



# Policies and Procedures Manual

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## 1. SMA DOCUMENTATION PROCESSES: DROPBOX AND THE P&P MANUAL

Complete documentation of SMA activities is found in our **Dropbox repository**. There, in numerous nested folders, we store annual and committee reports and budgets, meeting agendas and the attachments that came with them, minutes, planning documents, ad hoc reports, receipts, process documentation, committee remits, and so forth. The Secretary keeps Dropbox in order. SMA also stores official email correspondence using the following archival address (controlled by our Webmaster): [sma-board@medanthro.net](mailto:sma-board@medanthro.net). Some such correspondence may be copied into Dropbox folders too, as needed.

Every Board member receives the link to Dropbox on joining the board. **Board members are expected to use Dropbox resources in going about their committee and other SMA work.** For instance, a committee chair can open last year's folder for his/her committee to see what was done and how. **Board members serving as committee chairs are responsible for seeing to it that the information in their committee folders are kept up to date.** To that end, the Secretary can help. A common time for updating is when a committee's Annual Committee/Activity Report is submitted.

In contrast to Dropbox files, which provide a bug's eye view of Board activities, the Policy and Procedures, or **P&P Manual, provides a wide-screen or high-level view of SMA's work.** General SMA information as well as general descriptions of committees and so on are found in this manual, so it is a good 'starter read' for new members. Key information from each committee also is contained here, so that non-committee members can find it without having to get worried about getting lost in a maze of subfolders. The luxury of having information at our fingertips does mean that there is some duplication. **Committee chairs or coordinators should notify the Secretary whenever an update to the P&P Manual is needed** so that the information here remains accurate.

## 2. MASTER SCHEDULE: MAJOR ACTIVITIES

Always check AAA's master schedule for updates and to confirm exact dates. Note that many other activities will also be ongoing (e.g., individual committee work).

<b>Date</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>
<b>15th</b>	Deadline for nominations sent to SMA Nominations Committee	AAA deadline for nominations, for the AAA ballot  <i>Second Opinion</i> comes out		AAA paper and session proposals due	MAQ budget due to AAA	
<b>30-31st</b>	Section Annual Report Due to AAA		Webmaster updates prize/award information	Prize Coordinator creates award/prize blanket ad	<i>Second Opinion</i> comes out	SMA budget due to AAA
	<b>JULY</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>1st</b>	Prize/Award submission deadline (universal)			Prize/award names due Order certificates; arrange AAA catering	President sends AAA events announcement 2 weeks before the meetings	
<b>15th</b>	Nomination by judges of Spokesperson for Paper Prizes	<i>31st</i> – Submit prize/award winner names to AAA for inclusion in annual meeting program		Chairs: send annual committee/activity reports to SMA President  <i>31<sup>st</sup> - Second Opinion</i> comes out	<i>After the meetings:</i> Nominations Committee AND Program Committee solicitations begin	

### 3. BYLAWS OF THE SOCIETY FOR MEDICAL ANTHROPOLOGY

(Revised version, approved by the Board 11/11/2009 and forwarded to AAA, approved by Membership 12/23/2009)

#### Article I. Organization

##### Section 1. Offices

The principal office of the Society for Medical Anthropology (hereinafter known as the SMA), a Section of the American Anthropological Association (hereinafter known as AAA), shall be at 2200 Wilson Boulevard, Suite 600, Arlington, VA 22201. The SMA may also have offices at such other places as the Executive Board may from time to time determine or the business of the SMA may require.

##### Section 2. SMA Relationship to AAA

The SMA shall function as a Section of the AAA with all the rights and privileges attached thereto.

2a. Title to Assets. —Any special fund established by the SMA shall be administered by AAA exclusively for programs and purposes designated by SMA.

2b. Governance. —The Articles of Incorporation and Bylaws of the AAA shall govern the SMA.

2c. Bylaws. —The SMA shall adopt and maintain Bylaws consistent with the Bylaws of the AAA. The SMA shall file with the Secretary of the AAA a copy of its current Bylaws and table of organization.

#### Article II. Purposes

##### Section 1. Purposes of the SMA

1a. To promote the study of anthropological aspects of health, illness, disease, health care, and related topics;

1b. To encourage communication and utilization of the results obtained from such studies;

1c. To aid in the education of persons who are or will be involved in carrying out the above activities;

1d. To operate exclusively for scientific and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of future United States Internal Revenue Law).

##### Section 2. Scope of Activities

The SMA may engage in any and all lawful activities incidental to the foregoing purposes, except as restricted herein.

## Article III. Membership

### Section 1. Eligibility

Membership in the SMA is open to any individual who wishes to pursue the above objectives, subject to this and all other relevant Articles herein.

### Section 2. Membership Dues

The Executive Board shall set the dues of the SMA at a level required to carry out the business of the Society. In doing so, the Board may establish categories of membership with different dues levels, as deemed reasonable and necessary for the needs of the SMA. Individuals in all dues-paying categories shall have the same membership rights as established in these Bylaws. Individuals who have paid dues to the SMA shall be considered Members with all rights and privileges provided in these Bylaws.

1a. SMA Members shall pay membership dues to the AAA as a prerequisite to SMA membership.

1b. Membership dues to the SMA shall include a subscription to the SMA's official publication.

### Section 3. Rights of Members

A Member in good standing shall be eligible to:

3a. Participate as a Member of the AAA to the extent provided in the Bylaws of that organization;

3b. Participate as a Member of the SMA to the extent provided by the Bylaws of the SMA as a Section of the AAA.

3c. A Member may request communications from the SMA by regular U.S. mail wherever communication (including voting) by electronic mail is specified in these By-laws.

### Section 4. Institutional Subscribers

Institutions may subscribe to publications of the SMA; however, they shall not be entitled to vote.

## Article IV. Meetings and Actions by the Membership

### Section 1. Membership Meetings

There shall be an Annual Meeting of the SMA held in conjunction with the Annual Meeting of the AAA. At least 21 days before the scheduled date of such meeting, the President shall cause a notice of the meeting to be mailed electronically to all SMA Members at their e-mail addresses currently on file.

1a. For purposes of determining the Members entitled to notice of membership meetings, or to vote on motions at any meeting, or to express consent to or dissent from any proposal without a meeting, or to receive any distribution or allotment of any rights, or to participate in any other SMA action, the Executive Board shall fix a date as the Record Date for any such determination

of Members. Such date shall not be more than 60 or less than **30** days before any such meeting or any other action.

1b. The quorum for taking official actions of the membership either at meetings or for electronic or postal voting shall be defined as 75 Members or 5% of the membership, whichever is less.

1c. A membership roll showing the list of Members as of the Record Date, certified by the Secretary of the SMA, shall be produced at any meeting of the Members upon the request of any Member who has given written notice to the SMA at least ten days prior to the meeting. All persons appearing on such membership roll shall be entitled to vote at the meeting.

### Section 2. Special Meetings

Special meetings of the SMA may be called by a simple majority of the Executive Board or by 75 SMA Members.

2a. At least ten days but no more than 30 days before the scheduled date of the meeting, the *President* shall cause a notice to be e-mailed to all Members at the addresses as they appear in the membership roll. The notice shall state the date, time, place, and purpose of the meeting and by whom it has been called.

2b. No other business but that specified in the notice may be transacted at a special meeting without the unanimous consent of all persons present at such meeting.

### Section 3. Order of Business

The order of business at all meetings of the membership shall include: consideration of the Secretary's minutes of the preceding meeting and the Treasurer's report. These reports shall be made available to the membership on the SMA website at least 21 days before the meeting. At the discretion of the President, committee reports may also be considered at this point in the meeting. The President may request that one or more of these reports be delivered aloud to the membership. The order of business shall then continue with old and unfinished business, new business, and adjournment.

3a. Membership and special meetings shall be conducted in accordance with *Robert's Rules of Order*.

### Section 4. Motions and Voting

Members may make motions from the floor, as provided by Robert's Rules. In addition, motions may be made by mail to the President at least 30 days prior to annual or special meetings. The President will cause such motions to be forwarded to the full membership electronically at least ten days before a membership meeting and will be discussed and voted on at the meeting.

4a. If a quorum is present at a regular or special meeting of the SMA, motions that receive a majority of the votes cast shall be considered an act of the SMA.

4b. Questions or motions may be brought to the membership electronically by the Executive Board or by a formal motion from a Member or Members. Such motion must be submitted to

the President in writing with a second, signed by another Member, and a statement explaining the justification for the motion. The President shall then present the motion to the membership via the SMA list-serve and call for discussion and a vote on the motion within 21 days. The President shall halt on-line discussion of the motion after 14 days and proceed to a vote.

Electronic ballots must be dated no later than the 21<sup>st</sup> day after the President has put the motion to the membership. If a quorum of the Members has voted on the question, then the option that receives a majority of the votes cast shall be considered an action of the SMA membership. The President may shorten the time period for discussion in cases of an urgent motion.

## Article V. Governance

### Section 1. Management of the SMA

The SMA shall be administered by an Executive Board which shall consist of the Officers, as specified below, and nine additional Members-at-large, including one graduate student. The Editor(s) of the *Medical Anthropology Quarterly* and the Editor(s) of the SMA column in the *AAA Newsletter* shall be ex-officio, non-voting members of the Executive Board.

### Section 2. Committees

Committees of the Executive Board shall be constituted by the President to carry out the business of the SMA. These committees shall be chaired by a member of the Board, with additional members drawn from the general membership of the SMA and from other Board members, if needed.

### Section 3. Officers

The Officers of the SMA shall be the President, President-elect, Past President, Secretary, and Treasurer, all elected by the SMA membership.

### Section 4. Terms of Office

Elections of Officers and Members-at-large of the Executive Board shall be held annually.

4a. Presidential Officers. —Every other year a President-elect shall be elected. The President-elect will serve in that capacity for one year and then assume the office of President, at which time the sitting President shall assume the office of Past President for one year. The President shall serve for two years, in the first year overlapping with the Past President and in the second year, with the President-elect.

4b. The Secretary and the Treasurer shall each serve for three years. Elections for these offices should be held in different years, so that the two offices will not become vacant in the same year.

4c. Members-at-large. —At each election three Members-at-large shall be elected to the Executive Board to serve for a term of three years each.

4d. All Officers and Members-at-large of the Executive Board shall serve for the terms for which they have been elected until a successor has been either elected or appointed (under circumstances specified in Section 8c, below). All terms of office shall commence at the conclusion of the SMA Annual Meeting at the AAA.

## Section 5. Duties of Officers

5a. The President shall: (1) serve as the representative of the SMA to the Section Assembly of the AAA; (2) chair official SMA events (this duty may be delegated, as necessary); (3) organize and preside over all Executive Board meetings; (4) establish committees of the Executive Board as necessary to accomplish the goals of the SMA; (5) authorize, together with the Treasurer, all expenditures of the SMA; (6) oversee the smooth operation of the SMA, including the work of the other Officers, chairs of SMA committees, and auxiliary staff (e.g., the webmaster); (7) serve as the Board's liaison with Editors of SMA publications and news columns and with the officials of AAA publications; (8) prepare and submit an Annual Report of SMA activities to the AAA; (9) exercise responsibility for all electronic communications to the SMA membership; (10) update and maintain the SMA's Procedures Manual, which should include the responsibilities of every Executive Board committee, including an archive of their annual reports and actions, as well as those of the SMA officers; (11) manage on-going and unanticipated affairs of the Society.

5b. The President-elect shall assist the President and may be assigned special duties by the President, in preparation for assuming the position the following year. In the absence of the President, the President-elect may chair meetings of the Executive Board.

5c. The Past President shall aid and consult with the President, as needed. In the absence of the President, the Past President may chair meetings of the Executive Board.

5d. The Treasurer shall: (1) prepare a budget report for distribution to the Executive Board at least two weeks before all meetings of the Executive Board; (2) prepare an annual financial report for the membership and post it on the SMA website at least 21 days before the annual meeting; (3) monitor the SMA budget and membership numbers throughout the year through frequent communication with relevant AAA departments; (4) authorize, together with the President, all expenditures of the SMA; (5) manage all disbursements of SMA funds; (6) keep all financial and membership records of the SMA and hand them over in good order to the next Treasurer; (7) prepare other financial reports, as needed; (8) develop fundraising plans, as needed; (9) attend all meetings of the Executive Board and the SMA prepared to discuss budget matters; (10) as an Executive Board member, perform committee duties and undertake special projects, as assigned by the President.

5e. The Secretary shall: (1) attend and record minutes of all SMA meetings and, within one month, produce a written record to be posted on the SMA website at least 21 days before the next annual membership meeting; (2) attend and record minutes of all Executive Board meetings and, within one month, produce a written record to be sent electronically to all Executive Board members at least ten days before its next meeting; (3) assure that all SMA records, including agendas and minutes of meetings, committee reports and supporting documents, are retained and passed on to the next Secretary; (4) produce an official list of all SMA members, when called upon to do so; (5) act as liaison with the Smithsonian National Anthropological Archive concerning the SMA archive; (6) as an Executive Board member, perform committee duties and undertake special projects, as assigned by the President.

5f. Members-at-large of the Executive Board shall: (1) assist the Officers in carrying out the

duties of the Executive Board; (2) attend all meetings of the Executive Board and of the SMA, unless unable to do so for serious reasons; (3) chair and serve on Executive Board committees, as constituted by the President; (4) keep abreast of SMA business in preparation for participation at meetings of the Executive Board; (5) respond in a timely manner to e-mail queries and requests from the President or other Officers, including matters proposed for an e-mail vote; (6) perform other SMA business, as assigned by the President.

#### Section 6. Duties of the Executive Board

The Executive Board shall carry out the general business of the SMA by: (1) chairing and serving on committees that manage the affairs of the organization; (2) reviewing and approving the SMA annual budget; (3) approving special fundraising measures; (4) planning SMA special meetings and SMA participation in both annual meetings of the AAA and collaborative conferences with other professional societies; (5) approving all position papers to be circulated publically as official statements of the SMA; (6) overseeing the dues structure, including the creation of categories of membership for dues or other purposes; (7) appointing the Editor of the Medical Anthropology Quarterly and approving the journal's statement of purpose but leaving editorial policy and management in the hands of the Editor and Editorial Board; (8) appointing the Corresponding Editor of the SMA column in the AAA Newsletter; (9) in collaboration with the President and the webmaster, approving the general content areas of the SMA webpage; (10) reviewing and approving committee recommendations for winners of the Career Achievement, Practice, and Service Awards; (11) encouraging and approving the establishment of Interest Groups that fall within the purview of the SMA's statement of purpose; (12) each year establishing the Record Date for determining those Members eligible for exercising membership rights, as spelled out in Article IV, Section 1a; (13) considering and acting on any other business that comes before it.

#### Section 7. Operating Procedures of the Executive Board

7a. Quorum of the Executive Board. -For purposes of ascertaining a quorum, the Members-at-large and Officers of the SMA (President, Secretary, Treasurer, and—in relevant years— President-elect or Past President) shall be counted. A majority of the members of the Executive Board shall constitute a quorum for the transaction of business.

#### 7b. Actions of the Executive Board.

Members-at-large and Officers are qualified to vote on all matters coming before the Executive Board. Each member present shall have one vote. However, the President shall vote only in cases of a tie. If a quorum is present, the vote of a majority of those present shall constitute an act of the Executive Board. In cases of electronic voting, the vote of a majority of the voting membership of the Executive Board shall constitute an act of the Board.

#### 7c. Place and Timing of Executive Board Meetings.

The Executive Board shall generally meet twice a year: once, during the Annual Meeting of the AAA and again, at a time and place to be determined by the President or at least five members of the Executive Board.

#### Section 8. Nominations, Elections, and Filling Executive Board Vacancies

The President shall appoint an Elections Committee consisting of three members of the

Executive Board and two members of the SMA at large. The President shall name the Chair of the Committee from among the three Board appointees.

8a. The Elections Committee shall select the official slate of candidates for President-elect, Secretary, Treasurer, and Members-at-large of the Executive Board. The Committee shall name two candidates for each office. By written petition signed by 75 SMA Members, additional nominees for any office may be placed on the ballot. Such petitions must be submitted to the Chair of the Elections Committee in sufficient time to be included on the AAA election ballot. The Committee will similarly prepare its slate of nominees in time to be included on the AAA election ballot.

8b. Voting. —Electronic ballots for Executive Board elections shall be e-mailed to the membership as part of the annual AAA electronic ballot. The candidate who receives the plurality of the total votes cast for each office (including ballots marked improperly or for an ineligible candidate) shall be elected. In the unlikely event of a tie vote the winner will be determined by a coin toss by the sitting President, in the presence of at least one other Member of the SMA. The results of the election shall be announced at the SMA Annual Meeting and in appropriate publications.

8c. Vacancies on the Executive Board. —In the event of the death or resignation of a member of the Executive Board, the Election Committee shall appoint a successor to serve until the following Annual Meeting. At the first election following the occurrence of a vacancy, candidates shall be placed on the ballot to fill the unexpired term.

## Article VI. Amending the Bylaws and Dissolution Procedure

### Section 1. Amendments and Dissolution

Amendments to these Bylaws may be proposed by a majority of the Executive Board or by a petition signed by 75 Members. Proposed amendments shall be put to a vote by *e-mail ballot*. An affirmative vote by two-thirds of the Members voting shall be required for a proposed amendment to be adopted.

### Section 2. Dissolution and Reconstitution

Provided at least 100 Members cast email ballots, the SMA may decide, through a simple majority vote, to dissolve in accordance with the Bylaws of the AAA, and having dissolved, to reconstitute itself either as an independent body or as an affiliate of another professional organization.

## 4. BOARD OFFICER RESPONSIBILITIES

### **SMA President**

The SMA President's responsibilities include (please also see SMA by-laws):

- Organizing and presiding at SMA board meetings, one of which will be held at the AAA annual meeting. As specified in the SMA by-laws, “The Executive Board shall generally meet twice a year: once, during the Annual Meeting of the AAA and again, at a time and place to be determined by the President or at least five members of the Executive Board.” The second meeting (and any additional board meetings called) may be held virtually, if so decided.
- Organizing and presiding at the SMA annual business and awards meeting held during the AAA annual meeting.
- Establishing such subcommittees as are necessary to accomplish the stated goals of the board.
- Providing oversight to board officers and staff.
- Supervising the nomination procedures in conjunction with the board committee on nominations.
- Presenting an annual address to the SMA membership at the SMA business meeting, held at the AAA.
- Communicating with the membership as necessary to announce events, deadlines, awards, and so forth.
- Serving as the SMA liaison to the AAA Section Assembly and attend the Section Assembly meeting held at the annual AAA meeting.
- Serving as liaison to the MAQ editors and AAA publications office.
- Preparing and submitting an annual section report to the AAA in January of each year when it is not the Past President’s responsibility to do so.
- Attending the Special Interest Groups (SIG) chairs meeting held at the annual AAA meeting.

**SMA President-Elect** (please also see SMA by-laws):

- The President-Elect shall assist the President and may be assigned special duties by the President, in preparation for assuming the position the following year.
- In the absence of the President, the President-Elect may chair meetings of the Executive Board.
- The President-Elect is invited to attend the SIG chairs meeting at the AAA annual meeting.

**SMA Past-President** (please also see SMA by-laws):

- The Past President shall aid and the President, as needed
- In the absence of the President and or at the discretion of the President-Elect the Past-President may chair meetings of the Executive Board.
- The Past-President will submit the section annual report to AAA in January for the preceding year.

**SMA Treasurer** (please also see SMA by-laws):

- The Treasurer is responsible for assisting the SMA President in representing the financial interests of SMA and keeping an account of the organization's fiscal matters, including all expenditures.
- The Treasurer is responsible for overseeing the preparation, submission, and management of the annual budget, including soliciting input from the Board when warranted. The Treasurer sends the draft SMA annual budget, which includes the MAQ draft budget, to the President, and then all Officers, for review. Following this, the draft SMA budget is circulated to the Executive Board for comment prior to submitting to the AAA.
- He/she prepares a written report to the Board about the organization's finances at least twice a year.
- The Treasurer presents a report on SMA finances at the SMA's business meeting.
- The Treasurer ensures that required documentation is obtained for processing award checks in a timely manner so that checks may be given to awardees at the SMA business meeting.
- He/she approves and submits claims for reimbursement of expenses incurred by Board officers and other members. AAA no longer asks for SS#, except for award recipients.
- He/she also maintains regular communication with the budgetary office of AAA including receiving, reviewing, and filing monthly budget reports provided by AAA.
- The treasurer is responsible for updating the AAA controller on any dues increases or changes.
- Along with the President, the Treasurer may approve non-budgeted expenses up to a maximum of \$500 to ensure the smooth running of SMA business (e.g., page overruns, catering shortfalls for budgeted events, postage overruns).
- The Treasurer is responsible for maintaining the SIG sub-accounts and communicating with SIGs about funds available for their use.

**SMA Secretary** (please also see SMA by-laws):

- The Secretary attends all meetings of the board and the membership, records minutes of the board meetings, and produces an edited version of the minutes to be available to the officers and the board. Minutes for review should be produced within one month of the meeting and delivered to the president for initial review. After hearing back from the President and reviewing comments and suggestions received, the Secretary circulates the draft of minutes to the board for review and comment. Votes for the approval of minutes may be done by email ballot or at the next board meeting.
- The Secretary is responsible for ensuring that a record is maintained of the SMA's prize competitions copies of reports and supporting documents, if any, for the Association's prize competitions.
- The Secretary should ensure that a record of electronic copies is maintained of agendas, minutes, and reports for transmission to future officers and for use on the website, as appropriate.
- The Secretary oversees the upkeep of SMA's Dropbox archives as well as of the P&P manual.
- As a board member, the Secretary may be assigned committee roles, roles in handling or reviewing materials for prize competitions, or roles in special projects, as requested by the Board.
- The Secretary is available to assist the President with other duties as necessary.
- The Secretary may request that the SMA Meeting Assistant take and provide written notes at the SMA business meeting and at meetings of the Executive Board as a complement to the Secretary's minutes.

## 5. EX OFFICIO BOARD MEMBER RESPONSIBILITIES

### **Selection Procedures**

To engage a replacement for either the AN Liaison or the MAQ Editor.

### **Anthropology News (AN) Liaison**

*Prior appellations: AN Section News Contributing Editor, Corresponding Editor of the SMA column in the AAA Newsletter, and Editor of the SMA column in the AAA Newsletter.*

This is a volunteer position, with an unspecified duration (i.e., filled as needed). When necessary, applications are solicited from the membership and vetted by an ad-hoc committee, to be overseen by the Communications Committee and President. As a non-elected but ex officio member of the SMA Executive Board, the appointment of the AN Liaison is approved by a vote of the SMA Executive Board.

Qualifications include familiarity with the discipline, a wide network of colleagues who can be called upon to contribute content, and experience with newsletter- or blog-type publishing.

The AN Liaison supplies content to AN (Anthropology Newsletter). Content comes out in the print version but also digitally, online. AN content is intended to bring the insights of medical anthropology and the vision of the SMA to the broader AAA community.

The AN Liaison may be asked to co-chair a Board committee (e.g., the communications committee).

The AN Liaison submits an annual report for circulation to the Executive Board at the time when other board committee annual reports are due.

### **MAQ Editor**

Medical Anthropology Quarterly is published by SMA in agreement with AAA. The journal's goal is to stimulate development of important theory, methods, and debates in medical anthropology and to explore the links between medical anthropology, the broader field of anthropology, and neighboring fields in the humanities, social sciences, and health-related disciplines, including public health and clinical medicine.

In addition to editorial responsibilities, the MAQ editor presents a report on the MAQ at the annual SMA Business meeting. The MAQ editor also prepares a written report in advance of an upcoming AAA meeting that is distributed to the board at the same time when board committee chairs submit their reports. (A report also is due to AAA, generally after the meetings.)

Additional responsibilities are described in the memorandum of understanding signed by each incoming editor.

The MAQ editor is an ex officio board member and, as such, is expected at all SMA board meetings. His/her status as an ex officio board member ends when his/her official term as editor ends, even when the former editor continues to work with manuscripts submitted during his/her term.

### Editor Selection

The MAQ editor is appointed for a four-year term. No later than a year and a half before the term of the current editor ends, the President, often in consultation with Board Officers, appoints a board member to be chair of the selection/recruitment committee for a new editor. Additional committee members are invited to participate by the President (in consultation with the committee's Chair and the Officers if desired). In the past, the selection/recruitment committee has included the current MAQ editor, a past MAQ editor (or two), MAQ's book reviews editor, an additional board member, and at least one member from the society-at-large.

Nominees for the editor position should be associate or full professors with a distinguished publication record and institutional support for the office. While previous editorial experience is not required, familiarity with academic editing is highly desirable (e.g., prior editorial service for a journal, guest editor of a special issue, editing scholarly volumes). Self-nominations are welcome. While the official start of the new editor's term is January 1 of the new year, the new editor is expected to spend several months prior working with the outgoing editor in preparation for the transition.

Inquiries and nominations should be sent to the search committee chair. Materials required should include a letter outlining their qualifications (as above) and editorial vision, along with a curriculum vitae (self-nominees may include this information with their initial expression of interest). Details concerning requisite institutional resources can then be provided to interested nominees. Requirements will vary depending on the state of the SMA (and AAA) budget.

Consultation with the AAA's Publishing Director are encouraged in advance of a decision and in regard to the structure of the Memorandum of Understanding or MOU that the AAA will prepare. The MOU contains more details regarding the editor's responsibilities.

As a non-elected but ex officio member of the SMA's Executive Board, the appointment of the MAQ Editor must be approved by the SMA Board.

### Budget

While MAQ operates independently from SMA with regard to editorial policy and management, the MAQ budget is overseen by SMA and subject to SMA approval. This includes the yearly budget to be submitted to AAA as well as line item changes that may be desired during the year.

The MAQ editor submits a draft budget, noting any changes from the previous year's budget, to the SMA Treasurer and President for review at least one month prior to the submission deadline for AAA.

## 6. STAFF RESPONSIBILITIES

### Hiring Procedures

To hire a replacement for any staff member, the Communications Committee (for Webmaster, Digital Communications Manager) or the Officers (for Meeting Assistant) consider present needs and, in consultation with the individual currently holding the post, update the job description if and as necessary. Updates should be vetted by the Officers and if significant changes are suggested the Board should be involved.

- For the SMA Meeting Assistant, the President is in charge of selection and the offering of employment.
- For the Webmaster and Digital Communications Manager, an advertising plan is formulated and the opening is publicized, targeting graduate students. It is important that the entire Board be involved in this part of the process.
- Staff posts are meant for graduate students. If a graduate student who has done a job well wishes to continue upon graduation and there is situational value in continuity at that time, this is permitted.

Hiring is done at the SMA level and the AAA is not involved in hiring decisions or offers of employment.

Applications are collected and vetted by either the full group that put out the ad or an appropriate subset thereof. A short list is created. Interviews take place in person or via Skype or the equivalent.

Once a decision is made regarding who to hire, the individual/s leading the search forward an argument for that individual to the President. If the choice is approved, the President announces the transition to the Board via email or otherwise, reminding the Board at the time and as needed of any important contextual factors that drove the decision, or key updates to the job description.

## **Webmaster**

Working in coordination with and with the guidance of the AAA Webmaster, the Society for Medical Anthropology Webmaster oversees and maintains SMA's online and technical presence, updates content when necessary, and assists the Society with technical and administrative duties.

The webmaster's primary responsibilities include posting content to the website (e.g. news, jobs, CFPs, announcements, etc.), maintaining and developing the static content on the site (e.g. the films database, grad and undergrad program profiles, book and journal listings, and topical content), and providing answers to posted queries that originate from the website.

Periodically, the webmaster engages in a sweep of the site (sometimes with the assistance of a willing board member), to ensure that all content is as up to date as possible, and on occasion, the webmaster will be required to perform a dramatic site overhaul to ensure that the layout/content of the site remains fresh, and the navigation remains intuitive, or at least manageable. It should be noted that it is not the responsibility of the webmaster to track down changes and updates from sub groups associated with the SMA website (e.g. SIGs), and representatives of these groups are responsible for notifying the webmaster of group changes. Because of this (and the number of SIGs), an emergent task of the webmaster also includes to interface more directly with the SIGs to assist them in cultivating their web presence and providing technical assistance should they request/require it, within reason.

On a more abstract level, the student webmaster should also look ahead towards changes in technology and communication, to ensure that the SMA's digital/web presence remains current/concurrent with changes in technology - and to ensure that any new content or external sites interface with the existing sites in such a way that the SMA network of members and groups is presented on the web as a relatively coherent whole.

### **Webmaster should have a working knowledge of:**

- Technical and design best principles
- Content management systems, including WordPress and Joomla
- Dynamic design for multiple platforms or technologies
- Backroom administration management
- FTP
- Basic graphic design and image editing using Adobe Photoshop or similar software
- Google Administration Tools
- Cloud accounts such as Dropbox, Flickr, Facebook, Twitter
- Site/user privacy and security practices

### **Webmaster duties include:**

- Assisting SMA leadership on technical and online content
- Updating and securing SMA websites
- Optimizing and backing-up of SMA websites
- Providing technical support for the Section Interest Group (SIG) chairs and webmasters
- Managing SMA email accounts

- Effectively communicating with website host to address issues and concerns as they arise
- Coordinating online efforts with Newsletter/Social Media Editor
- Approving the general content areas of the SMA webpage with the guidance of the SMA President

**Administrative duties include:**

- Checking SMA public email account regularly answer questions directly or refer the individual to the appropriate source
- Completing the SMA webmaster tasks, as outlined in the operations manual
- Serving on SMA committees, when appropriate, including as a standing member of the Communications Committee
- Coordinating site/host billing or reimbursement with the SMA treasurer
- Presenting written and verbal Webmaster Reports at SMA Board and Membership meetings, as necessary.
- Tracking Time/Tasks as necessary
- Submitting invoices quarterly
- Other duties as assigned

**Time Sensitive Duties Listed in The Procedures Manual**

In addition to duties listed above, the webmaster should ensure the following activities are completed on a timely manner:

**Monthly**

The newsletter editor should send monthly columns to the webmaster for posting on the website. Back up all SMA sites.

**December - Post AAA**

Webmaster should update the Web site to reflect the new board members, new committee assignments, etc. Any time-specific news related to the AAA meetings should be taken down.

**January**

Webmaster should update award recipient and committee pages to reflect the new structure of the awards ceremonies. A representative for the president (or the president) should send a final report with this information (as well as the board membership and committee assignments) sometime after AAAs. (Final reports are due to the AAAs in January, so the webmaster can expect the final versions sometime in January.

**February/March**

Webmaster should post any relevant information for the upcoming SfAA conferences on the website. If in a given year, the SfAA/SMA co-sponsored/hosted meeting is held, a listing of the SMA sponsored sessions should be posted, since the SfAA site doesn't permit this kind of sorting). Also, any revisions to the awards criteria/committees/deadlines/process should be submitted to the webmaster directly to ensure these changes are reflected on the website.

**March/April**

After the AAA and SfAA meetings, all the awards pages should be double checked for accuracy.

Webmaster should contact each awards chair to alert them to the page content (note: the timing should roughly correspond to the publication of the awards information in Anthropology News). Awards chairs who independently check the awards pages and alert the webmaster to their erroneous ways are held in especially high regard.

### **April/May**

In conjunction with the President or other members of the communications committee, the webmaster should (co)craft a message (to be sent by the president, posted on H-Medanthro, the website, etc.) asking the SMA membership for contributions to update our collection of syllabi, graduate program listings, topical resources, etc. This message should be timed to coincide with the end of the semester, so faculty can submit syllabi in advance of the upcoming school year.

### **June/July/August**

Basic web maintenance - this is also a good time to do dramatic site revisions since traffic is historically lowest in July. Any modified awards deadlines need to go to the webmaster.

### **September/October**

When information becomes available, post information related to AAA meetings (2009 was distinct, given the SMA conference in New Haven) - including (submitted) SIG meeting times/announcements, SMA invited sessions, and the time/location of SMA business/awards meetings.

Timely information re: the AAAs should be submitted to the webmaster for posting.

### **November/December (Pre-AAA)**

Timely information re: the AAAs should be submitted to the webmaster for posting.

## Digital Communications Manager

The Digital Communications Manager plays a key role in the SMA's communications initiatives and will work closely with the organization's president, communications committee, and web editor. Strong MailChimp, Facebook and Twitter management skills are required. The preferred candidate will also be proficient using WordPress.

The Digital Communications Manager is responsible for the following:

- Managing all aspects of the SMA's newsletter, *Second Opinion*, which is distributed 3 times annually on October 31, February 15, and May 30.
  - This includes: developing newsletter content and soliciting pieces from contributors; copyediting, design, layout, and distribution; and promoting the newsletter via social media.
  - The latest membership information is used in sending out the newsletter; requests for the membership list need to be made to the AAA by the president (or treasurer) and may take a week to be fulfilled.
- Working closely with newsletter contributors, the SMA president, and members of the Communications Committee, and attending monthly telephone meetings with the Communications Committee (and serving as a member thereof).
- Collaborating with staff from *Medical Anthropology Quarterly* on digital communications initiatives.
- Ensuring that the SMA maintains a strong social media presence, particularly via Facebook and Twitter.
- Using social media analytics to continuously monitor the SMA's online reach and develop strategies for reaching new audiences.
- Attending SMA Board and Business meetings (including Awards Ceremony if held separately) at the American Anthropological Association annual meetings (some travel reimbursement provided).
- Takes pictures at SMA Business meeting and Awards Ceremony.

## SMA Meeting Assistant

First, the Assistant should become familiar with how the SMA functions by reading the by-laws and reviewing past minutes and other material as suggested by President.

### General SMA Admin Assistant duties:

- The Assistant may communicate with board members on behalf of the SMA President and manage exchanges both between board members and the President, as well as among board members themselves.
- When asked by the president, the SMA admin assistant will administer electronic board votes (e.g., using SurveyMonkey or email), and keep a list of board votes and their results have the Secretary post in an annual summary document on Dropbox (see Dropbox for templates from past years).

### **Calendar of major duties of the Admin. Assistant** (details outlined in Dropbox file):

February in SfAA (even) years, or Spring more generally in non-SfAA (odd) years – Preparation

for SMA Board Meeting at SfAA meetings and/or via conference call

March / April – SMA @ AAA Special Event Requests

September –AAA Catering and SMA Awards

October – SMA Awards

November - Preparation for AAA Meetings

- **At the AAA meetings:**

- Bring certificates and plaques; get certificates signed for awarding and distributed to SIG chairs as needed (e.g., at the SIG breakfast meeting)
- Collect the SMA and SIG Award checks from SMA treasurer (put them into envelopes if none are provided) and assist with their distribution at the SMA business meeting and awards ceremony and afterward (for awardees not present).
- Bring copies of business/award and board meeting agendas to distribute.
- Attend SMA business meeting and award ceremony, SMA board meeting, and SIG chairs breakfast meeting
- Take note of important decisions and /remarks being made at these meetings, and take and write up notes/minutes at the president's discretion (for SMA meetings) or by the SIG Liaison (for SIG chairs breakfast meeting).

## **Administrative Issues: Catering, Certificates & Awards, Mailing Lists**

### **Mailing Lists & Email Policy**

The AAA national office assists sections with their administrative duties and marketing functions by providing the following:

- Members lists
- Blast emails

Only the President or Treasurer can request the members list. Blast emails are to be sent only by the President. For 2017, twelve requests in total (any combination of member lists and blast emails) can be made per year at no charge. As policy changes over time, please consult the AAA's policy document for more information.

### **Ordering Certificates and Plaques**

- Find a local plaque merchant.
- Upon receiving the names of awardees, prepare plaque templates (see below, and see Dropbox). Make sure to update the dates.
- The following plaque format has been used: black screen printed brass plates on 8"x10" walnut boards. See "old plaque invoice" on file.
- Up to now, the SMA President has paid for the plaques, and then sent the receipt to the SMA Treasurer for reimbursement.
- The assistant brings the plaques and certificates to the meeting location.
- Allow for a one month window between the order and the award ceremony.
- Certificates, printed on higher-quality certificate paper, are each placed in individually labeled folders or envelopes for distribution

## Sample Language or Template for Plaques

[SMA Logo – filed in Dropbox]

THE SOCIETY FOR MEDICAL ANTHROPOLOGY

**CAREER ACHIEVEMENT AWARD**

IS AWARDED TO

**JANE DOE, PhD**

IN RECOGNITION OF HER OUTSTANDING CONTRIBUTIONS

TO THE FIELD OF MEDICAL ANTHROPOLOGY

**2016**

THE SOCIETY FOR MEDICAL ANTHROPOLOGY

MEDICAL ANTHROPOLOGY STUDENTS ASSOCIATION

IS HONORED TO GRANT

**JOHN DOE, Ph.D.**

THE 2016

GRADUATE STUDENT MENTORING AWARD

IN RECOGNITION OF HIS

CONTRIBUTIONS TO THE NEXT GENERATION OF

MEDICAL ANTHROPOLOGISTS

## Sample Language or Template for Certificates

**AIDS and Anthropology Research Group  
Moher Downing Distinguished Service Award**

HEREBY RECOGNIZES

Jane Doe

2016

FOR HER DISTINGUISHED CONTRIBUTION AND SERVICE

*[paper prize certificates would name the paper here instead – e.g.,  
For her paper, “The Cultural Context of SMA Awards”]*

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Chair, AARG

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SIG Liaison, SMA

### AAA Catering Order

- Review prior orders in relevant Dropbox folder and consult with Officers re budget for this year
- Contact point person at AAA or hotel catering services for menu items and pricing.
- Three orders must be made: one for the awards ceremony (cash bar and reception), one for the board meeting (generally this is a meal), and one for the SIG Chairs breakfast.
- For the board meeting, select menu items (salad + meat/fish/vegetarian option + dessert). E-mail board members for attendance check and entrée selection.
- E-mail catering manager (could be AAA point person) with final menu selection and cash bar/reception options. Allow for one month window before the meetings.
- For order template and details, consult the Catering Order files in the procedures manual.
- Orders are billed to the AAA, and then charged to the SMA budget.

## 7. BOARD COMMITTEES

### **Committee Structures**

As per our bylaws, committees of the Executive Board shall be constituted by the President to carry out the business of the SMA. These committees shall be chaired by a member of the Board, with additional members drawn from the general membership of the SMA and from other Board members, if needed. Committees generally include at least one member from the society at-large, and another board member or two, as fits the committee remit. Specific instructions are provided under each committee heading. Committee member lists are created by the Chair and provided to the President at the earliest opportunity. At times, the President will suggest potential members to the Chair.

To aid in continuity and to ensure good training, sometimes an incoming Board member is (along with other duties as appropriate) invited to serve as ‘Shadow Chair’ for a Chair who will be rotating off the board after the next year ends. The year of overlap helps prepare the new member to take over and s/he then serves as Chair for his/her remaining two years. Other times, a continuing member who was on that committee will step in as Chair when the Chair leaves the Board.

### **Ad Hoc Committees**

With board agreement, the president brings ad hoc committees into being on an as-needed basis. An example of an ad hoc committee is the committee established to explore the future of publishing for the SMA. Others include a committee to investigate anthropology’s presence on the MCAT and a committee established for the SMA-EASA joint meeting in Tarragona. As committees of the SMA, ad hoc committees must also be chaired by board members.

## **Policy Committee (includes ‘Takes a Stand’ Procedures)**

### Committee Obligations

- In addition to the Chair, two or three SMA board members should serve on the Committee
- CC all committee members on everything and ask for their input as needed
- Write a policy committee report
- Contact each of the SIG chairs with regard to work being done on policy statements

### Takes a Stand (TAS) Procedures

(Approved by the SMA Board during the SMA Board meeting on Nov. 20 at the 2015 AAA meetings in Denver; with revisions approved at the April 1, 2016 SfAA-SMA Board Meeting in Vancouver)

### **SMA TAS Policy Mechanisms**

The “Takes A Stand” (TAS) process includes two formal mechanisms within the SMA for considering and publicly commenting on important public policy issues relating to society and health. The TAS “Policy Relevant Review” (PRR) provides a lengthy period (two years) for SMA participants to conduct in-depth exploration and research on policy concerns to provide an overview of a key issue and related debates, and consolidate a list of scholarly resources for social scientists and the general public to consider when deciding to take a stand on the issue or conduct further research related to the policy under consideration.

The TAS Policy Statement (PS), on the other hand, is a process for the SMA to take a position in a policy discussion or debate and make policy recommendations that draw on perspectives and expertise from the field of medical anthropology. The goal is to widely disseminate the PS to the public and to policy makers in order to influence policy development and change. The PS allows faster turnaround time than the PRR to address time-sensitive policy issues. A final PS requires approval by the SMA Executive Board and the SMA membership as defined below

The PRR and PS mechanisms are therefore separate processes. However, a PRR process may lead to participants initiating a PS initiative after careful consideration of the merits and value of promoting a public SMA policy recommendation on a specific issue. A PS process may be initiated on its own. Both the TAS and the PS processes can be initiated by an individual SMA Special Interest Group (SIG), Temporary Interest Groups (TIGs), the SMA Board, or by SMA members who have otherwise organized themselves to do so. (SIGs and TIGs are described elsewhere in the P&P Manual.)

### **I) The TAS Policy Relevant Review (PRR)**

The PRR mechanism is intended to consolidate and provide scholarly reflection on information and reference materials within social sciences and anthropology that are germane to important public policy issues relating to health and society. The PRR is not intended to articulate a position on controversial policy matters but rather to provide an overview of knowledge and resources on important issues to be made available to social scientists and the broader public. However, as a result of a PRR process, a PS might eventually be developed in which policy

recommendations are made and/or a stand is taken on a controversial policy issue. A separate PS process then ensues and a PS could eventually be approved by the SMA and AAA for public dissemination (the PS process is elaborated below). The PRR process is initiated for the five following specific purposes:

- 1) To raise consciousness and inform the SMA membership about high profile public policy health issues, using the website to foster dialogue and circulate balanced, authoritative working papers on policy issues;
- 2) To identify anthropologists with expertise in the key health-related areas;
- 3) To identify high-priority gaps in research warranting attention by university-based and practicing anthropologists;
- 4) To provide anthropologists with substantial supporting documents (developed through a process of critical assessment by experts in the field), that may be published in peer-reviewed journals as policy reviews and reflections, to inform grant applications, advocacy efforts, and teaching on topics related to PRR initiatives; and
- 5) To propose, if deemed appropriate by the ad-hoc committee, development of policy recommendations through a PS to be approved by the SMA Executive Board and membership, and forwarded to the AAA Committee on Public Policy for review and possible adoption. (See PS definition and process description below).

### ***The Policy Relevant Review Process***

A PRR process can be initiated by an SMA SIG or TIG, the SMA Board, or other SMA members. The ideal PRR process would have eight steps and take about two years to complete:

- 1) The SMA Board, SIG, or other SMA members identify an issue to consider that members feel is worthy of commitment to a PRR process;
- 2) An ad-hoc volunteer committee is constituted to lead the PRR process through subsequent steps. The committee communicates their intention to the SMA Policy Committee;
- 3) The committee assembles a working bibliography on the topic, requesting feedback from experts and eventually posting the bibliography on the SMA website as a scholarly, educational, and publicly available resource. Before posting on the website, the committee must send the materials to the chair of the SMA policy committee to briefly review the materials to ensure that they are appropriate and professionally assembled;
- 4) The ad-hoc committee produces a short overview paper (or papers) related to the issue to identify research gaps and priorities for anthropologists, posting the working paper(s) on the SMA website after policy committee approval is granted, and revising based on comments received from website readers;
- 5) The committee next organizes a session at the annual AAA or SfAA meeting to introduce the anthropological community to the issue and generate feedback. To encourage dynamic conversation, the session would include additional relevant papers on the topic by experts and new voices outside of the ad-hoc committee;
- 6) Based on feedback received, members of the committee would write an overview article for *Medical Anthropology Quarterly* (MAQ) or another appropriate journal, identifying the article as the product of a PRR process. MAQ maintains the right of first refusal to publish PRR articles. The PRR article must undergo the journal's peer review process.

Where appropriate, additional manuscripts, such as those presented during the meeting panel, could be submitted to comprise a special issue of the journal on the PRR topic. Other publication formats can be considered as well, e.g. book chapters or edited volumes to publish a group of panel papers;

- 7) PRR materials remain on the SMA website, with committee members updating them as the issue evolves and additional literature is generated;
- 8) In some instances, a SIG, the SMA Board, or other SMA members may wish to develop a PS with policy recommendations as a result of the extensive efforts in the PRR process. See PS process description below.

## **II) SMA TAS Policy Statement**

The PS initiative provides a route for allowing SMA official policy to emerge from the work and policy formulation of committees or groups affiliated with the SMA, especially the SMA SIGs. With a target length of around 1250 words, a PS is intended to be much shorter than PRR products, which have often taken the form of an in-depth, article-length exploration of an issue. While wide circulation and impact beyond anthropology and academia are desired outcomes of both the PRR and PS, the PS is explicitly oriented around promoting greater public awareness of the SMA's stance or position on important (often controversial) policy issues. Thus, a PS needs to include policy recommendations for public dissemination. For a PS, one outcome of the process is an "endorsed" document that can be broadly circulated as representing the position of the Society for Medical Anthropology.

### ***The TAS Policy Statement Process***

A PS process can be initiated by an SMA SIG or the SMA Board. The following steps constitute the PS process:

- 1) The SMA Board or an SMA SIG identifies an issue for which an SMA policy statement can substantially enhance public debate and discussion. The selection of an issue for a PS could be the result of, and informed by, a PRR process, or could arise through other Board or SIG activities;
- 2) An ad-hoc volunteer committee (derived from the Board, the SIG or TIG, or other SMA members) is constituted to lead development of the PS process through subsequent steps;
- 3) The committee produces a draft PS for circulation among SIG members, or the Board, for comment and revision;
- 4) The final PS version must be approved by the SMA Board through a simple majority vote in a timely fashion. If approved by the Board, SMA posts it on the SMA website (and announces that it has been posted) for comments from the membership at large for at least two weeks. The PS is then presented to the full SMA membership for a vote. The PS must be approved by a two-thirds majority of votes cast to become an official PS of the SMA. The SMA Policy committee will review the version submitted by the SIG, TIG, or other SMA members and manage the presentation of the draft to the Board for the vote.
- 5) If a PS is approved, the ad-hoc committee will coordinate with the SMA policy committee and communications committee to disseminate the PS through relevant

channels appropriate to the policy topic. This may include development of press releases, outreach to popular press venues, outreach to policymakers, or other public sites. The PS will be placed on the SMA website under a specific, easily searchable, SMA Policy tab. The PS can be published in the web version of MAQ or other suitable journal. MAQ maintains the right of first refusal to publish any TAS PS.

- 6) If approved by the Board and SMA membership, in some instances the PS may be presented to the AAA Committee on Public Policy to be considered for adoption as an approved AAA policy statement.

## **Nominations Committee**

This committee (consisting of three members of the Executive Board and two members of the SMA at large) works actively from the meetings in November through mid-February. The overall process is as follows:

- The Committee (generally, the Chair) issues a public call for nominations using various media. Nominations are submitted to the Nominations Committee Chair.
- Committee members proactively solicit SMA members to run.
  - There are no hard and fast rules on who should be nominated (except that they should be SMA members). However, oftentimes, an officer nominee has past board experience. This is particularly relevant for nominees for President. Other than that, the board seeks to maximize diversity in multiple ways, including gender and ethnicity but also by institution (current and for PhD), topical focus, and type of employment (inside the academy or outside, i.e., practicing).
- After the closing date for nominations, the chair circulates the CVs of all nominees, and any letters of support received.
- It is the Committee's responsibility to review these materials and then construct the slates to be put on the ballot.
  - SMA has a long-standing practice of only slating females against females and males against males. This is reported to be due to the observed experience that if cross-sex slates are created, women regularly win the election. It is only, however, tradition.
- Once slates are proposed, the chair submits them to the President for approval and then sends all materials (including candidate statements, etc.) to the AAA.

Detailed process information, including templates for invitation and thank you letters as well as past years' committee activity schedules, can be found in this committee's Dropbox folder.

### **The following is from the by-laws:**

The President shall appoint an Elections Committee consisting of three members of the Executive Board and two members of the SMA at large. The President shall name the Chair of the Committee from among the three Board appointees.

8a. The Elections Committee shall select the official slate of candidates for President-elect, Secretary, Treasurer, and Members-at-large of the Executive Board. The Committee shall name two candidates for each office. By written petition signed by 75 SMA Members, additional nominees for any office may be placed on the ballot. Such petitions must be submitted to the Chair of the Elections Committee in sufficient time to be included on the AAA election ballot. The Committee will similarly prepare its slate of nominees in time to be included on the AAA election ballot.

8b. Voting. —Electronic ballots for Executive Board elections shall be e-mailed to the membership as part of the annual AAA electronic ballot. The candidate who receives the plurality of the total votes cast for each office (including ballots marked improperly or for an ineligible candidate) shall be elected. In the unlikely event of a tie vote the winner will be determined by a coin toss by the sitting President, in the presence of at least one other Member of the SMA. The results of the election shall be announced at the SMA Annual Meeting and in appropriate publications.

8c. Vacancies on the Executive Board. —In the event of the death or resignation of a member of the Executive Board, the Election Committee shall appoint a successor to serve until the

following Annual Meeting. At the first election following the occurrence of a vacancy, candidates shall be placed on the ballot to fill the unexpired term.

## AAA Program Committee

### Overview

The Program Committee is chaired by a board member with the assistance of at least one other board member and another member, drawn from the board and/or the at-large membership with the President's approval. Students also may be brought in by the Chair or other members, for further assistance, as needed.

*The bulk of this committee's work takes place in Spring.* The Chair also must oversee calls for submissions (Winter) as well as program adjustments (Summer) and publicity for sessions (Fall). Specifics of the work entailed shift yearly, as the AAA tries out new software systems.

A whole-committee conference call prior to the submission deadline is recommended. The work of vetting proposals and grouping individually volunteered abstracts into sessions (i.e., 'reviewing' them) generally takes place via a software system overseen by the AAA, the specifics of which are prone to yearly changes. SMA is one of the biggest Sections of the AAA so be ready for lots of submissions.

Sessions that the committee evaluates are 'reviewed by' SMA. 'Invited' sessions are reviewed, but meet a higher standard than the typical session. They are given extra publicity in the AAA program. Every year SMA is able to 'invite' a set number of sessions.

Typically, *invitations* are credited in twos, because one session 'costs' two invitations to 'invite' and co-sponsorships (one invitation each from two Sections) are possible. Serving as co-sponsor helps extend our sphere of influence. In 2016, we received six credits. Using these singly, the SMA was able to co-sponsor six invited sessions, three of which originated from the other sections. The number of credits has, historically, been tied to a member head count administered by the AAA. Invited status requires a proposal meet the criteria of importance of topic, timeliness, and relevance to conference theme. Institutional diversity among panel participants is also an important consideration. Note that SIGs do not receive invitation credits but SIGs can be good sources of sessions for SMA to 'invite'.

### Call for submissions

To ensure program robustness, the Chair will put the call for AAA paper, poster, session submissions in *AN*, *Second Opinion*, and on the SMA website and Listserv by early January (note that *AN* typically has a 2-3-month lead time. It has also been useful to make an announcement at the Business Meeting, notifying the membership about who is serving as program chair and inviting submissions for the following year.

Publicity should include deadlines for each category of submission. Text can and should be taken from the AAA meeting webpage, and the AAA meeting information link can be provided. Program committee *contact information is essential* to include. Some years invited sessions must go through special hoops with the program committee: be sure to know the rules early so that you can advertise this properly. Remember, too, to prompt members to submit special events (each year there may be new categories of/for these), and to encourage people to network (vs sending individual abstracts). Posters, too, should be encouraged.

Occasionally the AAA announces special competitions and the Program Chair also will publicize these. For instance, in 2016 there were calls for registration waiver applications, and community engagement projects. There was also a late call for special sessions.

### Reviewing Submissions

The review phase can be very tight (e.g., a two-week turnaround may be required by AAA). Be sure to know the deadlines early, and to be prepared. Set aside time for the job.

The committee should read and reread instructions prior to reviewing. Then, review the proposals. After discarding incomplete submissions, and re-routing abstracts that would be better for another Section to review, consider worth, originality, substance, and organization. Ask:

- Is the panel's theme clear?
- Do the papers define a cohesive whole?
- Is the quality of the papers even? Are they equally substantive, and clearly related to the panel theme?
- How intriguing is the panel?
- Is there a sense of originality, or timeliness, to the panel's theme, or are the papers simply revisiting tried and true (and overworked) ideas?
- Are the papers limited to descriptive details, or do clear theoretical questions or arguments shape the panel's concerns?
- Will the panel draw an audience?
- Who might wish to attend, both inside and beyond the confines of medical anthropology?
- Is SMA the best home for the submission?

Invited sessions represent the cream of the crop that pass muster according to the standards above. The criteria for invited status include: clarity of writing and expression of ideas, innovativeness of topic, coherence of the session and fit of individual paper abstracts, theoretical or methodological contribution, and relevance to conference theme. Excellence and clarity of writing also count, but allow for flexibility with international submissions.

### Rankings

Generally, although details will vary depending on AAA's software, individual abstracts must be evaluated and ranked. Some have found it easier to print out every session and individual proposal to grade (use A+, A, A- etc.), and then to rank them on a paper printout, and then to organize the strongest of the individual paper proposals into sessions and create names for each session.

The rankings that program chairs provide to the AAA are advisory. Final decisions about which sessions are included on the AAA program are made by the AAA Executive Program Committee.

### Challenges

If problems arise, feel free to contact the AAA Meetings Coordinator. Feel free to contact the prior Program Chair or SMA President also, to troubleshoot. Remember, too, to close all

communication loops. Communicate with any correspondents who write or call about their own submission. These communications require diplomacy and care; how the program committee responds to the memberships reflects more generally on the SMA Board.

### Records

It is important to keep a count along the way of the number of submissions / approvals / acceptances for the various categories (invited and then regular submissions). The program chair(s) need to be able to write up a report for the board meeting much later down the road. Maintaining a record of notes on the computer, for instance, it makes it much easier months later to report what happened.

### Important Dates (will vary by year)

Varies by

medium	CFP for AAA abstracts (see above).
March 8	CFA for Meeting Guest Waivers
March 8	CFP for AAA Community Engagement Grants
April 15	AAA deadline for the submission of abstracts and session proposals
April 22	AAA Reviewers Forum opens
April 29	Last day to forward proposals that are not the right fit for a section
May 6	AAA deadline for sections to decide/confirm invited session status
June 3	AAA deadline for sections to organize and upload sessions made of individually volunteered abstracts, and then to rank <i>all</i> session proposals
June 3	AAA deadline for sections to submit scheduling requests
October 7	Summary of the SMA Program for the AAA Meetings sent to <i>Second Opinion</i>

## **SfAA Program Committee**

This biennial Program Committee is chaired by a board member with the assistance of at least one other board member. The Program Chairs work with the SfAA staff, the SfAA conference co-chairs, and fellow chairs of other sections to group individually submitted abstracts into panels.

### Records

It is important to keep a count along the way of the number of submissions (pre-organized panel sessions and individually submitted abstracts). The program chair(s) need to be able to write up a report for the board meeting much later down the road. Maintaining a record of notes on the computer, for instance, it makes it much easier months later to report what happened.

## Communications Committee

(Note: Please see the separate Webmaster operation manual for technical and logistical specifics relating to the student webmaster's tasks, timelines, deadlines, and general operations. Additional information on the duties of the Webmaster, Digital Communications Manager, and AN Liaison can be found in the ex officio and staff duties sections of this manual.)

### Communication Committee:

This committee is led by a Chair from the Board. Members include the Webmaster, Digital Communications Manager, AN Liaison and others as needed and with the President's approval. This committee generally has a monthly phone meeting.

Committee members oversee all matters related to transmitting important messages to, or gathering information from, the membership.

Hiring for staff positions (Webmaster, Digital Communications Manager) and recruitment for major volunteer posts (AN Liaison, Listserv Moderator) is overseen by the Chair, with assistance from outgoing post holders. Appointments must be approved by the President and the Board generally is asked to vet staff appointments also.

### Specific mechanisms for communication with membership:

#### 1) SMA Website

- Vision: To promote SMA and provide information about the organization and SIGs to a public audience.
- Function: Present core materials about the association; new design will highlight SIGS. Primarily intended for static info (e.g., how to access listserv, what is med anthropology, who are the board representatives). Also includes regularly updated list of job openings and other announcements, e.g. sponsored panels.
- Point of Contact: SMA Webmaster (Currently Sean Bruna)

#### 2) SMA Facebook

- Vision: To establish a strong social media voice and forum for topics of interest for SMA's growing audience and community; to promote regular engagement with SMA through online presence.
- Function: Roughly one post a week. Good for communication of time-sensitive news (e.g., prize announcements), stories, developments, reviews, links to medical anthropology websites. Often postings scheduled in advance.
- Point of Contact: Digital Communications Manager (Currently Liz Lewis)  
[General agreement for now that one administrator allows best balance of accountability and consistency. Option over long-term might include having a larger group contribute postings.]

#### 3) SMA Twitter

- Vision: To establish a strong social media voice and forum for topics of interest for SMA's growing audience and community; to promote regular engagement with SMA through online presence.

- Function: Good for communication of time-sensitive news, sharing of interesting stories/news, etc.
- Point of Contact: Digital Communications Manager (Currently Liz Lewis) [General agreement for now that one administrator allows best balance of accountability and consistency. Option over long-term might include having a larger group contribute postings.]

#### 4) SMA Listserv

- Vision: The goal for the Listserv is to provide a member-to-member forum for communication that will support member networking and mentoring and facilitate the sharing of announcements.
- Function: Time-sensitive news or requests to be shared with the entire membership, with the goal of allowing SMA members to tap each other's expertise and share information, as well as to foster informal communication.
- Point of Contact: Listserv Moderator (Currently Stephanie Cruz)

#### 5) SMA President Blast

- Vision: To maintain a direct link between the SMA President and SMA members to be used as necessary.
- Function: Official communications of SMA President. Of benefit for things we can announce ahead of time, e.g., nominations. Takes one week for SMA to set up. AAA allows 12 requests of either "blasts" or membership lists per year at no cost; \$25 per request following.
- Point of Contact: SMA President communicates directly with AAA (currently Haleema Burton or Kim Baker).

#### 6) Anthropology News Column

- Vision: The AN column is intended to bring the insights of medical anthropology and the vision of the SMA to the broader AAA community.
- Function: Commentary, Knowledge Exchange, In Focus, Section News. Longer leadtime. Currently archived on AnthroSource.
- Point of Contact: AN Liaison/SMA Communication Committee Co-Chair (Currently Megan Carney)

#### 7) Second Opinion Newsletter

- Vision: The vision for Second Opinion is to inform and excite SMA members about ongoing scholarship and practice in medical anthropology, as well as to remind members of the benefits of belonging to SMA. Specific elements include spotlighting student and faculty member activities (such as new books), and reports on new SMA initiatives, election results, committee activities, and the AAA program.
- Function: Announcements, profiles of members, short articles, blog-like content. Intended to be a voice of the organization (e.g., committee reports, SIG, "we" pieces). Potentially include short student profiles. Book announcements.
- Point of Contact: Digital Communications Manager (Currently Liz Lewis)
- Comes out three times a year: October 31 (pre-AAA); February 15 (post-AAA); and May 30.

## **Membership Committee**

The Membership Committee consists of a Chair and additional committee members selected by the Chair or suggested by the SMA President. These additional members will generally include the MASA representative/Student Board member, an additional SMA board member, and at least one at-large member of the SMA.

The Treasurer is an ex-officio member of the committee. The Treasurer often is consulted regarding membership trends.

The basic remit of the Membership Committee is to ensure that member needs are met and to foster membership retention and growth. The Committee has a special obligation to newer and student members; as such, the Committee is charged with organizing mentoring programming and other events targeted to newer and younger member needs. Simultaneously, ensuring that longer-term members still find value and comradery in the organization is essential. In the end, the Membership Committee is charged with ensuring that SMA is a welcoming, supportive scholarly *community* in which collegial relationships can blossom.

The membership committee also is responsible for periodically reviewing the dues structure and ensuring that the Board sees and responds to any proposal to change it or to keep it 'as is.'

## 8. SPECIAL INTEREST GROUPS (SIGs)

### What Are Special Interest Groups?

The Special Interest Groups (SIGs) of the Society for Medical Anthropology bring together scholars with shared concerns and professional interests. The SIGs are special committees and caucuses that address the unique but diverse needs of subgroups of the SMA membership, providing opportunities for networking and the exchange of ideas related to specialty areas within medical anthropology. Through the SIGs, members of the SMA can foster productive collaborations with one another, sponsor informational newsletters, award competitions, and move projects forward.

The SIGs are the backbone of the SMA, enabling members to stay actively engaged and on top of latest developments relevant to their specialty areas. Members of a SIG are also encouraged to take on volunteer leadership roles to address professional matters pertinent to the SIG, the SMA, and the larger field of medical anthropology.

The SMA currently supports eleven SIGs:

1. AARG: AIDS and Anthropology Research Group
2. ADTSG: Alcohol, Drug, and Tobacco Study Group
3. AMHIG: Anthropology and Mental Health Interest Group
4. CAGH: Critical Anthropology for Global Health Study Group
5. CAM/IM: Complementary and Alternative Medicine (CAM) and Integrative Medicine (IM) Group
6. CAR: Council on Anthropology and Reproduction
7. DRIG: Disability Research Interest Group
8. DABIG: Dying and Bereavement Interest Group
9. MASA: Medical Anthropology Students Association
10. SMSA: Science and Medicine in South Asia
11. STM: Science, Technology, and Medicine Group

Each SIG has its own link on the SMA website (<http://www.medanthro.net/interest-groups/>), which members can click to easily access information about the SIG and learn how to become involved. To facilitate in-person interaction, each SIG also runs its own “Business Meeting” at the annual conference of the American Anthropology Association (AAA; these meetings are scheduled by the SIG Liaison: see below). Although the designation of Business Meeting might sound intimidating to some potential members, participation is open to all and is strongly encouraged so that the SMA can maintain a thriving SIG infrastructure. The SIG Business Meetings offer an important avenue for members to meet new people with common interests in medical anthropology and to join the SIGs.

Every year, with a deadline prior to the AAA annual meeting, the SIG coordinator conducts a survey of SIG membership using a Google membership form. Here is the suggested text that can be sent to request completion of the survey:

Dear SMA members,

**\*\*November 15th Deadline\*\***

The Society for Medical Anthropology supports SIGs as an important part of strengthening communication and collaboration among scholars based on topical interests. In an effort to promote and streamline SIG membership, we have created a single membership form.

The form is available through November 15th. The form is very brief and will be used to establish memberships in all the SIGs. We ask that all SMA members who would like to be part of a SIG(s) fill out this form whether you are currently a member of a SIG(s) or not. If you do not fill out the form by November 15th, you may be removed from (or not added to) your SIG(s)' roster. You will only need to fill out this form once per year.

Please direct any questions/comments to the SIG Membership Coordinator. Your input is important so please reach out to me if you have feedback.

You can find the form here <<https://goo.gl/forms/QKzFrV5gpxMVkteg1>>. Or copy and paste the following into your browser: <https://goo.gl/forms/QKzFrV5gpxMVkteg1>

Best,  
SMA SIG Membership Coordinator

## **Note on MASA (Medical Anthropology Student Association)**

The MASA was formed in the early 2000s to foster student participation in the SMA. It is a SIG, but it has a special relationship with the SMA Board and the Student Board Member serves as a special liaison to MASA, supplementing the work of the SIG Liaison, whose duties are described below. The Student Board Member also ensures cross-links between MASA and the SMA Membership Committee, which oversees mentoring efforts.

## **What Are the Duties of the SIG Liaison?**

In general, the role of the SIG Liaison is to support SMA's SIGs and to facilitate communication between and SIGs the SMA Board/Staff either from the SIGs to the Board and Staff or vice versa. In this sense s/he is equivalent to a committee chair. In particular,

- The SIG Liaison should maintain a list of SIGs and their missions, and list of key contacts. Updates to posted material (e.g., SIG contact list and mission statements) are sent to the President and SMA and Officers for approval prior to posting so that this information remains updated and easily accessible by Board Members and Staff.
- The SIG Liaison interacts with the SIG chairs to ensure that SIG websites are up-to-date, communicating, as necessary, with the SMA Webmaster.
- The SIG Liaison arranges meetings at the AAA conference for any SIG that wishes to convene. This is done by communicating to the SIG chairs in advance of the AAA scheduling deadline to inquire into their group's wish to convene and then submitting requests for Special Event slots following instructions on the AAA annual program site.

- The SIG Liaison also convenes the SIG chairs meeting at AAA to get their feedback/ideas to convey to the Board. In recent years, breakfast has been provided at this meeting. The SIG Liaison may also organize SIG meetings at the annual conference of the Society for Applied Anthropology (SfAA) or at independent SMA meetings. The Administrative Assistant may be asked to assist the SIG Liaison with setting up these meetings.
- The SIG Liaison creates a record (minutes) of the SIG chairs meetings and circulates them to the SIG chairs, the President, and the other Officers. (The SMA Meeting Assistant takes notes to inform the record at the annual breakfast meeting for SIG chairs.)
- If the SIGS have a specific activity (paper prize, presentations, etc.) to highlight, this information should be communicated as necessary to the SMA President, Board Members, and *Anthropology News (AN)* via the Board Member responsible for the SMA column, etc.
- The SIG Liaison serves as an intermediary between the SIGs and the SMA Treasurer on issues pertaining to funding for SIGs
- The SIG Liaison serves as an intermediary between the SIGs and the SMA Meeting Assistant to provide information for award certificates that need to be created for the a SIG. The SMA provides and pays for these certificates as per an official decision taken at the November 2013 Board meeting. Note that SIGs are expected to formally present the awards at their own Business Meetings rather than at the SMA Business Meeting (although they can be publicly announced in this venue).
- The SIG Liaison announces all SIG awards at the SMA Business Meeting as part of his/her brief report (if one is requested by the President; see by-laws), and organizes a method for SIG chairs to make themselves known to the membership, for instance via a podium parade.

## **What Are the Responsibilities of the SMA and the SIGs?**

The SMA and SIGs are not autonomous entities; each has specific responsibilities that need to be fulfilled. The basic responsibilities of the SMA in relation to the SIGs it oversees include:

- Designate a Board Member to serve as the SIG Liaison, to:
  - Facilitate communication between SIGs and the SMA Board;
  - Arrange Business Meetings at the annual conferences of the AAA and the Society for Applied Anthropology, or an independent SMA event, for SIGs wishing to convene;
  - Facilitate certificate procurement for SIGs that confer certificates for prizes by collecting and passing certificate text to the SMA Meeting Assistant in a timely manner (i.e., at least one month prior to the AAA meetings).
  - Update contact lists for each SIG and work with the SMA Webmaster to keep the SMA website up-to-date with respect to the SIGs;
  - Host a breakfast meeting for SIG leadership (e.g., chairs) at the annual conference of the AAA to facilitate discussion of administrative issues and common concerns across the SIGs, and to obtain SIG feedback for the SMA Board; and
  - Help communicate specific SIG activities (e.g., paper prize, presentations, and workshops) as necessary to the SMA President, members of the SMA Board, and the SMA column editor for the *AN*.

- Disperse funds to each SIG annually that can be utilized to cover some of the costs associated with SIG activities, including the allocation of prizes and awards.
- Process reimbursements and provide annual budget updates to each SIG so that they can manage their monies. (Regarding finances, see “What Are the Funds and Funding Guidelines” under which SIGs Operate, below.)

The basic responsibilities of the SIGs in relation to the SMA include:

- Maintain communication with the SIG Liaison and SMA Board as needed;
- Organize Business Meetings at the annual conference of the AAA;
- Provide the SIG Liaison with updates to contact lists and the SMA website when requested;
- Designate SIG leadership (e.g., chairs) to attend the breakfast meeting at the annual conference of the AAA to participate in discussion of administrative issues and common concerns across the SIGs, and to provide SIG feedback to the SMA Board;
- Inform the SIG Liaison and the SMA President of specific SIG activities (e.g., paper prize, presentations, and workshops);
- Prepare (and submit to the SIG Liaison) Annual Activity Reports (see below); and
- Submit reimbursement requests, receipts and other information related to SIG expenses to the SMA Treasurer in a timely manner and as needed.

Note that SIGs cannot, on their own, enter into contractual obligations with any entity.

## **What Is an Annual Activity Report?**

Each SIG is responsible for submitting an Annual Activity Report to the Liaison. Reports are due in early Fall, generally on or by October 1. The Annual Activity Report consists of the following elements:

- Title of SIG (spelled out *as well as* acronym);
- Leadership structure and names, etc.;
- Communications infrastructure description (e.g., information regarding Facebook page or newsletter);
- Membership numbers/trends;
- This year's activities (e.g., sessions organized, special events)
- This year's spending;
- Planned activities; and,
- Projected spending for upcoming year.

## **How Can a SIG be Created or Dissolved?**

The SMA welcomes and encourages the addition of new SIGs that will not duplicate the missions and goals of the existing SIGs. The process for establishing a new SIG of the SMA is described below:

- Develop a proposal that outlines:
  - The purpose of the SIG, including its mission and goals;
  - The planned activities of the SIG;

- The leadership structure of the SIG; and
- The number of anticipated members (although not required, a list of 20 to 25 signatories of the proposed SIG will help the SMA Board to gauge its potential for recruiting a vibrant membership).
- Preliminary plans to track membership. Here, a proposed SIG may consider a tiered membership structure. Potential tiers include: (1) *Facebook followers*; (2) *Named members* (individuals who may or may not belong to SMA but who have 'signed up' via a membership form or opt-in action [e.g., providing one's name and email address]); (3) *SMA members* (individuals who belong to SMA).
- Submit the proposal to the SIG Liaison and the SMA President to solicit SMA Board approval and obtain formal recognition as a SIG.

The SMA recognizes that the purpose, mission, goals, and memberships of the individual SIGs are likely to change over time. The SMA supports the SIGs when they pursue new directions or seek to reorganize. However, it is the responsibility of the SIG leadership (e.g., chairs) to inform the SIG Liaison when major changes are pending and/or occurring.

Finally, each SIG has the right to right to dissolve its relationship with the SMA at any time. Notification of the intention to dissolve should be submitted to the SIG Liaison and SMA President. The SMA Board also has the right to dissolve a relationship with a SIG if the group is uncommunicative and does not have a representative of the SIG leadership (e.g., chairs) at the breakfast meeting held during the annual conference of the AAA for two consecutive years.

## **What Are the Funds and Funding Guidelines under which SIGs Operate?**

The SMA values the work done by its SIGs to engage members concerning areas of specific interest to medical anthropologists. Particularly because SMA is such a large AAA section and encompasses such a wide range of topical, theoretical, and methodological perspectives, we consider the scholarly, programming, and policy work done by SMA SIGs to be vital to attracting new members and sustaining the active participation of a diverse membership. Consequently, SMA has a strong commitment to supporting SIG activities and helping them thrive. The current Board position (see below) of providing a yearly allocation to SIGs from SMA General Funds to support their activities is an expression of that commitment. This step was taken because the SMA received instructions from AAA that SMA/SIG finances needed to be reorganized to come into compliance with AAA accounting guidelines. Thus, this document gives guidance to SIGs based on the SMA's understanding of current AAA policies related to funding and finance. Because AAA revises its policies regularly, close communication with the SMA Treasurer, SMA-SIG Liaison, and the SMA President is always recommended.

### **Funds from Sources Other than the SMA General Budget**

Per AAA policy, no SMA-SIG (or any other AAA section SIG) is legally allowed to fundraise, accept donations, charge individual dues, or hold bank accounts themselves. It is also the case that SMA does not hold its own bank account. SMA, however, as a legal entity of AAA, is allowed to fundraise under certain conditions. This statement outlines some of those conditions.

## Funds from Donations

SMA itself is limited in how it can solicit online donations. As of fall 2014, SMA can only solicit online donations for its “restricted” or endowed accounts. As of fall 2014, this is limited to the “Basker Award Prize.”

More generally, donations cannot be sent directly to SMA. Donations must be sent to AAA with a note indicating that the funds should be credited to the SMA. For example, if by check, then checks should be made out payable to the “American Anthropological Association” and sent to the Washington office. As of fall 2014, credit card donations (e.g., “Square Up”) are not possible.

Please do **not** include the name of a SIG on the “Pay to the Order Of” line on the check itself, as AAA would then be unable to accept or deposit it. A note or letter should accompany the check indicating that the donation is intended for the SMA or a notation can be made in the “comments” (or “for”) section of a check that it is a “donation to the SMA.”

The AAA accounting systems are not set up to keep track of donations intended for SIGs. Therefore, it is essential that the donor (or SMA member in communication with the donor) also communicates with the SMA Treasurer directly through email, letter, or phone. This communication needs to specify the amount of donation, and the intended SIG beneficiary.

What AAA does is collect donations on behalf of the SMA and place them into a General Fund that is available to the SMA (line SM110). AAA will run quarterly reports on that fund, giving the SMA Treasurer the names and contribution amounts for that quarter. Through the quarterly report, the SMA Treasurer will corroborate that such a donation was actually received, and keep track of the intended group beneficiary within SMA.

To give one example, if an author decides to donate a book royalty to the SMA and would like the funds to be used to support a specific SMA-SIG, then either the author or the publisher must submit a check made payable to “American Anthropological Association” with an accompanying letter stating that this money is for the SMA general account. At the same time, the author or publisher needs to communicate with the SMA Treasurer to let them know that such a donation has been made, the amount, and the intended SMA-SIG beneficiary. As noted above, the SMA Treasurer will corroborate the donation with AAA, and then keep track of this in the SMA ledgers. Updates will be provided to the SIGs to let them know about funds that are made available to them through this route.

## Funds from Mini-Conferences or Workshops

Another activity with the potential to increase funds available for a SIG to use is a “mini-conference” or a workshop. For example, suppose an SMA-SIG wants to hold a mini-conference immediately prior to or after the annual AAA meetings. If this is done under the auspices of SMA, as an SMA fundraising event, registration fees from participants may be collected through AAA. In this case, a budget must be submitted to SMA four months before the event, and all registrations must be handled by AAA, through the Manager of Meetings and Exhibits (this was

Carla Fernandez in fall 2014). SMA-SIGs will be encouraged by the SMA Treasurer to view this as an SMA fundraising event and to take steps to ensure that expenses do not exceed anticipated revenues. This is critical because SMA is the responsible entity should expenses incurred exceed revenue (e.g., a mini-conference or workshop where registration fees do not cover expenses). In the event of a shortfall, any funds available in a SIG sub-account would be used before SMA General Funds.

The SMA Treasurer will corroborate the funds earned with AAA, and then keep track of money made in the SMA ledger. Updates will be provided to the SMA-SIG to let them know about funds made available to them through this route.

### Funds from the SMA General Budget for SIG Sub-accounts

This section concerns only funds that are transferred from a given year's SMA general budget and placed in individual SIG sub-accounts. It does not, for example, concern any SIG funds that the Treasurer makes available for the use of a SIG based on a donation that was sent to the SMA.

Starting with the 2013 budget year, a decision was made to allocate a set amount from the SMA budget to each SMA-SIG for their own use. The SMA Treasurer will approve SIG-related expenditures (for such things as SMA-SIG award prizes given at meetings, individual website development, personal newsletter costs, refreshments at meetings) that can be covered by the funds held by the SMA in an individual SIG's sub-account. The amount of the allocation will be decided on a yearly basis and be included in the SMA budget (for illustrative purposes only, the amount of the allocation was \$100 in 2013 and \$200 in 2014). Any SMA funds unspent during a budget year are held in reserve by the SMA for the future use of the SIG to a maximum of \$500 without SMA Board approval. A plan for using the funds at a future date and approval by the SMA Board is required before SMA funds in an individual SIG sub-account are permitted to exceed \$500. SMA-SIGs are encouraged to use their SMA allocated funds to meet their recurring expenses.

If the relationship between a SIG and the SMA is dissolved, unspent funds placed in SIG sub-account by the SMA revert to the SMA.

### Accessing Funds Available for SIG Use

SMA-SIGs can continue to use SMA-allocated funds, and any other funds that the SMA has set aside for their use, for prizes, newsletters, events, etc. Requests for reimbursement of funds should be sent to the SMA Treasurer who will process the request. Please check with the SMA Treasurer to ensure funds are available prior to scheduled events.

Requests for prizes should include the amount, full name of the prize awardee, home address and SSN#. AAA will also request that you fill out a W-9 form. If prizes are to be split among multiple awardees please obtain the contact information and SSN# for all awardees.

Reimbursements for all other activities should be invoiced with appropriate receipts.

## 9. TEMPORARY INTEREST GROUPS (TIGs)

### What Are Temporary Interest Groups?

The Temporary Interest Groups (TIGs) are short-term instantiations of Special Interest Groups (SIGs) of the Society of Medical Anthropology (SMA).<sup>1</sup> The TIGs emerge in response to crises or time-sensitive issues relating to medical anthropology. The TIGs are meant to have a limited duration of one year or less, after which members may apply for permanent status as a SIG. The first TIG was established in 2016 in response to the emergence of Zika.

Through the TIGs, members of the SMA can foster productive collaborations with one another relevant to crisis situations, and to plan immediately helpful activities, such as:

- Document sharing/exchange
- Disseminating information on Requests for Proposal for grant funding
- Circulating information on publication calls
- Coordinating experts for an American Anthropological Association (AAA) Webinar regarding the emergent topic
- Finding research collaborators
- Organizing a network of experts on which public health or other professionals can call upon for the provision of anthropological knowledge and skills
- Collaborating on academic writing projects
- Producing publicly-aimed writings or media projects (e.g., for SAPIENS.org, the AAA blog, the Huffington Post, and/or local or national newspapers)
- Organizing scientific or policy panels and special events for conferences or otherwise

### How Do TIGs Form?

The TIGs are organized at the grassroots level. Any interested member who feels that there is the need for a TIG and who is willing to become the designated TIG leader, should approach the SIG Liaison to discuss the matter. The TIG will move forward to SMA Officers for approval at the discretion of the SIG Liaison. Criteria used in evaluating a TIG proposal are: time-sensitive nature of topic/issue, its relevance to medical anthropology, and the relevance of medical anthropology's involvement in the topic/issue to the rest of the world. If the topic/issue is not of an urgent nature, the SIG mechanism will be recommended.

### How Are TIGs Supported?

Upon approval from the SIG Liaison and SMA Officers (President, President Elect/Past President, Treasurer, Secretary), each TIG will be offered a Facebook Group page or support to form a Google Group, which the TIG leader/s will administer. The TIGs may open a public-facing Facebook Page on the condition that each appoints a committed moderator to vet posts for

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<sup>1</sup> The Special Interest Groups (SIGs) of the Society for Medical Anthropology bring together scholars with shared concerns and professional interests. The SIGs are special committees and caucuses that address the unique but diverse needs of subgroups of the SMA membership, providing opportunities for networking and the exchange of ideas related to particular specialty areas within medical anthropology (see also the General Description of the Special Interest Groups of the Society for Medical Anthropology).

appropriateness, as they are a reflection on the SMA. (Other closed platforms may be used as appropriate to TIG needs; but use of other social media, including Twitter, must be approved by the SIG Liaison in consultation with the SMA President and/or Board).

In addition to this 'start up package,' the SIG Liaison may assist by:

- Organizing an initial conference call for a steering committee;
- Helping the TIGs reserve space for a meeting at the conferences of the Society of Applied Anthropology that SMA is part of, or at the annual AAA conference; and,
- Facilitating communication between the TIGs and the SMA Board or the SMA Communications Committee (or communications managers of SMA media such as the Second Opinion website or our Twitter account).

The TIGs, in turn, have some basic responsibilities to the SMA. These include the responsibilities to:

- Maintain communication with the SIG Liaison and SMA Board as needed (and always prior to claiming the endorsement of the SMA for any corporate activities of the TIG);
- Clear any outward-facing or publicly-targeted communications (other than content aggregated and pushed via the public-facing, moderated webpage) with the SIG Liaison, the SMA President, and/or SMA's Board; and,
- Provide the SIG Liaison with Quarterly Updates regarding TIG activities.
- Provide the SIG Liaison with and End of Year/End of TIG Report.

## **How Are TIGs Dissolved?**

At the end of one year's time, the need for the TIG will be reassessed by its members and the SMA Board. If warranted, the TIG may (a) transition to become part of an existing permanent SIG, or (b) apply for formal recognition as a SIG by the SMA. Up to a six-month grace to be granted to facilitate either option. If neither option is pursued, the TIG will be automatically dissolved. A TIG will also be dissolved by the SMA if inappropriate activity is reported and/or if inactivity lasts for over a period of three months.

## 10. AWARDS

### General Procedures and Prize Coordinator job

- All awards and prizes are determined by committees. Each committee has a chair. Membership varies but generally consists of the chair (a Board member) and two to four other SMA members.
- All award/prize applications are due July 1st. If chairs decide to have decisions done for the AAA meeting program, the AAA deadline must be conformed to. Names are due to the President in early October (often, October 1) to allow time for plaque preparation and so forth.
- The Career Achievement, George Foster Practicing, [and Hazel Weidman Service Awards](#) all need Board approval (other prizes/awards do not).
- Records from each committee's work in prior years are available in Dropbox.
- Every year, Committee Chairs will need to check their Website information at <http://www.medanthro.net/about/sma-awards/> and send any required updates to the Prize Coordinator.
- A **Prize Coordinator** (a) gathers all updates to provide in one set to the webmaster, (b) takes care of blanket advertising for the July 1 deadline while encouraging chairs to engage in targeted ads, and (c) is responsible for rounding up results for board awards in preparation for the Business Meeting.
- Results include information regarding
  - Committee member names
  - Statement to be read at the awards ceremony. The statement should include:
    - The winner's name
    - The title of the paper or book
    - The name of the award
    - The amount of the award (if any)
    - An accompanying statement of approximately three sentences in length
- The prizes/awards available are as follows:

Career Awards	Plaque	Career Achievement (even years)
	Plaque	Foster Practicing (odd years)
	Plaque	MASA Mentorship (even years)
	Plaque	Hazel Weidman Award (odd years)
Student Travel Awards to AAA Meetings	Check for \$500 to 5 students, totaling \$2,500.	STAs (every year; two categories: undergraduate and graduate)
Paper Prizes	Certificate and Check for \$250	Polgar (every year)
	Certificate and Check for \$250	Hughes Graduate Student (even years)
	Certificate and Check for \$250, plus up to \$250 for travel reimbursement	Rivers Undergraduate (odd years)
	Certificate and Check for \$500	SMA Dissertation (odd years)
Book Prizes	Check for \$1000	Basker (every year; Virginia Domínguez provides plaque)
	Certificate and Check for \$500	New Millennium (odd years)

## **A Note on SIG Awards**

SIGs take care of their own awards. SMA can announce their awards at the Business meeting but SIG awards are presented formally at the SIG business meetings. SMA *does* provide certificates for SIG awards upon request, in keeping with the regular certificate-making time frame (see Administrative Issues, above).

## **Career Achievement Award**

### Obligations and Goals of the Committee

This Committee is responsible for soliciting and evaluating nominations for the Career Achievement Award. The Committee evaluates nominations according to the criteria for the award, set out on the SMA website. Currently the criteria specify that the winner:

1. should have advanced the field of medical anthropology through career-long contributions to theory and/or method;
2. should have been successful in communicating the relevance of medical anthropology to broader publics; and
3. should be a senior scholar, typically someone who is about to retire, or has achieved emeritus status, or has passed the age of 65. (Under unusual circumstances the Selection Committee with the approval of the SMA Executive Board may make exceptions to this third criterion.)

The Committee submits its recommendation of the winner(s) to the full Executive Board for final approval.

### Duties of the Chair with Timetable

1. Appoints, with the approval of the President, the remaining members of the Committee from among the regular membership of the SMA. [December-February]
2. Makes sure that the description of the award on the SMA website is current and correct; sends any emendations to the SMA Webmaster via the Prize Coordinator. Embarks with committee on targeted advertising/solicitation.
3. As nominations come in, reads them over to make sure the nominating and supporting letters address the criteria for the award; in cases when they do not, contacts the nominator to amend the letters. [December-September]
4. Contacts nominators of candidates left in the pool from the previous year, inviting them to update the nomination in any way they deem appropriate. [As needed]
5. When nominations have closed (on July 1<sup>st</sup>), submits the complete dossiers of nominees to the other committee members and coordinates discussion and final selection of the winner(s) by the Committee. [September]
6. Submits the name(s) of the Committee's selection(s) to the SMA Officers, via the President, who then submits it to the Executive Board for their approval, along with reasons for the Selection Committee's choice(s) and relevant nomination dossier(s). Requests the Board to respond within a few days. [late September-early October]
7. Informs the winner(s) and confirms exact way s/he wishes his/her name to be printed

on the award plaque. [This must be done by October 15 to ensure that the plaque is ready for presentation at the Awards Ceremony in November.]

8. Informs nominators whose candidate did not win about the outcome and asks if they wish the nomination to be kept in the pool for the subsequent committee by being filed in the committee's Dropbox folder. [October]
9. Provides the Prizes Coordinator with the citation(s) and brief remarks to be read at the Awards Ceremony. [October]
10. Writes the annual report of the Committee and submits it to the President and Secretary. [October-November]

### Committee Composition

The Committee has usually consisted of three members, though that number may vary from year to year. These include the Chair, who is appointed from the Executive Board, and other members drawn from the general membership of the SMA. One of the latter members may, however, also serve as a member of the Executive Board. Drawing on past award recipients is recommended.

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### SAMPLE ANNOUCEMENT

The Society for Medical Anthropology is pleased to announce its competition for the Career Achievement Award, 20xx. Candidates may either be nominated or may self-nominate for the award. They 1) should not have already received the award; 2) should have advanced the field of medical anthropology through career-long contributions to theory and/or method; 3) should be successful in communicating the relevance of medical anthropology to broader publics; and 4) should be a senior scholar, typically someone who is about to retire, or has achieved emeritus status, or has passed the age of 65. The award includes a plaque and recognition at our annual awards ceremony. Please send a letter of nomination or self-nomination and a copy of the CV by the September 1, 20xx deadline to: xxxxx, Chair of the Career Achievement Award Committee, at [e-mail address]. Thank you.

## **Eileen Basker Memorial Prize**

The Eileen Basker Memorial Prize is awarded annually for a significant contribution to scholarship on gender and health by scholars from any discipline or nation, for a specific book, article, film, or exceptional PhD thesis produced within the preceding three years. Winners receive a \$1000 cash award and are recognized at the SMA business meeting during the AAA.

The Basker Prize is awarded to the work judged to be the most courageous, significant, and potentially influential contribution to scholarship in the area of gender and health. Nominations are invited from one or more individuals in the form of a letter indicating the impact of the particular work on the field. Self-nomination is not permitted. Publishers of nominated books are expected to supply three copies of the relevant work to the Prize Committee.

NOTE: 2018 will mark the 30th anniversary of the prize.

### Composition of the Basker Prize Committee

The committee is comprised of three people; the chair (a board member), Virginia Domínguez—who founded the prize and is a permanent member—and one other person from the regular membership of the SMA.

### Duties of the Chair with Timetable

- (1) Appoints the remaining member of the Committee from among the regular membership of the SMA. Drawing on past winners is recommended. [December-February]
- (2) Ensures that the description of the award on the SMA website is current and correct; sends any emendations to the SMA Webmaster via the Prizes Coordinator. Sends award description to publishers and appropriate listservs.
- (3) As nominations come in, reads them over to make sure the nominating and supporting letters address the criteria for the award. [February-July] A common problem occurs when an editor from the publisher nominates a book(s). The nomination must come from an individual scholar and not the publisher. The chair may contact the publisher and request appropriate letters of nomination. If an appropriate letter arrives with no copies of the book, the chair may contact the nominator to have them request books from the publisher to be sent to the chair.
- (4) When nominations have closed, submits the letters and copies of nominated books to the other committee members and coordinates discussion and final selection of the winner(s) by the Committee. [July]
- (5) Tallies Committee vote to confirm the final determination of the winner(s) and reports the result to the SMA President. Informs the winner(s), obtains a W-9, and the exact way s/he wishes his/her name to be printed on the award plaque. [This must be done by October 15 to ensure that

the plaque is ready for presentation at the Awards Ceremony in November. Virginia Dominguez orders the plaque and presents the award at the AAA meetings]

(6) As written into the document that initiated the endowment for the Basker Prize, the award must be \$1000 (historical documentation available). If the endowment has not generated sufficient interest to award the \$1000 prize a conversation that will determine where the remainder of the prize money will come from should be initiated (normally the Treasurer is part of the conversation). Alternative sources include locating a private donor or having the SMA make up the difference. Historically both avenues, private and/or SMA donations have successfully resolved any shortage of funds.

(7) Informs nominators whose candidate did not win about the outcome and, if appropriate, asks if they wish the nomination to be kept in the pool for the following year. [October]

(8) Provides Virginia Domínguez and the SMA Prizes Coordinator with the citation(s) to be read at the Awards Ceremony. [November]

(9) Writes the annual report of the Committee and submits it to the President and Secretary. [October-November]

## George Foster Practicing Medical Anthropology Award

The George Foster Practicing Medical Anthropology Award, first given in 2005, recognizes those who have made significant contributions to applying theory and methods in medical anthropology, particularly in diverse contexts, to multidisciplinary audiences, and with some impact on policy. The award is publicly announced during the SMA awards ceremony, held during the annual AAA meetings. The winner receives a plaque.

Nominations for the award should include: a letter of nomination, an additional supporting letter, a biographical statement by the nominee, and the candidate's current CV. The deadline is July 1<sup>st</sup>. The Committee submits its recommendation of the winner(s) to the Officers via the President, who then submits it to the full Executive Board for final approval.

Nominations for the George Foster Practicing Medical Anthropology Award will be kept for three years for consideration by the award committee. They are to be filed in this committee's SMA Dropbox folder.

### Criteria:

There are three straightforward criteria for choosing this award:

1. Contributions to applying theory and methods in diverse contexts. It is assumed that "diverse contexts" means that the individual has worked in a number of problems in different settings, communities, and/or populations.
2. Accessibility of work to multidisciplinary audiences.
3. Impact on policy.

Addressing these factors lead to the following considerations (in no particular order)

- **Cumulative body of work.** Publications may not be the best evidence of excellence in practice. Types of written work products regarded as worthy range from peer-reviewed publications, books, reports, and other gray literature. Look to evidence of publications directed to audiences beyond anthropologists and do not stick to the kinds of considerations a university-wide tenure committee might consider.
- **Impact on the field of medical anthropology.** On one hand, this award is for persons who speak to practice and policy; a deserving candidate might not be regularly involved in SMA events or otherwise visible to academics. On the other hand, a top candidate should show evidence of impact on the discipline in some important way. This could take the form, for instance, of an impact on theory, methodology, visibility of anthropology in the public or policy realm, having designed or influenced curricula, or having trained or been a mentor to students.
- **Policy emphasis.** Policy is interpreted very broadly, including for example policy relevant to organizations (university-based), communities, programs, NGOs, nations.

Procedures

1. Develop a team of 3-5 reviewers including at least one former awardee and at least one non-academic (non-university) medical anthropologist.
2. Review and revise, as needed, the SMA website information for the award (via the Prizes Coordinator).
3. Work with the Prizes Coordinator to publicize the award generally and post information for narrower audiences on, for instance, via the SfAA and other blogs/websites that reach applied audiences.
4. Develop a timeline based task list and create a phone conference schedule with review committee members.
5. Contact nominators of candidates left in the pool from the previous year, inviting them to update the nomination in any way they deem appropriate (and ensuring that the nomination still stands).
6. As nominations come in, read them over to make sure the nominating and supporting letters address the criteria for the award prior to sharing them with your committee. Remember, too, there must be:
  - a letter of nomination,
  - an additional supporting letter,
  - a biographical statement by the nominee,
  - and the candidate's current CV
7. Keep in contact with the Prizes Coordinator and past chairs of this committee to seek assistance with questions and concerns
8. Submits the name of the Committee's selection to the SMA Officers, via the President (on or by October 1). The President then submits the selection to the Executive Board for their approval, along with reasons for the Selection Committee's choice and relevant nomination dossier. Requests the Board to respond within a few days.
9. Informs the winner and confirms exact way s/he wishes his/her name to be printed on the award plaque. [This must be done by October 15 to ensure that the plaque is ready for presentation at the Awards Ceremony in November.]
10. Informs nominators whose candidate did not win about the outcome and asks if they wish the nomination to be kept in the pool for the subsequent committee by being filed in the committee's Dropbox folder.
11. Writes the annual report of the Committee and submits it as per that year's deadline.

## Hazel Weidman Award for Exemplary Service to the Society for Medical Anthropology

The Hazel Weidman Award for Exemplary Service to the Society for Medical Anthropology (SMA), established in 2017, is presented every two years by the Society to a member who has, over the course of a career, demonstrated extraordinary service to the profession.

**Any SMA member with a long-standing record of service to the Society is eligible** for this award. The award will be publicly announced during the SMA awards ceremony, held during the annual AAA meetings. The winner will receive a plaque.

The committee (to be comprised of the President and a minimum of two Past Presidents of SMA and at least one at-large member appointed by the current President). Two kinds of nominations are allowed:

1. **Selected nominations:** The committee is empowered to select nominees on the basis of internal discussions. Selected nominations will consist of one nomination letter written by the committee, along with the CV or equivalent.
2. **Submitted nominations:** These nominations are solicited or sent in by SMA members. These should include: a letter of nomination, an additional supporting letter, and the candidate's current CV or equivalent documentation.

The candidate need not have been notified in advance (although the committee should be apprised of whether the candidate is aware of the nomination in the nomination letter). Note that the nomination letter should provide a summary of the nominee's accomplishments, and it should demonstrate (not merely assert) the nominee's qualifications. The nominee's accomplishments should be contextualized and put into perspective.

Although the activities of the recipients will vary from year to year, all awardees have made many sacrifices on behalf of the SMA, usually without personal reward. They have worked to ensure that anthropology serves to benefit others, often by making certain activities possible for peers or by rising above and beyond the call of duty to provide extraordinary service to the SMA. Our exemplar, Dr. Hazel Marie Hitson Weidman, for whom the award is named, was the key organizing force behind the SMA's emergence as a formal organization. For more information see <http://onlinelibrary.wiley.com/doi/10.1111/j.1937-6219.1986.tb01053.x/full/>.

Nominations not selected in the year submitted will be kept for three years, for one further round of consideration by the award committee. If desired, a nomination package may be updated by the next round's nomination due date.

Following precedent set with the existing career awards (George Foster Practicing Medical Anthropology Award Career Achievement Award), the committee selection must receive board approval.

Note deadline for nominations: July 1 every other year.

## **New Millennium Book Award**

The New Millennium Book Award was established by the Society for Medical Anthropology to recognize and promote excellence in medical anthropology, broadly defined. The New Millennium Book Award is currently awarded biannually to a scholar within the field of medical anthropology for a solo-authored (or co-authored) book published since the beginning of the new millennium. Books published/copyrighted within three years of the biannual selection process will be considered for the award.

The New Millennium Book Award will be given to the author whose work is judged to be the most significant and potentially influential contribution to medical anthropology. Books of exceptional courage and potential impact beyond the field will be given special consideration.

The New Millennium Book Award is designed to complement the Eileen Basker Prize and the Council for the Anthropology of Reproduction (CAR) book awards in the area of gender and health. Thus, books on gender and health topics will not be considered eligible for the New Millennium Book Award.

The Award will be publicly announced during the SMA awards ceremony, held during the annual AAA meetings. The winner will receive a \$500 cash award. Books that did not receive the award but are considered exceptional will receive honorable mentions at the award ceremony.

### **NOMINATION PROCEDURES**

To nominate a book, please send a signed letter of nomination to the chairs of the selection committee.

Only individuals, not organizations or publishers, are eligible to nominate books for the New Millennium Award. The letter of nomination should speak to the impact of the book on the field of medical anthropology. Self-nomination is not permitted, and works submitted without an accompanying letter of nomination cannot be considered.

In addition to the letter, please arrange to have the publisher send a copy of the book directly to each member of the Selection Committee. Contact the committee chair to obtain addresses of committee members. Books must be received by the deadline of July 1.

### **Award Criteria**

1. Writing – well-written, well-supported, engaging topic, voice and format; communicates the topic in a mature and accessible fashion to a potentially broad audience.
2. Contribution to medical anthropology – demonstrating depth of knowledge with significant insights; presenting the problem, methodological approach, research findings, and ramifications of the work in well-supported ways.
3. Significant problem – potentially influential within and beyond medical anthropology; explores issues and concerns of great societal interest; is a book that educates broader publics in ways that, potentially, may bring about transformative change.

4. Expands boundaries of our field – value of book for students, scholars, and practitioners; a book that both educates and inspires transformative change.

#### Procedures

1. Develop a team of 3-5 reviewers including at least one former awardee. (Jan-April)
2. Review and revise, as needed, the SMA website information for the award (via the Prizes Coordinator) (Jan-Feb)
3. Work with the Prizes Coordinator to publicize the award generally and post information for narrower audiences
4. Develop a timeline based task list and create a phone conference schedule with review committee members.
5. As nominations come in, read them over to confirm eligibility.
6. Keep in contact with the Prizes Coordinator and past chairs of this committee to seek assistance with questions and concerns.
7. Submits the name of the Committee's selection and other info as requested to the Prizes Coordinator; gather information to support the SMA in issuing the check; provide name exactly as it should appear on the certificate (October).
8. Writes the annual report of the Committee and submits it as per that year's deadline.

## **SMA Dissertation Award**

In 2006, the Society for Medical Anthropology inaugurated the Medical Anthropology Students Association (MASA) to recognize and serve student members of the society. Students make up one-third of SMA's membership and represent the future of the field. One way for SMA to honor its student members is through inauguration of an award recognizing the excellence of a recently completed doctoral dissertation. To that end, in 2006 the SMA Executive Board has established the SMA Dissertation Award (originally called the "MASA Dissertation Award"), created to recognize an outstanding dissertation in the field of medical anthropology, broadly defined.

On a biennial basis (every odd year) the SMA Dissertation Award is given to the author of a dissertation which is judged to be a significant and potentially influential contribution to medical anthropology. Dissertations are judged on the basis of: (1) scope and excellence of scholarship, including ethnographic research; (2) originality of subject matter; (3) effectiveness and persuasiveness of arguments; and (4) writing quality. Dissertation research of exceptional courage and difficulty is given special consideration.

The SMA Dissertation Award will be publicly announced during the SMA awards ceremony, held during the annual AAA meeting. The winner will receive a \$500 cash award.

The SMA Dissertation Award Committee (led by a Board member) strongly encourages submission of nominations for the competition. Submissions must be dissertations approved, accepted, and filed as the final version with the candidate's university within nomination deadline period. Dissertations submitted to the university during the two years between July 1 in the last awarding year and July 1 of the present awarding year will be considered.

### Submissions

In order to be a candidate for the SMA Dissertation award, students need *not* have received their PhD degrees in a department of anthropology, nor in a North American university, although the dissertation must concern medical anthropology. Students should submit a PDF of their final, defended and accepted dissertation to the Committee Chair on or before the final date. In addition, candidates will need two letters of nomination one from the student's advisor and the other from a dissertation committee member. These letters must state why the dissertation contributes to the field of medical anthropology. The candidate's dissertation advisor should attest that the submitted dissertation is the version accepted by the dissertation committee. All materials should be sent to SMA Dissertation Award Committee Chair along with a list of the student's dissertation committee members to avoid conflicts of interest during the reviewing process

### Procedures

1. Chair develops a committee. Including a former awardee is encouraged, where possible. (Jan-April)

2. Review and revise, as needed, the SMA website information for the award (via the Prizes Coordinator) (Jan-Feb)
3. Work with the Prizes Coordinator to publicize the award generally and post information for narrower audiences
4. Develop a timeline based task list and create a phone conference schedule with review committee members.
5. As nominations come in, read them over to confirm eligibility and de-identify them for distribution to the committee.
6. Keep in contact with the Prizes Coordinator and past chairs of this committee to seek assistance with questions and concerns
7. Submits the name of the Committee's selection and other info as requested to the Prizes Coordinator; gather information to support the SMA in issuing the check; provide name (etc.) exactly as it should appear on the certificate (October)
8. Writes the annual report of the Committee and submits it as per that year's deadline.

## **MASA Graduate Student Mentor Award**

The MASA Graduate Student Mentor Award is an annual award which recognizes excellence in mentoring. The SMA student representative always chairs the committee and if possible includes the incoming representative to ensure continuity of the process. The committee is usually comprised of the chair plus three to five current graduate students (MA or PhD). They should be active within MASA/SMA and bring a good balance to the committee in terms of geography, research interests, and other factors such as gender and race/ethnicity etc. In order to avoid conflicts of interest, the committee is always formed after the deadline for nominations to make sure that no students from the same departments or who have very close relationships with the nominees are included.

Once the committee has been formed, the chair will send each member PDFs which contain all of the letters for each nominee. (The chair assembles these as the letters come in). The chair also sends the call for nominations which includes the list of desired qualities. There is no set point scale. Rather the chair asks the committee members to provide a ranking (usually 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) along with their justifications (these are useful for writing the committee report and to provide material to introduce the winner at the award ceremony).

The time commitment for members of the committee (other than the chair) is approximately an hour or two, depending on how many submissions there are. In recent years there have been between 5 and 8 professors under consideration and each one will have a nomination letter file between 3 letters and upwards of 20 depending upon how long they have been under consideration (1-3 years).

In order to choose a winner, the committee members should agree. Sometimes this is unanimous on the first ranking. In instances where there is not a clear winner (for example all members have the same person as 1<sup>st</sup>, except one who puts them second) then a second email can be sent to the committee asking for members to choose 1<sup>st</sup> and 2<sup>nd</sup> again and submit additional justifications. In the past three years, only one committee went to a second round (and the second-place person won the following year).

The deadline for nominations is July 1, to coincide with the other SMA awards. Usually the committee is formed by mid-end of July with members being asked to submit their rankings by early August. This may be pushed forward somewhat, but it is important to allow enough time to request a plaque from SMA.

There is no cash prize for the MASA Mentor Award (this ended in 2013), however there is a plaque given which is paid for by SMA, not by the MASA budget as it was decided that it did not make sense to divert funds for students to honoring professors.

The award is presented at the SMA business meeting and Awards meeting and has always been awarded by the SMA Student rep. who reads a short (just a few sentences) bit about the award, and a quote or excerpt from a nomination letter or committee member's assessment of the winner. Following this the former and current students of the winner quickly come to the front to congratulate them and take a photo. This award is a great opportunity to connect students and

professors and it is a visible way of highlighting the often unnoticed work of the students who are part of MASA.

Note: because of time considerations, it is important that students who nominated the winner be contacted in advance of the AAA (but after the winner is contacted, so the news comes from the student rep.) The most efficient way to do this is to ask one of the student (ideally someone who knows all of the other nominators) to coordinate with them.

Nomination files remain open for three years and professors accumulate letters over this time. Once a professor receives three nomination letters, they are put under consideration with the other nominees. If someone only receives one or two, their file is not forwarded to the committee, instead, the chair should contact the letter writers and suggest that they recruit others to write on the professor's behalf by the next year's deadline. This serves the purpose of both making sure that nominated individuals get the opportunity to be considered for the award, and ensures that there will be additional individuals to consider for the next year's award.

Below is a recent call for nominations which includes deadlines and the criteria used to choose the winner.

### Call for Submissions

#### **MASA Graduate Student Mentor Award**

#### **Deadline: July 1**

The MASA Graduate Student Mentor Award recognizes excellence in graduate student mentorship, and is aimed at senior or mid-career scholars who have demonstrated an ongoing commitment to teaching and mentorship throughout their careers, particularly those who have taken the time to successfully guide their MA and PhD students through fieldwork and the thesis or dissertation writing process. Previous recipients of the MASA Graduate Student Mentor Award are Janelle Taylor (2015), Juliet McMullin (2014), Marcia Inhorn (2013), Peter Brown (2012), Frances Barg (2011), Mary-Jo DelVecchio-Good and Byron J. Good (2010), Carole Browner (2009), Joe Dumit (2008), Lenore Manderson (2007), and Mac Marshall (2006).

#### **Attributes to Consider**

- Communicates clearly and supportively with students and offers consistent, positive guidance; provides timely and productive feedback on written work
- Creates a friendly, encouraging and academically challenging environment; makes an effort to teach medical anthropology in innovative and effective ways
- Encourages students to submit abstracts of their own at conferences, write and submit their own work to journals, teach well and value teaching and begin to function on their own in those public arenas that include medical anthropology
- Has a good track record of retaining students: remaining on committees, retaining advisees and actually graduating a good proportion of their advisees
- Inspires students to pursue their own research, teaching and advocacy goals in medical anthropology, despite the daunting nature of graduate school and the dissertation process

- Helps students connect with other professionals in their field outside of their own departments and helps familiarize them with the unwritten rules of their professional community
- Steps back and allows students to learn from their own mistakes; lets them step forward on their own and begin making their own decisions; lets them define and take appropriate risks

### **Nomination Procedures and Application Materials**

A minimum of three letters of nomination should be from current and/or former students outlining the ways in which the candidate has been a strong mentor, advisor and/or teacher. Additional letters may also be submitted by junior colleagues whom the candidate has mentored; however, this is not a requirement. Each letter should consider the above criteria and address any other attributes or practices that have led to supportive, successful mentoring. Nominations for the faculty mentor award will remain open for three years for consideration by the award committee.

### **Submissions**

Nomination and support letters will be accepted until the deadline of July 1. Please send all nomination letters to the student representative to the SMA board. The award recipient will be honored during the SMA Business Meeting and Award Ceremony at the AAA Annual Meeting.

## **SMA Paper Prizes Procedures (Polgar, Rivers, and Hughes)**

The papers eligible for each of the prizes awarded are judged by separate committees, each chaired by an SMA executive board member. Generally, the previous years' winners rotate in as follows: the Rivers prize winner sits on the Hughes paper subcommittee, the Hughes prize winner sits on the Polgar subcommittee, and the Polgar prize winner sits on the Rivers subcommittee. The MAQ editor sits on the Polgar subcommittee. Invitations to serve on the committee are generally made by the committee's chair in consultation with the Prizes Coordinator.

Judges receive the de-identified papers in early summer (with the exception of the MAQ papers, which judges should have easy access to through their own SMA subscriptions). Judges read and rank papers over the summer. For all the prizes, judges make the ranking on the basis of

- Originality
- Theoretical importance (including potential impact on the discipline, for Polgar entries)
- Methodology
- Clarity of writing (including clear articulation of the purpose and significance of the study)

Committees arrange to 'meet' to discuss (via email or through whatever mechanism they prefer) their responses to the papers. A short list should be derived by September 1 and groups should arrive at consensus regarding a winner before October 1.

Each committee chair submits the name of the winner and other information as requested to the Prizes Coordinator; gathers information to support the SMA in issuing the check; provides name exactly as it should appear on the certificate (October)

Each committee chair then writes the annual report of the Committee and submits it as per that year's deadline.

### **Eligibility Criteria for SMA Paper Prizes**

The Steven **Polgar** Prize is awarded to the author of the paper judged to be the most outstanding in the SMA's journal MAQ during the most recent complete volume year. The prize carries a cash award. No nominations are needed: articles published in MAQ by eligible recipients will automatically be considered for this prize.

Procedures used by past Polgar Prize Committees can be found in the SMA Dropbox.

The **Rivers** and **Hughes** competitions focus on students' achievements. The Rivers Prize will be given for the outstanding paper in medical anthropology written by an undergraduate student; the Hughes Prize will be awarded for the best paper written by a graduate student. The names of the winners (and of their mentoring professors, if appropriate) will be announced at the SMA annual awards ceremony during the AAA meeting. Encourage your students to apply.

Papers must have been written while a student, in the time period since the last deadline for the award. Both prizes carry a cash award (with half of the Rivers Award set aside for travel reimbursement), and the journal *Medical Anthropology Quarterly* (MAQ) will have the right of first refusal on winning manuscripts. Winners serve on one of the judging committees in the following year's competition.

Entries for the Rivers and Hughes (student) prizes must be received by the deadline specified. All submissions must be electronic. Papers should not exceed 20 double-spaced pages, not including bibliography. To support blind review, no identifying information or acknowledgements should be contained in the manuscript. Only the paper's title should appear prior to the text on page 1.

The cover letter should contain (a) the paper title, (b) which competition it is entered into (Hughes or Rivers), (c) details about the author (including information on student status and relevant advisor's name, if any), and (d) an email address for correspondence. Please also include your (e) postal mailing address and (f) phone number. Entries should be sent to the appropriate Paper Prize Chair.

Notification of the competition results will be made in the Fall. It is the entrant's responsibility to keep the prize Chair updated as to any change in his or her email contact information. If you are the winner and cannot be contacted, you will forfeit the prize.

**Procedures on Announcements:** See sample of circulated announcements. Information should be updated annually to reflect current deadlines, committee members, and judges.

#### TIMETABLE (for Rivers & Hughes Prizes)

Deadline	Task
AAA Meeting	Awards Presented; New Organizing Chair (SMA Board Member) to oversee paper prizes appointed during board meeting
Following AAA	Compose paper prizes Committees Notice of prizes circulated on website, AN, by March 31 (consult Prizes Coordinator)
July 1	Deadline for submission to SMA Paper Prize chairs
July 15	Submission to judges by chair
September 1	Short list developed
Late October (approximately)	Winners selected & notified; as per timeline to be provided by Prizes Coordinator, request information required for monetary award – Treasurer needs one month advance notice for check from AAA.
As requested, generally one month before before AAA	Chair: Write summary statement for Prizes Coordinator regarding results of competition (follow instructions provided by coordinator)

As requested, generally one month before before AAA	Chair: Submit committee's annual report to President, who will share these first with the Officers and then circulate to Board
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## **AAA Conference Student Travel Awards**

### **Graduate Student Travel Awards**

The SMA offers conference travel support to five SMA graduate students, who have had abstracts accepted to the annual meeting of the AAA. The awards will be given out at the SMA Business Meeting during the AAA meeting in the form of \$500 checks. Eligibility is restricted to student members of the SMA, who are presenting papers or posters at the AAA meeting.

Applications should include the following:

1. Proof of current SMA student membership.
2. Copy of the conference abstract.
3. Proof of acceptance of the abstract.
4. Recommendation letter from an advisor (directly sent by the recommender as an email attachment to roedlach@creighton.edu)

Awards will be evaluated based on significance, innovation, and clarity of the submitted abstract, as well as the strength of the letter of support from the advisor, who should discuss the significance of the to-be-presented work. If students applying for this award co-author their poster or paper abstract with a faculty or professional anthropologist, a higher standard is expected. If students are co-authoring a poster or paper with another student, then the single award will be split between the two, should the abstract be selected.

Applicants are advised to compile supporting materials 1-3 in a single file and save it in PDF format. They are instructed to email these materials and any direct inquiries to the SMA Student Travel Award committee at [Treasurer's email address].

### **Undergraduate Student Travel Award**

The SMA offers conference travel support to one undergraduate student. The award will be given out at the SMA Business Meeting during the AAA meeting in the form of a \$500 check. Eligibility is not restricted to SMA members and there is no conference participation requirement. This award is designed for students who are facing personal or institutional challenges to funding travel to conferences.

Applications should include the following:

1. A one-page, single-spaced personal statement saved in a PDF format.
2. Recommendation letter from an advisor (directly submitted by the recommender as an email attachment and preferably in PDF format). This letter should justify need.

Applicants and letter-writers may email their statements/letters and any direct inquiries to the SMA Student Travel Award committee at [Treasurer's email address].

## 11. ANNUAL BOARD COMMITTEE AND ACTIVITY REPORTS

The SMA President submits SMA's Annual Report to the AAA every year. Because SMA does so much, the Annual Report cannot be completed by one person alone. Many sub-reports are required.

Perhaps more importantly, the SMA Board is responsible for reporting back to the membership at the annual Business Meeting and the sub-reports (e.g., committee reports, liaison activity reports) also are helpful in this regard. Therefore:

Every year, **by mid-October, the Chairs of all regular or standing and ad hoc committees as well as the Webmaster, AN Liaison, and MAQ Editor submit activity reports** in support of the Annual Report and for use at the Business Meeting. Note that:

- Prize Committee Chairs submit reports via the Prize Coordinator, much in the same way as SIG Chairs submit their reports via the SIG Liaison.
- Communications-related reports are submitted separately by (a) the Communications Committee Chair, (b) the AN Liaison, (c) the Digital Communications Manager, and (d) the Webmaster—but *the last three should have the Communications Committee Chair vet their reports prior to sending them in*, because their separate reports may inform what the Communications Committee Chair wishes to convey. Note also that the Listserv Moderator will report to the Communications Committee Chair, for use in the latter's report; but the Listserv Moderator does not submit a formal report herself.

Reports are submitted directly to the President and/or his or her designee (e.g., the Meeting Assistant). The President reviews reports and asks for any edits necessary prior to submitting them to the Secretary, for filing, and to the Board for review.

- **Individual reports are filed in the appropriate Dropbox folder, along with important process materials from the year**, so that those materials can be accessed by the next instantiation of the relevant committee.
  - 'Important material' may include detailed process descriptions, names of potential nominees, notes regarding why one candidate was selected over another, evaluation score sheets, records of who applied, timelines, etc.
  - **Important materials should be included as attachments along with the annual reports** so that the secretary or designee can file them in the appropriate Dropbox folder.
- For ease of distribution and to help ensure that all Board members are aware of the work that their colleagues on the Board are doing, the **reports are distributed in one batch to the Board a few weeks prior to the AAA meetings**.

Reports are submitted as **documents** (versus submitted in the body of an email message or as a PDF). This is only so that the texts can be copied and pasted as needed. No substantive changes will be made to any report without consulting the author and receiving permission.

Contents vary because committees vary but they generally **contain the following sections**:

- Committee's (or topic's) name and year of report
- Preparer's name and contact information

- Names and affiliations of all committee members and indications of who is from the membership and who is from the board
- Description of Committee focus, particularly over the past year
- Key activities
- Key concerns
- Plans for the future

A sample follows.

## [SAMPLE REPORT]

### **Membership Committee Report – 2019**

Submitted by: J. Smith, Chair

October 12, 2019

#### Committee Members also on the Board:

- Abraham Lincoln (Adjunct Lecturer, Potsdale U)
- Sally Wilson (Assoc. Professor, Cumbria College)

#### Committee Members from within SMA:

- Mary Jones (PI, Action Research Corporation)
- Peter Pan (Student, U of Hiledgard)

### **Committee focus**

This committee focuses on member services and retention. Over the past few years yatta yatta blah blah blah. This section should be about three to five sentences long.

### **Key activities**

One to four paragraphs. What it contains and how long it is depends on the committee or activity in question and how the year went.

### **Key concerns**

One to three paragraphs or several bullet points. Again, length and so forth depend on the situation.

### **Future Plans**

One to three paragraphs or several bullet points. Again, length and so forth depend on the situation.

On average, reports are two pages long, but certain reports (e.g., the prizes report, the Webmaster's report) are naturally longer.

## 12. PARTIAL TRAVEL REIMBURSEMENT (BOARD MEMBERS AND STAFF)

- Continuing, outgoing, and Incoming SMA Board officers, members-at-large (elected and ex-officio), and paid staff are expected to attend, at a minimum, the SMA business and board meetings.
- Current, outgoing, and incoming SMA Board officers, members-at-large (elected and ex-officio) and paid staff without other sources of travel support can submit receipts for partial reimbursement to attend the SMA business and board meeting(s) at the annual AAA meeting.
- When SMA sponsors or co-sponsors a second meeting (e.g. a Spring meeting co-sponsored with SfAA), SMA Board officers may also request partial travel reimbursement under the conditions above).
- The partial travel subsidy for the MAQ editor (an ex-officio SMA board member), if requested, should come out of the MAQ budget (and so should be budgeted accordingly in the proposed MAQ budget).
- Reimbursement ceilings can be adjusted by the board prior to the date of the event in question if doing so is in keeping with current fiscal considerations and/or if travel is to a non-US location, and/or 'intent to apply' notification may be solicited from Board members and paid staff.

For reimbursements to be processed, Board members and staff must submit an application for reimbursement, provide a mailing address and original receipts. These are submitted to the Treasurer as per a timeline provided for the meeting in question by the Treasurer. The Treasurer submits the receipts to the AAA controller (position currently held by Kathy Ano).

*NOTE: The policy above was voted into place July 27, 2016. Materials including information on how and why this policy came into being, a record of prior policies, and some historic notes are filed in the Dropbox folder for the July 27, 2016 meeting (taken by conference call).*