

**SOT Sustainable Chemicals through Contemporary Toxicology (SCCT) Specialty Section
Executive Committee Officer Roles and Responsibilities
[Created November 2020; Last Updated November 2024]**

President (1-year term):

- Presides at all meetings of the Specialty Section and of the Executive Committee.
- Initiates, schedules conference calls and Executive Committee meetings.
- Represents SCCT in meetings of Specialty Sections Presidents/Vice Presidents, including the SOT Annual Meeting and occasional conference calls.
- Responsible for communications from SOT to Executive Committee and/or general membership.
- Writes articles/messages, as needed, for the Communiqué, SCCT newsletters, or general submission to membership.
- Prepares the President's Message for inclusion in the biannual SCCT newsletter. Distributes the biannual newsletter to the SCCT membership.
- Coordinates planning and presides over Annual Meeting. Oversees reservation of venue, orders for food and drinks.
- Authorizes SOT issuance of checks from SCCT account ordered by Treasurer for awards and reimbursement of SCCT expenses.
- Serves as the Chair of the Nominating/Election Committee, in the absence of an Immediate Past President.
- Reviews and updates bylaws based on input from all SCCT officers.
- Revises and distributes documents outlining duties and responsibilities of officers.
- Provides advice and support for the VP, shares insight and experience.

Vice President (1-year term):

- Participates in meetings of Specialty Section, including the SOT Annual Meeting and occasional conference calls. Serves in capacity of President, when necessary (per Bylaws).
- Serves as Chair of the Program Committee (per Bylaws).
 - Sends a request for proposals requesting members to submit proposals focused on topics relevant to SCCT.
 - Coordinates, directs, and contributes to the informal and formal reviews of Annual Meeting session proposals submitted to SCCT for endorsement, as well as submits the final rankings and supporting documentation to SOT Program Committee via online system.
- Oversees recognition of outgoing officers.
- Contributes to the SCCT newsletter. Writes articles/messages, as needed, for the Communiqué, SCCT newsletters, or general submission to membership.
- Serves as a mentor for VP-elect, provides advice and support, shares insight and experience.

Vice President-Elect (1-year term):

- Serves as the Chair of the Awards Committee.
- Sends a reminder to the SCCT membership regarding SCCT awards in late fall.
- Leads the review and selection of recipients of SCCT awards presented at the Annual Meeting. Notifies the SCCT Executive Committee of the winner and then notifies the winner.
- Ensures that a plaque (or certificate) is issued for all SCCT award recipients.
- Notifies President and Secretary/Treasurer of any checks needed for SCCT awards.
- Presents the SCCT awards at the SCCT meeting during the SOT Annual Meeting.
- Seeks donors and sponsors for SCCT fundraising. Spearheads recruitment initiatives to identify potential donors for the section.
- Reviews submissions to the Program Committee.
- Works with the Secretary to order a plaque for outgoing President and presents it at SCCT meeting at SOT Annual Meeting.

Immediate Past President/Councilor (1-year term):

- Participates in meetings of Specialty Section, including the SOT Annual Meeting and Executive Committee conference calls.
- Provides advice and support for the President and the Executive Committee, shares insight and experience.
- Prepares the Annual Report for the term they were president. Shares a draft with SCCT officers for review and incorporates comments before the final submission.
- Serves as the Chair of the Nominating/Election Committee.
 - Sends out call for nomination in mid fall, compiles all the nominations/bio sketches and submits ballot to SOT for distribution and voting by SOT deadline.
 - Compiles results from voting, informs all the incoming officers and invites them to SCCT event at SOT Annual Meeting.
- Contributes to the SCCT newsletter.
- Reviews submissions to the Program Committee.

Secretary/Treasurer (2-year term):

- Serves as the Chair of the Budget/Finance Committee, as relevant.
- Develops budget for review and approval by Executive Committee
- Develops plans for SCCT event(s) at SOT Annual Meeting (submits food, poster board, and AV requirements, prepares agendas, orders awards/plaques, etc.) in conjunction with the President.
- Fiduciary responsibilities for all monies.
- Provides updates on SCCT budget and financials during Executive Committee conference calls.
- Authorizes disbursements (requires President's oversight).
- Orders checks for awards from SOT in conjunction with the President.
- Records minutes of all meetings (Specialty Section and Executive Committee). Shares draft minutes with Executive Committee for input. Posts approved minutes to Leadership ToXchange Community.

- Assists the Immediate Past President with the Annual Report.

Councilor #1 (2-year term):

- Serves as the Chair of the Communications Committee, with guidance from the Senior Councilor. Primarily responsible for distributing timely email notifications via SOT as needed. Serves as an admin on the SCCT LinkedIn page with primary responsibility for posting ~1x/week; content may be related to SCCT notifications via SOT, content from SOT Headquarters, and other events and content that may be of interest to the SCCT membership.
- Leads the development and distribution of the biannual newsletter of SCCT.
- Spearheads the development of webinars focused on topics of interest to SCCT throughout the year. Establishes a team to assist with this task.
- Establishes appropriate links to other organizations/Sections as needed, such as other Specialty Sections, Special Interest Groups, academic, or not for profit organizations. Communicates topics of interest to Section leaders.
- Serves as a mentor for Postdoctoral and Graduate Student Representatives, provides advice and support, shares insight and experience.

Councilor #2 (2-year term):

- Serves as an admin on the SCCT LinkedIn page and provides guidance to Junior Councilor on communications efforts described above
- Serves as the Chair of the Membership Committee. Initiates and leads activities that help recruit and retain SCCT membership.
- Leads the organization of a mentoring event in coordination with the SCCT event at the SOT Annual Meeting.
- Establishes appropriate links to other organizations/Sections as needed, such as other Specialty Sections, Special Interest Groups, academic, or not for profit organizations. Communicates topics of interest to section leaders.
- Serves as a mentor for Postdoctoral and Graduate Student representatives, provides advice and support, shares insight and experience.

Postdoctoral Representative (1-year term):

- Represents postdoctoral interests to SCCT and provides SCCT information to postdoctoral members.
- Assists Councilor #2 in organizing and hosting the mentoring event at the SOT Annual Meeting.
- Assists Graduate Student Representative with the SCCT poster for the SOT Annual Meeting.
- Actively recruits new postdoctoral members into SCCT.
- Participates in Postdoctoral Assembly on behalf of SCCT.
- Attends SCCT Executive Committee meetings and participates in teleconferences.
- Contributes to the SCCT newsletter as requested.

- Coordinates SCCT representation/participation at annual student/postdoctoral reception at SOT and acts as SCCT liaison at reception.
- Supports the development of SCCT webinars.
- Serves as a mentor for Graduate Student Representative, provides advice and support, shares insight and experience.

Graduate Student Representative (2-year term):

- Develops the SCCT poster for the SOT Annual Meeting.
- Serves as the website coordinator. Submits updates to the SCCT website to SOT. Periodically reviews SCCT website to keep it current. Reviews SOT guidelines for SS webpages to ensure compliance.
- Assists Councilor #2 in organizing and hosting the SCCT mentoring event at the Annual Meeting.
- Represents graduate student interests to SCCT and provides SCCT information to graduate students.
- Actively recruits new graduate student members into SCCT and encourages former student members of SCCT to continue their membership at the postdoctoral or associate level.
- Participates in the SOT Graduate Student Leadership Committee (GSLC).
- Attends SCCT Executive Committee meetings and participates in teleconferences
- Contributes to the SCCT newsletter as requested.
- Coordinates SCCT representation/participation at annual student/postdoctoral reception at SOT and acts as SCCT liaison at reception.
- Facilitates other SCCT activities on a volunteer basis.