MEETINGS COMMITTEE
SETAC North America
14 April 2020

STANDARD OPERATING PROCEDURES

PREAMBLE

The role of the Meetings Committee (MC) is to support and facilitate the planning, development, and implementation of the SETAC North America (SNA) Annual Meeting. Each SNA Annual Meeting provides an opportunity for SETAC members and guests to communicate and interact with colleagues for technical exchange on key issues as well as professional networking. The Annual Meeting is also an effective mechanism for implementing the policies of the SNA Board of Directors (Board), including strengthening our regional chapters, and encouraging emerging scientific ideas. The MC works with the SETAC Office to solicit proposals for SNA Annual Meeting Program Committee Co-Chairs and provides recommendations of Co-Chairs to the SNA Board. In addition, the MC reviews and updates post-Annual Meeting survey questions, analyzes survey responses and summarizes member feedback about the Annual Meeting, and proposes to the SNA Board ideas for Annual Meeting improvement based on member input and strategic planning.

I. COMMITTEE CHARGE

A. The MC shall recommend Program Committee Co-Chairs for the upcoming SNA Annual Meeting to the SNA Board and the SETAC Office.

B. The MC shall analyze and summarize post-Annual meeting survey results and provide written suggestions for improvements to the SNA Board, the SETAC office, and the SNA Annual Meeting Program Committee.

C. The MC shall review and update Annual Meeting survey questions, in coordination with SETAC office staff, to be sure questions are relevant to meeting evaluation and improvement of future Annual Meetings.

D. The MC shall assist the SETAC office in the process of reviewing and selecting SNA Annual Meeting locations.

E. The MC Chair serves as the focal point for communication and will maintain close working relationships with the chairs of the other standing committees, the SNA Board liaison(s) to the MC, and the SNA Executive Director to solicit their views on matters concerning Annual Meetings. Annual Meeting Program Guidelines are contained in an evergreen document maintained by
the SNA Office. In the case of overlapping responsibilities that cannot be resolved by the MC Chair and the Executive Director, the question(s) will be submitted to the SNA Board for resolution.

II. MEMBERSHIP

A. The MC is composed of up to twelve (12) voting members with a goal of balancing representation among academia, business, and government sectors. All MC members must be SETAC members.

- 1 MC Chair
- 1 Incoming MC Chair
- 1 Past MC Chair
- 1 SNA Executive Director
- 1 past SNA Program Committee chair
- 1 student member of SNA
- 1 liaison from the SNA Science Committee
- Up to 5 members at large (non-student SNA members)

B. The members of appropriate committees or designated liaisons (e.g., SNA Science Committee) will serve on the MC as determined by their originating committee(s) and the MC Chair. The SETAC Executive Director (ex officio) is a permanent member of the MC.

C. The MC Incoming Chair will be appointed annually by the SNA President and will serve for a term of three (3) years (Year 1 - Incoming Chair, Year 2 - Chair, Year 3 - Past Chair). The term of these Chair positions will begin at the Annual Meeting in November and will continue, cycling annually in November to the next position, until their three (3)-year term ends.

D. Each year, one of the past Annual Meeting Program Committee Co-chairs will be appointed to this committee by the SNA President for a term of one (1) year beyond the year of his or her meeting. At the end of the one (1) year term, if an at-large position is available, the MC has the option of offering this member an at-large position for an additional two (2) years, for total term of three (3) years on the MC.

E. One (1) SETAC student member will be elected annually by the SETAC North America Student Advisory Council (NASAC) to serve for a term of one (1) year on the MC. The student member will serve from the time of his/her election until replaced by the next, newly elected student member. The term can be renewed for a second year, if agreed upon by the student member, MC chair, and NASAC leadership.

F. The MC will contact an outside SETAC Committee (such as the Science Committee) to request a liaison to serve as a member of the MC for term of
between one (1) and three (3) years, as agreed upon by the MC Chair, the liaison member, and the outside Committee leadership.

G. The remaining members of the MC (members at large) will be appointed to the committee by the MC Chair for a term of three (3) years. Past experience on a Program Committee is not required but is considered to be valuable expertise. The Chair has the option of offering an at-large position, if one is available, to a past Program Committee Co-Chair who is completing his or her one (1)-year term and(or) to a student member who is graduating, for up to two (2) more years, for a total term on the MC of three (3) years. An appropriate number of new members (typically 1-3) will be added each year, while at least one (1) leaves the committee each year.

H. One (1) or two (2) non-voting liaisons to the MC from the SNA Board will be appointed by the SNA President and serve for the duration of their terms on the SNA Board, subject to changes in the liaison term at the discretion of the Board liaison and the SNA President.

I. After each Annual Meeting, the MC will invite the Program Committee Co-Chairs for the next year’s Annual Meeting to designate a member of their Program Committee to be a non-voting liaison to the MC during the coming year. This facilitates rapid communication of ideas from the MC to the current Program Committee.

III. OPERATING PROCEDURES

A. The MC shall relate existing and recommended meeting program activities to the long-range goal of organizing meetings to serve the needs of the membership, the Society, and the community of environmental science practice as a whole. The objectives of the MC are to:

1. Recommend Annual Meeting Program Co-Chairs to the SNA BoD two (2) years in advance of that Annual Meeting so that the Co-Chairs have the opportunity to observe the mechanics of staging a SNA Annual Meeting, interact amongst themselves and with former Annual Meeting Co-Chairs, as well as the SNA Executive Director, and to select the Program Committee at least one year prior to hosting a meeting.

   a. The MC will review proposals submitted by potential Program Committee Chairs and(or) Co-Chairs or will search and identify potential candidates. A document for online submission of Annual Meeting Co-Chair proposals from teams or single individuals is available from the SNA Office and will be updated by the MC as needed. Annual Meeting Co-Chairs and members of the Program Committee do not need to live in the locality of the meeting, but it is extremely useful if at least one Annual Meeting Co-Chair is familiar
with the locality of the meeting.

b. Candidates for Program Committee Chairs also can be identified by soliciting nominations from SNA Board members, the Executive Director, past Program Committee Chairs, and other SETAC members with SNA leadership experience, or by self-nomination. Nominated candidates will be contacted by the MC to ascertain their degree of interest and qualifications, including experience on past Program Committees or in organizing other scientific meetings, history of volunteerism with SETAC, and familiarity with the Annual Meeting city location.

c. The Annual Meeting Program Committee must be led by two (2) or three (3) Co-Chairs. While a Tri-Chair approach is recommended for a given SNA Annual Meeting Program Committee (individuals from each sector of SNA: government, business, and academia), it is also possible to take an official Bi-Chair Program Chair approach complemented by one or more former Annual Program Committee Chair advisors. Such Annual Program Committee Chair advisors can provide input from their experience holding a past Annual Meeting, as well as their institutional knowledge of SNA. An advisory Annual Program Chair role is expected to participate, as requested, in Annual Meeting conference calls, but would not be expected to have more extensive commitments or volunteer at the Annual Meeting.

Prospective Program Chairs must:

i) Have a commitment from their employer that they will have the time and support necessary to chair the SNA Annual Meeting;

ii) Be able to work effectively and on tight deadlines with a diverse group of people; and

iii) Be able to recruit and manage the activities of the Annual Meeting Program Committee.

d. Recommendations will be presented to the SNA Board. If there is more than one ‘team’ of volunteers, then all teams should be presented to the Board along with the MC recommendations.

2. Analyze and summarize results of the post-Annual Meeting Survey

a. The MC Chair will meet with the SNA Annual Meeting Program Committee Co-Chairs after the Annual Meeting or receive a document from the Co-Chairs to discuss the meeting outcomes and any “lessons learned” that could potentially be implemented in future Annual Meetings. Important aspects of these conversations will be addressed in the post-meeting survey or meeting improvement document (part II.A.4).

b. The MC will receive the results of the Annual
Meeting attendee surveys from the SNA Office by 15 January of the year following the Annual Meeting, analyze the feedback from the surveys, and prepare a survey response summary document by 15 March of the same year for submission to the SNA Executive Director and Board. The summary will highlight aspects of the meeting that were, or were not, well received by the attendees.

3. Draft survey questions for the upcoming Annual Meeting, based in part on analysis of the attendee survey responses. This will include identifying survey questions that may no longer be relevant (e.g., regarding aspects of the meeting that may be or have been discontinued) as well as proposing new questions (e.g., regarding newly added aspects of the meeting) and questions specific to the upcoming Annual Meeting.

4. Prepare a written document suggesting ideas for improvement of the Annual Meeting for consideration by the SNA Board, SETAC office, and Program Committee. These can range from changes that could be readily implemented at the upcoming Annual Meeting to innovations that could take a year or more to implement. This document should be delivered by April 15.

5. When requested by the SNA Board or SETAC office, the MC will conduct additional activities in support of SETAC, especially as they relate to Annual Meeting development. Such activities may include conducting additional surveys, researching information about outside scientific meetings, and providing feedback to the SETAC office regarding future SNA Annual Meeting locations.

B. The MC Chair will schedule quarterly conference calls (meetings) of the MC and facilitate conducting of business via email. A face-to-face meeting also may be held at the Annual Meeting in November. A quorum is required to conduct votes on committee business, and votes may be held during MC meetings or by email. A quorum is seven (7) voting members, or more than half of non-vacant voting seats, whichever is lower. Motions will be decided by majority vote.

C. The Chair also will attend (or appoint a MC member to attend) the regularly scheduled SNA Annual Meeting Program Committee conference calls to provide guidance, learn what the Program Committee is experiencing or considers important, and report back to the MC.

D. The MC Chair will appoint liaisons to other Committees as requested by other Committee leadership.

DE. The MC shall carry out its charge in cooperation and communication with the chairpersons of other SETAC committees involved in such activities, the
SNA Office, and the SNA Executive Director and the SNA Board.

**Appendix A: Timeline for Meetings Committee Activities**

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>Annual Meeting</td>
<td>Term starts for MC Chair, Past Chair, Incoming Chair</td>
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<tr>
<td>Annual Meeting</td>
<td>Hold face-to-face MC meeting</td>
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<tr>
<td>Jan 15</td>
<td>Receive results of post-Annual Meeting survey from SETAC office</td>
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<tr>
<td>March 15</td>
<td>Due date for analysis of post-Annual meeting survey results and preparation of draft survey summary report</td>
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<tr>
<td>April 15</td>
<td>Due date for providing post-Annual Meeting survey summary report/ improvements document to the BoD</td>
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<tr>
<td>May 15</td>
<td>Publish request for team proposals to co-chair Annual Meeting (2-yrs in advance)</td>
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<tr>
<td>Aug 1</td>
<td>Due date for receipt of team proposals to co-chair Annual Meetings</td>
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<tr>
<td>Sept 1</td>
<td>MC Chair should request room for face-to-face meeting at Annual Meeting</td>
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<tr>
<td>Sept 15</td>
<td>Due date to for providing Annual Meeting survey questions to SNA Office</td>
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<tr>
<td>Oct 1</td>
<td>Approximate date (exact due date set by SNA President) to submit Annual Report</td>
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<tr>
<td>Oct 15</td>
<td>Target date to recommend PC co-chairs to SNA Board; recommendations must be made prior to the Annual Meeting</td>
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