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