

**PAST PRESIDENT:**

- General:
  - Help fundraise
  - Administer the Achievement Award

**PRESIDENT:**

- General:
  - Define PANWAT goals and responsibilities
  - Ensure that regional officers are well informed on SOT issues and updates
  - Assign duties to officers and set up chairs for different committees as needed: awards, membership, program, funding as needed
  - Address SOT issues and requests
  - Calendar, prepare agenda, and conduct regular Executive Committee meetings
- PANWAT Annual Meeting
  - Organize PANWAT officers meeting at the regional meeting
  - Solicit funding/sponsors
- SOT Annual Meeting
  - Attend Regional Presidents and VPs meeting
  - Attend PANWAT reception

**VICE PRESIDENT:**

- General:
  - Help President to address SOT and PANWAT issues and responsibilities
- PANWAT Annual Meeting
  - Lead development of regional meeting program
  - Finalize regional meeting site by July
    - Typical program:
      - Reception in the evening of day 1
      - Full day scientific program during working hours of day 2
  - Coordinate abstract submission
  - Coordinate logistics (e.g., AV equipment and support, menus).
- SOT Annual Meeting
  - Attend PANWAT reception

**VICE PRESIDENT-ELECT:**

- General:
  - Help the President and VP to address SOT and PANWAT issues and responsibilities
  - Elections:
    - Solicit PANWAT officers via email in the Fall (confer with SOT liaison for specific dates and deadlines).
    - Compile biographical sketches and send to SOT with ballot
    - Notify the results of the ballot to candidates
- PANWAT Annual Meeting:
  - Help develop the scientific program and organize the meeting
  - Support Vice President in the logistics (e.g., AV equipment and support, menus).
  - Responsible for final printing and distribution of the program
  - Help solicit funding
  - Set up the awards committee to serve as judges for the student/postdoc awards
  - Responsible for certificates for student/postdoc awards
- SOT Annual Meeting:

- Responsible for plaques/certificates for outgoing officers
- Attend PANWAT reception

**SECRETARY/TREASURER:**

- General:
  - Help solicit funding
  - End-of-year financial report to SOT
  - Finances – most handled by SOT but need to check account for accuracy
  - Responsible for taking minutes during conference calls and meetings
- PANWAT Annual Meeting:
  - Help develop the scientific program and organize the meeting
  - Present financial report to the PANWAT members
  - Ensure checks are distributed through SOT portal for awards
- SOT Annual Meeting:
  - Attend PANWAT reception

**COUNCILORS:**

- General:
  - Responsible for postdoc & student participation & representation in PANWAT
  - Responsible for keeping PANWAT website up to date
- PANWAT Annual Meeting:
  - Help develop the scientific program and organize the meeting
  - Help solicit funding
- SOT Annual Meeting:
  - Administer the Baird and Andreasen awards
  - Senior Councilor will be point of contact for SOT Headquarters regarding awards
  - Attend PANWAT reception

**POSTDOCTORAL REPRESENTATIVE:**

- General:
  - Help with obtaining Postdoctoral Representative candidates in PANWAT
- PANWAT Annual Meeting:
  - Encourage postdoc participation
  - Plan mentoring/social event with Graduate Student Representatives
- SOT Annual Meeting:
  - Help coordinate the annual meeting mixer with the Sr. Graduate Student Representative
  - Attend PANWAT reception

**GRADUATE STUDENT REPRESENTATIVE:**

- General:
  - Help with obtaining Graduate Student Representative candidates in PANWAT
- PANWAT Annual Meeting:
  - Encourage graduate student participation
  - Plan mentoring/social event with Postdoctoral Representative
- SOT Annual Meeting:
  - Prepare a PANWAT poster (Jr.)
  - Help coordinate the Annual Meeting mixer with the Postdoc Representative (Sr.)
  - Attend PANWAT reception (Jr./Sr)