

# **Society of Toxicology Exposure Specialty Section**

## **Executive Committee Officer Roles and Responsibilities**

*Finalized September 1, 2021*

### **President (1-year term):**

- Presides at all meetings of the Specialty Section (SS) and of the Executive Committee (EC).
- Initiates and schedules conference calls and EC meetings.
- Represents Exposure in meetings of Specialty Sections Presidents/Vice Presidents, including the SOT annual meeting and occasional conference calls.
- Responsible for communications from SOT to EC and/or general membership.
- Writes articles/messages, as needed, for the *Communiqué*, Exposure SS newsletters, or general submission to membership.
- Prepares the President's Message for inclusion in the annual/biannual Exposure SS newsletter.
- Distributes the annual/biannual newsletter to the Exposure SS Membership.
- Coordinates planning and presides over annual reception. Coordinates with Secretary/Treasurer to reserve reception venue, and order refreshments.
- Develops and makes an SS overview presentation at the annual reception, integrating feedback from the EC.
- Oversees recognition of outgoing officers.
- Authorizes SOT issuance of checks from Exposure SS account ordered by Treasurer for awards and reimbursement of Exposure SS expenses.
- Reviews and updates bylaws based on inputs from all Exposure SS officers.
- Provides advice and support for the Vice President, shares insight and experience.
- Represents Exposure SS on SS-CCG (or any other officer from Exposure SS who gets nominated and elected to SS-CCG).
- Sends out a survey to membership asking if anyone is interested in serving on any of the committees or in being a future officer.

### **Vice President (1-year term):**

- Participates in meetings of SS, including the SOT annual meeting and occasional conference calls. Serves in capacity of President, when necessary.
- Serves as Chairperson of the Program Committee.
  - Sends a request for proposals requesting members to submit proposals (March end) to Exposure SS.
  - Coordinates, directs, and contributes to the informal and formal reviews of annual meeting session proposals submitted to Exposure SS for endorsement, as well as submits the final rankings and supporting documentation to SOT Program Committee via online system.
- Contributes to the newsletter.
- Schedules and communicates time and place of any officer's meeting held at the annual meeting.
- Serves as a mentor for Vice President-elect, provides advice and support, shares insight and experience.
- Attends EC meetings and participates in teleconferences.

**Vice President-Elect (1-year term):**

- With inputs from SS officers, drafts, periodically reviews, and revises, and distributes document outlining duties and responsibilities of the officers.
- Reviews proposals submitted to the Program Committee.
- Identifies opportunities to co-host webinars with other specialty sections and scientific organizations. Establishes a team to help organize webinars.
- Contributes to the newsletter.
- Attends EC meetings and participates in teleconferences.

**Immediate Past President (1-year term):**

- Participates in meetings of SS, including the SOT annual meeting and occasional conference calls.
- Provides advice and support for the President and the EC, shares insight and experience.
- Prepares the annual report for the term they were president. Shares a draft with Exposure SS officers for review and incorporates comments before the final submission.
- Serves as the Chair of the Nominating/Election Committee.
  - Sends out call for nominations in early December, compiles all the nominations/bio-sketches and submits ballot to SOT for distribution and voting by first week of January.
  - Compiles results from voting, informs all the incoming officers, and invites them to Exposure SS officers' breakfast and reception at SOT Annual Meeting.
- Contributes to the newsletter.
- Reviews proposals submitted to the Program Committee.
- Attends EC meetings and participates in teleconferences.

**Secretary/Treasurer (2-year term):**

- Develops plans for reception and for EC meeting at SOT annual meeting (submits food, poster board, and A/V requirements, prepares agendas, orders awards/plaques, etc.) in conjunction with the President.
- Fiduciary responsibilities for all monies.
- Authorizes disbursements (requires President's oversight).
- Orders checks and/or plaques for awards in conjunction with the President, Senior Councilor and Junior Councilor.
- Records minutes of all meetings (specialty section and executive committee) and posts approved minutes on Exposure SS ToXchange website.
- Contributes to the newsletter.
- Reviews proposals submitted to the Program Committee.
- Communicates the time and place of each EC meeting (at least two weeks before each meeting).
- Organizes and reserves the venue for Exposure SS officers' breakfast at SOT Annual Meeting.
- Attends EC meetings and participates in teleconferences.

## **Councilors**

### **Senior Councilor (2nd year of 2-year term):**

- Sends a reminder in November to the membership regarding Best Abstract award deadline.
- Leads revisions of award criteria and descriptions (due July 1<sup>st</sup>).
- Leads the review and selection of Best Abstract award recipient presented at the annual meeting. Establishes a team to assist with this task. Notifies the EC of the winner and then notifies the winner.
- Ensures that a plaque (or certificate) is issued for the award recipient and outgoing president (immediate past president). Notifies President and Secretary/Treasurer of any checks needed for award and provides Secretary/Treasurer with pertinent contact and award information for the plaque/certificate.
- Presents the Best Abstract award at the Exposures SS reception (SOT annual meeting).
- Fundraising for Exposure SS awards:
  - Follow-up with the donors who have already contributed and request them to continue donating.
  - Spearheads recruitment initiatives to identify potential donors for the section.
  - Raises funds for specialty section; solicits donations for awards; responsible for communication with potential sponsoring entities.
- Serves as a mentor for junior councilor, provides advice and support, shares insight and experience.
- Contributes to the newsletter.
- Attends EC meetings and participates in teleconferences.

### **Junior Councilor (1<sup>st</sup> year of 2- year term):**

- Sends a reminder to the membership regarding Best Publication award in November.
- Leads the review and selection of Best Publication award presented at the annual meeting. Establishes a team to assist with this task. Notifies the EC of the winner and then notifies the winner.
- Ensures that a plaque (or certificate) is issued for the award recipient and notifies President and Secretary/Treasurer of any checks needed for award.
- Presents the Best Publication award at the Exposures SS reception (SOT annual meeting).
- Initiates and leads activities that help recruit and retain membership.
- Serves as a mentor for Postdoctoral and Graduate Student Representatives, provides advice and support, shares insight and experience.
- Contributes to the newsletter.
- Attends EC meetings and participates in teleconferences.

### **Postdoctoral (Senior) Representative (2nd year of 2-year term):**

- Develops the annual/biannual newsletter. Establishes a team to assist with this task.
- Reaches out to chairs/co-chairs of the sessions, CE courses, roundtables etc. endorsed by Exposure SS to draft a session summary for the newsletter (March end).
- Participates in Post-doctoral Assembly on behalf of Exposure SS.
- Represents post-doctoral interests to Exposure SS and provides Exposure SS information to post-doctoral members.
- Serves as a mentor for Vice Postdoctoral Representative, provides advice and support, shares insight and experience.
- Supports Vice President-Elect to organize and host webinars.

- Supports the development of presentation for Exposure SS reception.
- Attends EC meetings and participates in teleconferences.

**Vice Postdoctoral Representative (1st year of 2-year term):**

- Actively recruits new post-doctoral members into Exposure SS.
- Coordinates Exposure SS representation/participation at annual student/post-doctoral reception at SOT and acts as Exposure SS liaison at reception.
- Attends EC meetings and participates in teleconferences.
- Supports Postdoctoral Representative in developing the newsletter.
- Supports Vice President-Elect to organize and host webinars.
- Supports the development of presentation for Exposure SS reception.
- Serves as a mentor for graduate student representative, provides advice and support, shares insight and experience.

**Graduate Student (Senior) Representative (2nd of 2-year term):**

- Periodically reviews the web page to keep it current. Reviews SOT guidelines for SS webpages to ensure compliance. Serves as website and Toxchange liaison with SOT HQ.
- Develops the poster for the SOT annual meeting.
- Represents graduate student interests to Exposure SS and provides Exposure SS information to graduate students.
- Actively recruits new graduate student members into Exposure SS and encourages former student members of Exposure SS to continue their membership at the postdoctoral or associated level.
- Participates in the SOT Graduate Student Leadership Committee (GSLC).
- Attends EC meetings and participates in teleconferences
- Supports Postdoctoral Representative in developing the newsletter.
- Coordinates Exposure SS representation/participation at annual student/post-doctoral reception at SOT and acts as Exposure SS liaison at reception.
- Serves as a mentor for junior graduate student representative, provides advice and support, shares insight and experience.

**Vice Graduate Student Representative (1st of 2-year term):**

- Supports Graduate Student Representative to develop poster for the annual meeting reception.
- Represents graduate student interests to Exposure SS and provides Exposure SS information to graduate students.
- Actively recruits new graduate student members into Exposure SS.
- Supports Postdoctoral Representative in developing the newsletter.
- Supports the development of presentation for Exposure SS reception.
- Supports Vice President-Elect to organize and host webinars.
- Attends EC meetings and participates in teleconferences.

## Exposure SS Committees and Assignments

### Awards Committee

- **Purpose:** Coordinate Best Abstract and Best Paper Reviews for ExpoSS
- **Chair, Best Abstract:** Senior Councilor
- **Chair, Best Paper Review:** Junior Councilor
- **Members:** EC or beyond welcome
- **Active Timeframe:** June; November - January

### Communications Committee

- **Purpose:** Review/update ExpoSS Website; Coordinate LinkedIn communications; Newsletter Preparation; Maintain ExpoSS Volunteer list
- **Chairs:**
  - Postdoctoral Representative: Newsletter and Exposure SS volunteer list
  - Graduate Student Representative: Website, LinkedIn communications
- **Members:** Vice-Postdoctoral Representative, Vice-Graduate Student Representative, others on EC or beyond welcome
- **Active Timeframe:** Throughout Year

### Fundraising / Endowment Committee

- **Purpose:** Fundraising / endowment
- **Chair:** Senior Councilor
- **Members:** President, others on EC or beyond welcome
- **Active Timeframe:** Throughout Year

### Membership Committee

- **Purpose:** Maintain and grow the Exposure SS membership
- **Chair:** Junior Councilor
- **Members:** EC or beyond welcome
- **Active Timeframe:** Throughout Year

### Nominations Committee

- **Purpose:** To identify candidates for ExpoSS officer slots and manage ExpoSS elections (communicate with candidates, biosketches to SS Liaison, tabulate results, candidate follow-up)
- **Chair:** Immediate Past President
- **Members:** EC
- **Active Timeframe:** November – February

### Program Committee

- **Purpose:** SOT Annual Meeting Proposal Review
- **Chair:** Vice President
- **Members:**
  - For Pre-Review: Immediate Past President, Vice-President Elect, and Secretary/Treasurer required, but others on Executive Committee and beyond are welcome
  - Final Review and Ranking: Immediate Past President, Vice-President Elect, and Secretary/Treasurer, others on Executive Committee or beyond welcome
- **Active Timeframe:** March – June

### **Webinar Committee**

- **Purpose:** Identify and schedule speakers bringing exposure science to the broader SOT community, apply to SOT for funding.
- **Chair:** Vice President-Elect
- **Members:** Postdoctoral Representative, Vice-Postdoctoral Representative, Graduate Student Representative, Vice-Graduate Student Representative, others on EC or beyond welcome
- **Active Timeframe:** Throughout Year