

**Risk Assessment Specialty Section (RASS)
Executive Committee Officer Roles and Responsibilities
(Last updated February 2019)**

RASS Officers (Executive Committee):

Immediate Past President: 1-year term

President: 1-year term

Vice President: 1-year term

Vice President-Elect: 1-year term

Secretary/Treasurer: 2-year term

Senior Councilor: 2nd year of 2-year term

Junior Councilor: 1st year of 2-year term

Postdoctoral Representative: 1-year term

Student Representative: 2-year term

Officer Terms begin on May 1.

Roles and Responsibilities of Executive Committee Officers:

Immediate Past President:

- Provides advice and support for the President and the Executive Committee, shares insight and experience
- Serves as the Chair of the Nominating/Election Committee, submits ballot to SOT for distribution and voting.
- Serves as facilitator/liaison for the Mentoring Committee
- Contributes to the RASS newsletter
- Provides annual reports (financial and other) to SOT

President:

- Presides at all meetings of the Specialty Section and of the Executive Committee
- Initiates and schedules conference calls and executive committee meetings
- Represents RASS 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, RASS newsletters, or general submission to membership
- Writes and sends out welcome messages to list of new members
- Prepares the Presidents Message for inclusion in the biannual RASS newsletter
- Presents awards at the annual meeting RASS reception

- Coordinates, directs, and contributes to the informal and formal reviews of annual meeting session proposals submitted to RASS for endorsement. Establishes a team to assist with this task (the team should be composed of RASS officers, as well as members of RASS)
 - Leads the informal and formal review, as well as the final ranking, of all annual meeting session proposals submitted to RASS for endorsement
 - Submits all final rankings and supporting documentation to SOT Program Committee via online system

Vice President:

- Participates in meetings of specialty section Presidents/Vice Presidents, including the SOT annual meeting and occasional conference calls
- Coordinates, directs, and contributes to the review and selection of Best Paper Awards prior to the annual meeting. Establishes a team to assist with this task (note - the Senior Councilor will serve as a member of this team).
 - Leads review and selection of awardees
 - Notifies RASS Executive Committee of winners and then notifies each winner
 - Prepares a written summary of the top 10 papers in each of the two categories to be distributed at the annual meeting
 - Notifies Secretary/Treasurer of any checks needed for award winners
- Writes articles/messages, as needed, for the Communiqué, RASS newsletters, or general submission to membership
- Serves in capacity of President, when necessary.

Vice President-Elect:

- Coordinates, directs, and contributes to the review and selection of recipients for all RASS graduate student and post-doctoral awards presented at the annual meeting. Establishes a team to assist with this task (note - the Secretary/Treasurer will serve as a member of this team).
 - Leads review and selection of awardees
 - Notifies RASS Executive Committee of the winners and then notifies each winner
 - Prepares a written summary of the winners of each award to be distributed at the annual meeting
 - Notifies Secretary/Treasurer of any checks needed for award winners
 - To the extent possible, solicits donations for awards; responsible for communication with potential sponsoring entities
 - Informs Endowment Fund Board and Fund points of contact of Award winners prior to the Annual meeting
- Coordinates, directs, and contributes to the review and selection of best abstract awards prior to the annual meeting. Establishes a team to assist with this task (note – the Junior Councilor will serve as a member of this committee).
 - Leads review and selection of awardees
 - Notifies RASS executive committee and then notifies winners

Secretary/Treasurer:

- Develops plans for reception and for Executive Committee meeting at SOT annual meeting (submits food, poster board, and AV requirements, prepares agendas, orders awards/plaques,

etc.). The Postdoctoral Representative and Graduate Student Representative will help with this effort.

- Fiduciary responsibilities for all monies
 - Authorizes disbursements
 - Orders checks for awards (best paper, graduate student, and post-doctoral awards)
- Records minutes of all meetings (specialty section and executive committee)
- Compose any required reports (other than the annual reports, done by the Immediate Past President)
- Responsible for correspondence
- Contributes financial report to the RASS newsletter
- Assists the Vice President-Elect with review and selection of winners for graduate student and post-doctoral awards

Senior Councilor:

- Assists the Vice President with review and selection of the Best Paper Awards prior to the annual meeting
- Coordinates, directs, contributes to, and distributes the biannual newsletter to the RASS membership. Establishes a team to assist with this task.
- Has primary responsibility for building the poster for the annual meeting reception (note – the Junior councilor will assist with this task)

Junior Councilor:

- Periodically reviews RASS web page to keep it current, including addition of new officers, updated award information, award winners, photos from annual meetings, and posts minutes of meetings (coordinate with Secretary/Treasurer who records meeting minutes) and any announcements. Reviews SOT guidelines for SS webpages to assure compliance. Establishes appropriate links to other organizations as needed. Serves as RASS website and ToxChange liaison with SOT HQ.
- Assists the Vice President-Elect with review and selection of winners for RASS Graduate Student and Post-Doctoral Awards presented at the annual meeting
- Collaborates with Senior Councilor to build poster for the annual meeting reception
- Contributes to the RASS newsletter as requested

Post-doctoral Representative:

- Represents post-doctoral interests to RASS and provides RASS information to post-doctoral members
- Participates in Post-doctoral Assembly on behalf of RASS
- Attends RASS Executive Committee meetings and participates in teleconferences
- Contributes to the RASS newsletter as requested
- Coordinates RASS representation/participation at annual student/post-doctoral reception at SOT; acts as RASS liaison at reception
- Actively recruits new post-doctoral members into RASS
- Assists Secretary/Treasurer with planning for the annual meeting
- Works collaboratively with the Past President to organize Mentoring activities

Graduate Student Representative:

- Represents graduate student interests to RASS and provides RASS information to graduate students
- Actively recruits new graduate student members into RASS, and encourages former Student members of RASS to continue their membership at the post-doctoral or Associate level
- Participates in GSLC
- Inform student members of RASS about awards, activities and various beneficial activities
- Attends RASS Executive Committee meetings and participate in teleconferences
- Contributes to the RASS newsletter as requested
- Coordinates RASS representation/participation at annual student/post-doctoral reception at SOT; acts as RASS liaison at reception
- Assists Secretary/Treasurer with planning for the annual meeting
- Works collaboratively with the Past President to organize Mentoring activities

Table 1. Summary of Major Responsibilities for RASS Officers

Responsibility	Past Pres	Pres	VP	VP Elect	Sec. Treas.	2nd Yr Councilor	1st Yr Councilor	Post Doc Rep	Student Rep
Officer Nominations	X								
Annual Report	X								
Leads Meetings		X	*						
President's Message		X							
Welcome Letter to new Members		X			*				
Review of Session Proposals	*	X	*	*	*	*	*	*	*
Best Paper Awards			X			*			
Trainee Awards				X	*		*		
Best Abstract Awards				X	*				
Plans RASS Events at SOT Annual Meeting			*	*	X			*	*
Fiduciary Responsibilities					X				
Orders Awards & Checks					X				
Meeting Minutes					X			*	
Newsletters		*			*	X	*		*
RASS Poster						X	*		
RASS Webpage							X	*	
RASS Rep for Post Doc / Student Reception								X	X

X – Officer with primary responsibility

* – Officer(s) with supporting roles for the activity (see write-up for details)

Additional Helpful Guidance for Future RASS Executive Committees

Requests for Notification to RASS Membership

Overview: Typically, RASS has been very open to providing notification of upcoming scientific meetings, symposia, webinars and other educational opportunities that are likely to be of interest to the RASS membership. On occasion, there have also been requests for RASS to provide similar notifications from members for a recent or upcoming publication (books, reviews or scientific articles). However, given the high volume of risk assessment-related publications released in any year (e.g., between 800 - 1000 papers were reviewed for the RASS “best paper” awards in the last few year), the RASS Executive Committee (EC) has refrained from providing notifications for individual publications in an effort to avoid being overwhelmed with similar requests.

A special category of notifications are job opportunities. In most cases, the RASS EC has been willing to provide these types of notifications. There is an SOT requirement, however, that any job announcements need to be posted on the SOT Job Bank prior to being disseminated by a Specialty Section, Special Interest Group or other subgroup within SOT. These requests will be treated similar to other notifications as described above.

Procedure: Any notifications should be first approved by the current RASS EC and be subject to approval by the SOT Council (or their representative). Advice from the SOT Liaison to the Specialty Sections should be sought to assure the notification is not counter to any guidance from SOT Council, and is not prohibited by by-laws of RASS or SOT. Any notifications should be disseminated by SOT using the existing RASS Membership list (initiated by the SOT Liaison to the Specialty Sections) with a message from the current RASS President, and/or other RASS Officer as appropriate.

Requests for RASS Endorsements or Sponsorship

Overview: On rare occasions, the RASS EC has been requested to provide more substantial support to upcoming meetings, workshops, etc. in the form of non-financial endorsements or sponsorships with a monetary grant. In most instances, the RASS EC has directed the requestor to instead petition SOT for consideration; however, there are historical instances where RASS has provided endorsement and/or sponsorship. A request for sponsorship for a series of workshops noted a prior contribution in a prior year (financial records show a grant was issued), however, no record of any decision or discussion of the grant could be found in the meeting minutes or other records from that period leaving the current EC uninformed of the basis for that prior funding decision.

Procedure: Any request for endorsement or sponsorship should be fully vetted by the current RASS EC in a regularly scheduled (i.e., monthly call) or special meeting with notes of the discussion available for later review. Requests approved by the RASS EC also have to be subject to approval by the SOT Council (or their representative). Advice from the SOT Liaison to the Specialty Sections should be sought to assure that any endorsement or sponsorship is not counter to any guidance from SOT Council, and is not prohibited by by-laws of RASS or SOT. Final disbursement of funds for any sponsorship needs to be initiated by the Secretary-Treasurer through the SOT Liaison to the Specialty Sections. All endorsements or sponsorships should be mentioned either in a message from the current RASS President to the RASS Membership (see Notifications) and/or should be included in the next RASS Newsletter.

Implied Endorsements

Overview: On rare occasions, implied endorsement of a science policy position by RASS has been inferred because members of RASS have published opinions or have scientific publications supporting that position. As RASS is a

widely diverse collection of toxicologists practicing risk assessment for an array of organizations, it is improper to infer support by RASS without a full vetting of any position by RASS or SOT, with an officially endorsed statement to that effect. Additionally, many members of RASS work for agencies of the United States government and are prohibited from endorsing a position that can be construed as political in nature or as advocacy for a particular partisan position. RASS and/or SOT needs to avoid openly partisan positions or risk losing the membership of federal (and potentially state) employees.

Procedure: Any implied endorsements (i.e., unrequested and non-official) identified as having occurred need to be referred to and addressed by the SOT Council.