



Women in Toxicology

SPECIAL INTEREST GROUP

Mentoring • Visibility • Leadership • Education

Officer Duties

WIT Executive Committee

The Executive Committee (EC) of Women in Toxicology (WIT) consists of the President, Vice President, Vice President-Elect, Secretary-Treasurer, three Councilors (two elected Councilors and the Past President), Postdoctoral Representative and Graduate Student Representative. The President serves as chairperson of the EC. Five members of the EC constitute a quorum for the transaction of business. The term of office is May 1 through April 30.

WIT EC members must be members of the WIT SIG.

Presidential Succession: The Four-Year Term of Service

Vice President-Elect (Year 1), Vice President (Year 2), President (Year 3), Past President/Councilor (Year 4)

Duties

Note: this is not an all-inclusive list and mainly reflects the duties as required per the bylaws; each EC from year to year may operate in a slightly different manner so long as in accordance with the bylaws.

President

- Provides overall direction for WIT and its associated activities
- Presides at WIT EC meetings
- Presides at the WIT SIG reception at the SOT Annual Meeting
- Represents WIT in various SOT Committees and meetings as requested by SOT HQ
- Serves as Chair of the Outreach Committee; as such, is responsible for communication to the WIT membership
- Forms *ad hoc* Committees and appoints Committee Chairs as needed
- Participates on Election Committee

Vice President

- Provides advice and support to the President and the EC
- Represents WIT in various SOT Committees and meetings as requested by SOT HQ
- Serves as President in the absence of the President
- Serves as Chair of the SOT Awards Nomination Committee
- Serves as Chair of the Program Committee (Note: activity begins with call for proposals around the time of the SOT Annual Meeting and continues through the submission of WIT recommendations to SOT HQ which occurs in May after transition of term to the President position on May 1.)

Vice President-Elect

- Serves as Co-Chair of the Awards Nomination Committee
- Serves as Co-Chair of the Program Committee

Other Executive Committee Roles

Duties

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Secretary-Treasurer (Two-Year Term)

- Responsible for drafting meeting minutes of the EC meetings
- Facilitates development and distribution of the WIT newsletter
- Interacts with the SOT HQ liaison regarding financial matters as needed

Councilors

The elected Councilors each serve two-year terms; terms are staggered so that a new Councilor is elected each year. The third Councilor is the most immediate Past President.

Junior Councilor (Year 1)

- Serves as Co-Chair of the WIT Awards Committee

Senior Councilor (Year 2)

- Serves as Chair of the WIT awards committee

Past President/Councilor

- Transitions from President to Past President on May 1
- Provides advice, historic insight, experience, and support to the President and the EC
- Serves as the Chair of the Election Committee
- Submits annual report to SOT HQ for prior year as President

Postdoctoral Representative (Two-Year Term)

- Represents postdoc interests to WIT and provide WIT information to postdocs
- Participates in the Postdoctoral Assembly within SOT
- Coordinates WIT representation/participation at the Student/Postdoc Mixer at SOT Annual Meeting
- Manages the LinkedIn Group

Graduate Student Representative (Two-Year Term)

- Represents student interests to WIT and provides WIT information to students
- Participates in the Graduate Student Leadership Committee within SOT
- Coordinates WIT representation/participation at the Student/Postdoc Mixer at SOT Annual Meeting
- Maintains the WIT website by providing updates via the SOT Special Interest Group staff liaison

Duties of All WIT EC Members

- Participates actively in WIT EC meetings
- Encourages recruitment of people into WIT at all career stages (undergraduate to retired)
- Develops plans for WIT events (e.g., face-to-face EC meeting, Webinars, WIT reception, etc.) at the SOT Annual Meeting, including an ice-breaker/networking activity at the WIT reception
- Develops session proposals for the annual SOT Meeting or Webinars
- Serves as a member of WIT Committee(s)
- Writes articles for the SOT *Communiqué* blog and/or WIT newsletters
- Contributes to WIT poster displayed at the SOT Annual Meeting (Note: typically the Graduate Student and Postdoc Reps lead the poster making effort with input and review by other EC members.)
- Reviews the WIT awards package including LEAP award and manuscript awards