Committee Name: SETAC North America Early Career Committee
Submitted by: L. Blair Paulik (Chair) and Sharon Hartzell (Vice Chair)
Board of Directors Liaisons: Sarah Bowman and Markus Hecker

Organization

Early Career Committee (ECC) leadership includes the Chair, the Vice-Chair, and the Outgoing-Chair, each of whom serves in their role for one year. The ECC was initially formed as a subcommittee within the SETAC North America Career Development Committee. In 2017 it became officially recognized as an independent committee of SETAC North America. At this time the first draft of the ECC SOP was developed. A more detailed description of the organization can be found in the North America Early Career Committee SOP.

In the ECC’s first year its Chair and Vice Chair have established subcommittees within the ECC to manage the committee’s goals for the year. These goals were: coordinating early career travel awards for the SETAC North America annual meeting, planning an early career social for the SETAC North America annual meeting, fundraising for early career event(s) at the SETAC North America annual meeting, developing and implementing an early career membership survey, developing and maintaining early career social media accounts, and fundraising for early career events. In this first year the ECC also established formal relationships (through liaison positions) with various other SETAC committees including the SETAC North America: Membership Committee, Career Development Committee, Regional Chapters Committee, Development Committee, Inclusive Diversity Committee, and Student Advisory Committee.

Activities Summary

Updates from each of the ECC’s subcommittees are below.

Early Career Travel Awards Subcommittee

Subcommittee Chair: Mason King

In 2018 the ECC coordinated the SETAC North America Recent Graduate Member Travel Award (the Award). This award was first introduced in 2017 and the ECC has been implemented annually since first introduced. Award implementation milestones accomplished in 2018 include:

- Advertising the Award on SETAC and SETAC Student social media accounts, as well as in the SETAC Globe, in addition to direct member email.
- In partnership with the Senior Resource Group, developed a document for early-career members with advice on helping employers understand the value of attending SETAC meetings.
In partnership with SETAC staff, transitioning application submission and review to SETAC’s online award management system.

- Selecting six awardees, two from each of SETAC’s tripartite sectors.

**Early Career Social Planning Subcommittee**

**Subcommittee Chair: Tristan Smythe**

Chair: Tristan Smythe

Subcommittee Goals and Intent:

The Social Planning Subcommittee was formed from the Early Career Committee early in 2018 for the planning and organization of the 2nd Annual Early Career Social to be held at the 39th meeting of SETAC North America in Sacramento (Nov. 4th to 8th, 2018).

Activities Summary:

Conference Calls:

The Early Career Social Planning Subcommittee held three whole committee conference calls during 2018, April 5th, June 15th, and September 21st. These calls facilitated the discussion of an optimal date, time, and location for the event, ticket prices, food and drink options and the required budgetary considerations, as well as the overall activities planned for the event. A summary of these discussions is presented below:

Early Career Social – November 6th, 6:00 p.m. – 8:00 p.m | Capital View Room @ Hyatt Hotel

Cost: $10 (Student), $20 (General) – Maximum Capacity: 120 (60 students, 60 general)

Budget (in USD): (updated reflecting recent estimates of food costs provided by the Hyatt Hotel)

+$1000 secured funding from SETAC

+$1300 from 60 student and 35 general admission tickets sold

-$1300 for bar rental + one beverage ticket per attendee (beer, wine, and non-alcoholic beverages only)

-$3000 for food

Overall needed from fundraising: $2000 (out of $4300)

Planned Activities for the Social:

Networking Bingo card game with prize draw including donated SETAC ‘swag’ items (i.e. tshirt, mug). Additional details to be determined by October.

Formation of additional subcommittees:

Two additional subcommittees were formed from the needs of the Early Career Social Planning subcommittee’s discussions: The EC Social Media Subcommittee (Kristin Bridges, Erin Ussery,
Elizabeth Medlock), and the EC Fundraising Subcommittee (led by Peter Rose and Sara Nason). Please see the respective annual reports below for more details on their activities.

Advertising:

Much of the advertising of the Early Career Social has been lead by the EC Social Media Subcommittee. In brief: an online description was included on the SETAC Sacramento website under networking events (see: https://sacramento.setac.org/scientific-program/social-program/networking-activities/); an advertisement for the event (and the ECC as a whole) was included in the August issue of the SETAC Globe (see https://globe.setac.org/sna-early-career-committee/); a description and advertisement of the event was submitted and will be included in the printed program book; and similar information will be provided (deadline: October 1st) to be included as hand-outs at SETAC Sacramento.

Current Fundraising / Budget Summary:

$1000 – SETAC North America

$600 – student tickets (SOLD OUT / 60)

$840 – general tickets (42 / 60 as of Sept. 26th)

$250 – Chesapeake-Potomac SETAC Regional Chapter

$300 – Prairie North Chapter SETAC Regional Chapter

$200 – Gradient

$100 – Great Lakes Environmental Center

$300 – Pace Analytical Regulatory Services Group

$200 – Duke University

$300 – Centre for Oil and Gas Research and Development

$1500 – Wellington Laboratories

Total funds acquired: $5590

Money still required from fundraising/ticket sales: $0 (currently investigating possibility to rollover additional fundraising money for next year’s event)

Membership Survey Subcommittee

Subcommittee Chair: Meg Harris

ECC goals leading to formation of this subcommittee:

1 year/2018 - Develop and send out a SETAC Early Career Survey in order to better define and understand the SETAC early career community.

2 year- Use responses from the 2018 SETAC Early Career Survey- including barriers to SETAC participation and perceived benefits- to identify actionable ways to improve the SETAC experience for early career scientists.
Activities:

A subcommittee was formed during the 2017 annual meeting in Minneapolis to develop an early career survey (see goals above). The subcommittee has met regularly through 2018 to define the questions being addressed by the survey, develop survey questions and wording, and to create a plan for survey response analysis and communications. The survey is now completed and will go out to membership in September 2018 with preliminary results compiled by the 2018 annual meeting in Sacramento. Throughout 2018, members of the subcommittee have been actively involved with the Membership committee, Regional Chapters committee, EC committee leadership, and are in direct communication with SETAC staff as needed for survey logistics and support. The subcommittee is comprised of 5 members, including 1 participant from the Europe GU.

Social Media Subcommittee

Subcommittee Chairs: Kristin Bridges, Elizabeth Medlock, and Erin Ussery

The ECC Social Media Committee was established in June 2018, and consists of three ECC members: Kristin Bridges, Erin Ussery and Elizabeth Medlock. Since the creation of the sub-committee, the team has established a social media presence on Facebook, Instagram, and Twitter. The team posts on their social media accounts regularly to promote attendance at the upcoming Early Career Social at the 39th Annual SETAC North America Meeting in Sacramento, and to feature selected Early Career Scientists within SETAC. These features are designed to represent early career scientists that have chosen careers in academic, government, and private sectors.

The goal of the social media team is to foster a sense of community and to increase involvement of early career scientists in SETAC. It is the sub-committee’s opinion that engaging SETAC members during this transitional career stage will aid retaining these scientists as active members of SETAC (during a time when they might choose to become less active due to financial uncertainties), while also increasing the likelihood that early career scientists entering the academic sector will encourage their future students/mentees to be involved in SETAC. Furthermore, our social media presence provides networking opportunities during an uncertain time in a young scientist’s career, using a platform relevant to our target demographic. We feel that social media networking can benefit members in both a career-building context, as well as in an emotional support capacity.

In addition to creating ECC-specific social media accounts, the team has created an article for publication in SETAC Globe, a visual advertisement for the SETAC North America Annual Meeting program, promoted the activities of the membership subcommittee by encouraging participation in their membership survey, and partnered with NASAC to promote/integrate social media posts between the two committees (with the intention of recruiting NASAC members as they graduate). Other methods the social media sub-committee has employed to increase awareness of the ECC include sending emails directly to SETAC members classified as “recent graduates” that advertise our social media accounts and upcoming social, and partnering with the SETAC Membership Committee to directly contact recent graduates who have failed to renew their SETAC memberships (both to increase retention and to
determine underlying factors that lead early career scientists to allow their memberships to lapse).

**Fundraising Subcommittee**

**Subcommittee Chair: Peter Rose**

**Subcommittee Goals and Intent:**

The Fundraising Subcommittee was formed *ad hoc* from the Early Career Committee in mid-2018 to secure additional funding for the 2nd Annual Early Career Social, which is to be held at the 39th meeting of SETAC North America in Sacramento (Nov. 4th to 8th, 2018). Due to venue availability and expanded goals for the social, the estimated cost of this year’s event was well in excess of the previous year’s budget and current expectations.

**Activities Summary:**

**Conference Calls:**

The Early Career Social Planning Subcommittee held two conference calls during 2018, on 18 July and 1 August. These calls determined committee organization and established tasks. The remainder of subcommittee business was conducted by email.

**Contributors:**

Most potential contributors had been identified by committee member Sara Nason as part of a previous fundraising effort, with coordination with the Student Affairs Committee which was also raising funds. A master spreadsheet was created, contributors divided between the two fundraising committees, and vetted by SETAC administration. Volunteers were recruited and assigned contributors to contact. Additional contributors were identified by committee members and vetted to supplement the fundraising effort. Contacts were done via email, in person, and by telephone. Contributors were directed to SETAC to process donations. While the fundraising goal had been met as of 26 September, additional contributions are being followed up as of this writing.

**Current Fundraising Summary:**

Wellington Laboratories $1,500
Centre for Oil and Gas Research and Development $300
Pace Analytical Services, LLC $300
SETAC Pacific Northwest Chapter $300
SETAC Chesapeake-Potomac Chapter $250
Duke University Nicholas School of the Environment $200
Gradient $200
Breveja Environmental Consulting, LLC $100
Great Lakes Environmental Center Inc. $100
(Three potential contributors outstanding)
Total invoiced contributions $3250
Additional Activities

In addition to the official subcommittees outlined above, members of the ECC have also initiated other projects to address concerns of early career members, which are still in development.

Childcare Policy: ECC member Sarah Bowman has spearheaded an effort to reform SETAC conference policies to facilitate attendance by members with children. This has involved presenting issues to the board with ECC support, and has resulted in changes for the Sacramento meeting that will enable parents to bring their children to sessions and to the poster hall. This initiative will continue, with the goal of making SETAC meetings easier to attend for parents.

Mentoring Programs: Through a collaboration with the Senior Resource Group, the ECC is exploring options for establishing a mentoring program that would pair early career members with later career members, either virtually or in person. This program would fill a critical niche in the career development pipeline in SETAC, by offering guidance and support for building relationships between early and later career members. Ideally, members of the Early Career Committee will be situated within a larger mentoring framework of SETAC as both mentees of later career members, and mentors for students and recent graduates.

Development Committee Liaison: In collaboration with the Development Committee, the ECC has designated a member to act as an ECC liaison to the development committee. This is a multifunction liaison and professional development role that will not only foster relationships between the two committees, but build grant writing skills in early career SETAC members.

Issues/Problems

Prioritizing Early Career Involvement: The planning for the Early Career Social in Sacramento has been highly successful, with over 80 registrants as of September 25th. However, a majority of those registered for the event are classified as students rather than as early career members. This reflects a common issue with early-career scientists: their ability to attend conferences is sometimes limited by their employers, with attendances decisions contingent upon annual budgets. For this reason, early career members may have less advance notice of whether or not they will be able to attend meetings. In order to serve its target population, the ECC will need to bear this in mind when considering planning for at-meeting activities. A potential solution is to facilitate more channels for mentorship and networking outside of the annual meeting.

Definition of Early Career: The committee has struggled to set a clear definition of what it means to be an early career member. ‘Early career’ is a label that may be broadly defined and may extend beyond the three years post-graduation which SETAC uses to designate the category.

Awards to Federal Government Employees: In 2018, one winner of the Early Career Travel Award was an EPA employee who was informed by the EPA ethics office that the award would have to be declined to comply with federal law, since federal workers are not permitted to attend conferences in an official capacity if they are sponsored by outside organization. This presents a barrier to incentivizing attendance by some government workers, and is an issue that should be investigated further.
Current Active Committee Members -
Below is a list of current active ECC members:

<table>
<thead>
<tr>
<th>Member (Role)</th>
<th>Affiliation</th>
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</thead>
<tbody>
<tr>
<td>Blair Paulik (Chair)</td>
<td>Business</td>
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<tr>
<td>Sharon E. Hartzell (Vice Chair)</td>
<td>Government</td>
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<tr>
<td>Bryan Clark (Outgoing Chair)</td>
<td>Government</td>
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<tr>
<td>Ashley Parks (Outgoing Chair)</td>
<td>Government</td>
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<tr>
<td>Tristan Smythe (Early Career Social Planning Subcommittee Chair)</td>
<td>Academia</td>
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<tr>
<td>Meg Harris (Membership Survey Subcommittee Chair and</td>
<td>Government</td>
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<tr>
<td>Membership Committee Liaison)</td>
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<tr>
<td>Mason King (Travel Award Subcommittee Chair)</td>
<td>Academia</td>
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<tr>
<td>Kristin Bridges (Social Media Chair and Development Committee Liaison)</td>
<td>Government</td>
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<tr>
<td>Erin Ussery (Social Media Chair)</td>
<td>Academia</td>
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<tr>
<td>Elizabeth Medlock (Social Media Chair)</td>
<td>Government</td>
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<tr>
<td>Peter Rose (Fundraising Subcommittee Chair)</td>
<td>Business</td>
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<tr>
<td>Austin Gray (Career Development Committee Chair &amp; Liaison)</td>
<td>Academia</td>
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<tr>
<td>Claire Walli (Regional Chapters Committee Liaison)</td>
<td>Academia</td>
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<tr>
<td>Latonya Jackson (Inclusive Diversity Committee Liaison and NASAC Liaison)</td>
<td>Academia</td>
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<tr>
<td>Sara Nason</td>
<td>Academia</td>
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<td>Elizabeth Peterson</td>
<td>Academia</td>
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<td>Jonathan Judy</td>
<td>Academia</td>
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<td>Kelsey Thompson</td>
<td>Academia</td>
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<tr>
<td>Sarah Bowman (SNA BoD Liaison)</td>
<td>Government</td>
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<tr>
<td>Markus Hecker (SNA BoD Liaison)</td>
<td>Academia</td>
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</table>
**Succession Plan**

The ECC is currently chaired by Blair Paulik, with Sharon Hartzell serving as vice chair. At the 2018 SETAC North America annual meeting in Sacramento, chair duties will transition from Blair Paulik to Sharon Hartzell for the following year, with Blair Paulik serving as Outgoing Chair and a new Vice Chair being elected before the meeting. Each year the election of a new Vice Chair will occur, with this individual serving a three year term including one year each as: vice chair, chair, and outgoing chair.

**Long Range Strategic Plan**

Committee/IG nexus to SNA long-range plan (circle which of the four pillars of the LRP is the principal focus of the Committee/IG’s activities in 2018-2019):

1. Enhance Recognition & Advancement
2. Maximize Relevance & Impact
3. Promote Interdisciplinary, Tripartite Problem Solving
4. Expand Member Services & Revenue Streams

The ECC’s principal focus in 2018-2019 will relate to pillars 3 and 4. We will promote interdisciplinary, tripartite problem solving by encouraging the participation of members from diverse sectors of the environmental field by creating avenues for continued involvement by early career members and increasing ability of these members to attend meetings. This will be facilitated through the following projects:

1. Early Career Travel Awards
2. Early Career Social
3. Mentoring Programs

These programs will also help to expand member services (pillar 4) for an underserved group of SETAC members.