



## **WSWS Officer and Committee Report Annual Board Meeting – March 9, 2015**

**Office or Committee Name: Operating Guide and Constitution Representative**

**Officer or Chairperson Name: Corey Ransom**

**Date of Preparation (include year): March 5, 2015**

**Committee Activities during the Year:**

Drafted language to remove website editor as a non-voting member of the Board.

Made the following changes to the operating guide:

### **Section Chair**

Added language about training moderators and referring them to Best Practices for moderators.  
Added note about laptops needing a VGA port.

### **Moderator Best Practices**

Added they should ask a question of Student Paper Contest participants if the audience does not.  
Should announce that presentations are not to be photographed or recorded.

### **Student Paper Judging Committee**

Added language that the committee should meet with judges before the meeting and go over Best Practices for Student Contest Judges.  
Added that two members of the committee should present awards in organized fashion, with labeled list and envelopes and announcing the award, students name, presentation title, and school affiliation.

### **Student Paper Judges**

Added that they should time the student presentation to make sure the student has the full time allotted.

### **Student Paper Contest**

Added language that contest papers should not have been in prior “contest”.

### **Elena Sanchez Memorial WSWS Student Scholarship Program**

Updated links to WSWS website.

**Recommendations for Board Action:**

**Budget Needs: NA**

**Suggestions for the Future:**

**Public relations committee** – Still need to work with Roger Gast to add specific activities, dates, etc. to Operating Guide.

Need to refine Best Practices for Moderators and Student Paper Contest judges.

Need to further refine Symposia Committee responsibilities and interaction with Education and Regulatory Chair.

Need to reconcile duplicate Board representation of the Publication Committee.

**Current Committee Members: NA**

**Name of Person Preparing This Report: Corey Ransom**