

President

- Set up and chair monthly video conferences throughout term to discuss Specialty Section business with leadership.
- Follow up on all time lines with specific officers
- Review and rank sessions requesting MSBSS endorsement
- Coordinate annual business meeting and reception/mixer with leadership and establish agenda
- Announce MSBSS officers election winners at the annual reception
- Prepare annual report for SOT summarizing MSBSS financial status, membership stability and recruiting, sponsored SOT programs, student awards program, and future initiatives
- Prepare President's message for newsletters with **Vice President** and **Secretary/Treasurer**
- When needed, select representation on Specialty Section Collaboration and Communication Group (SS-CCG) from leadership (required 2-year term).

Vice President

- Solicit proposals for the following annual meeting
- Organize pre-review feedback of proposals seeking MSBSS endorsement (distribute work between **President, VP, and VP-Elect**)
- Review and rank sessions requesting MSBSS endorsement.
- Organize MSBSS leadership team to seek candidates to run for the following term. Provide feedback on short candidate biographies.
- Prepare and submit election ballot to MSBSS SOT contact
- Participate in monthly meetings with MSBSS leadership team
- Organize and draft annual newsletter with assistance from the **Postdoctoral Representative**
Delegate specific sections to leadership.

Vice President Elect

- Help identify session topics of interest for the Annual meeting in advance, and develop a list of potential chairs and speakers who could complete the submission.
- Review and rank sessions requesting MSBSS endorsement.
- Review MSBSS website and request appropriate updates at least 1X/year
- Act as point of contact for **Senior and Junior Grad Reps** and **Postdoc Rep** as they organize the annual mentoring events
- Help to identify candidates for the MSBSS leadership team to aid in the recruitment of outstanding candidates.
- Assist the **VP** in the above-stated objectives
- Participate in monthly meetings with MSBSS leadership team

Secretary/Treasurer

- Review and rank sessions requesting MSBSS endorsement.
- Assist the **President** in arranging for the financing of the MSBSS annual reception and annual awards.

- Work with the **Senior Counselor** to provide monetary prizes for trainee research and travel awards.
- Arrange with SOT for any required reimbursements.
- Prepare a financial summary report for presentation at the annual MSBSS officers and business meetings and monthly MSBSS conference calls (can be obtained from the SOT website).
- Work with the **Vice President** in drafting at minimum one MSBSS newsletter per year and submit to SOT distribution/web posting.
- Take minutes at the Annual Business Meeting.
- Track MSBSS membership (can be obtained from the SOT website)
- Participate in monthly meetings with MSBSS leadership team

Junior and Senior Councilor

- The **Senior Councilor** is responsible for overseeing awards. They receive and compile applications for review, identify and coordinate review committees, and compile reviews
- Mentor **Junior Councilor**
- Announce award winners at SOT, coordinate with winners for presentations
- Review and rank sessions requesting MSBSS endorsement
- Review the time-lines for the next year
- Participate in monthly meetings with MSBSS leadership team

Postdoctoral Representative

- Plan in-person mentoring event(s) at the SOT annual meeting with **Senior** and **Junior Grad Reps**
- Serve as the liaison between MSBSS leadership and the Postdoctoral Assembly
- Help to recruit outstanding future candidates for MSBSS leadership
- Assist with the preparations of MSBSS communications, including newsletters and social media posts
- Participate in monthly meetings with MSBSS leadership team
- Review and rank sessions requesting MSBSS endorsement
- Take on additional projects and responsibilities as needed

Senior Graduate Student Representative

- Plan in-person mentoring event(s) at the SOT annual meeting with **Postdoc Rep** and **Junior Grad Rep**
- Serve as social media liaison, monitor MSBSS Twitter account and Gmail
- Disseminate specialty section news, such as advertising awards and events via MSBSS Twitter account
- Prepare MSBSS poster, bring to SOT, and put up
- Participate in monthly meetings with MSBSS leadership team
- Help to recruit and retain new members
- Facilitate communication between trainee and senior MSBSS members

- With ***Junior Grad Rep***, serve as the liaison between MSBSS leadership and the Graduate Student Leadership Committee
- Review and rank sessions requesting MSBSS endorsement.
- Take on additional projects and responsibilities as needed
- Providing and organizing career development and networking opportunities for new and existing members of the specialty section

Junior Graduate Representative

- Work closely with ***Postdoctoral Representative*** and ***Senior Graduate Representative*** to plan and organize mentorship events throughout the year and at SOT annual meeting
- Recruit graduate students for MSBSS
- Contact new student members and disseminate information about opportunities to get involved in the specialty section
- Facilitate communication between trainee and senior members
- With ***Senior Grad Rep***, serve as the liaison between MSBSS leadership and the postdoctoral assembly
- Review and rank sessions requesting MSBSS endorsement.
- Participate in conference calls with the Graduate Student Leadership Committee
- Plan activities for the SOT Annual Meeting