

# Safety Pharmacology Society Roles & Responsibility

## Vice President-elect

The Vice President-elect assumes the responsibilities of the President in the absence of the President and Vice President, or in the event of a conflict of interest. He/she assumes the role of President of the Society after serving one year as Vice President. He/she assists the President in carrying out the functions of that office and performs specific duties delegated by the chief elected officer.

### Responsibilities:

- Assumes the duties of the President and/or Vice President in his/her absence;
- Represents the Society when so directed by the President;
- Serves as Chair of the Abstract Committee while **Vice President-elect**;
- Serves as Chair of the Program Committee while **Vice President**;
- Serves as a member of the Finance Sub-committee (if organized);
- Selects or approves Chairs for all committees and task forces prior to his/her term of office as President.
- Selects or approves committee/task force members for all non-elected committees prior to his/her term of office as President, and
- Participate in 1 ½ hour monthly conference calls (usually held on the 3<sup>rd</sup> Wednesday of the month).

## Board of Directors

Board of Directors direct and act as the primary authority in the Society over and above all committees. They determine overall policies and make decisions as they affect overall operations. Ultimate responsibility for the association rests with the Board of Directors. The responsibility is recognized by state and federal laws; legally, the Board of Directors is responsible for the activities, employees and fiscal integrity of the Society. The appropriate role of the Board of Directors is to set policies which will ensure that it fulfills its legal and professional responsibilities to the Society. The Board of Directors set the tone for leadership within the Society. The general management of the affairs of the Society shall be vested in the Board of Directors. Board of Directors shall employ an executive director and, in addition, may employ such persons as the Board of Directors deems necessary.

Responsibilities:

- Ensuring that the needs of the membership are met;
- Approving and evaluating programs and activities of the association;
- Planning the future direction of the association;
- Establishing broad policies to guide the operation of the association;
- Monitoring and evaluating the executive directors performance;
- Setting financial objectives and monitoring their achievement;
- Serve as liaison to various committees as assigned by the President;
- Correspond with liaison committees and provide a report of activities at each Board of Directors meeting;
- Represent the Society at Regional meetings as needed;
- Assist members on an individual basis, as needed, and
- Participate in 1 ½ hour monthly conference call (currently held on the 3<sup>rd</sup> Wednesday of the month).

## Board of Directors Liaisons

Board of Directors liaisons serve as the conduit from assigned committees to Board of Directors and from Board of Directors to committees.

Responsibilities:

- Attend committee meetings/conference calls;
- Keep committee(s) informed of Board of Directors activity and strategies;
- Report to Board of Directors on committee meetings and activities, and
- Report Board of Directors recommendations, any assigned committee tasks, and Board of Directors action on committee recommendations back to the committee(s).

## Secretary

A Secretary shall be elected by a majority vote of the ballots cast, who shall serve as Secretary-Elect for one year followed by a term of two years as Secretary. Nominees for Secretary-Elect shall stand for election on odd-numbered years. The Secretary shall have custody of the records of the Society, shall keep the minutes of the meetings of the Society and of the Board, and shall notify members of all meetings.

- Maintains of the records of the Society
- Keep the minutes of the meetings of the Society and of the Board
- Notify members of all meetings in advance
- Review the slate of nominees as submitted by the Nominating Committee
- Review the Election Ballot prior to dissemination to the membership
- Oversee any and all election and voting processes and notify the membership of the voting outcome

## Treasurer Responsibilities

A Treasurer shall be elected by a majority vote of the ballots cast, who shall serve as Treasurer-Elect for one year followed by a term of two years as Treasurer. Nominees for Treasurer-Elect shall stand for election on even-numbered years.

The Treasurer ensures the integrity of the fiscal affairs of the Society and serves as the Chair of the Finance Committee (*if organized*).

- Ensures that the Society maintains accurate financial records.
- Ensures that the financial policies are carried out as set forth in the fiscal policy of the Society.
- Reviews Society expenditures and financial status of the Society monthly.
- Ensures that monthly financial reports are submitted to Board of Directors.
- Presents an annual financial report to Board of Directors and to members at the Annual Business (Member's) Meeting.
- Works with the Executive Director in the preparation of the annual budget for approval by the Board of Directors.
- Represents the Society on financial matters as assigned by the President.
- Serves as liaison to various committees as assigned by the President.
- Prepares a Treasurer's Report for the previous fiscal year.
- Has check signing and investment authority for the Society as set forth in the financial policies and procedures.
- Participate in 1 ½ hour monthly conference calls (usually held on the 3<sup>rd</sup> Wednesday of the month).

# What Competencies Are Needed to Perform in a SPS leadership Role?

## Knowledge

- Understand the Safety Pharmacology Society's (SPS) structure, policies, and culture (including its mission, vision, values, goals, current strategic plan, governance structure, role of staff and volunteers, programs and services).
- Understand the current field and its direction (including the profession in different contexts, threats/challenges in the field for the association, and the association's role in advancing the field).

## Leadership Experiences and Skills

- Ability to inspire and empower others, including the recruitment and mentoring of new leaders
- Use resources effectively to achieve, set goals, including organizing tasks, delegating responsibilities that use people's skills efficiently, and directing other resources

## Strategic Thinking & Decision Making

- Ability to consider the big picture while being goal/future-oriented.
- Ability to process large amounts of information; synthesize and incorporate multiple viewpoints and perspectives.
- Ability to think independently and critically (including using research data, asking questions, challenging unsubstantiated information).
- Ability to use logic and reasoning to identify issues as well as the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to make informed decisions efficiently and take action when needed.
- Ability to be objective at all times and put what is best for the Society above any particular constituency.
- Ability to analyze reports of committees, task forces, etc. and comment on drafts of publications and other documents as appropriate.

## Communication

- Speak professionally in small or large groups with prepared materials (including to articulate oneself clearly, concisely and logically while addressing the audience's needs).
- Enhance one's intercultural competence continually and proactively, to represent the association in interactions with culturally and linguistically diverse groups of people in multiple contexts effectively.
- Facilitate group discussions strategically (including focusing on the agenda and working for practical consensus).
- Advocate for SPS professionals, students, and the field at multiple levels, from local to international

- Promote transparency, communicating developments to members, affiliates, etc. and invite input.
- Operate in an online environment efficiently and effectively.

### **Independent and Team Work**

- Ability to effectively collaborate with the Executive Director, Board colleagues, and staff
- Ability to work independently.
- Ability to interact with other board members in a group setting, both contributing to, and valuing the contributions of all members.
- Ability to provide feedback to the Executive Director on behalf of the Board.

### **Financial Skills**

- Ability to understand and analyze financial reports.
- Ability to review and analyze proposed budgets with regards to SPS' resources, strategic goals, and priorities.

### **Experience**

- Have various leadership experiences within the profession.
- Have leadership experience within SPS.
- Have thorough knowledge of SPS policies and procedures.
- Have experience interacting with diverse SPS professionals.