nomination because of (1) a conflict of interest, and (2) the desire to "provide for a surprise" to the Fellow or DSA recipient.

Nominations for the SWST Distinguished Service Award (DSA) will be considered for three years following their submission to the SWST Office. If the nominee is not selected within the three year period, updated nomination materials must be resubmitted for the candidate to be considered in

subsequent years.

Approved 7/79

Revised 10/27/01, Revised 6/27/04, Revised 3/29/08, Revised 6/09

DISTINGUISHED SERVICE AWARD
SUMMARY OF CRITERIA AND PROCEDURES

1. In beginning of calendar year, nominations are sought by announcement in Newsletter, including the criteria and deadlines for nomination. Nominee need not be an SWST member.
2. The petition for nomination must be endorsed by 10 SWST members in good standing. Nomination must be accompanied by documentation of the individual's contributions to the profession and a biosketch.
3. The Immediate Past President serves as chair of the screening committee (five most recent past presidents) to verify that the documentation is in order and to make recommendations for approval.
4. The screening committee prepares a ballot of all valid nominations and then sends all background documentation of the committee's choice to the Councils' membership (all past presidents), either by mail or email for their approval for a vote and ranking of nominees.
5. The results from the ballot are forwarded to the President by March 1 and copies of all documentation sent to the Executive Director.
6. The President submits the nomination to the Executive Board for a final decision.
7. The President (or by delegation, the Immediate Past President) informs the candidate of approval for the award and discusses the format of award presentation and remarks by awardee at the International Convention.
8. At International Convention during the award ceremonies, the President introduces the Immediate Past President for introduction of awardee and presentation of award.
9. Awardee is permitted 15 minutes for remarks and provides copy of remarks to the Immediate Past President.
10. The Immediate Past President provides (a) biosketch/documentation and (b) final draft of written remarks to W&FS editor for publication. Any further needs of the editor are to be satisfied by direct contact with awardee.

2 Jul 91 (revised 11 Mar 93, 27 Jun

04)

SWST Fellow **Qualifications and Procedures for Nomination**

Purpose: To recognize significant contributions to the wood science and technology profession and service to the Society by SWST members.

SWST Fellow Qualifications: The criteria for election to the distinction of SWST Fellow are significant contributions to the Society of Wood Science and Technology and the wood science and technology profession while being a voting member of SWST.

- Significant contributions to the Society of Wood Science and Technology include activities that demonstrate continuing commitment and leadership to SWST. Leadership commitment should include some of the following; (1) Past president of SWST; (2) election to SWST Board of Directors for two terms; or (3) numerous terms of service, including committee chair or committee member.
- Significant professional accomplishments include refereed publications and professional presentations that advance wood science and technology at the regional, national, or international area over a 15-year period.
- “Promoting the Profession”.

An SWST member may be nominated for the membership rank of SWST Fellow by any other SWST voting member. The nomination will be reviewed by the Past Presidents’ Council. The Council will make recommendation to the Executive Board by March 1 of each year. Election to the rank of SWST Fellow will require a majority vote of the SWST Board of Directors.

All future DSA recipients be considered for Fellow status, and that all Past Presidents be considered for Fellow status in the sixth year following their term of service (i.e., immediately after they rotate off the DSA Subcommittee).

All nominations for the rank of SWST Fellow must be forwarded to the SWST Executive Director and must include a letter of nomination and a resume with SWST and wood science and technology professional contributions by the nominee. All members elected to the membership rank of SWST Fellow will be announced at the International Convention and presented an appropriate plaque by the SWST president.

If a person is nominated for either the DSA or Fellow and they serve on the Past Presidents’ Council, they should not vote on the nomination because of (1) a conflict of interest, and (2) the desire to “provide for a surprise” to the Fellow or DSA recipient.

Nominations for the SWST Fellow will be considered for three years following their submission to the SWST Office. If the nominee is not selected within the three year period, updated nomination materials must be resubmitted for the candidate to be considered in subsequent years.

Approved March 3, 2003
Amended April 2, 2005
Amended March 29, 2008
Amended June 25, 2009

POLICY AND CRITICAL ISSUES COMMITTEE 2009-2010

Officers

Chair: 2-year term, normally vice-chair succeeds to Chair

Vice-Chair: 2-year term, normally appointed by President, will succeed to Chair

Past Chair: 1-year term.

Ex-officio: (Board member appointed by the President)

Members: At least 4, with 2-year staggered appointment (extendible if serving as officer)

Policy and Critical Issues, 2009-2010

Co-Chair	Adam Taylor	07-11
Vice Chair	P. David Jones	07-11
Past Chair	Howard Rosen	07-11
Members	Terry Conners	07-10
	Qingliln Wu	07-10
	Ramon Echenique-Manrique	07-11
	Mike Dunn	07-11
	Sam Zelinka	07-11

<i>Ex officio</i>	Steve Quarles	Board Liaison	07-11
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Responsibilities

1. Identify and analyze issues critical to the wood research/wood-using industry.
2. Recommend potential policy or position statements to the Executive Board, and on approval, develop and distribute statements per Guidelines.
3. Develop responses to both short-term and long-range concerns of the Society and the profession.
4. Actively promote and disseminate formal Society positions, opinions and concerns to appropriate audiences including policy makers, legislators, educators and other publics.
5. Prepare an annual report for publication in the Newsletter (due within 30 days of International Convention). Also provide updated reports for spring and Fall Board Meetings.

Special Charges, 2009-2010:

1. Finalize a position statement on “Advantages of using lignocellulosic biomass rather than food products for bioenergy”. For submission to the Board by November 1, 2009.
2. Finalize a position statement on the “Need for hazardous fuels reduction on public lands. For submission to the Board by November 1, 2009.
3. Ask Jim Bowyer to create a team and lead writing a white paper on “carbon footprint”.

FUNCTION OF THE POLICY AND CRITICAL ISSUES COMMITTEE

Responsibilities--The committee shall be responsible for developing "position statements" with regard to academic, governmental, industrial and/or public issues, domestic and/or international, which may have significant effects upon the use of wood as a product.

The committee itself may identify such critical areas or may respond to a request for such a statement

from within the membership of the Society.

In matters of immediate concern where time restraints do not allow the procedure listed below to be followed, the Policy and Critical Issues Committee may be called upon by the Executive Committee to assist in preparing the necessary proposal, statements, or responses. Such statements should be recognized as necessary and legitimate functions of the executive officers but may not be considered Society position until voted upon by the Society membership.

Procedure--The writing of position statements may be done by a committee or in conjunction with other groups or persons with the necessary expertise to deal with the item in question.

The chair shall submit the committee's position statement to the President. The President in turn shall present it to the Executive Board. Upon the Executive Board's approval, the statement shall be submitted to the entire voting membership.

Depending upon the urgency of the issue, the President may elect to publish the position statement with supplemental discussion paper(s) before submitting the statement to the members for a vote. These discussion paper(s) should review various facets of the issue. The final position will be published in the professional affairs section of *Wood and Fiber Science*.

The ballot to the members shall contain the following options:

In Favor
Opposed
Abstain

Before any statement is made public through the President, it must receive "In Favor" votes equal to or greater than two-thirds of all ballots returned. Ballots must be returned within thirty (30) days. Further details of procedure are presented in the succeeding sections of this committee handbook.

SWST Policy Position Statements

STATEMENT

It is the consensus of the Policy and Critical Issues Committee that the Society of Wood Science and Technology has an ethical responsibility to issue public statements on matters of national importance that concern the use of wood as a product.

Emphasis must be made, however, on restricting any such statements to matters dealing with wood properties and use. It is recognized that certain members of the Society may have expertise in other areas also, but the Society should endorse or promote policies only to the extent that they are compatible with its stated purposes, objectives, and qualifications for its members.

Guidelines for Process and Action

Purpose and Goals

SWST produces two types of public statements: SWST white papers intended for internal use amongst the SWST membership and SWST position statements that provide science-based information to policy makers and the public at the national level, and articulate reasoned opinions of the professional wood

science and technology community on national and international issues of interest and expertise. These later position statements are intended for audiences external to SWST membership.

SWST Policy Position Statements further the goals of the Society to articulate the value and understanding of wood science and technology to varied publics and to strengthen SWST as an effective professional society. SWST white papers relate to many of the same topics and/or issues, but are intended as internal documents to promote discussion within SWST. They have not received the same level of peer-review and do not represent the official consensus position of the SWST.

The purpose of these guidelines is to set forth principles and guidelines by which Society objectives may be achieved through developing and promulgating information and opinion through position statements. These guidelines provide a basis for identifying issues and topics, for developing statements and gaining membership affirmation or approval of them, and for managing the dissemination of the results.

What are SWST Position Statements?

An SWST Position Statement is a carefully prepared representation of the SWST professional view on an issue or policy. Three types of position statements may be developed and promulgated:

- a) An **Advocacy Position** that supports a particular course of action dealing with a wood science or forest products issue.
- b) An **Informational Position** that is educational or analytical in scope and includes information and discussion about, or technical evaluation of, a wood science or forest products issue. Normally, a specific course of action is not directly identified.
- c) A **Facilitative Position** that seeks to promote resolution of a wood science or forest products issue.

Criteria for SWST Policy Statement Issues

As a professional society, SWST has a responsibility to its members and to the public to anticipate, identify and define wood science or forest products issues that are of general interest and importance, and to respond appropriately. The following questions are to be used as criteria for selecting an issue for which the Society may develop a position:

- a) Is the issue likely to be of major significance to the public or the profession?
- b) Is the issue within the knowledge and skills of the wood science and forest products profession and of the Society membership?
- c) Is the issue of broad enough interest to the membership to invest time and energy?
- d) Is there time for SWST to effectively respond to the issue so as to have a significant impact on resolution?
- e) Does the Society have the human and financial resources to act responsibly on the issue?

Process for Selecting and Developing SWST Policy Position Statements

Issues for potential SWST policy position statements may be recommended by any member of the Society to the Chair of the Policy and Critical Issues Committee (P&CI). Potential issues may also be recommended by the P&CI Committee or by the SWST Executive Board. Proponents of a potential position or policy statement should provide answers to the selection criteria and may be asked to champion the development of the position statement.

Procedures for development and review are as follows:

1. The Chair of P&CI will, for each recommended issue, submit brief answers to the selection criteria to the Executive Board for their consideration and approval to begin the development process.
2. If approved by the Executive Board, the P&CI will form a task group to study and define the issue, collect necessary information and, if appropriate, develop a draft position statement and action plan. Normally, the chair of this task group is a champion for a statement on the issue; any member in good standing may serve on the task group; one member of the task group will be a member of P&CI and serve as liaison.

If the issue is not approved for development by the Executive Board, then it may be dropped or returned to the P&CI for revision.

3. The Task Group work products, including background information, draft statement and action plan, must be reviewed and approved by a majority of the P&CI before submitting to the Executive Board.
4. The Chair of P&CI will send to the Executive Board the Committee recommendation for a position statement, explanatory information and, if appropriate, a draft statement and action plan.
5. The Executive Board will expeditiously consider the proposed statement and act upon it using the procedures described below.
6. If the Board approves adoption of the statement, then the P&CI, with support from the Executive Director, will immediately implement the approved action plan.

Adoption of Position Statements

1. Position statements shall be adopted by an affirmative vote of two-thirds of the Executive Board. Statements approved by the Board will be published to the membership for a minimum comment period of 30 days before they are finalized. The Board must consider all comments received during that period and may revise, rescind or affirm the statement.
2. If the Executive Board doubts whether there would be general agreement on a proposed position by general membership, or if the Board chooses, a proposed position statement may be balloted to the membership. The ballot may take place by mail or at the International Convention of the Society. Membership approval shall be by the affirmative vote of two-thirds of those members voting. Successful statements become effective immediately after the ballot results are made official.

Contents of Position Statements

A SWST Position Statement is normally 1-2 pages in length and shall contain a plan of action for use of the statement as described below and the following:

A. For Advocacy Positions

1. A concise summary of the position
2. Statement of the issue
3. Factual background, which may be a summary and identify a reference document
4. Recommended course of action base on the prevailing informed agreement of the members
5. Probable consequences of the course of action, and

6. Expiration date for the position statement.

B. For Informational Positions

1. A concise summary of the position
2. Statement of the issue
3. Factual background, which may be a summary and identify a reference document
4. Alternative courses of action with probable consequences of each, and
5. Expiration date for the position statement.

C. For Facilitative Positions

1. A concise summary of the position
2. Factual background
3. Identification of interested parties.
4. Recommended means to coordinate activities which lead to resolution of the issue
5. Methods to develop additional information about the issue, and
6. Expiration date for the position statement.

Action Plans for Approved Statements

Each proposed position statement must be accompanied by an action plan that spells out how the position statement will be used to further Society objectives.

At a minimum, the action plan will:

- a) contain specific plans for publication and dissemination through electronic, paper and other media, including the SWST Web site,
- b) will identify specific target audiences,
- c) will identify leadership and necessary human resources for implementation,
- d) include a time line for activity with identified critical dates, and
- e) have an estimated budget.

Review, Expiration and Rescission of Position Statements

1. Adopted position statements shall expire five years after the date of their adoption.
2. Before they expire, member comments on the expiring statement will be solicited. Position statements will be reviewed by the P&CI Committee for possible revision and re-adoption, or rescission.
2. Position statements may be rescinded by the Executive Board at any time.

Approved by SWST Executive Board June 2000

9/13/00

Amended

5/26/09

PUBLICATION POLICY COMMITTEE 2009-2010

Officers

Chair: 2-year term, normally the vice-Chair succeeds to Chair

Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair

Past Chair: 1-year term

Ex-officio members: Editors of Newsletter and *Wood and Fiber Science*

Members: At least 3 members with 2-year staggered appointments (extendible if serving as officer)

Pertinent documents

1. Editorial Policy (dated 2/00)
2. State of the Art Papers (dated 2/00)
3. <http://www.swst.org/journal.html>

Publication Policy, 2009-2010

Chair	David Carradine	07-11
Vice Chair	Zilei Zhang	07-11
Past Chair	Zhangjing Chen	07-11
Members	Bruce Cutter	07-10
	Judd Michael	07-10
	Jeff Morrell	07-11
	P. David Jones	07-11
<i>Ex officio</i>	Frank Beall, WFS Editor	
	Adam Taylor, Newsletter Editor	
	Bob Bush (Board Liaison)	07-10

Responsibilities

1. Advise the Executive Board in policy matters related to all SWST publications
2. Advise the Editor of *Wood and Fiber Science* on matters as requested.
3. Review policy matters for those in the Society involved in publications
4. Prepare an annual report for publication in the Newsletter (due 30 days before International Convention). Provide periodic updates for Spring and Fall board meetings.
5. Permanent Charge: Assist the editor of W&FS with establishing and maintaining an active membership in an editorial board for the journal.

Special Charges, 2009-2010:

1. Prepare a simple, on-line tutorial and news release for the SWST Newsletter explaining how to use the SWST webpages and describing the information contained there by November 1, 2009. --- this seems too soon for a good tutorial.
2. Prepare a list of potential impediments that limit the number of authors publishing in W&FS.
3. Ask marketing related members to assist in determining how many people want an e-journal.
4. Initiate process for identifying new editor for 2011.

EDITORIAL POLICY

Wood and Fiber Science

Wood and Fiber Science is the official publication of the Society of Wood Science and Technology, and accordingly publishes papers with professional and scientific content. Original papers of professional concern or research papers that add to basic understanding of wood and wood fiber or the processing, marketing and use of their products will be considered. Such papers will be judged on the basis of their contribution of original data and ideas or interpretation or, in the case of reviews, on their currency and completeness. Any manuscript submitted must be unpublished research not being offered for publication elsewhere. Upon acceptance and publication by *Wood and Fiber Science*, a manuscript must not be published again in any form without written consent of both author and editor.

Papers will be reviewed by referees selected by the editor and will be published in approximately the order in which the final version is received. All manuscripts are to be in English, with American spelling.

Approved by Executive Board 2/2000

The following is an editorial written by Rado Gazo regarding SOA's.

"When browsing through a scientific journal, I always enjoy reading an article summarizing the advance of a particular field or a technology from its infancy to the present day. I share these articles with my students and colleagues. Part of the attraction these articles have for me is that I know that they were written by someone very knowledgeable in his/her respective field. The other part is that I can learn about interesting subjects outside my own field without investing too much time.

In light of this, the Society of Wood Science and Technology and the *Wood and Fiber Science* journal are bringing back State of the Art papers. There have been numerous developments in many fields of wood science and several new fields appeared in last few years. State of the Art papers will help *Wood and Fiber Science* readers to catch up with these new developments.

The SWST Publication Policy committee is currently soliciting State of the Art outlines for possible publication in *Wood and Fiber Science* journal. To bring order and objectivity to the process of writing and reviewing State of the Art papers, SWST Publication Policy Committee established the following policy and procedures for the publication of these papers.

1. State of the Art papers can be either invited or volunteered.
2. An outline for proposed paper and a CV should be sent to the *Wood and Fiber Science* journal editor.
3. The editor will select 3 reviewers from within the respective field to review the outline and author's credentials.
4. Outlines for invited papers will be judged one hundred percent on their merits. For volunteered papers, fifty percent of the weight will be given to the merits of a proposed paper and other fifty percent to the author's credibility and reputation as an established expert within his/her field.
5. *Wood and Fiber Science* journal editor will, based on the recommendation of the reviewers, accept or reject the outline. If the outline is accepted, author will be asked to prepare a full paper.
6. State of the Art paper will be reviewed by 3 reviewers from within the respective field and 2 reviewers outside the respective field of interest (but related).
7. Author(s) of published State of the Art paper will receive an honorarium in the amount of US\$500 and the Society of Wood Science and Technology will pay the page charges.

Many readers ask for State of the Art papers. Several authors volunteered and several were invited to write

State of the Art papers. The outlined policy should assure readers that someone very knowledgeable wrote the paper, and that they can get an insight into a different field without investing too much time.
Rado Gazo, For the Publication Policy Committee"

STATE OF THE ART PAPERS

Wood and Fiber Science

As a result of our recent consideration of State of the Art papers for *Wood and Fiber Science*, questions have arisen as to how we define such a paper. The following has been reviewed and approved by the Publication Policy Committee as a definition of a State of the Art paper.

It is the intention of the Board for the committee to find at least two (2) State-of-the-art papers per year.

A State of the Art paper is:

1. A stand alone concise paper on a subject of broad basic interest to wood science, but narrow enough to be dealt with in depth; or broader topic areas that are new and innovative to the field of wood science and technology.
2. Not simply a literature review, but a description of the cutting edge of Research in the topic selected, a critical review of research progress and methods, and observations on where the field is headed.
3. Based on an outline reviewed and approved by the Publication Policy Committee with the final paper subject to peer review before publication.

Approved by Executive Board 2/2000

RESEARCH INITIATIVES COMMITTEE, 2009-2010

Officers

Chair: 2-year term, vice-chair succeeds to Chair.

Vice-Chair: 2-year term, normally appointed by the President, typically succeeds to Chair.

Past Chair: 1-year term.

Ex-officio (2): Chair of the Critical Issues Committee and the SWST President

Members: At least 3, with 2-year staggered appointments.

And one or more, 1-year ad hoc members as necessary

Research Initiatives, 2009-2010

Chair:	Ted Wegner	07-10
Vice-Chair:	Steve Kelley	07-10
Past-Chair:	Mike Wolcott	07-10
Members:	Rich Vlosky	07-10
	Sudipta Dasmohapatra	07-10
	Azzeddine Oudjehane	07-11
	Jingxin Wang	07-11
	Dave DeVallence	07-11
	World Nieh	07-11
	Adam Taylor	07-11

<i>Ex officio</i>	Sue Levan-Green	Chair, Policy & Critical Issues	07-11
	Bob Bush	Board Liaison	07-10
	Jerry Winandy		07-10
	Jim Funck		07-11

Selection:

Attempts will be made to balance this committee with representatives from industry, universities, and federal agencies. Provisions allow for the Executive Board to appoint one or more ad hoc members to 1-year appointments should additional expertise be required to pursue opportunities that may arise.

Responsibilities:

1. Liaison for the wood research community to relevant Federal funding agencies (ensure adequate wood research panel members & mgrs. by maintaining and supplying ad-hoc reviewer databases)
2. Communicate funding issues and opportunities to SWST members
3. Develop and implement more effective mechanisms to lobby a research agenda for the profession/science
4. Explore funding for wood research beyond the USDA/NRI
5. Provide leadership in developing research priorities in relevant research arenas.
6. Provide annual report for the Newsletter within 30 days of International Convention, as well as periodic updates for Spring and Fall Board Meetings.

Special Charges, 2009-2010:

1. Collect any comments from members and finalize NRNA report. Complete by September 1, 2009.
2. Work on the AF&PA DOE Roadmap for Forest Products Industry Technology

FUNCTION OF THE RESEARCH INITIATIVES COMMITTEE

Responsibilities:

The committee shall be responsible for representing the society and its members at the national level on research initiatives and funding opportunities that may benefit from a wood research perspective.

The committee itself may identify and pursue critical areas or may respond to a request for input from within the membership of the Society.

Procedure:

Adoption of actions, statements, or positions - Tactical actions, statements, or positions may be conducted by the committee or in conjunction with other groups or persons with the necessary expertise to deal with the item in question. The chair shall submit the committee's proposed action/statement/position to the President. The President in turn shall present it to the Executive Board. Upon the Board's approval, the action/statement/position will be publicized to the membership for a minimum comment period of 30 days before they are finalized. The Board must consider all comments received during that period and may revise, rescind, or affirm the actions/statements/positions.

If the Executive Board doubts whether there would be general agreement on the proposed action/position/statement by the general membership, or if the Board chooses, an action/position/statement may be balloted to the membership. The ballot may take place by mail or email or at the International Convention of the Society. Ballots must be returned within 30 days.

The ballot to members shall contain the following options:

In Favor
Opposed
Abstain

Membership approval shall be by the affirmative vote of two-thirds of those members voting. Successful actions/statements/positions may be undertaken immediately after the ballot results are made official.

Quick Response - In matters of immediate concern, where rapid turnaround is critical and time constraints do not otherwise allow the standard procedure listed above to be followed, the Research Initiatives Committee may be called upon to assist in preparing the necessary proposed action, statements, or position. Such time-critical, tactical actions/positions/statements should be recognized as necessary and legitimate functions of the executive officers but may not be considered Society position until voted upon by the 9-member SWST Executive Board. In this case, the chair shall submit the committee's position statement to the President. The President in turn shall present it to the Executive Board (Executive Director, the Past President, President-Elect, Vice President, and Directors) for approval. A two-thirds majority, or 6 "In Favor" votes from the 9-member Executive Board, is required before any action/position/statement is made public through the President.

VISITING SCIENTIST COMMITTEE 2009-2010

Officers

Chair: 2-year term, normally Vice-Chair succeeds to Chair

Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair

Past Chair: 1-year term

Ex-officio member: (Board member appointed by the President)

Members: At least 2 members appointed for 2-year staggered terms which may be extended

Pertinent documents

1. List of visiting scientists (<http://www.swst.org/PDF%20Files/vsplist.pdf>)
2. List of visitation institutions
3. Guidelines for International Professional Visiting Scientist (amended 1997)

Visiting Scientist, 2009-2010

Chair, Vice Chair, Past Chair, two members on two-year staggered terms, *ex officio* (board liaison)

Chair	Brian Via	07-11
Vice Chair	Fred Kamke	07-11
Past Chair	Doug Stokke	07-11
Members	Zeki Candan	07-11
	Bob Smith	07-11
	Jae-Woo Kim	07-11
	Pieter Baas	07-12
	Rupert Wimmer	07-12
	Levente Denes	07-12
	Vicki Herian	07-12

<i>Ex officio</i>	Vikram Yadama	Board Liaison	07-10
<i>Ex officio</i>	William Tze	Chair Membership Committee	07-11

Responsibilities

1. Update and maintain a current list of potential visiting scientists (at Madison); advertise and promote program to membership
2. Advertise and promote program to appropriate Universities prior to Fall Term and solicit interest in visitations.
3. Review and approve requests for visits and oversee conduct of program including managing the appropriated funds budget.
4. Obtain visit reports from visited institutions shortly after visit and before expenses are reimbursed.
5. Prepare annual report of all visits and committee activities for the member newsletter (due within 30 days of International Convention). Also provide periodic updates for Spring and Fall Board Meetings.

6. Solicit proposals for the International Visiting Scientist program and recommend award(s) to President by March 1.

Special Charges for 2009-2010:

1. Process Barb Lachenbruch's International VSP visit and report. Due to Board by February 1, 2010.
2. Handle SWST Emerging Countries International Travel Grants Program for 2011.
3. Process Travel Grants for students to the 2010 International Convention in Geneva.
4. Continue to work out details of Wood Scientists Without Borders program

International Professional Visitations by Society of Wood Science and Technology Members

The Society of Wood Science and Technology (SWST) is providing international travel grants for the professional growth of two members each calendar year. These grants are to enhance the members' international perspective and networking with scientists, technologists, and engineers from other countries that are so vital to the success of SWST in the future. Successful candidates are also to bring colleagues from their home country into the networks they establish.

Amount: \$2,000 for each grant to help cover travel expenses (up to 2 grants per year)

Qualifications: The applicant must be a SWST member in good standing. Preference will be given to applicants with limited international experience.

Requirements: Each successful member is to visit foreign laboratories, industrial firms, and academic institutions as outlined in their proposal. The visits are to be from 2-4 weeks. At the conclusion of the trip, a report is to be filed with SWST noting the visits, addresses of all contacted, and information obtained. The contacts are to be publicized for the use of other SWST members.

Proposals:

- Proposals are to be submitted to the SWST Executive Director, SWST, One Gifford Pinchot Drive, Madison, WI 53726-2398 .
- Proposals are to include an itinerary which lists in detail places and people to visit and how these visits will enhance the proposer's professional career and SWST.
- Specific mention has to be made on what is expected to be learned at each visit and how this information will be shared with the SWST membership.
- Further, plans must be submitted on how to foster the new network of scientific and technical exchange.
- The applicant's resume must be part of the proposal as well as a proposed budget.
- Time Requirements: The visits are to take place within 18 months of the time of the time the awards are given

GUIDELINES FOR EVALUATING PROPOSALS FOR SWST INTERNATIONAL PROFESSIONAL VISITATION

1. Applicant must be a SWST member in good standing.
2. Preference will be given to applicants with limited international experience.
3. Applicant must have a clear presentation on:
 - his/her professional development

- the advantages for SWST
- how the networking developed will be shared with other SWST professionals
- the relative importance of each stop during the international visitation

4. What are the international cooperative projects that could be developed and what publications may result?

1. What are reciprocal visits that could be organized?

FINANCIAL PORTFOLIO AD HOC COMMITTEE

Members

Paul Smith
Doug Gardner
Vicki Herian
Steve Quarles
Jim Funck

Pertinent documents

1. Current Investment Information
2. Two possible portfolios from Chase Bank

Special Charge:

Develop reasonable policies for reviewing investments and make recommendation for future action. This is a charge that also stems from the Strategic Plan.