

## **Proposal for the formation of the SETAC (Global) Chemistry Advisory Group**

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### **Operating Guidelines for the SETAC (Global) Chemistry Advisory Group**

#### **Scope/Vision**

The Chemistry Advisory Group (CAG) strives to improve and sustain the inherent interdisciplinary nature of the Society of Environmental Toxicology and Chemistry (SETAC) organization in members and expertise. We increase awareness of and relevance for environmental chemistry through scientific, education and communication opportunities for chemists in the environmental field. As a global advisory group, the CAG will offer opportunities to its members to interact and address global chemistry topics while maintaining a geographic perspective when appropriate to the issue.

#### **Membership**

Membership in the Chemistry Advisory Group, which was organized initially with SETAC North America and now is under the auspices of the SETAC World Council, is open to all SETAC members, and to all professionals and students interested in the topics addressed by the CAG. Members must have a commitment to the purpose, goals, and operating guidelines of the Chemistry Advisory Group and commit to supporting the CAG. Participants will include experts in all fields of environmental chemistry. Advisory Group members may be asked to overlap with other entities working to advance the field of environmental chemistry. Any SETAC member may participate in activities organized by the CAG. These events also may be attended by non-SETAC members.

The CAG's activities are guided by the Chemistry Steering Committee (CSC), the leadership of the advisory group. The CSC is composed of advisory group members who are also SETAC members. CSC candidates may be drawn from the larger pool of people attending sessions, meetings, and otherwise contributing to the CAG's goals, provided that on election they become members of SETAC. Announcements of openings for new Steering Committee members will be circulated via SETAC email notifications and via the SETAC website two months before the installation of new members (roughly September 1), with nominations sent to the current Steering Committee for review and confirmation of willingness to serve if selected. If more applications are available than positions, new members are selected by electronic voting based on the CAG mailing list. It is up to the individual GUs to ensure that they have at least the minimum number of candidates for the number of open positions for their GU. Voting would be conducted prior to the SETAC North America annual meeting in order that the results may be announced at that meeting. In all cases, balance will be maintained with the representation described below.

The global Chemistry Steering Committee will comprise no more than 16 members who are SETAC members in good standing. These members shall be representative of the three sectors (government, business, and academia). Balance will be sought across four stakeholder affiliations (first priority) – with the business sector split into industry and NGO/consultants and five geographic units (second priority). Geographic unit representation will be in proportion to overall SETAC membership – currently North America (52%), Europe (32%), Asia/Pacific (10%), Latin America (3%), and Africa (3%). Prior to elections the June membership report preceding the request for nominees will be consulted to determine if any adjustments are needed. Numerically, with a 16 member steering committee, the membership distribution is: North America 7, Europe 5, Asia/Pacific 2, and one each for Africa and Latin America. A minimum of one member for each Geographic Unit shall be sought.

## **Governance/Operating Guidelines**

### Terms

The Chemistry Advisory Group leadership will serve a three year term. CSC members may serve a maximum of two consecutive terms. The current North American Steering Committee members will decide, based on interest and portion of their North American term of office already completed, who will serve on the initial steering committee at the global level. Terms begin and end at the annual SETAC North America (SETAC NA) meeting in November. To maintain continuity, CSC chairs will serve one year terms as chair-elect, chair, and past chair consecutively, which may extend their term past three years. Subcommittee chairs and the secretary at the global level will serve one year terms, with no limits on consecutive terms. Leadership for the CAG will be announced at the North American annual meeting. Any CSC member who misses four consecutive meetings or conference calls without prior notice will be released from their leadership duties.

Working groups at the GU level may be established based on interest of the members from that GU and the identification of issues or activities, for example sponsorship of student travel awards, of particular interest to the GU. Within reason, the terms of office and number of steering committee members of such GU level working groups will be left up to the GU.

### Roles and Responsibilities

#### *For Chemistry Advisory Group Members*

- Follow the CAG's operating guidelines.
- Actively promote the goals of the Chemistry Advisory Group:
  1. Increase the awareness of the SETAC in the chemistry community, and the awareness of chemistry in the SETAC community with a specific focus on globally relative issues.

2. Increase active membership, participation, and engagement in SETAC, particularly by chemists in underserved geographic areas in all aspects of environmental chemistry.
  3. Create an improved atmosphere and potential for interactions for chemists with other disciplines within SETAC and between other chemistry organizations.
  4. Facilitate communication and collaboration among chemists from all geographic regions, including other international chemistry organizations.
- Arrange chemistry focused presentation sessions and other activities at annual and regional meetings to focus on these goals.
  - Arrange short courses focused on chemistry.
  - Encourage vendors with chemistry products to attend SETAC annual meetings and sponsor SETAC meetings and events.
  - Propose and conduct a formal annual activity (e.g., short course, platform or poster session, symposium, lunch discussion) during SETAC NA and Europe annual meetings, at minimum. Other GUs will be encouraged to propose activities oriented toward their regional issues or that are designed to bring together chemists from various GUs on a selected topic.
  - Actively communicate with and include members from all sectors and geographies.
  - Increase awareness of SETAC and the CAG through joint society meetings and social opportunities.
  - Deliver chemistry awards that recognize significant contributions.
  - Communicate activities and updates in the SETAC Globe, SETAC Your Membership website, and other venues.
  - Seek SETAC or geographic unit approval as appropriate and necessary for activities such as workshops, joint meetings, distribution of educational materials, etc.
  - Refrain from public announcements of a “SETAC position” without SETAC review and approval (through conformance with the Public Outreach SOP).
  - Other activities consistent with these goals and objectives, determined on an as-needed basis.

*Additional Responsibilities for Global Chemistry Steering Committee Members*

- Review, revise, and follow the CAG’s operating guidelines.
- Communicate through a written annual progress and activities report to SETAC NA.
- Coordinate with SETAC Standing Committees as appropriate.

- Coordinate with parallel SETAC groups and other environmental and chemistry societies, in all regions.
- Maintain network system for communication (e.g., mailing list, homepage).

*For the Global CSC Chair*

- Draft and submit the annual written annual progress and activities report to SETAC World Council (SWC).
- Compile and send the agenda for regularly scheduled meetings (face-to-face, web or telephonic) at least 96 hours in advance.
- Ensure the coordination of CSC subcommittees and working groups (including geographic unit subcommittees or working groups), activities, and outreach.
- Schedule and preside over CAG meetings or designate a substitute when necessary.

*For the CSC Chair-Elect and Past Chair*

- Assist the Chair in their responsibilities as requested or as necessary.
- Compile CSC election nominations and verify willingness to serve with nominees.

*For the CSC Secretary*

- Take minutes at all CAG and CSC meetings to include action items and distribute them to members within one week.
- Ensure that the CAG and CSC membership list within the SETAC Your Membership platform in coordinated with the SETAC office in Pensacola.

*For Subcommittee Chairs*

- Solicit subcommittee members
- Promote, organize, and plan activities related to the subcommittee, including regional activities if the subcommittee represents a GU.
- Assist and participate in other SETAC committees and groups with parallel interests.

Decision-Making

Items requiring a CSC decision should be provided to the chairperson for inclusion with the agenda at least 5 days prior to meeting, whether face-to-face, web conferencing or telephonic. Supporting information required for the decision should also be included as appropriate.

The CAG, CSC and its subcommittees will utilize consensus of CSC members in attendance as the primary decision making approach. The global CSC may delegate a decision to a GU subcommittee if it is not of global consequence. Members may provide pre-arranged proxy vote or may provide email vote to the chairperson in the event of planned absence for

decisional agenda items. The chairperson will elicit post meeting votes from members only for items regarding the CAG Operating Guidelines or membership.

- Items requiring decision will be identified in the agenda.
- Time will be allotted for discussion as required.
- Votes will be taken by roll or by request for non-consensus.

Non-consensus items will be forwarded to continued discussion as required, in order to clearly identify the issues and basis for non-consensus. Action will be taken to provide scientific basis and logic for consensus. Lack of consensus following these actions will be clearly indicated in the minutes.

### Principal Form of Communication

The CAG, CSC and its subcommittees will primarily depend on electronic communication through email or the Your Membership platform for regular group communication. CSC teleconference or webconference meetings will be held as required based on committee activities, typically on a monthly basis or as agreed upon, based on activities proposed or in progress. Face to face meetings of the global advisory group will be held during the SETAC North America and Europe annual meetings. Other GUs may propose face-to-face meetings for their membership and attendees from other GUs. Subcommittees that represent GUs (or special topics) may request webpages to be established by SETAC on the CAG website and linked to the main CAG webpage.

When voting is required, either by the CSC or the full CAG, the option do so such voting electronically shall be decided by the CSC. The mode of electronic voting, either via email or survey, shall be determined based on the nature of the vote.

### Annual Meetings

The global steering committee will meet at least twice annually, in conjunction with the SETAC North America and Europe annual meetings. The purpose of the annual meeting will be to review progress on activities of the committee and subcommittees, conduct long-range planning, identify new issues of relevance to SETAC and the CAG, induct new members and leadership roles, and review or revise Operating Guidelines as required.

### Report and Review

The CSC will provide a summary report to SETAC World Council BoD on an annual basis including at minimum: activities of the previous year, tasks initiated and completed, membership, succession plan, and finance reports as required. The CSC chairperson will review and deliver the document to SETAC following feedback from the CSC membership. The report is due prior to the SETAC North America annual meeting as requested by the SETAC office. The global CSC chair may request input to the report from any GU level chair.

## **Finances**

Funding for Chemistry Advisory Group activities is through SETAC, a non-profit 501(c)(6) organization. Funds earmarked for Chemistry Advisory Group activities will be managed as designated restricted funds under the auspices of SETAC. An annual budget, if funding is obtained, will be prepared and approved by the CSC. This budget will become part of the overall annual budget for SETAC, after review and approval. Additionally, the Chemistry Advisory Group may engage in fund raising efforts and/or solicit corporate sponsorship to fund activities. In these cases, financial management is provided by the SETAC Office. If appropriate and necessary, separate budgets and fund-raising activities may be carried out at the GU level subject to informing the global CSC and coordinating the effort so as not to cause duplication or overlap with global CAG activities.

## **Relationship to SETAC**

The Society of Environmental Toxicology and Chemistry is a global nonprofit professional organization founded to promote the use of multi-disciplinary approaches in the study of environmental issues. SETAC represents nearly 6000 individuals from 110 countries in the fields of environmental chemistry and toxicology, biology, ecology, atmospheric sciences, health sciences, earth sciences, risk assessment, and environmental engineering. SETAC was founded on the principles that it is important to have a membership comprised of equal representation of persons from academia, business and government agencies. SETAC members are involved in diverse areas, such as education, research, environmental management, manufacturing and distribution of products, and regulatory activities. In addition, a primary goal of SETAC is to provide balanced, scientific information to planners, legislators, managers, regulators, and others, and to assist in the development of technically sound environmental policies, laws, and regulations.

## **Connections**

The Chemistry Advisory Group reports to SETAC World Council. It is committed to advancing the purposes of SETAC while fulfilling its primary mission. The Chemistry Advisory Group, as needed, will solicit assistance from various SETAC committees to help with advisory group activities. For example, technical activities are conducted through the SETAC Science Committee, educational activities through the SETAC Education Committee, and publication and dissemination of technical information through the SETAC Publication Advisory Council. The global CAG as well as GU-level subcommittees, may interact with both global and GU-level committees. Any such interaction should be coordinated with the respective GU leadership (typically a liaison representative of SWC or the GU Board/Council). The CAG will work to further SETAC interactions with relevant related professional societies such as the American Chemical Society (ACS), Royal Society of Chemistry, and International Union of Pure and Applied Chemistry (IUPAC).