

Society of Toxicology Regional Chapter Collaboration and Communication Committee (RC4) Guidelines

Revised March 22, 2016

Approved May 9, 2016

The Society of Toxicology Regional Chapter governance committee was established on March 10, 2010. This committee is now the Regional Chapter Collaboration and Communication Committee or the RC4.

Committee Mission Statement:

To serve the interest of all Regional Chapters of the Society of Toxicology (SOT) as an internal advisory council and liaison to the national SOT. To escalate Regional Chapter global issues, to strengthen national support for, ensure the sustainability of, and encourage collaboration among Regional Chapters, with the ultimate goal of improving the promotion of science of toxicology at the regional level.

The purpose of the group will be to:

1. Present a unified voice for Regional Chapters to SOT Council;
2. Allow for collaboration, sharing of ideas and resources, and open discussion amongst chapters.
3. Identify and coordinate Chapter activities and initiatives that support the overall SOT strategic plan.

Representation of the various different Chapters in a simple, unified manner will produce more effective communication between Chapters and Council. The Committee will address core issues that affect all Chapters (e.g. RC funding and SOT support for Chapter activities). The Committee will channel issues and develop proposals for the SOT Council action. Representatives will represent the interests of all Chapters, not just their specific Chapter and/or region.

Committee Composition and Rotation Schedule:

The Committee shall be made up of 18 committee members (one each from all Regional Chapters). There will be a chair and a co-chair. The co-chair will be selected from the Regional Chapter who is next in the rotation schedule. The rotation schedule will be alphabetical order beginning with the Allegheny-Erie Chapter and ending with the Southern California Chapter. The chair and co-chair will serve two year terms, one year as the chair and one year as the co-chair.

Members are selected based on volunteering and/or a rotation schedule selected by each Chapter. The Chapter has flexibility in determining the methods for nominating members. If the Chapter

does not bring forth a representative by the start of the term (May 1), the default representative will be the Chapter president. The Committee will communicate through the SOT RC staff liaison.

Committee Meetings:

The Committee will hold at least four meetings annually, one of which will be in-person at the SOT Annual Meeting. The other meetings can be conducted *via* WebEx or conference calls. Minutes will be taken at these meetings and disseminated to all Chapter Officers and SOT Council.

Committee Member Transition:

If possible, incoming members will sit in on the final meeting of the year to prepare for their term of service.