Ocular Toxicology Specialty Section (OTSS)
Officer Handbook: Duties and Responsibilities
(2018)

1. OFFICERS

President (term: 1 yr)
- Presides over annual business and other meetings
- Represents the specialty section at SOT and other meetings
- Decision-maker for all time-critical decisions
- Co-ordinates (with Vice President) review and submissions to SOT of proposed programs. Writes a letter of sponsorship in support of each proposed program (including those from other Specialty Sections) which is forwarded to the SOT Headquarters
- Work with the Past President to put together a slate of candidates and hold the election prior to the SOT Annual meeting
- Work with the Communications Officer to produce at least two issues of the OTSS newsletter
- Provides direction for future of specialty section
- Responsible for representing OTSS at the officers & councilors’ breakfast at the SOT annual meeting
- Submits annual report to SOT, in conjunction with the immediate Past-President
- Responsible for the program at the annual business meeting and coordinates with the rest of the executive committee
- Contributes to each issue of the newsletter

Vice President (term: 1 yr)
- Serves in absence of the President
- Chairs the Program Committee and co-ordinates (with President) submission to SOT of proposed programs
- Communicates with proposed program chairs
- Co-ordinates of Specialty Section awards (with Vice President and Councilors)
- Contributes to each issue of the newsletter
Vice President-Elect (term: 1 yr)
- Assumes responsibility for Vice President as needed
- Responsible for coordinating requests for outside meetings
- Reviews submissions to the Program Committee
- Solicits suggestions from the OTSS membership and submitting them to the Program Committee Chair (see Vice President)
- Co-ordinates of Specialty Section awards (with Vice President and Councilors)
- Contributes to each issue of the newsletter
- Chairs the Membership Committee

Immediate Past President (term: 1 yr)
- Serves as the Senior Councilor
- Shares insight and experience with the officers
- Chairs the Nomination Committee for new officers and will then coordinate with the President and Communications Officer to convey the final list of candidates to the SOT Headquarters
- Reviews submissions to the Program Committee
- Assists President with content for the Annual Report submission to SOT

Communications Officer (term: 2 yr)
- Work with the President to produce at least two newsletters per year and coordinates their distribution to the OTSS membership
- Coordinates with the Immediate Past President and President to convey a final list of candidates for election to the SOT Headquarters
- Prepares minutes of all OTSS meetings to be posted on the Specialty Section under ToXchange
- Communicate on behalf of OTSS as required and requested
- Reviews submissions to the Program Committee
- Communicates to the SOT specialty section liaison any updates to the OTSS Web page
- Contributes to each issue of the newsletter
- Chairs the Communication Committee

Treasurer (term: 2 yr)
- Pay authorized bills incurred by the Specialty Section
- Proposes financial strategies consistent with needs/assets (makes financial arrangements for offsite meetings)
- Reviews financial statements and co-ordinates financial situation with SOT Headquarters
- Provides an annual financial report at annual meeting
- Prepares budget for annual meeting and submits to SOT
- Chairs the Sponsorship Committee and responsible for pursuing sponsorship for the annual meeting, establishing funding for awards and endowment funds
Contributes to each issue of the newsletter

**Councilors (term: 2 yr)**
- Provide scientific and organizational guidance for activities
- Assist in recruitment and leadership of section programs
- Recruit key new members
- Reviews submissions to the Program Committee
- Serve on Specialty Section awards review with Vice-President and Vice President-Elect
- Contributes to each issue of the newsletter

**Postdoctoral Representative (term: 2 yr)**
- Represents the Specialty section before the Postdoctoral Assembly
- Advises the Executive Committee on postdoctoral concerns
- Addresses issues on how to maintain/increase postdoctoral membership with the OTSS
- Writes one article per year for the OTSS newsletter

**Student Representative (term: 2 yr)**
- Represents the Specialty section before the Student Advisory Committee
- Advises the Executive Committee on student concerns
- Addresses issues on how to maintain/increase student membership with the OTSS
- Writes one article per year for the OTSS newsletter

2. COMMITTEES

**Awards**
- Chair shall be appointed by the President
- Chair coordinates activities with the Vice President
- Members of the committee shall be appointed by the Executive Committee within two (2) months following the installation of the officers
- Committee shall have the charge of recognizing the contributions of SOT members as well as non-SOT Ocular Toxicologists, Ophthalmologists, or Ocular Researchers from academia, industry or regulatory bodies who have made a significant contribution to advancing the objectives of the OTSS, as defined in Article II of the By-Laws. Committee shall work with SOT headquarters to assure nominees are requested and any funds designated to support student travel are appropriately and efficiently handled

**Communication**
- Chaired by the Communications Officer
- Committee coordinates the collection and dissemination, using print or electronic media, of information relevant to the needs of OTSS
membership and assists the Council in outreach to the general toxicology community

**Membership**
- Chaired by the Vice President-elect
- Committee is responsible for recruiting new OTSS members and retaining existing members

**Nomination**
- Chaired by the Past-President
- Shall consist of up to three (3) different members who will be appointed by the Executive Committee of the Specialty section within three (3) months preceding the deadline for submission of candidate information (January 30 of each year)
- Committee shall provide a slate of candidates for each election and will be responsible for compiling the candidate information and providing it to SOT headquarters prior to 30 January of each year
- Committee is responsible for identifying candidates for special elections to fill vacancies in the Executive Committee

**Program**
- Chaired by the Vice President
- Role and function of the committee is defined in Article IX, section 1 of the By-Laws

**Sponsorship**
- Chaired by the Treasurer
- Responsible for pursuing sponsorship for the annual meeting, establishing funding for awards and endowment funds