



# Officers duties

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## NAM-SS President

1. Set up and chair conference calls throughout term to keep initiatives moving. At least three telco's will be held during a year.
2. Follow up on all timeline with specific officers.
3. Reviews and approves financial spreadsheet for annual meeting prepared by the Secretary/Treasurer
4. Prepares and coordinate annual meeting Officer's meeting and reception including presentation
5. Chair the business meeting at the annual SOT meeting
6. Announce officers election winners at the annual reception
7. Approve annual report for SOT that summarizes financial status, membership numbers, recruitment, sponsorship, sponsored SOT meeting events, student awards programs, and future initiatives as prepared by the Secretary/Treasurer
8. Prepare and edit newsletter (2-3/year) with secretary/ treasurer
9. Help in development and sponsorship efforts
10. Make sure that the award procedures are initiated and that new board members are recruited

## Vice President

The main duties of the Vice President are managing the review of the proposals submitted for the annual meeting and chairing the elections committee. Below are some details about each of these duties:

1. Communicate directly with the SOT headquarters office to send out broadcast emails to the NAM-SS and larger Society membership about the webinar series, upcoming deadlines, and submission requirements. These messages have to be vetted by the NAM-SS President, so be sure that he/she is copied in these communications. Broadcast messages to be sent via SOT membership lists also have to be reviewed by the SS liaison, so be sure to allow enough time for these extra steps.
2. Right after the annual meeting in March, the VP (who transitions from VP-elect on May 1, which is the same time as program review) will be responsible for managing the review process for the following year's scientific program together with the VP-E and the president. Briefly, this involves soliciting proposals and volunteers for the review committee, compiling the scores and comments from all reviewers, and submitting the review results to SOT. Please see duties under VP Elect and the following, since this process starts prior to May 1.



- a. We try to get members to send in their session ideas early so that we can provide some unofficial feedback. The actual deadline for proposal submission comes from SOT headquarters and is typically the last day in April. Thus, it is best to get preliminary remarks back to the proposers 2 weeks in advance of the SOT deadline (i.e., the middle of April) so that any revisions can be addressed. This means that the preliminary proposals should come in to NAM-SS by the start of April. There will be people who push past the deadline.
  - b. You will be the contact person for SOT headquarters, so once the proposals come in, you will receive notification and go to the web site to download the proposal materials. These will be sent, along with the scoring sheets, to the review committee members. While it is best to have a quick teleconference to discuss the final scoring, this may not be possible because of SOT's deadlines (the review period is sometimes shorter in some years for some reason).
  - c. A word about conflict of interest: if a reviewer is a participant in a given proposed session, that session should not be scored. While all other sessions can be scored, rankings should not be provided/considered for the category in which the reviewer's own session appears (e.g., if a reviewer is a participant in a symposium proposal, then the symposia should not be ranked at all).
3. In the Fall, the NAM-SS executive committee will receive a message from SOT headquarters about upcoming **elections**. The VP should then start soliciting nominations from the membership. Once a full slate of candidates is available, their biosketches and other information are sent to SOT for elections that occur around the start of the new year.
- a. In late October or early November, send a call for nominations around to the NAM-SS membership. Some people feel comfortable nominating themselves, while others will respond with suggestions for other people. In late November, you will likely need to send a reminder. The slate of candidates is not due until the end of December, so don't panic yet.
  - b. Consult as frequently as you need to about the developing slate of candidates with the executive committee members to be sure that a) there is a general consensus that everyone on the list will do a good job and b) that someone who might do a good job in a given position has not been overlooked.
  - c. Once a slate of nominees has been developed through this process, you will need to contact everyone to obtain permission to put their name on the ballot and to ask for a brief biosketch. It is helpful to send a sample (SOT actually provided one this year).
  - d. Send the candidate list to SOT headquarters by their end-of-year deadline. They pretty much do the rest. It does not hurt to send a message to the NAM-SS members to remind them about the voting deadline.
  - e. In mid-late January, you should receive the election results from SOT. These results should be kept confidential. However, it is our practice to inform all candidates of the outcome via phone or email and to thank them for being willing to serve the NAM-SS. The new officers are formally announced at the annual business meeting and reception at the SOT meeting.
  - f. In case the incoming President forgets, please send a gentle reminder about including newly-elected officers in the email listing for the executive committee so that they are included in



official NAM-SS business. If this happens soon after the SOT meeting ends, then the newbies should be well-informed by the time they officially start their duties on May 1.

- g. Help in development and sponsorship efforts

## Vice President-Elect

The three main duties of the VP-elect are managing the webinar series, chairing the NAM-SS awards committee, and assist the VP in managing the review of the proposals that get submitted for the annual meeting (proposals have to be submitted by May 15, with a review session running from May 15-30; since the officers officially start on May 1, this is actually your first duty as Vice President, but is included here). Below are some details about each of these duties:

1. Communicate directly with the SOT headquarters office to send out broadcast emails to the NAM-SS and larger Society membership about the webinar series, upcoming awards deadlines, and awards submission requirements. These messages have to be vetted by the NAM-SS President, so be sure that he/she is copied in these communications. Broadcast messages to be sent via SOT membership lists also have to be reviewed by someone at headquarters, so be sure to allow enough time for these extra steps.
2. Organize Specialty Section **webinar series**. The target is 2-3 per year.
  - a. Ongoing discussions with NAM-SS executive committee members should be used to solicit suggested speakers and/or topics.
  - b. The formal invitations come from the VP-elect, who acts as the NAM-SS representative. You will need to manage the details for the session, namely publicity and the venue. SOT has a nice service to coordinate the logistics of the webinars.
  - c. It is also acceptable and a good idea to seek co-sponsorship with other SOT specialty sections or special interest groups if the subject matter calls for this.
3. Convene the **Awards Committee**. The VP-elect chairs this committee, which also includes the councilors and additional members from the executive committee and an at-large member or two:
  - a. The Awards Committee will select winners in the categories of Outstanding Graduate Student, Outstanding Postdoctoral Student, and Best Publication. If the NAM-SS receives enough applications for the student categories, we typically give 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place awards. A single winner is selected for the Best Publication award. See the NAM-SS Awards Committee Guidelines for additional information (separate attachment).
  - b. Manage conflicts of interest (COI) for the Committee. If a member is an author or sponsor for an application, he/she may not vote at all for that award category. Less serious is a personal or financial connection to an applicant or one of their co-authors. This should be disclosed so that the Committee can decide how to proceed.
  - c. Be sure that the plaques, certificates, and award checks get ordered through SOT headquarters by the deadline, which is typically ~6 weeks prior to the annual meeting. The 1<sup>st</sup> place graduate



and postdoctoral student winners get a plaque and cash; the 2<sup>nd</sup> and 3<sup>rd</sup> place winners get paper certificates and cash. The Best Publication award comes with a plaque and is presented to the first or senior author at the NAM-SS reception. It is preferable – though slightly more expensive – to order plaques through SOT headquarters because they will be printed with the Society's official logo. We tend to ask an NAM-SS member to make up the certificates for us.

- d. Work with the NAM-SS web page coordinator (The Senior Councilor Representative) to review and update as necessary the descriptions of the awards categories, including application deadlines, contact person within NAM-SS, and cash award levels. Make sure especially that your name and email address appear on the web page.
- e. Work with the NAM-SS Secretary/Treasurer to be sure that the awards section on the annual meeting planner is properly filled out and, thus, appropriately budgeted. It is more difficult to have plaques and certificates ordered after this planner is sent to SOT headquarters.
- f. The presentation of awards and recognition of outgoing officers at the NAM-SS reception is the responsibility of the VP-elect. It was mentioned after the 2012 SS meeting that a bit more should be said about the students, i.e., where they are from, who their mentor is, and a brief account of the work that got them their award. At the 2013 meeting, we made PowerPoint slides to accompany the awards presentation that listed the awardee names, title of abstract, and coauthors.
- g. Most outgoing officers receive a paper certificate, which is formatted in a very similar manner to the scientific award plaques. However, the outgoing president receives an 8x10 plaque; we have also collected cash for the last couple of years to purchase a personal gift (e.g., a gift certificate for a nearby restaurant).
- h. SOT headquarters needs to know the Social Security Numbers for those awardees who are receiving cash awards. Since we like to try to keep the awards secret until they are presented, this is typically handled by calling or sending an email to the graduate student and postdoc 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners to let them know that they will be receiving an award and that they need to contact SOT HQ. We just don't disclose which award they will receive. This also serves the purpose of ensuring that someone is in attendance at the reception to receive the award. Thus, the best paper awardee should also be contacted (even though we only give one paper award, not everyone remembers that, so it may still be a surprise).

### Past- President

Will serve as a resource for NAM-SS leadership upon request. Examples include SOT proposal submission reviews, awards judging, development and sponsorship support efforts. Acts as the 3<sup>rd</sup> Councilor for the Specialty Section. Will arrange the recruitment of new Executive Board members for the elections.

### Secretary/Treasurer

1. Assist the President in arranging for financing of the annual reception





2. Prepare financial spreadsheet for annual meeting and review with the President
3. Work with the Senior Counselor to provide the cash prizes for student research awards.
4. Arrange with SOT for award plaques and any other reimbursements if purchased by NAM-SS members
5. Work with the president in drafting 1-2 Newsletters per year for distribution to membership (and web page posting). All distributions will be done through our liaison (Currently Mina Klier, [mina@toxicology.org](mailto:mina@toxicology.org))
6. Take minutes at the annual business meeting
7. Take minutes at the all executive meeting
8. Track NAM-SS membership (information can be obtained from SOT website)
9. Help in development and sponsorship efforts

### Senior Councilor

1. The NAM-SS Senior Councilor will serve as the web page coordinator. Will be responsible to work with the SOT liaison for making sure the web page is accurate and up to date. Will work with leadership to ensure that announcements, award winners and events are posted on this site. All changes to the web page are coordinated with our headquarters liaison.
2. Assists the Vice President-Elect in coordinating and reviewing the proposals submitted for the annual meeting.
3. Serves as a resource for the President and Vice-President to help put together a slate of candidates for the election in January.
4. Serves on the student awards judging committee headed by the Vice President (see Vice President). Visits each winning student presentation, introduce yourself, and let them know we appreciate their participation.
5. Will serve as the central coordinator for development activities for the NANO-SS. Will work with senior leadership to identify potential donors to support the NANO-SS. Will coordinate the solicitations for request for financial support.
6. Attend the annual business meeting at the SOT Annual Meeting.

### Junior Councilor

1. Assists the Vice President-Elect in coordinating and reviewing the proposals submitted for the annual meeting.
2. Serves as a resource for the President and Vice-President to help put together a slate of candidates for the election in January.
3. Serves on the student awards judging committee headed by the Vice President. Visit each winning student presentation, introduce yourself, and let them know we appreciate their participation.
4. Will work directly with the Postdoctoral representative to coordinate the meet the experts event. Will help to solicit senior members of the specialty section to meeting informally with early career



## NANOSCIENCE AND ADVANCED MATERIALS

### Specialty Section

scientist at the annual meeting. Will coordinate with postdoctoral representative. Will send out invitation emails to NAM-SS through headquarters liaison.

5. Attend the annual business meeting at the SOT Annual Meeting.
6. Will help in development activities for the NANO-SS. Will work with senior leadership to identify potential donors to support the NANO-SS.

### Postdoctoral Representative

1. The NAM-SS Postdoctoral representative's job is to recruit postdoctoral members for their specialty section and to facilitate communication between the postdoctoral members and senior members. Throughout the year, postdoctoral representative will represent the Specialty Section on the Postdoctoral Assembly (PDA).
2. At the annual meeting will coordinate the meet the expert events. Will identify and invite NAM-SS member to serve as experts.
3. At the Annual Meeting will coordinate the social event aright after the Annual business meeting with graduate student representative. This includes the mingling networking and annual raffle.

### Student Representative

1. The NAM-SS student representative's job is to recruit graduate students for their specialty section and to facilitate communication between the student members and senior members. Throughout the year, NAM-SS graduate student representative will represent the Specialty Section on the Graduate Student Leadership Committee (GSLC).
2. The NAM-SS graduate student will prepare the annual meeting poster. Will work with the leadership to get the content required for the poster. The NAM-SS graduate student representative will also present the poster at both the graduate student/postdoctoral mixer Sunday night and Monday during the Regional Chapter/Specialty Section/Special Interest Group poster session.
3. At the Annual Meeting will coordinate the social event at the Annual meeting with the postdoctoral representative. This include the mingling networking and annual raffle

### Vice Student Representative

The NAM-SS Vice student representative's job is to recruit graduate students for their specialty section and to facilitate communication between the student members and senior members.



At the Annual Meeting will participate in the social event at the Annual meeting with the Student Representative and postdoctoral representative. This includes the mingling networking and annual raffle.

## Awards Committee Members

### Officer

Vice President-Elect	Chair
Past President	as needed
Senior Counselor	Member
Junior Counselor	Member
At large member #1	Member
At large member #2	Member

## Review scientific program committee

### Officer

Vice President	Chair
Past President	Member
President	Member
Vice President-Elect	Member

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VP will be the contact person for SOT headquarters, so once the proposals come in, you will receive notification and go to the web site to download the proposal materials. These will be sent, along with the scoring sheets, to the review committee members. It is best to have a quick teleconference to discuss the final scoring if at all possible.



# NANOSCIENCE AND ADVANCED MATERIALS

Specialty Section

A word about conflict of interest: if a reviewer is a participant in a given proposed session, that session should not be scored. While all other sessions can be scored, rankings should not be provided/considered for the category in which the reviewer's own session appears (e.g., if a reviewer is a participant in a symposium proposal, then the symposia should not be ranked at all).