

# **BMSS Officer Roles & Responsibilities**

**Last Updated December 2015**

The Executive Committee of the Biological Modeling Specialty Section (BMSS) includes President, Vice President (VP), Vice President-Elect, Secretary-Treasurer, three Councilors, Postdoctoral Representative, and Graduate Student Representative.

In general, the Executive Committee has the following responsibilities

- Review and score scientific program proposals in April.
- Review and score student award applications in January.
- Review annual report and other documents.
- Review By-Laws in the first business meeting of the year, and amend the By-Laws when necessary.
- Ensure the SOT-BMSS website is up-to-date with current information.

## **Office-Specific Duties by Role:**

### **President:**

- Work with Vice President to prepare them for the duties they will encounter as president.
- Work with Past President and attend to any initiatives that are pending at the start of your term.
- Set up and chair conference calls throughout term to ensure specialty section initiatives move forward.
- Follow up on all timelines and established duties with specific officers on the executive committee. Assign new duties.
- Set agenda for annual business meeting and reception/mixer/lunch
- Work with Secretary/Treasurer to submit the financial spreadsheet for Specialty Section Reception orders and expenses at the SOT Annual Meeting.
- Receives and announces or assigns responsibility to announce Specialty Section Election Results.
- Works with Secretary/Treasurer to prepare and submit Specialty Section Annual Report to SOT HQ summarizing SS financial status, membership stability and recruiting, sponsored SOT programs, student awards program, and future initiatives.
- Work with VP and VP-Elect on scientific session endorsements for annual meeting
- Provide approval on newsletters and all specialty section communications sent to SOT for approval
- Lead long-range planning efforts to enhance and sustain Specialty Section mission
- The President shall lead the Nominating Committee to provide a list of candidates for each election.
  - Solicit SS membership for election to the executive committee. Nomination solicitation must be initiated in late summer and fall with a closing date of 12/1.

If necessary contact potential candidates and ask if they are willing to run for office. If they agree, request a short bio stating the candidate's education history, current position, research interests, and leadership/membership roles in professional societies. Prepare a draft election ballot listing officer candidates and their biographies and submit the draft ballot to SS SOT staff liaison. The Liaison will put it online and the response deadline can be set for the end of Jan. Develops messages to the membership recruiting for this purpose.

### **Vice President**

- Begin to shadow the President and become familiar with the duties of President. Work with the Vice President-Elect to ensure they are comfortable with duties they will inherit from you the following year.
- The Vice President shall lead the Best Paper Award Committee.
- Solicit ideas for sessions for the following year's annual meeting (the one that is a year out from when they take office). This requires a good deal of networking skills and follow-ups and includes finding chairs for suggested sessions, proposing sessions, aligning the topics with speakers and sometimes agreeing to actually submit sessions for individuals. A key point is that the session applications must be submitted over a 3-4 week period after the annual meeting at which the VP first takes office. Therefore, the VP needs to be on top of these duties as the VP-elect and be involved in soliciting session ideas throughout the tenure as VP-elect. A major reason that the specialty section may not have many sponsored sessions at an annual meeting is because the process does not get initiated until the annual meeting. By then it is very difficult to pull sessions together. Given the number of Specialty Sections, it is unlikely that all sessions will be accepted and it is best to have a lower number of well-developed sessions that have a good chance of being endorsed by several sections as opposed to many sessions that are not well-developed. The VP should be well versed in putting sessions together and what a well-developed session looks like so they can consult on them.
- Aid in the Election/Nomination Process.

### **Vice President-Elect**

- Work with Presidential Chain on initiatives. Begin to shadow the Vice President to become familiar with your duties as Vice President.
- The Vice President-Elect shall lead the review and scoring of the Student Award applications.
- The Vice President-Elect shall reach out to new members and invite them to join BMSS.
- Begin process of identifying session topics for the annual meeting. The goal would be to have several well developed ideas in January. It is important to have a list of topics that have been covered over the past several years and the ability to identify individuals who could serve as effective chairs and who will complete the submission. See the description of the VP.
- Aid in the Election/Nomination Process.

- Assist the VP in the above-stated objectives.

### **Secretary/Treasurer**

- Assist the President in arranging for the financing of the SS annual reception/mixer/lunch Budget Guides are due in November of the year preceding the Annual Meeting.
- Work with the appropriate officers/awards committee tasked with providing cash prizes/plaques for award offered by the section.
- Arrange with SOT for award plaque and other reimbursement if purchased by SS officers.
- Prepare a financial summary report for presentation at the annual SS officers and business meetings and conference calls (can be obtained from the [ToXchange](#) File Leadership File Library)
- Take minutes at the annual business meeting and conference calls
- Track SS membership and their status (can be obtained from the SOT [SS Leadership Resources Page](#))

### **Councilors**

- The first-year Councilor assists Executive Committee as necessary.
- The second-year Councilor shall be responsible for uploading and maintaining the Dropbox (and ToXchange as appropriate) storage
- The second-year Councilor shall be the web liaison. Ensures content on the website is accurate and up-to-date. Works as focal point with SOT HQ Staff Liaison and funnels all web content updates from Committee and members.
- The Immediate Past-President is the third Councilor. Duties include:
  - Provide guidance based on previous experience to the Presidential Chain/Executive Committee.
  - Serve as voice of continuity from year to year.

### **Student Representative**

- The specialty section graduate student representative is a student member of both SOT and the specialty section for which they are serving. The student must be willing to commit to 2 years of service with year running from May 1-April 30. The student is expected to make their presence as SS-GS representative known and become actively involved in their specialty section.
- The graduate student representative shall work with the postdoctoral representative to prepare the BMSS poster for presentation at the SOT Annual Meeting. The poster shall be reviewed and approved by the Executive Committee. One of the representatives will present the poster at the Student/Postdoctoral Mixer.

- Overall, a specialty section graduate student representative's job is to recruit graduate students for their specialty section and to facilitate communication between the student members and senior members. Throughout the year, the SS-GS representative also participates and will represent the Specialty Section on the [Graduate Student Leadership Committee](#) (GSLC).

### **Postdoctoral Representative**

- The specialty section postdoctoral representative is a postdoctoral member of both SOT and the specialty section for which they are serving. The individual must be willing to commit 2 years of service with a year running from May 1-April 30. The postdoc is expected to make their presence as postdoctoral representative known and become actively involved in their specialty section.
- The postdoctoral representative shall work with the graduate student representative to prepare the BMSS poster for presentation at the SOT Annual Meeting. The poster shall be reviewed and approved by the Executive Committee. One of the representatives will present the poster at the Student/Postdoctoral Mixer.
- Overall, a specialty section postdoctoral representative's job is to recruit other postdoctoral members for their specialty section and to facilitate communication between the postdoctoral members and senior members. Throughout the year, the postdoctoral representative participates on the [Postdoctoral Assembly](#) (PDA).

### **Other Duties**

#### **Endowment fund steward:**

- Aid in publicizing and growing the endowment funds for the SS.
- Work with EC to solicit additional funds from past contributors and the people initially involved in setting up the Perry J. Gehring fund for Biological Modeling.
- Advocate the importance of giving to the members of the SS and enquire with SOT HQ about the options for employer matching funds.
- Engage with the Endowment Fund Board for providing support.