

AMERICAN ACCOUNTING ASSOCIATION
MANAGEMENT ACCOUNTING SECTION
OPERATING POLICIES AND PROCEDURES MANUAL

(Updated on April 30, 2018 by Mina Pizzini)

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OPERATIONS MANUAL

Section Business Meetings

The Section holds two business meetings each year: one in August at the AAA Annual Meeting, where the Section's Operating Committee meets, and one in January at the Section's Midyear Meeting, where the entire Section's Executive Committee meets.

Members of the **Executive Committee** are stipulated in the Section's by-laws. They meet at the Section's Midyear Meeting in January.

Members of the **Operating Committee** consist of the following:

- President (Chair)
- President-Elect
- Secretary-Treasurer
- AAA Council Representative
- Immediate Past President
- AAA Annual Meeting Lead-Liaison
- Midyear Meeting Lead-Director
- Publications Committee Chair
- Membership Outreach Chair
- Section Communications Director

They meet at the AAA Annual Meeting in August. Depending on the agenda for the Operating Committee, the Chair can, at his or her discretion, invite additional attendees for the meeting of the Operating Committee.

Section Presidents' Strategy Advisory Board

As unanimously approved by the Management Accounting Section Executive Committee at the Midyear Meeting in Atlanta on January 8th 2011, the Management Accounting Section shall institute a Section Presidents' Strategy Advisory Board with immediate effect.

The Management Accounting Section Presidents' Strategy Advisory Board is composed of the three Section presidents (past, current, and elect), meant to represent the "executives" on this Board, as well as four to five at-large members on three-year terms, meant to act in the spirit of "non-executives" on the Board and meant to reflect the views of the younger membership of the Section.

Each year, the current President appoints at least one new at-large member for a three-year term so that the Board is effectively staggered to maintain continuity. The presidents naturally are staggered members of the Presidents' Strategy Advisory Board for three years as they progress from President-Elect, to President, to Past President.

The Presidents' Strategy Advisory Board is chaired by the current President of the Section, who will set its agenda and shepherd the Board's work, so that it will have effective deliberations on the strategic issues affecting the Section on which the President will report back to the formal Section leadership at the Section's Operating Committee and Executive Committee, respectively. The work of the Presidents' Strategy Advisory Board is, as the term indicates, advisory only.

Overview of Section Awards

Note that those serving on a committee to select one of these awards is not eligible to receive that award.

At the Midyear Meeting

- 1) Midyear Meeting Best Paper Award (plaque only)
- 2) Journal of Management Accounting Research (JMAR) Best Paper Award (plaque only)
- 3) Impact on Management Accounting Practice Award (plaque + \$2000, sponsored by the Association of International Certified Professional Accountants and CGMA)
- 4) Lifetime Contribution to Management Accounting Award (plaque + \$3500, sponsored by the Association of International Certified Professional Accountants and CGMA)

At the AAA Annual Meeting

- 1) Best Management Accounting Paper at the AAA Annual Meeting Award (plaque only)
- 2) Jim Bulloch Award for Innovations in Management Accounting Education (plaque + \$2000, sponsored by IMA)
- 3) Best Early-Career Researcher in Management Accounting Award (plaque + \$2000, sponsored by the Association of International Certified Professional Accountants)
- 4) Management Accounting Section Dissertation Award (plaque + \$1000 for winner; plaque + \$250 for runner-up, sponsored by IMA; also plaques for the supervisors of each of the dissertations, winner and runner-up)
- 5) Notable Contribution to Management Accounting Literature Award (plaque + \$1000, if recipient is a current MAS member)
- 6) Management Accounting Section Secretary-Treasurer Service Award (plaque only; at the end of the two-year term)
- 7) Management Accounting Section President Service Award (plaque only)

At the Case Conference

- 1) Best Case Award (plaque + \$1000, sponsored by IMA) is announced at this meeting and the check and plaque are presented to the winner(s).

Section President

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions
- Direct the affairs of the Section and carry out the programs formulated by the Section membership
- Charge and appoint committees and task forces
- Review and update operating manual as needed
- Authorize expenditures of Section funds; review expense reimbursement requests
- Cooperate with the President of the AAA in respect of Sectional activities at the Annual Meeting
- Work with the Regional Directors of the Section and the AAA Director-Focusing on Segments to encourage Section involvement at the regional meetings
- Be available to represent the Section for various legitimate outside requests
- Arrange for, and preside at, Annual and Midyear Section Business Meetings
- Arrange for, and preside at, the section's Annual Meeting Luncheon
 - Traditionally, the Section President individually invites Past Presidents to the luncheon and acknowledges them at the meeting.
- Communicate with Section leadership regularly
- Communicate with Section members as needed or as desired (e.g., by emailing or posting a President's letter with some regularity)
- Provide list of Section Officers and Committee Chairs to AAA HQ and for posting on website
- For all sponsored awards, notify the sponsoring organization after the winner is notified but before the Section is notified
- Manage relationships with current and potential sponsors. Verify continued support for currently funded initiatives and awards.
- Any other duties that can be reasonably seen to fall under the purview of Section President
- As needed, select the Section's AAA Council Representative:
 - The Section's AAA Council Representative serves a three-year term commencing in August
 - If practical, the Section's AAA Council Representative should be a Past President

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon and Operating Committee Meeting at AAA Annual Meeting; AAA Council Meeting at AAA Annual Meeting

Section President-Elect

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions
- Assume the duties of the President in the event the President is unable to serve
- Perform duties assigned by the President
- Make all the necessary appointments for the upcoming year
- After installation as President, make recommendations for activities and programs to the membership at the Annual Meeting Luncheon
- Any other duties that can be reasonably seen to fall under the purview of Section President-Elect

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon and Operating Committee Meeting at AAA Annual Meeting; AAA Council Meeting at AAA Annual Meeting

Section Past President

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- As Chair of the Nominations Committee, solicit nominations from the membership through an email and prepare a slate of at least one individual for the President-Elect position and, every other year, for Secretary-Treasurer
- Inform the President to make the selection of the nominating committee an early item on the agenda of the Midyear Executive Committee meeting
- In Spring, publish an announcement of the candidates and give members the procedures for voting, both of which can be done electronically; oversee voting process and publish results in an email and on the website
- Provide guidance to Section Officers and Chairs as requested
- Any other duties that can be reasonably seen to fall under the purview of Section Past President

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon and Operating Committee Meeting at AAA Annual Meeting

Template for Call for nominations:

From: AAA Communications aaa@aaahq.org

Subject: MAS Call for Nominations

Date: October X, XXXX

Sent to the Management Accounting Section of the American Accounting Association on behalf of XX, and approved by XX, MAS President.

Dear Section Members,

Annually we elect a new president of the Management Accounting Section, and bi-annually we elect a new Secretary/Treasurer. In the first quarter of 2XXX we will be electing both a new President and a new Secretary/Treasurer to begin their service at the conclusion of the Section business meeting which takes place at the AAA Annual Meeting in August.

As the immediate past-president, I am responsible to Chair the Section Nominating Committee which is charged with preparing at least one nomination for each position. It is also my stewardship to solicit nominations from the Section membership. As described in our Operating Policies and Procedures Manual, the final slate of officers shall include, in addition to the slate of officers presented by the Nominating Committee, those individuals nominated by petition of no fewer than twenty-five members of the Section, and presented to the Nominating Committee chair by February 10 of the election year. Note that the actual election will be conducted by email, which deadline shall be March 21 of the election year. Descriptions of the structure and stewardships of these two important volunteer roles are described beginning on page 4 of the Section Operating Policies and Procedures Manual, which can be obtained [HERE](#). Please note that current Section officers and volunteers are listed [HERE](#).

We have a great Section, entirely due to the hard work of many volunteers over the years, and due to great service and leadership by a long line of presidents and secretary/treasurers. It's very important that we continue to identify, elect, and support individuals with vision and commitment to continue on the great work happening in the Management Accounting Section. I strongly encourage the participation of all Section members in the nomination and election process.

Thank you for your attention to this very important matter.

Past President name

Past President and Chair of the Nominations Committee

AAA Management Accounting Section (20x1-x2)

Section Secretary-Treasurer

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Supervise the keeping of the records of Section meetings, activities and procedures
- Work with the AAA HQ in respect of the collection and disbursement of Sectional funds and all aspects of the Sectional membership
- Provide assistance and guidance for the dissemination of information to members (such as through Section emails)
- Take minutes at the Section's Operating and Executive Committee meetings; these minutes are published on the website
- Receive and analyze reports from AAA HQ outlining revenues, expenditures, and operating statistics and disseminate as appropriate
- Use these reports to prepare a treasurer's report for both the next Operating and Executive Committee Meetings; a summarized version is presented at the Section's Business Luncheon at the AAA Annual Meeting
- Authorize expenditures of Section funds (e.g., JMAR editor stipend, expense reimbursements), as specified by the Section and in accordance with AAA reimbursement policies.
 - The treasurer is one of two members of the Section (the President is the other) who authorizes expenditures of Section funds
- Provide input to the President about the status of Section funds
- Provide policy recommendations to the President involving disbursement, projected cash flows, recording of flows, types of accounts, reports from AAA HQ, etc.
- Contact sponsors to arrange payment for sponsorship of award and meeting events
- Any other duties that can be reasonably seen to fall under the purview of Section Secretary-Treasurer

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon and Operating Committee Meeting at AAA Annual Meeting; Treasurers' Orientation Meeting

Details and Deadlines

January (Mid-Year Meeting)

- Arrange for photographs for the awards ceremonies: Check with AAA HQ to see if a photographer will be on site who can take pictures for no charge; if not, take photos.
- Take minutes at the Executive Committee Meeting. Once these are approved at the next year's Executive Committee meeting, these will be published on the Section's website. As soon as possible after the meeting, prepare a draft of the meeting minutes to email to the meeting attendees for corrections and changes. Sending the draft will also serve as a reminder of specific action items that require attention.
- After the Executive Committee Meeting, send the Communications Director any awards ceremony photos, a revised Bylaws/Operations Manual, and meeting minutes that have been approved for posting to the Section website. Minutes approved at this meeting should be:

- Prior August's Operating Committee meeting minutes are to be approved by the Operating Committee.
- Prior January's Executive Committee meeting minutes are to be approved by the Executive Committee.

June/July (Preparation for AAA Annual Meeting)

- Work with the AAA Staff and awards committee chairs to insure they are processing plaques and checks for awards presented at the Annual Meeting.
- Double check that award winners meet any eligibility requirements (primary responsibility lies with each award committee chair).
- Request a meeting room for the Operating Committee meeting from the AAA Staff.
- Arrange for photographs for the awards ceremonies: Check with AAA HQ to see if a photographer will be on site who can take pictures for no charge; if not, take photos or ask someone else in attendance to do so.
- Send requests for consent agenda reports to all Executive Committee members.
- Prepare a report of the financial and operating status of the Section for inclusion in the supporting documents for the Operating Committee meeting.
- Compile the Operating Committee Meeting Supporting Documents, to include at least the following (along with any other relevant information for agenda items): minutes of the previous year's Operating Committee Meeting (held during the AAA Annual Meeting); minutes of the last Executive Committee Meeting (held during the Mid-Year Meeting); current financial and operating reports; consent agenda reports from Executive Committee Members.
- Prepare a summary report of the financial and operating status of the Section for distribution at the Section business meeting in August.
- In conjunction with the President, prepare the agenda for the Operating Committee meeting and distribute to meeting attendees. Remind attendees to bring their own hard copies or the electronic versions of the documents.
- In conjunction with the President, prepare the agenda for the lunch program and seating at reserved tables for award winners, award committee chairs, representatives from sponsors, plenary speakers, or other guests or Section leaders. Representatives from sponsors should be asked to say a few words before presentations of their sponsored awards.

August (AAA Annual Meeting)

- Bring copies of condensed Section financial information for placement at tables at lunch.
- Make sure photographs are taken at the awards ceremonies.
- Take minutes at the Operating Committee Meeting. Once these are approved at the following year's Executive Committee meeting, these minutes will be published on the Section's website. As soon as possible after the meeting, prepare a draft of the meeting minutes to email to the meeting attendees for corrections and changes. Sending the draft will also serve as a reminder of specific action items that require attention.
- After the meeting, send photos of awards to Communications Director.

Early September (Sponsorships and Case Conference)

- Work with the AAA and award committee chairs to insure plaques and checks are processed for awards presented at the Case Conference.
- Ask the Case Conference Lead and Co-Lead to take photos of the award ceremony at the Case Conference and send them to the Communications Director.

- Coordinate with Section President to contact sponsoring organizations to inquire about continued sponsorships of awards and other events/initiatives for the upcoming year.

October/November (Preparation for Mid-Year Meeting)

- Work with the AAA Staff and awards committee chairs to insure they are processing plaques and checks for awards presented at the Mid-Year Meeting.
- Double check that award winners meet any eligibility requirements (primary responsibility lies with each award committee chair).
- Request a meeting room for the Executive Committee meeting from the AAA meeting staff.
- Send requests for consent agenda reports to all Executive Committee members.
- Arrange for photographs for the awards ceremonies: Check with AAA HQ to see if a photographer will be on site who can take pictures for no charge; if not, take photos or ask someone else in attendance to do so.
- Send requests for consent agenda reports to all Executive Committee members.
- Prepare a report of the financial and operating status of the Section for inclusion in the supporting documents for the Executive Committee meeting.
- Prepare any proposed changes to the Bylaws and Operations Manual that should be approved at the January Executive Committee Meeting.
- Compile the Executive Committee Meeting Supporting Documents, to include at least the following (along with any other relevant information for agenda items): minutes of the previous year's Operating Committee Meeting (held during the AAA Annual Meeting); minutes of the prior year's Executive Committee Meeting (held during the Mid-Year meeting); proposed changes to the Bylaws and Operations Manual; current financial and operating reports; consent agenda reports from Executive Committee Members.
- In conjunction with the President, prepare the agenda for the Executive Committee meeting and distribute to meeting attendees. Remind attendees to bring their own hard copies or the electronic versions of the documents.
- In conjunction with the President, prepare the agenda for the lunch program and seating for award winners, award committee chairs, representatives from sponsors, plenary speakers, or other guests or Section leaders. Representatives from sponsors should be asked to say a few words before presentations of their sponsored awards.

Section AAA Council Representative

Term of Service:

In the third year of the current AAA Council Representative's term, a new Council Representative will be appointed by the President-Elect. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting at the end of three years.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

- Attend AAA Council meetings. These meetings are held quarterly. One meeting is typically held in conjunction with the AAA Annual Meeting in August.
- Attend Section Business Meetings to report on issues confronting the AAA with emphasis on those items that affect the Section.
- Be the Section's advocate at the AAA-level for relevant issues.
- Try to anticipate potential consequences of AAA policies for the Section.

Meetings

January:	Executive Committee Meeting at Section's Midyear Meeting
August:	Operating Committee Meeting at AAA Annual Meeting
Quarterly:	AAA Council Meetings

Chair, Section Membership Outreach

Term of Service:

Chair will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year. Chair can be reappointed to multiple terms.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Serve as an Ex Officio member of the International Director's Committee
- Promote membership and participation in the Section
 - The specific charge for a given year is determined by the President
 - Examples from previous years: a study of the perceived synergy between research and teaching; increasing membership by enhancing services to members, particularly web-based services, and by publicizing these benefits to current and prospective members

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Operating Committee Meeting at AAA Annual Meeting

Section Regional Directors

Deliverables:

Regional Directors will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting two years later. Regional Directors can be reappointed to multiple terms

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Attend the Regional Meeting, including the planning meeting for the next year's Regional Meeting (assuming this meeting takes place)
- Aid in the solicitation of quality management accounting manuscripts for the respective Regional Meeting
- Provide expert reviewers for the submitted manuscripts that are assigned to the Section by the Regional Program Chair
- Help coordinate workshops and panels concerned with relevant and new management accounting topics for the Regional Meeting (Note: The Section does not reimburse expenses or provide honoraria for speakers at the Regional Meeting)
- Assist the Regional Program Chair in selecting, grouping and naming technical sessions on management accounting topics
- Assist the Regional Program Chair in finding appropriate moderators and discussants for the management accounting sessions
- Perform the above tasks in a timely fashion consistent with the time frames established by the Regional Program Chair
- Obtain a list of Section members for the region from AAA HQ upon appointment, which will be useful to draw upon from time to time in coordinating the above activities
- Provide progress/status reports as requested to the Regional Program Chair and the Regional Vice President
- Assist the Section President in any matter for which s/he feels the regional director may have a particular aptitude or expertise
- Respond in a timely fashion to calls from Section/Region officers
- Assist the Section President-Elect in selecting a successor for the position
- Assist in membership drive and submitting news for the website
- Encourage attendance at Section conferences or related events of relevance to management accounting faculty
- Furnish ideas of importance to the Regions for the Section's business meetings
- Keep in contact with other Regional Directors for ideas and suggestions for panels and workshop topics

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

Varying dates: AAA Regional Conference

Varying dates: Regional Conference planning session called by the Regional Program Chair

Additional Instruction:

Once appointed, communicate with the outgoing director to understand all aspect of this assignment. If timing is appropriate, attend the next regional meeting to observe the program(s) sponsored by the Section and make notes of what you want to do. If there is a planning meeting for the next year's Regional Meeting, you should attend that meeting. Seek out the regional meeting planners (they may not contact you in advance) for an invitation to attend the regional business meeting to learn of financial matters, paper submissions, election of officers, etc.

You should attend the Section's Business Luncheon at AAA Annual Meeting, if possible. Try to meet the Section's other Regional Directors at the AAA Annual Meeting to share ideas and best practices.

Approximately eight months before your regional meeting, you should begin reaching out to collaborate with the regional meeting program chair to develop the management accounting sessions for the AAA Regional Meeting. Express your desire to hold one or more dedicated sessions at the Regional Meeting. Work with the program chair to determine the topic and format of the session you wish to hold (e.g., a panel session). Note that the program chair has final say in all program decisions as he/she must balance session capacity across sections and other programing needs.

Work with the program chair to define your role in the process of reviewing management accounting papers submitted to the Regional Meeting. Your role may assume the responsibility of having all management accounting papers routed through you and making the decision for acceptance and rejection, or your role may be limited to submitting a list of reviewers. Assuming the responsibility for all acceptance and rejection decisions may ultimately be easier and fairer to those submitting papers, since you can apply the same standard across all papers. If you choose to be responsible for all the reviewing, then you should pass on your recommendations to the program chair.

Section International Director and Chair, International Advisory Committee

The International Director role is important because a relatively large proportion of the Section's members are from countries other than the United States.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- At least once yearly, obtain and analyze a list of all the Section's non-US members listed by country from the AAA HQ
- Keep the Section President and the Executive Committee informed of changes in the Section's international membership
- Keep the Section President and Executive Committee informed of relevant developments that has affected, or may affect, the Section's international membership
- Help the Section President and the Executive Committee strategize about how the Section might better serve its international members through existing activities or new initiatives
- Report international activities (e.g., conferences) relevant to the Section's members to the Section Communications Director for posting on the website
- Encourage international members to submit their work to the Section's conferences and make them aware of the Section's Awards
- Help promote the Section internationally
- The Advisory Committee is composed of 10-12 international colleagues
 - With the approval of the Section President, the International Director selects and invites members of this committee.
 - Committee members do not necessarily need to be current members of the Section, since a main purpose of the committee is to provide counsel to the Section leadership on how to best serve current international Section members, as well as how to reach out to and invite non-Section members to participate in the Section.
 - Committee members serve one-year terms and may be invited to remain on the committee by the International Director for an additional year(s).
 - The committee is dissolved upon the completion of the International Director's term of serve.

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

Chair, Section Publications Committee

Term of Service:

Chair will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Assist the President-Elect with selecting Publications Committee members
 - The President-Elect appoints the committee members during the spring before duties commence in August
- Provide oversight of the *Journal of Management Accounting Research* (JMAR)
- Organize meetings with the Publications Committee and the JMAR Senior Editor whenever needed, and report to the Section at the Annual Meeting Operating Committee and Midyear Meeting Executive Committee meetings
- As needed, select the Senior Editor for the JMAR
 - This position is a three-year appointment starting in January.
 - The Senior Editor should be selected at least one year before his or her term begins, with the announcement taking place at the MAS Midyear Meeting in January. Hence, if the current Senior Editor's term for accepting new submissions ends December 31st 20X0, then the new Senior Editor should be announced at the Midyear Meeting in January 20X0. Thus preparations for the selection of the new Senior Editor should begin before January 20X0.)
- The committee is responsible for the selection of the JMAR Best Paper Award
 - The selection will be done during the Fall before the Midyear Meeting
 - Papers eligible for the award must have been published in JMAR during the three previous years (i.e., the 20X5 JMAR Best Paper Award, presented at the Midyear Meeting in January 20X5, covers the years 20X2-20X3-20X4), and is based on nominations invited from Section members. The Publications Committee also may nominate papers themselves.
 - In late August, prepare and submit a nominations notice to the Section President for emailing to the Section and to the Section Communications Director for posting on the website
 - After the deadline for nominations (October 1st), organize the review and selection of the Award winner, to be completed by November 10
 - Notify the winner(s) about their Award, including the time and place for the Award presentation. Also copy the Department Chair and/or Dean on the notification. ***Note that this communication must emphasize that the award should not be publicized in any manner until after the meeting.***
 - Notify the Section Communications Director for posting on the website at the appropriate time
 - Work with the AAA HQ to prepare the plaque(s) for the winner(s); there is no prize money

- The award is presented at the subsequent Midyear Meeting

Call for Nominations for the JMAR Best Paper Award

Journal of Management Accounting Research (JMAR) Best Paper Award

Nominations for the 20X4 JMAR Best Paper Award are being solicited by the Publications Committee of the Management Accounting Section. The paper must have been published in JMAR in the last three years (i.e., in the 20X1, 20X2 or 20X3 issues). The Award will be presented at the Management Accounting Section Midyear meeting in January 20X4 in [city].

Please submit your nomination(s), along with reasons why you believe the paper should be considered for the Award, to [name], Chair of the Publications Committee ([email]), by **October 1, 20X3**.

Prior winners of the Award are listed on the website.

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon and Operating Committee Meeting at AAA Annual Meeting

Senior Editor, *Journal of Management Accounting Research*

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

This position is a three-year appointment starting in January. The Senior Editor should be selected at least one year before his or her term begins, with the announcement taking place at the MAS Midyear Meeting in January. Hence, if the current Senior Editor's term for accepting new submissions ends December 31st 20X0, then the new Senior Editor should be announced at the Midyear Meeting in January 20X0. Thus preparations for the selection of the new Senior Editor should begin before January 20X0.

Note that the Senior Editor's three-year journal publication period lags the three-year service period. Continuing the example above, though the new Senior Editor's (and the new Senior Editor's editorial board) term begins January 1st 20X1, the current Senior Editor (and board) will carry forward the current pipeline of manuscripts prior to January 20X1 and will function as the publication Senior Editor for JMAR issues published in 20X1. The new Senior Editor (and board) will be responsible for JMAR issues beginning 20X2. Subsequently, the new Senior Editor (and board) will formally conclude his or her term on December 31st 20X3, but will effectively carry forward the manuscript pipeline as of that date, and will function as the publication Senior Editor (and board) for 20X4.

JMAR Mission Statement

The *Journal of Management Accounting Research* (JMAR) serves as the only American Accounting Association journal that is devoted exclusively to management accounting research. Its primary objective is to contribute to the expansion of knowledge related to the theory and practice of management accounting, by facilitating the production and dissemination of academic research throughout the world. The scope of the journal covers all areas of management accounting including, for example, budgeting, internal reporting, incentives, performance evaluation, and the interface between internal and external reporting. To encourage the growth of management accounting, it is open to all approaches to research, including but not limited to analytical, archival, case study, conceptual, experimental, and survey methods. The journal not only serves as a filter that assures that only the highest quality work is disseminated, but also provides timely and helpful feedback to authors so they may determine how to best develop their own work.

JMAR Promotion

- Prepare informational announcements and invitations for manuscripts to be inserted in AAA newsletters and on the website
- Prepare flyers for distribution at AAA meetings and various national and international accounting and other research conferences
- Make invited presentations in the capacity of Senior Editor (e.g., at the AAA's New Faculty Consortium, MAS Doctoral Consortium)
- Work with the Section's conference coordinators to help solicit manuscripts suitable for possible submission to JMAR
- Work with the Section's Publications Committee on JMAR's potential inclusion in the SSCI

JMAR Administration

- Select members of the Editorial Board. The Senior Editor should strongly encourage Editors and Editorial Board Members to be members of the Section, and use his/her own discretion to determine if an Editor or board member should be required to be a member. The JMAR Senior Editor can obtain current MAS membership lists from the Secretary/Treasurer or President to determine MAS membership status.
- Maintain a timely and constructive review process
- Develop ideas/topics for commissioned articles
- Make all necessary arrangements for timely publication of each Issue/Volume
- Prepare an annual report for the Section's Executive Committee meeting at the Midyear Meeting, containing at least the following information:
 - Short description of the contents of the Volume of the previous year,
 - Editorial policy (focus on potential changes)
 - Editorial organization (focus on potential changes)
 - Submissions during the previous year, papers in process, and the number of accepted papers (with comparisons to previous years)
 - Information on editorial feedback turnaround times (with comparisons to previous years)
 - Other things that the Senior Editor has done in order to develop the journal
- Attend AAA Publications Committee meeting on the day before the Annual Meeting; this meeting is for information exchange purposes
- Participate in, and attend, all Section functions as required and as reasonably possible

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

February: AAA New Faculty Consortium

August: AAA Publications Committee Meeting at the Annual Meeting

Editorial Liaison to Management Accounting Practice

Deliverables:

Provide a report of activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August. The report should contain a list of papers in process and published in the past year.

Tasks, Duties and Responsibilities:

- Identify academic management accounting papers from JMAR, TAR, and other academic journals that are suitable for repositioning as a practitioner-oriented article.
- Communicate with editors of practitioner-oriented journals about their interest in repositioned papers.
- Communicate with the authors of the academic papers that are selected for repositioning.
- Monitor the repositioning and publication process.
- Periodically report to the Publications Committee about the status of the articles in process and published.

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

Section Communications Director

The Communications Director will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting two years later. The Communications Director can be reappointed to multiple terms.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

Overview: Maintain and continually develop the Section's website. The intent of the Section website is to promulgate the purposes and activities of the Section, and to serve as a staging area for sharing research and teaching materials among the Section's members. The host site for the Section website is the AAA site maintained under the direction of the AAA web staff, which handles technical difficulties and changes to interface technicalities. Because the Section website is expected to be the most current source of information for the Section, timeliness in the duties below is critical.

- Ensure uninterrupted access to the Section website by regularly visiting the website pages and by receiving all complaints and suggestions from website users
- Receive submitted materials from Section officers, Section members and others for posting to the homepage. These materials include:
 - Updates to the Section Directory of Section Officers (received from the Section Secretary-Treasurer)
 - Minutes of Section meetings (received from the Section Secretary-Treasurer)
 - Announcements of interest to Section membership, including upcoming conferences and calls for papers
 - Teaching cases, course supplements and other items of a teaching nature (including links to various internet sites potentially useful to the teaching function of Section members)
 - Descriptions of useful website links of interest to the Section membership
 - Descriptions of resources and associations that are useful to the Section membership
- Continually consider enhancements and extensions to the Section website
- Entertain questions and comments from the general Section membership related to the website
- Any other duties that can be reasonably seen to need attention from the Section Communications Director
- Participate in, and attend, all Section functions as required and as reasonably possible

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

Chair, Section “Literature Award” Committee

Notable Contribution to Management Accounting Literature Award

Term of Service:

Chair will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Annual Meeting operating committee meeting in August and a brief status report for the Mid-Year executive committee meeting.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Consult with the Section President to appoint two or more persons to serve on the committee
- In September, prepare and submit a competition notice to the Section President for emailing to the Section; to the Section Communications Director for posting to the website; and to *Accounting Education News* for publication (see sample Call for Nominations below)
- After the deadline for nominations (February 15), organize the review and selection of the Award winner
- Notify the winning author(s) about their award, including the time and place for the Award presentation. Also copy the Department Chair and/or Dean on the notification. ***Note that this communication must emphasize that the award should not be publicized in any manner until after the meeting.***
- Notify the Section Communications Director for posting to the website at the appropriate time
- Work with the AAA HQ to prepare the plaque(s) and check(s) for the winner(s)
- The award is \$1,000 in total regardless if there is a single author or multiple authors; however, only current MAS members are eligible to receive money. The AAA requires the recipient's Social Security number for checks of \$600 or more
- Present the plaque and check at the Section's Business Luncheon of the AAA Annual Meeting

Call for Nominations

The Management Accounting Section of the AAA is pleased to invite nominations for its Notable Contribution to Management Accounting Literature Award. Consideration shall be given to books, monographs and journal articles on management accounting topics published within the past five calendar years. The criteria for the award are:

1. Relevance to theory, practice or instruction of management accounting
2. Broad appeal to those interested in management accounting
3. Originality, innovativeness and potential contribution to knowledge
4. Impact or potential impact on other research

To nominate a work for the 20XX Award, please send one copy of the work and a short paragraph stating the reasons for the nomination to [Chair of the Committee].

All nominations must be received by February 15, 20XX. The award recipient will be honored with a cash award of \$1,000 and a plaque at the Management Accounting Section Business Luncheon during the AAA Annual Meeting.

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon at AAA Annual Meeting

Chair, Section “Innovations in Teaching Award” Committee

The Jim Bulloch Award for Innovations in Management Accounting Education

Term of Service:

Chair will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Annual Meeting operating committee meeting in August and a brief status report for the Mid-Year executive committee meeting.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Consult with the Section President to appoint two or more persons to serve on the committee
- In September, prepare and submit a competition notice to the Section President for emailing to the Section; to the Section Communications Director for posting to the website; and to *Accounting Education News* for publication (see sample Call for Nominations below)
- After the deadline for nominations (February 15), organize the review and selection of the Award winner
- Notify the winning author(s) about their Award, including the time and place for the Award presentation. Also copy the Department Chair and/or Dean on the notification. ***Note that this communication must emphasize that the award should not be publicized in any manner until after the meeting.***
- Important: Notify the sponsoring organization (IMA) of the name of the Award winner
- Notify the Section Communications Director for posting to the website at the appropriate time
- Work with the AAA HQ to prepare the plaque(s) and check(s) for the winner(s)
- The award is sponsored by the IMA in the amount of \$2,000 in total regardless if there is a single author or multiple authors; the AAA requires the recipient's Social Security number for checks of \$600 or more
- With the IMA representative, present the plaque and check at the Section's Business Luncheon of the AAA Annual Meeting and acknowledge the sponsoring organization (IMA)

Call for Nominations

Purpose

The purpose of the award is to recognize and reward faculty members who have created or written innovative pedagogical practices or curriculum materials in the area of management accounting. The award provides a plaque and \$2,000 to the recipient. The award is generously sponsored by the Institute of Management Accountants (IMA).

Criteria

Awards shall be made on the basis of several criteria. The innovation should be adaptable across a variety of educational contexts. The innovation should be broad in scope and should foster learning. The innovation should be low-cost to apply and adapt.

Eligibility and Application Procedures

Individual faculty members, groups of faculty, or departments teaching or preparing materials to be used for managerial or cost accounting education are eligible. Applications should include a description of the innovation, sample materials where feasible, and evidence that the innovation has been tested and has been shown to have educational benefits. Also include a contact person and address to whom the Award Committee can send requests for additional information. To nominate another faculty member or group of faculty, please send a completed application following the same guidelines.

Award Committee and Mailing Address

Applications should be received by February 15 and sent to the Chair of the Committee: [name, address, email]

Presentation of Award

The Award will be presented during the Management Accounting Section Business Luncheon at the AAA Annual Meeting in August.

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon at AAA Annual Meeting

Chair, Section “Impact on Managerial Accounting Practice Award” Committee

Term of Service:

Chair will be appointed by the President-Elect at some point during his/her term. The term of service begins in March, prior to the annual meeting at which the President-Elect becomes President and ends at the Midyear meeting the next January.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August. Since duties are complete by the Mid-Year meeting the same report can be submitted to both meetings.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Check with the Section President to make sure that committee members have been appointed; the committee members are representatives of the award sponsoring organization (i.e., the Association of International Certified Professional Accountants)
- In March, prepare and submit a competition notice to the Section President for emailing to the Section; to the Section Communications Director for posting to the website; and to *Accounting Education News* for publication (see sample Call for Nominations below)
- After the deadline for nominations (August 31st), organize the review and selection of the Award winner
- Notify the winning author(s) about their Award, including the time and place for the Award presentation. Also copy the Department Chair and/or Dean on the notification. ***Note that this communication must emphasize that the award should not be publicized in any manner until after the meeting.***
- Important: Notify the sponsoring organization (the Association of International Certified Professional Accountants) of the name of the Award winner
- Notify the Section Communications Director for posting to the website at the appropriate time
- Work with the AAA HQ to prepare the plaque(s) and check(s) for the winner(s)
- The award is sponsored by the Association of International Certified Professional Accountants in the amount of \$2,000 in total regardless if there is a single author or multiple authors
- Present the plaque and check at the Section Midyear Meeting and acknowledge the sponsoring organization (the Association of International Certified Professional Accountants)

Call for Nominations

Deadline: August 31

Award: An award in the amount of \$2,000 will be presented annually at the Management Accounting Section Midyear Meeting for the single article that is judged to have the greatest potential impact on managerial accounting practice. The award is sponsored by the Association of International Certified Professional Accountants. The selection committee will be composed of practitioner representatives nominated by the sponsoring organizations and chaired by a Section representative appointed by the President of the Management Accounting Section. Final selection criteria will be determined by the committee.

Eligibility: The paper must have been published within the last five years. For this year's award (2013) the paper must have been published no earlier than August 2008 or later). In addition, the candidate must be a member of the Management Accounting Section of the AAA at the time of the award.

Nomination procedures: The paper may be submitted by the author or by a peer. The nomination must include an electronic copy of the paper.

Nominations should be forwarded to [name] ([email]), Chair of the Award Selection Committee, by **August 31, 20X6**.

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

Chair, Section “Best Early-Career Researcher in Management Accounting Award” Committee

Term of Service:

Chair will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Annual Meeting operating committee meeting in August and a brief status report for the Mid-Year executive committee meeting.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Consult with the Section President to appoint two persons to serve on the committee
- In September, prepare and submit a competition notice to the Section President for emailing to the Section; to the Section Communications Director for posting to the website; and to *Accounting Education News* for publication (see sample Call for Nominations below)
- After the deadline for nominations (February 15), organize the review and selection of the Award winner
- Notify the winner about his/her Award, including the time and place for the Award presentation. Also copy the Department Chair and/or Dean on the notification. ***Note that this communication must emphasize that the award should not be publicized in any manner until after the meeting.***
- Important: Notify the sponsoring organization (the Association of International Certified Professional Accountants) of the name of the Award winner
- Notify the Section Communications Director for posting to the website at the appropriate time
- Work with the AAA HQ to prepare the plaque and check for the winner
- The award is sponsored by the Association of International Certified Professional Accountants in the amount of \$2,000 (because this exceeds \$600, the AAA requires the recipient’s Social Security number)
- With the AICPA representative, present check and plaque at the Section Luncheon of the AAA Annual Meeting and acknowledge the sponsoring organization (the Association of International Certified Professional Accountants)

Call for Nominations

Award: An award in the amount of \$2,000 will be presented at the 20X6 Annual Meeting of the American Accounting Association to the early-career researcher with the best overall body of research in management accounting. The award is sponsored by the Association of International Certified Professional Accountants. The recipient will be selected by a committee made up of three individuals appointed by the President on the advice of the Executive Committee of the Management Accounting Section. Members of this year’s committee are [Name 1] (Chair), [Name 2] and [Name 3].

Eligibility: Eligible research will have been completed within five years of having received the doctoral degree. Nominations for the award are to be submitted at or near the end of that five-year period. Thus, for the award given in 20X6, the candidate must have received the doctoral degree on January 1st 20X0, or later. The body of research to be considered must have been published or accepted for publication by December 31st 20X5. In addition, the candidate must be a member of the Management Accounting Section of the AAA at the time of the award.

[[**To be clear:** Thus, for the award given in 2012, the candidate must have obtained the doctoral degree on January 1st 2006, or later. The body of research to be considered must have been published or accepted for publication by December 31st 2011.]]

Evaluation criteria include:

- Originality and innovative content
- Relevance of the subject to management accounting theory, practice, education and/or advancement of research methods in management accounting
- Contribution to management accounting knowledge and impact on the field
- Evaluation of the likelihood that the body of work will stimulate benefits to management accounting research in the future

Nomination procedures: The nomination letter must clearly identify the nominee (including contact details), the body of work to be considered and a brief statement describing how the body of work has contributed to management accounting research. Letters of support for the nomination may also be included. While there is no standard nomination form, submissions should address, at minimum, the evaluation criteria listed above. Self-nominations are allowed. Nominations should be emailed by February 15, 20X6 to the Chair of the Award Selection Committee: [name, address, email].

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon at AAA Annual Meeting

Chair, Section “Best Paper at the AAA Annual Meeting Award” Committee

Term of Service:

Chair will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Annual Meeting operating committee meeting in August and a brief status report for the Mid-Year executive committee meeting.

To recognize superior scholarship, the Section will present a Best Paper Award for the AAA Annual Meeting

The Chair of the Committee is the Annual Meeting Section’s Lead-Liaison from the prior year

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Consult with the Section President to appoint two or more persons to serve on the committee
- Organize the review and selection of the Award winner
 - Specifically, make arrangements with the current Annual Meeting Lead-Liaison (who was the Committee Chair’s last year’s Co-Liaison) to receive a shortlist of papers for the Committee to consider
- Notify the winning author(s) about their Award, including the time and place for the Award presentation. Also copy the Department Chair and/or Dean on the notification. ***Note that this communication must emphasize that the award should not be publicized in any manner until after the meeting.***
- Notify the Section Communications Director for posting to the website at the appropriate time
- Work with the AAA HQ to prepare the plaque(s) for the winner(s); there is no money prize
- Present the plaque(s) at the Section Luncheon of the AAA Annual Meeting

Meetings

January: Executive Committee Meeting at Section’s Midyear Meeting

August: Section Business Luncheon at AAA Annual Meeting

Chair, Section “Best Paper at Midyear Meeting Award” Committee

Term of Service:

The Chair of the Committee is the Midyear Meeting’s Lead-Director from the prior year. The term of service begins when the Chair is notified by the current Midyear Meeting Lead-Director that the slate of nominated papers has been identified. It ends at the following annual meeting.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August. Since duties are complete by the Mid-Year meeting, the Chair can submit the same report to both meetings.

To recognize superior scholarship, the Section will present a Best Paper Award for its Midyear Meeting

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Consult with the Section President to appoint two or more persons to serve on the committee
- Organize the review and selection of the Award winner
 - Specifically, make arrangements with the current Midyear Meeting Lead-Director (who was the Committee Chair’s last year’s Co-Director) to receive a shortlist of papers for the Committee to consider
- Notify the winning author(s) about their Award, including the time and place for the Award presentation. Also copy the Department Chair and/or Dean on the notification. ***Note that this communication must emphasize that the award should not be publicized in any manner until after the meeting.***
- Notify the Section Communications Director for posting to the website at the appropriate time
- Work with the AAA HQ to prepare the plaque(s) for the winner(s); there is no money prize
- Present the plaque(s) at the Luncheon of the Section’s Midyear Meeting

Meetings

January: Executive Committee Meeting at Section’s Midyear Meeting

Chair, Section “Best Case Award” Committee

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August. Since committee duties are complete by the Mid-Year meeting, the Chair can submit the same report to both meetings.

To recognize superior case writing, the Section will present a Best Case Award, which is sponsored by the IMA, at the Case Conference.

The Chair of the Committee is appointed by the President of the Section, but is expected to normally be an IMA representative (who normally is the Section’s IMA Liaison).

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Consult with the Section President to appoint two or more persons to serve on the committee
- Organize the review and selection of the Award winner
 - Specifically, make arrangements with the Case Conference Co-Directors to receive a shortlist of cases for the Committee to consider
- Notify the winning author(s) about their Award, including the time and place for the Award presentation. Also copy the Department Chair and/or Dean on the notification. ***Note that this communication must emphasize that the award should not be publicized in any manner until after the meeting.***
- Important: Notify the sponsoring organizations (IMA) of the name of the Award winner
- Notify the Section Communications Director for posting to the website at the appropriate time
- Work with the AAA HQ to prepare the plaque(s) and check(s) for the winner(s)
- The award is sponsored by the IMA in the amount of \$1,000 in total regardless if there is a single author or multiple authors; the AAA requires the recipient’s Social Security number for checks of \$600 or more
- With the IMA representative, present the check at the Case Conference and acknowledge the sponsoring organization (IMA)
- Work with the Midyear Meeting Lead and Co-Directors to highlight the winning case at the Midyear Meeting
- With the IMA representative, recognize the award winner(s), present the plaque, and acknowledge the sponsoring organization at the Midyear Meeting

Meetings

January: Executive Committee Meeting at Section’s Midyear Meeting

Chair, Section “Lifetime Contribution Award” Committee

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August. Since committee duties are complete by the Mid-Year meeting, the Chair can submit the same report to both meetings.

The committee consists of the three most recent Section past presidents, serving staggered three-year terms. The most senior member; i.e., the member with one year remaining on his or her term on this Committee, will serve as chair.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- In late-Spring/Summer, prepare and submit a nominations notice to the Section President for emailing to the Section; to the Section Communications Director for posting to the website; and to *Accounting Education News* for publication (see sample Call for Nominations below)
- After the deadline for nominations (September 1st), organize the review and selection of the Award winner
- Notify the Section President of the award winner
 - The Section President will notify the winner and invite the winner to give a short talk after receiving the award. ***Note that this communication must emphasize that the award should not be publicized in any manner until after the meeting.***
 - Upon discretion of the Award winner and approval of the JMAR Senior Editor, the talk will be considered for publication in JMAR
 - The conference registration fee is waived for the winner and the Section provides for plane fare and lodging
- Important: Notify the sponsoring organization (the Association of International Certified Professional Accountants) of the name of the Award winner
- As applicable, also notify the award winner's Department Chair and/or Dean
- Notify the Section Communications Director for posting to the website at the appropriate time
- Work with the AAA HQ to prepare the plaque and check for the winner
- The award is sponsored by the Association of International Certified Professional Accountants in the amount of \$3,500 (because this exceeds \$600, the AAA requires the recipient's Social Security number)
- With the AICPA representative (normally is the Section's AICPA Liaison), present the plaque and the check to the Award winner at the Section Midyear Meeting and acknowledge the sponsoring organization (the Association of International Certified Professional Accountants)

Call for Nominations

Nominations are being solicited for the 20X1 Management Accounting Section Lifetime Contribution to Management Accounting Award, sponsored by the Association of International Certified Professional Accountants. The purpose of the award is to recognize individuals who have made significant contributions to management accounting education, research and/or practice over a sustained period of time through scholarly endeavors, teaching excellence (including educational innovation and mentorship of students), and/or service to the

Management Accounting Section and/or related professional organizations. Through bestowing this award, the Section recognizes the recipient as a role model for current and future management accounting scholars. This award will normally be given every year, based upon the availability of eligible candidates.

Since the purpose of the award is to recognize lifetime contributions in the field of management accounting, eligibility is not restricted to academics. However, a member of the American Accounting Association and the Management Accounting Section is preferred. Current members of the Lifetime Contribution to Management Accounting Award Committee and the Management Accounting Section Executive Committee are ineligible for the award.

Nomination of a candidate is confidential. Anyone wishing to nominate a candidate for the award should submit a letter nominating the candidate, any supporting materials such as letters from other supporters of the candidate and, where possible, a current Curriculum Vitae. Nominations submitted within the past three years will be considered along with nominations submitted this year. Updates to previous nomination packages are welcome. The closing date for nominations is September 1st 20X0. The award will be presented at the Midyear Meeting of the Management Accounting Section in January 20X1.

Prior award winners are listed on the Section's website.

Materials should be sent by September 1st 20X0 to the Chair of the Award Selection Committee: [name, address, email].

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

Chair, Section “Dissertation Award” Committee

Term of Service:

Chair will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Annual Meeting operating committee meeting in August and a brief status report for the Mid-Year executive committee meeting.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Consult with the Section President to appoint two or more persons to serve on the committee
- In September, prepare and submit a competition notice to the Section President for emailing to the Section; to the Section Communications Director for posting to the website; and to *Accounting Education News* for publication (see sample Call for Nominations below)
 - Consider emailing the notice to Ph.D. Program Directors at doctoral-granting schools (see listing in *Hasselback*)
- After the deadline for nominations (March 1), organize the review and selection of the two outstanding dissertations (winner and runner-up)
- Notify the winning authors (winner and runner-up) about their Award, including the time and place for the Award presentation
 - Send a copy of the written notice to the dissertation chairs/supervisors of the two outstanding dissertations
 - As applicable, also copy the Department Chair and/or Dean on the notification
 - ***Note that this communication must emphasize that the award should not be publicized in any manner until after the meeting.***
- Send "rejection" notices to those persons who did not win an award
- Important: Notify the sponsoring organization (IMA) of the names of the Award winners
 - Send a Thank-You note to the sponsor (IMA) for their support of the award
- Notify the Section Communications Director for posting to the website at the appropriate time
- Work with the AAA HQ to prepare the plaque(s) and check(s) for the winner(s)
- The award is sponsored by the IMA in the amount of \$1,000 for the winner and \$250 for the runner-up; the AAA requires the recipient's Social Security number for checks of \$600 or more
- With the IMA representative, present the plaques and checks at the Section's Business Luncheon of the AAA Annual Meeting and acknowledge the sponsoring organization (IMA)

Call for Nominations

The AAA Management Accounting Section is pleased to announce its 20X1 dissertation award competition. The purpose of this competition is to recognize outstanding dissertation research in the field of management accounting. The award is generously sponsored by the Institute of Management Accountants (IMA). This year's winner will be honored with a cash award of

\$1,000, and the runner-up will receive \$250. Both the winner and the runner-up will receive plaques at the Management Accounting Section Luncheon of the AAA Annual Meeting in August 20X1.

An entry may be nominated by either the student who authored the dissertation or one or more members of the dissertation committee. The entry may NOT be simultaneously submitted to other dissertation competitions sponsored by other Sections of the American Accounting Association. All entries must include a letter from the dissertation chairperson stating that the dissertation has been completed and accepted by the degree-granting institution between January 1 and December 31 of 20X0; that is, the 20X1 award recipient must have completed his/her dissertation during 20X0.

Please note that dissertations that have been considered for, or that have won, the AAA/Grant Thornton Doctoral Dissertation Award (which is intended to recognize innovative research of third or fourth year PhD students that have passed their proposal defense at the time of the award) are not excluded from having their completed dissertation considered for the Management Accounting Section Dissertation Award.

An electronic copy of the dissertation or a solo-authored working paper from the dissertation should be emailed to the Chair of the Dissertation Award committee. While the committee would prefer working paper submissions, no advantage will be given to submissions in that form.

Please ensure that all materials are received by the Chair of the Dissertation Award selection committee – [Name, Email address] – by **March 1, 20X1**.

Thank you,

[Name]
[Address]
[Phone]

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon at AAA Annual Meeting

(Co-)Chair(s), Section Instructional Resources Committee

Term of Service:

Chair will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Work with the Section Communications Director to provide, through the Section's website, member access to relevant educational resources.
 - The Report contains a comprehensive, multi-year plan that included the following educational resources for Section members:
 - (1) Up-to-date (and cumulative) lists (and abstracts) of relevant educational manuscripts and cases published in the major accounting education journals (such as, *Journal of Accounting Education*, *Issues in Accounting Education*, *Advances in Accounting Education*, *Accounting Education: An International Journal*, and the *Journal of Accounting Case Research*)
 - (2) Innovative management accounting educational materials identified through submissions to the AAA and the Management Accounting Section "Teaching Innovation Award" competitions
 - (3) Links on the Section's website to various education websites (e.g., U.S. Department of Education, ERIC, American Association of Higher Education) as well as the education-related webpages of allied professional organizations (e.g., American Economics Association, Academy of Management, American Finance Association, Financial Management Association)
 - (4) Relevant educational case materials produced by organizations such as the IMA, the AICPA and other outlets, such as the *University of Virginia's Darden Case Collection Series*
 - (5) Listing (including abstracts) of cost/ management accounting related education papers presented at recent AAA meetings (national and regional)
- Periodically provide, or direct others to provide, to the Section Communication Director information to update the Section's "educational resources" area within its website
- Provide to the Section Executive Committee at each Midyear Meeting a progress report regarding implementation activities and the status of the "educational resources" section of the Section's webpage
- Monitor the workload of the Committee and, with the advice and consent of the Section President, add necessary committee members, to accomplish the Committee's goals

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

Section National Meeting Lead- and Co-Liaisons

The coalition of Lead- and Co-Liaisons is designed such that “learning on the job” is facilitated and institutional memory is maintained in developing and organizing the management accounting sessions for the AAA Annual Meeting.

The current-year Co-Liaison becomes the following year’s Lead-Liaison. Each year, the President-Elect appoints the new Co-Liaison.

Because of the built-in institutional memory that is achieved in this way, the below tasks, duties and responsibilities are stated only in the broadest of terms. The specific details of the task are passed on from Lead- to Co-Liaison each year, and indeed tweaked and improved upon each round as needed and in discussion with the AAA Annual Meeting Program Chair and the Section President.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Annual Meeting operating committee meeting in August and a brief status report for the Mid-Year executive committee meeting.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- For the Lead-Liaison, discuss with the President-Elect a suitable Co-Liaison to appoint
- Attend the planning meeting of the AAA Annual Meeting Program Advisory Committee
 - The Liaison is a member of the Annual Meeting Program Advisory Committee
 - The Annual Meeting Program Advisory Committee meeting is conducted by the AAA Program Chair to review the general timetable, deadlines, and procedures; the proposed call for submissions notice; the reviewer rating form; the Annual Meeting website; the conference theme, etc.
- Develop the management accounting sessions for the AAA Annual Meeting, including any and all arrangements related to:
 - Soliciting papers, panel session ideas, reviewers, discussants and moderators
 - Regularly checking the online system to track papers submitted, reviewers assigned and reviews completed
 - Selecting papers for sessions of the various types based upon blind reviews
 - Scheduling sessions (based upon the time slots allocated by the Annual Meeting program chair, which presumably is proportional to the number of papers submitted to each Section)
 - Providing the Section President with a list of authors whose papers were scheduled for the program but who subsequently withdrew.
 - Scheduling moderators and discussants (if they are used)
 - Note that meeting organizers should not solicit sponsorships for any part of the program without first communicating with the Section President.
- Select a shortlist of papers to forward to the Chair of the “Best Management Accounting Paper at the Annual Meeting Award” Committee
- Attend the Annual Meeting, the Section Business Luncheon and the Section Operating Committee meeting, and handle any last-minute emergencies, such as cancellations

- If the Lead-Liaison cannot attend the meeting, s/he should arrange for the Co-Liaison to assume these duties
- For the Lead-Liaison, become the Chair of the “Best Management Accounting Paper at the Annual Meeting Award” Committee for the next AAA Annual meeting
- For the Lead-Liaison, provide a brief progress report to the Executive Committee at the Section’s Midyear Meeting

Meetings (Lead-Liaison)

January: Executive Committee Meeting at Section’s Midyear Meeting

August: Section Business Luncheon and Operating Committee Meeting at AAA Annual Meeting

Section Midyear Meeting Lead- and Co-Directors

The coalition of Lead- and Co-Directors is designed such that “learning on the job” is facilitated and institutional memory is maintained in developing and organizing the Section’s flagship Midyear Meeting.

The current-year Co-Director becomes the following year’s Lead-Director. Each year, the President-Elect appoints the new Co-Director.

Because of the built-in institutional memory that is achieved in this way, the below tasks, duties and responsibilities are stated only in the broadest of terms. The specific details of the task are passed on from Lead- to Co-Director each year, and indeed tweaked and improved upon each round as needed and in discussion with the Section President.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- For the Lead-Director, propose a suitable Co-Director for the next Midyear Meeting and obtain approval from the President-Elect
- For the Lead-Director, provide a brief progress report about the upcoming Midyear Meeting to the Section’s Operating Committee at the Annual Meeting
- The Lead Organizer of each of the three events (Research Conference, Doctoral Colloquium, and Teaching Symposium) forms a trio of organizers, with the President at the time the meeting will be held the final authority on any big-picture decisions or conflicts.
- Oversee the complete planning and organization of the Section’s Midyear meeting, including any and all arrangements related to:
 - Conference location and hotel selection
 - Conference publicity
 - Calls for paper and case submissions
 - Conference paper and case review process
 - Conference program design, including plenary, paper, case and panel sessions
 - Conference program paper and case selection process
 - Conference program publicity and registration
 - Providing the Section President with a list of authors whose papers were scheduled for the program but who subsequently withdrew
 - Note that meeting organizers should not solicit sponsorships for any part of the program without first communicating with the Section President.
- Select a shortlist of papers to forward to the Chair of the Best Paper Award Committee
- Work with the Chair of the Best Case Award Committee to showcase the winning case and recognize the winner at the Midyear Meeting
- Attend the Midyear Meeting and the Section Executive Committee meeting, and handle any last-minute emergencies, such as cancellations

- If the Lead-Director cannot attend the meeting, s/he should arrange for the Co-Director to assume these duties
- For the Lead-Director, become the Chair of the Best Paper Award Committee for the next Midyear meeting

Meetings (Lead-Director)

January: Executive Committee Meeting at Section's Midyear Meeting

August: Operating Committee Meeting at AAA Annual Meeting

Note: Given that a considerable proportion of our Section members are not from the United States, and given that our Midyear meeting is attended by many participants from outside of the United States, a practice has developed over time to hold the Midyear meeting in cities that provide relatively convenient access for all members. Convenient access might reflect a limited number of flights/connections for those travelling internationally (with convenient connections when required) and the possibility of a direct flight for those travelling domestically. While that will not always be possible for all participants, consideration to locations where transportation to the meeting is relatively convenient might enhance participation.

Section Doctoral Colloquium Lead- and Co-Directors

The coalition of Lead- and Co-Directors is designed such that “learning on the job” is facilitated and institutional memory is maintained in developing and organizing the Section’s Doctoral Colloquium.

The current-year Co-Director becomes the following year’s Lead-Director. Each year, the co-Director should work with the Lead-Director to propose the next co-lead, but that choice is ultimately up to the President-Elect.

Because of the built-in institutional memory that is achieved in this way, the below tasks, duties and responsibilities are stated only in the broadest of terms. The specific details of the task are passed on from Lead- to Co-Director each year, and indeed tweaked and improved upon each round as needed and in discussion with the Section President.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August. Since committees duties are complete by the Mid-Year meeting, Co-Directors can submit the same report to both meetings.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- For the Lead-Director, discuss with the President-Elect a suitable Co-Director to appoint
- For the Lead-Director, provide a brief progress report about the upcoming Doctoral Colloquium to the Section’s Operating Committee at the Annual Meeting (either in writing or in person when invited to attend the Operating Committee)
- In close collaboration with the Section’s Midyear Meeting Lead-Director, oversee the complete planning and organization of the Section’s Doctoral Colloquium, including any and all arrangements related to:
 - Doctoral Colloquium publicity
 - Calls for applications
 - Application reviews
 - Admission decisions, using procedures below
 - All managerial Ph.D. students will be accepted.
 - IMA provides sponsoring for 50 hotel rooms and 60 conference fees, and food and beverages during the day. They will be allocated by
 - Ranking the students on year remaining in the program. Those closer to completing program are ranked higher.
 - Within year of the program, ranking students on the date they applied with the earlier applied students ranking higher.
 - Allocating the first 50 ranked students with a hotel room, conference fees, and food and beverages during the day.
 - Allocating numbers 51-60 conference fees and food and beverages during the day.
 - Allocating students after 60 food and beverages during the day.

- When a student does not confirm or does not show up, the student shall be removed from the ranking and everyone moves up one place in the ranking for receipt of funding.
- Individuals who are not PhD students will not be accepted (e.g., junior faculty or individuals interested in accounting PhD programs.)
- The section has agreed to cover the food and beverage costs of students in excess of 60, but president and treasurer must be informed when this is likely to occur.
- Doctoral Colloquium program design, including plenary, panel, discussion and journal editor sessions
- Doctoral Colloquium program publicity and registration
- Note that meeting organizers should not solicit sponsorships for any part of the program without first communicating with the Section President.
- Attend the Doctoral Colloquium and the Section Executive Committee meeting, and handle any last-minute emergencies, such as cancellations
 - If the Lead-Director cannot attend the meeting, s/he should arrange for the Co-Director to assume these duties
- Make sure that in all communications and at every appropriate occasion, the generous sponsoring by the IMA is acknowledged

Meetings (Lead-Director)

January: Executive Committee Meeting at Section's Midyear Meeting

Section Teaching Symposium Lead- and Co-Directors

The coalition of Lead- and Co-Directors is designed such that “learning on the job” is facilitated and institutional memory is maintained in developing and organizing the Section’s Teaching Symposium.

The current-year Co-Director becomes the following year’s Lead-Director. Each year, the co-Director should work with the Lead-Director to propose the next co-lead, but that choice is ultimately up to the President-Elect.

Because of the built-in institutional memory that is achieved in this way, the below tasks, duties and responsibilities are stated only in the broadest of terms. The specific details of the task are passed on from Lead- to Co-Director each year, and indeed tweaked and improved upon each round as needed and in discussion with the Section President.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August. Since committee’s duties are complete by the Mid-Year meeting, Co-Directors can submit the same report to both meetings.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- For the Lead-Director, discuss with the President-Elect a suitable Co-Director to appoint
- For the Lead-Director, provide a brief progress report about the upcoming Teaching Symposium to the Section’s Operating Committee at the Annual Meeting (either in writing or in person when invited to attend the Operating Committee)
- In close collaboration with the Section’s Midyear Meeting Lead-Director, oversee the complete planning and organization of the Section’s Teaching Symposium, including any and all arrangements related to:
 - Teaching symposium publicity
 - Calls for submissions
 - Submission reviews and acceptances in accordance with the goals of that year’s symposium
 - Teaching symposium program design, including plenary, panel, discussion and case/mini-classroom sessions
 - Teaching symposium program publicity and registration
 - Note that meeting organizers should not solicit sponsorships for any part of the program without first communicating with the Section President.
 - Ensure that the Teaching Symposium organization, planning, execution, and reporting meet the terms of the AICPA sponsorship agreement (which can be obtained from the AAA staff or the MAS President).
- Attend the Teaching symposium and the Section Executive Committee meeting, and handle any last-minute emergencies, such as cancellations
 - If the Lead-Director cannot attend the meeting, s/he should arrange for the Co-Director to assume these duties
- Make sure that in all communications and at every appropriate occasion, the generous sponsoring by the AICPA is acknowledged

MAS/IMA Case Conference Lead- and Co-Directors

The coalition of Lead- and Co-Directors is designed such that “learning on the job” is facilitated and institutional memory is maintained in developing and organizing the Case Conference.

The current year Co-Director becomes the following year’s LeadDirector. Each year, the President-Elect appoints the new Co-Director.

Because of the built-in institutional memory that is achieved in this way, the below tasks, duties and responsibilities are stated only in the broadest of terms. The specific details of the task are passed on from Lead- to Co-Director each year, and indeed tweaked and improved upon each round as needed and in discussion with the Section President.

Deliverables:

Provide a report of Case Conference activities to the Secretary-Treasurer for the Mid-Year Meeting Executive Committee in January and for the Annual Meeting Operating Committee meeting in August.

Tasks, Duties and Responsibilities

- Work with the President-Elect and the IMA Liaison to determine the Case Conference date, location, and hotel selection
- For the Lead-Director, discuss with the President-Elect a suitable Co-Director to appoint.
- For the Lead-Director, provide a report about the Case Conference to the Section’s Operating Committee at the Annual Meeting and to the Section’s Executive Committee for the Midyear Meeting.
- In close collaboration with the IMA Liaison and the AAA Headquarters meeting planning team, oversee the complete planning and organization of the MAS/IMA Case Conference, including any and all arrangements related to:
 - Case Conference publicity and registration
 - Calls for case submissions
 - Submission reviews and selection decisions
 - Case Conference program design, including plenaries, panels, concurrent sessions, and socializing events
- Note that meeting organizers should not solicit sponsorships for any part of the program without first communicating with the Section President and with the IMA.
- Attend the Case Conference and the Section Executive Committee meeting, and handle any last-minute emergencies, such as cancellations
 - If the Lead Director cannot attend, s/he should arrange for the Co-Director to assume these duties
 - Take photos of presentations of awards and send to Communication Director
- Make sure that in all communications and at every appropriate occasion, the generous partnership with the IMA is acknowledged

Meetings (Lead-Director)

January: Executive Committee Meeting at Section’s Midyear Meeting

Section AICPA Liaison

Term of Service:

Liaison will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year. Liaison can be reappointed to multiple terms.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Coordinate any ongoing activities between the Section and AICPA
- Work with AICPA to discuss, and develop as appropriate, any initiatives of mutual interest

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon at AAA Annual Meeting

Varying dates: AICPA Business and Industry Executive Committee Meetings

Section CIMA Liaison

Term of Service:

Liaison will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year. Liaison can be reappointed to multiple terms.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Serve as the first point of contact between the Management Accounting Section and CIMA
- Coordinate any ongoing activities between the Section and CIMA
- Work with CIMA to discuss, and develop as appropriate, any initiatives of mutual interest

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

Section CPA Canada Liaison

Term of Service:

Liaison will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year. Liaison can be reappointed to multiple terms.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Serve as the first point of contact between the Management Accounting Section and CPA-Canada
- Coordinate any ongoing activities between the Section and CPA-Canada
- Work with CPA-Canada to discuss, and develop as appropriate, any initiatives of mutual interest

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

Section IMA Liaison

Term of Service:

Liaison is typically a representative of the IMA, and liaison will be appointed by the President-Elect at some point during his/her term. The term of service begins at the annual meeting at which the President-Elect becomes President and ends at the annual meeting the following year. Liaison can be reappointed to multiple terms.

Deliverables:

Provide a report of committee activities to the Secretary-Treasurer for the Mid-Year meeting executive committee in January and for the Annual Meeting operating committee meeting in August.

Tasks, Duties and Responsibilities

- Participate in, and attend, all Section functions as required and as reasonably possible
- Serve as the first point of contact between the Management Accounting Section and IMA
- Coordinate any ongoing activities between the Section and IMA
- Work with IMA to discuss, and develop as appropriate, any initiatives of mutual interest

Meetings

January: Executive Committee Meeting at Section's Midyear Meeting

August: Section Business Luncheon at AAA Annual Meeting

Section Disbursement and Reimbursement Policies

Travel Reimbursement

Current AAA reimbursement policies, as well as the AAA reimbursement form, can be obtained from the AAA HQ website. Some unusual circumstances may arise in reimbursements. Past practice given unusual transportation to the meeting city has reimbursed for half of the lowest airline fare. In the case of car rental, past practice has reimbursed for half the cost of an airport shuttle.

Executive Committee Members: When attendance at the Section's Midyear Executive Committee meeting necessitates an additional night's stay for the Mid-Year Meeting, Section members who have registered to attend the Mid-Year Meeting are eligible for reimbursement for the following:

- One night's lodging
- One day of meals (maximum = AAA per diem)
- One half of all transportation costs

JMAR Senior Editor: Eligible for reimbursement of 100 percent of reasonable travel expenses incurred, subject to the approval of the Section President, for travel undertaken in his/her capacity as Senior Editor.

Subject to pre-approval from the Section President, the Section will reimburse 100 percent of unreimbursed expenses in excess of his/her stipend that are associated with attending meetings as a representative of the Management Accounting Section or other JMAR promotional activities. The JMAR Senior Editor should submit an annual budget of such activities to the Section President and Secretary/Treasurer, submit expenses to the Secretary/Treasurer for reimbursement as incurred, and provide an accounting of actual expenses compared to budget to the Section President and Secretary/Treasurer.

JMAR submission fees and Midyear Meeting: Papers accepted for concurrent sessions at the Midyear Meeting are not exempt from JMAR submission fees.

JMAR Conference presenting authors: Each JMAR Conference presenting author is eligible for a \$200 expense reimbursement. Requests should be sent to the Secretary/Treasurer after the Midyear Meeting.

Lifetime Contribution Award Recipients: Travel expenses are paid for the meeting at which the award is presented.

Plenary speakers at the Midyear Meeting: If they are not section members, they are reimbursed for economy-class airfare, hotel, transportation, and AAA per diem for meals not provided as part of the conference; free conference registration; no honoraria.

Practitioners serving on panels at the Midyear Meeting: Free conference registration but no travel expense reimbursement or honoraria

Practitioners attending Midyear Meeting but not speaking: No travel expense reimbursement. Free conference registration up to the number noted with the Midyear Meeting sponsorship policy that follows; otherwise conference registration fee must be paid

Midyear Meeting Lead and Co-Lead Directors: No travel expense reimbursements beyond those described for attending the Executive Committee Meeting; can discuss possibility of hotel upgrades with the AAA Staff who is helping to organize the meeting

JMAR Senior Editor's Stipend

The JMAR Senior Editor receives \$4,000 per year to help his/her university defray expenses associated with the journal.

Awards

IMA reimburses the Section for the following awards: the Dissertation Award of \$1,000 and the Runner-up Award of \$250; the Jim Bulloch Award of \$2,000; and the Best Case Award of \$1000.

The Association of International Certified Professional Accountants reimburses the Section for the following awards: the Impact on Practice Award of \$2,000; the Best Early-Career Researcher Award of \$2,000; and the Lifetime Contribution to Management Accounting Literature Award of \$3,500.

The Section's Notable Contribution to Management Accounting Literature Award winner receives \$1,000. If multiple authors share the award, the \$1,000 is divided evenly among them.

The AAA requires the recipient's Social Security number for checks of \$600 or more.

Section Midyear Meeting Sponsorship Policy

Sponsor level and type	Amount	Recognition and type of event to be sponsored
Conference sponsor	\$1000-\$2000	Recognition on the front of the conference program
Event sponsorships		
Bronze event sponsor	\$2000-\$4000	<p>Recognition in the front of the conference program as a Bronze sponsor and recognition in the conference program next to the listing of the particular event and signage at the door of the event noting sponsoring organizations</p> <p>This level of sponsorship would fund a coffee break at the conference, or a display table for textbook or similar learning resource companies (as provided by the conference hotel). Two organizations could also partner each at the Bronze level to fund a breakfast</p>
Silver event sponsor	\$4000-\$6000	<p>Recognition in the front of the conference program as a Silver sponsor and recognition in the conference program next to the listing of the particular event and signage at the door of the event noting sponsoring organizations and one complementary registration to the conference</p> <p>This level of sponsorship would fund a breakfast at the conference or two coffee breaks or two organizations could partner each at the Silver level to fund a luncheon or reception</p>
Gold event sponsor	> \$6,000	<p>Recognition in the front of the conference program as a Gold sponsor and recognition in the conference program next to the listing of the particular event and signage at the door of the event noting sponsoring organizations and two complementary registrations to the conference</p> <p>This level of sponsorship would fund a luncheon or reception</p>

Sponsors may also cover the costs of particular aspects of the conference other than an event, such as the cost of printing the conference program or the cost of audiovisual equipment. These sponsors can be recognized in the conference program based on how their sponsorship fits into the above grid at the appropriate cost level.