A GUIDELINE OF DUTIES AND RESPONSIBILITIES FOR THE OFFICERS OF THE REGULATORY AND SAFETY EVALUATION SPECIALTY SECTION

Upon being elected as an officer of the Regulatory and Safety Evaluation Specialty Section (RSESS) the first question one asks is “So, what am I supposed to do?” Details of the rules and regulations regarding the RSESS can be found in the By-Laws and will not be repeated here. Term of office ends on April 30 and new officers begin their duties May 1.

President

General
Presides at all meetings, including the annual reception and annual Executive Committee (EC) meeting, and all other EC meetings. Schedules bimonthly (approximately) EC teleconferences and circulates agenda. Critical meetings occur in early May (program submission ranking), Jun (Summer Newsletter), Aug (Great Debate), Oct/Nov (Great Debate/officer election/Poster) and Jan (Winter Newsletter) Represents specialty section at SOT or other meetings, makes decisions for all time-critical items, and provides guidance for future direction of section. Finalizes agenda items with Secretary-Treasurer for all EC meetings. Annually reviews By-Laws and this document for amendments or updates.

Program Submissions: Symposia, Workshops, and Continuing Education Courses
New President organizes meeting in early May to review Program Committee rankings/recommendations/comments. Responsible for communicating RSESS endorsement, ranking and comments of primary symposia, workshops, CE or other proposals.

Newsletters
Works with the Secretary/Treasurer to issue at least two issues of the RSESS newsletter (spring- May/Jun and winter-Feb). A President’s message is always included (see previous versions of a newsletter on website). EC members should review the President’s message and other newsletter articles before they are published. The newsletter should inform the Section members about activities and contain reminders about deadlines such as submission of student awards and requests for suggestions for symposia. Solicits short informative articles from EC and members on recent regulatory and safety evaluation policies, guidance, position pieces, etc.

Annual Report
SOT Headquarters asks for an Annual Report in July from the Specialty Section. The request to fill out a template goes to the President, who forwards to Secretary/Treasurer to complete for review before deadline.
Elections
Works with Past President and EC in November to put together a slate of candidates and hold the election in January (see Past President). Solicits candidates by email to general membership and nomination by EC. Receives one-paragraph biographies from EC member contact or candidate and submits ballot to SOT headquarters. Responsible for ensuring that newly elected officers are contacted by EC and congratulated or thanked for running for office. Ensures that newly elected officers are invited to the annual EC meeting.

Preparations for the SOT Annual Meeting
Begins organizing Great Debate (EC selects topic and leader of Great Debate) in summer. As the annual meeting approaches, SOT Headquarters will contact the President indicating number of attendees, food and beverage orders, number of plaques for awards, and audio/visual equipment for the reception and food/beverage for the EC Meeting. The EC meeting agenda is distributed by the President prior to the meeting. The EC meeting is usually scheduled as a breakfast meeting by SOT and is advisable to ask SOT to schedule it before the reception. The President and VP should attend the SS President’s meeting.

Annual EC Meeting
Plans and chairs the meeting, including introducing new officers, follows agenda items, distributes order of the annual reception, updates EC on the SS President’s meeting, and ensures minutes are recorded by the Secretary-Treasurer.

Annual Reception
Presides at the reception. Brings the gavel for the incoming President. Solicits an EC member to take photographs for the Summer Newsletter. The order of the meeting is generally as follows:

Welcome Message - President
Announcement of Election Results and presentation of plaques to outgoing Councilor and Sec/Treas if applicable - President
Announcement of Student Awards – VP
Great Debate
Wrap-up and presentation of plaques to outgoing Past President and Secretary Treasurer
Introduction of incoming President and handing over gavel – President
Message and closing remarks from New President

Budget
SOT Headquarters sends the President a monthly RSESS Budget summary posted on ToXchange. It contains net assets allocated by SOT and expenses toward those assets. Since SOT is in control of most items, there is little to do but watch the bottom line. The Secretary/Treasurer should be kept in the loop. Expenses are generally for food for the reception and EC meeting, plaques and checks for the Student Awards,
plaques for outgoing officers (Past President and Secretary-Treasurer), and AV equipment.

**Workshops and Special Meetings**
Reviews requests for sponsorship (which may include funding) for special workshops or scientific meetings during the course of the year. These requests should be vetted by the EC if funding requests are made.

**Miscellaneous**
Responsible for coordinating requests for outside meetings. Attends SOT Leadership Connection webinars.

**Vice President**

**Student and Postdoctoral Awards**
Oversees student and postdoctoral awards. Revises award postings on ToXchange (Oct) to include contact information and deadline (Dec 31 or earlier). Responsible for ensuring all 3 parts of the application are complete (abstract, entry form, and sponsor's recommendation) and readable (Jan). Applications can be transferred to ToXchange for review by EC members or distributed directly by email. Distributes a scoring grid of candidates for EC members to rank candidates (early Jan), schedules and presides over telecon with the EC to determine final rankings and determine number of student and postdoctoral awards (late Jan). Forwards awardee names and other requested information to SOT HQ before deadline for ordering award plaques and award checks. Includes order for plaques for Past President and Secretary-Treasurer. Picks up certificates, checks, and plaques at the meeting upon arrival. Brings plaques and checks to annual reception and makes presentation to awardees. Forwards newsletter article listing awardees with photos to Secretary Treasurer (May).

**Student and Postdoctoral Annual Reception**
Attends reception with VP Elect and student/postdoctoral representatives.

**Vice President (VP) Elect**

**Webmaster**
Ensures items on the website are current and accurate, including RSESS website and ToXchange website. Obtains Great Debate presentations from debaters and moderator (if applicable) to post on website. Checks websites periodically to ensure newsletters, Bylaws, and officer roster and meeting minutes from the annual meeting and teleconferences are posted and current. Keeps abreast of changes/upgrades on other SS websites and suggests changes to EC.
Student and Postdoctoral Annual Reception
Prepares revised poster from previous file for Student/Postdoctoral Reception in collaboration with student and postdoctoral representatives and attends this reception with student/postdoctoral representatives and Vice President.

Past President

Miscellaneous
Provides guidance and historical knowledge to other officers. Can organize Great Debate, offer big picture thinking, or institute other initiatives.

Secretary/Treasurer (Councilor Year 3)

Budget
Reviews budget for annual meeting submitted by President. Includes estimates of number of attendees (varies from 150 to 300), and orders of food/beverage for annual EC meeting and reception. Also includes number and size of plaques for outgoing officers and awardees, and checks for awardees. Reviews monthly budget summary posted on ToXchange as requested by President. Informs EC of status of budget at annual EC meeting.

Newsletter/Meeting Minutes
Works with EC to produce at least 2 issues of the RSESS newsletter, spring (prep in May, send in Jun) and winter (prep in Jan, send in Feb). Submits published newsletters to SOT HQ for distribution. Drafts meeting minutes for EC review with action items/dates for EC annual meeting and all telecons within a timely fashion (1-2 weeks). Sends final EC minutes to SOT HQ for posting

Annual Report
Fills out a template indicating list of officers, agenda of annual reception, activities, awards, etc. for review of the President who submits it to SOT HQ.

By-Laws
Maintains By-Laws and other official documents. Following EC approval, sends revisions to SOT HQ for membership approval.

Councilor (Year 2)

Misc
Serves as backup Secretary-Treasurer. Handles tasks at request of President.

Councilor (Year 1)

Student and Postdoctoral Annual Reception
Attends reception with VP Elect and student/postdoctoral representatives.
Misc
Handles tasks at request of President.

Program Committee Chair

Appointment and Term of Office
The position is appointed by the President, and serves an indeterminate term although 3 years minimum is preferred. Considered a member of the EC.

RSESS Sponsored Symposia, Workshops, and Continuing Education Courses
Responsible for soliciting, receiving and coordinating submission of proposals from the RSESS membership or other SOT members by April 30 for primary endorsements and ensuring an agreed-up prioritization of these proposals on the SOT website in early May. Oversees a Program Committee of volunteer members who help the Program Chair. Provides guidance to those who have submitted a proposal before it is submitted to the website if it is received within a minimum of 2 weeks of the April 30 deadline. Communicates to the organizing person that this is a proposed program and that final decisions are made by the SOT Program Committee in the summer.

Graduate Student and Postdoctoral Representatives

Appointment
RSESS EC appoints one Graduate Student and one Postdoctoral Representatives after canvassing the general membership for interested candidates. Representatives should serve 2 years. They are considered EC members and participate in all EC meeting discussions and decisions.

Responsibilities
Promotes interest and interaction between RSESS and students/postdocs. Contribute to the Newsletter, including summarization of the Great Debate. Provides suggestions for improvement of RSESS. Helps VP Elect in preparation of poster from previous file for Student/Postdoctoral Reception in collaboration with student and postdoctoral representatives and attends this reception with VP Elect and Vice President.

All EC Members

RSESS Sponsored Symposia, Workshops, and Continuing Education Courses
Take active role in soliciting and/or submitting proposals (see Vice President).

Newsletter
Encourage the membership to submit articles for the Newsletter (see Secretary/Treasurer)
Annual EC Meeting
Attend the annual RSESS council meeting at the SOT Annual Meeting