OFFICERS' RESPONSIBILITIES
(Revised May 2023)

Term Durations:

Presidential Line - 4 Years
(1st Year: VP-Elect; 2nd Year: VP; 3rd Year: President; 4th Year: Past President)

Secretary/Treasurer - 2 Years
New Career Councilor - 2 Years
(1st Year: Junior Councilor; 2nd Year: Senior Councilor)

Postdoctoral Representative: 2 Years
Student Representative: 2 Years

Note: The Student and Postdoctoral Representatives shall each serve for a term of two years, with the terms commencing in alternating years.

Past President

- Write the President's Annual Report for SOT for the previous year (due no later than Aug 1)
- Chair the Nominating committee for new RDTSS officers & Student/Postdoc Representatives
  - Form the Nominating Committee. See By Laws: A Nominating Committee consisting of not less than three members shall be appointed each year by the Executive Committee of the Specialty Section (i.e., the officers plus Councilors).
  - Timing:
    - August: Prepare ballot to replace all outgoing officers of Executive Committee & Student/Postdoc Representatives (there should be at least 2 nominees per position)
    - November/December: Finalize ballot and coordinate with SOT Headquarters for circulation of ballot to RDTSS membership with closing date in January
    - January: Tabulate election results
    - February: Inform winners & invite them to Annual Officers' Meeting.
  - At the RDTSS Mixer at the SOT Annual Meeting:
    - Thank the members of the Nominating Committee
    - Announce the names and institutions of the new officers
- Achievement Award: Serve on the committee and mentor Junior Councilor
- Attend the RDTSS Officers' Meeting and RDTSS Mixer the SOT Annual Meeting

President

- First responsibility during the transition from VP to President is to coordinate the Program Committee’s ranks & comments on Proposals identified as endorsed by RDTSS and entering them into on-line per direction by SOT Headquarters
• Provide oversight for activities of the RDTSS, including circulating important issues to the Executive Committee members. Ensure communication of topics throughout the year including telecon(s) with the Executive Committee as appropriate.
• Ensure that Secretary/Treasurer is informed of all expenditures
• Ensure all officers initiate their award cycle activities on time
• Co-chair the Edward W. Carney Trainee Award Fund with the current President of the Society of Birth Defects Research and Prevention (BDRP)
  o Coordinate formation of an Awards Committee consisting of a balanced representation of members from the 2 societies
  o Update contact information, deadline, & required submission materials for the award (as needed)
  o Determine how to provide travel award(s) to trainees
  o Ensure that the ground rules and deadlines are communicated to the membership of SOT and BDRP in a timely manner
  o Order associated checks and plaques via SOT website (by mid-January)
  o Contact winners to determine if they can attend RDTSS Mixer.
  o Order BDRP Award winner checks via SOT website (Mid-April/Early May) once winners for BDRP awards are identified (Note: BDRP orders their own plaques)
  o Ensure that the Past President is notified of the Award status, so they can effectively communicate the results and coordinate with the Society of Birth Defects Research and Prevention.

• Annual SOT Meeting
  o Coordinate with SOT Headquarters & RDTSS Secretary/Treasurer to ensure arrangements for the rooms & refreshments for the RDTSS Officers’ Meeting (full Executive Committee meeting one early morning) and RDTSS Mixer (Reception for all members one evening). Double check plans and orders are confirmed close to time of the meeting.
  o Order certificates for outgoing officers (e.g., Senior Councilor) and Student Representatives; order plaque for Past President
  o Chair the RDTSS Officers’ Meeting
    ▪ Congratulate newly elected officers & invite them in advance
    ▪ Prepare and circulate an agenda at least 1 week in advance
    ▪ At a minimum, review slides to be used for Mixer
  o Chair the RDTSS Mixer
    ▪ Prepare an agenda, chair the business meeting
    ▪ Edward W. Carney Trainee Award
      • Thank the members of the Awards Committee
      • Announce the recipient of the Award
    ▪ Thank outgoing officers & present certificates, specifically acknowledging years of service & present plaque to Past President
  o Attend SOT Specialty Section Officers meeting at SOT Annual Meeting (if held)
  o Attend SOT Presidents reception (invited)

Vice President

• Act for the President in the President’s absence
• Chair the RDTSS Program Committee for the next SOT Annual Meeting
  o Form the RDTSS Program Committee. Choose at least 4 other Officers including the Junior Councilor and New Career Councilor. May also circulate items to all Officers by email for discussion.
Reproductive & Developmental Toxicology Specialty Section (RDTSS)

- Solicit the membership for proposal submissions well in advance of the SOT Annual Meeting
- Prior to the SOT Annual Meeting, develop a list of proposals for CE courses, symposia and workshops to be potentially endorsed by the RDTSS
- Present program proposals for RDTSS endorsement at the RDTSS Mixer & lead a discussion to stimulate/inspire more proposal submissions
- After the SOT Annual Meeting but before the SOT Program submission deadline for proposals, coordinate review of draft proposals by the RDTSS Program Committee to increase quality of the submission to SOT.

- Administer the New Career Scientist Award
  - Send out request for nominees by Sept. 1 and reminder just before award deadline (Oct 9)
  - Assemble award committee of RDTSS membership (~5-6 people)
  - Coordinate judge responses and facilitate consensus opinion
  - Order associated checks and plaques via SOT website (by mid-January)

- Attend the RDTSS Officers’ Meeting and RDTSS Mixer at the SOT Annual Meeting

Vice President-Elect

- Chair the RDTSS Student/Postdoc Awards for the SOT Annual Meeting
  - Update contact information, deadline, & required submission materials for the award and advertise awards on the SOT website
  - Coordinate with SOT Headquarters the time & location of the Student/Postdoc poster presentations (usually an evening early in the meeting…before the RDTSS Mixer)
  - After the deadline, contact the student applicants prior to the SOT Annual Meeting about the details of the Judging process (dates, location, expectations, etc.)
  - Identify at least 3 additional RDTSS members, if possible, including the New Career Councilor to judge posters & confirm they are available during the designated late afternoon poster session. Assign judges for postdocs and students. Provide scoring criteria and abstracts to judges before meeting.
  - At the SOT Annual Meeting
    - Host the student poster session at the determined time/location
    - Coordinate and tabulate scores from the judges
    - Coordinate with SOT Headquarters and RDTSS Secretary/Treasurer to obtain certificates for the winners in time for the RDTSS Mixer
    - Ensure checks are ordered via SOT website - Note that cash award checks are mailed to individual recipients directly by SOT after the Annual Meeting.
    - At the RDTSS Mixer
      - Name & thank Student/Postdoc Award Committee members
      - Briefly review the judging process
      - Announce the winning students, supervisors, institution, title of abstract and present certificates and/or checks

- Attend the RDTSS Officers’ Meeting and RDTSS Mixer at the SOT Annual Meeting

Secretary/Treasurer

- Prepare the Treasurer’s Report for the Annual RDTSS Report to SOT Headquarters
• Maintain budget throughout course of the year, providing updates at any RDTSS meetings
• Maintain record of past award winners and award details and coordinate with appropriate Officers, as needed.
• Assist Presidential line, as needed, in identification of open ballot positions, and in ensuring that plaque/certificates are ordered for outgoing officers via SOT website (by mid-January)
• SOT Annual Meeting
  o Prepare initial budget & RDTSS needs (including the mixer) during the meeting.
  o RDTSS Officers’ Meeting
    ▪ Prepare & present the Treasurer’s Report
    ▪ Attend the meeting, record minutes & distribute to Officers
  o RDTSS Mixer
    ▪ Attend the Mixer & Present the Treasurer’s Report
  o Assist the appropriate Officers in ordering for plaques/checks/certificates for award winners, as needed
• Record minutes from RDTSS teleconferences & meetings

Senior Councilor

• Chair the RDTSS Best Paper in Toxicological Sciences (ToxSci) Award
  o Update contact information, deadline, & required submission materials for the award
  o By end of calendar year, identify at least 3 additional RDTSS members including the Student & Postdoctoral Representatives to serve on the Best Paper Award Committee
  o In early December, identify all reproductive or developmental papers published in Toxicological Sciences for the past year (based on Table of Contents of last paper issue)
  o Papers should be reviewed and winners determined in time (early January) to meet award ordering deadline (15 January)
  o Order associated plaques/certificates via SOT website (by mid-January)
  o Contact colleagues of winner, if possible, in February to encourage winner to be present at the RDTSS Mixer at the SOT Annual Meeting. Goal will be to keep it a surprise for the winners until the RDTSS mixer.
  o SOT Annual Meeting, RDTSS Mixer
    ▪ Name & thank Best Paper Award Committee members
    ▪ Briefly review the ranking process & acknowledge the finalists
    ▪ Announce the winning author, coauthors, institution, title of paper, importance of research (if appropriate) and present the plaque and certificates

Junior Councilor

• Chair the RDTSS Scientific Achievement Award Committee
  o Update contact information, deadline, & required submission materials for the award
  o Select at least 2 additional RDTSS members from different backgrounds (target balance of academia, industry & government) to serve on the Achievement Award Committee. Should include the RDTSS Past President.
Reproductive & Developmental Toxicology Specialty Section (RDTSS)

- Request new nominations from RDTSS membership (applicants/nominees are good for 3 years)
- Order associated plaques/certificates via SOT website (by mid-January)
- Confirm presence of winner at SOT Annual Meeting and RDTSS Mixer (without informing the winners) by coordinating with nominating member(s).
- SOT Annual Meeting, RDTSS Mixer
  - Name & thank Scientific Achievement Award Committee members
  - Briefly indicate the criteria for judging
  - Announce the Award winner & a sampling of their contributions to RDTSS, present plaque
- Serve on the RDTSS Program Committee & assist the VP in soliciting, developing, & reviewing program proposals for the next SOT Annual Meeting
- Prepare or obtain the RDTSS poster and work with the Student/Postdoctoral Representative to ensure it is presented at the Student/Postdoc Mixer at the SOT Annual Meeting, helping to represent RDTSS

New Career Councilor

(Elected within 5 years of graduation and/or completion of a postdoctoral fellowship)
- Serve as RDTSS Website Liaison to SOT Headquarters (including coordination of dates/people for different RDTSS awards)
- Serve on the Student Awards Committee (judge the presentations) run by the VP-elect
- Serve on the RDTSS Program Committee & assist the VP in soliciting, developing, & reviewing program proposals for the next SOT Annual Meeting
- Administer the Stephen B. Harris Mid-Career Scientist Award
  - Send out request for nominees by Sept. 1 and reminder just before award deadline (Oct 9)
  - Assemble award committee of RDTSS membership (~5-6 people)
  - Coordinate judge responses and facilitate consensus opinion
  - Order associated checks and plaques via SOT website (by mid-January)
- Support the Past President in managing Endowment Fund activities

Student Representative

- Serve on the Best Paper Award Committee & assist Senior Councilor in reviewing papers for the award
- Assist the Junior Councilor in preparing & presenting the RDTSS poster at the Student/Postdoc Mixer at the SOT Annual Meeting, helping to represent RDTSS
- Serve as RDTSS representative on the SOT Graduate Student Leadership Committee (GSLC)
- Work with postdoc representative on trainee initiatives, for example, arranging mentoring event at the Annual Meeting

Postdoctoral Representative

- Serve on the Best Paper Award Committee & assist Senior Councilor in reviewing papers for the award
- Assist the Junior Councilor in preparing & presenting the RDTSS poster at the Student/Postdoc Mixer at the SOT Annual Meeting, helping to represent RDTSS
- Serve as RDTSS representative on the SOT Postdoctoral Assembly (PDA)
Work with student representative on trainee initiatives, for example, arranging mentoring event at the Annual Meeting

All Officers

Everyone should attempt to attend the SOT Annual Meeting:

- RDTSS Officers' Meeting. This usually is held at 6:30 or 7:00 a.m. on the Monday or Tuesday prior to the day of the RDTSS Annual Meeting.
- RDTSS Mixer. Since all Officers have a role in this meeting, anyone who cannot attend needs to alert the President well in advance to allow time for another Officer to take over their role.