Early Career Committee (ECC) SOP

I. **CHARGE** - Our mission is to enhance the experience of early career scientists in the SETAC community. We will identify gaps in or lack of knowledge of support/resources available through SETAC and create a community space for early career scientists to network and increase their engagement in SETAC North America (SNA).

II. **GOVERNANCE**

   A. **Oversight** - The SETAC NA Board of Directors has oversight for the committee and, if necessary, will offer guidance to ensure compliance with established policy.

   B. **Rules** - The dissemination of committee deliberations adheres to the SETAC Public Outreach Policy. Any material shared by the committee or posted on the committee webpage should adhere to the SETAC Communities Rules of Conduct, SETAC Logo and Trademark Guidelines, SETAC Social Media Guidelines, and SETAC Privacy Policy. Moreover, all committee members should adhere to the SETAC Code of Ethics. These materials are incorporated into this guidance by reference.

   C. **Budget** – Most activities of this committee do not require a budget. However, when necessary, any fundraising will be coordinated through the SETAC office.

III. **MEMBERSHIP**

   A. **General Membership** - The ECC is open to all members and will consist of those members who self-identify as early career. The Early Career Committee (ECC) will consist of leadership (Chair, Vice-Chair and Outgoing Chair), members at-large, an SNA Board of Directors (BoD) liaison, and the Steering Committee (SC).

   B. **Leadership** - The ECC leadership will consist of a Chair, Vice-Chair, and Outgoing Chair. The incoming Vice-Chair will serve a three-year term, one year in each position (Vice-Chair, Chair, and Outgoing Chair). A new Vice-Chair will be elected each year.

   C. **Steering Committee** - The SC will consist of six to twelve members including ECC leadership (Chair, Vice-Chair, and Outgoing Chair) as well as liaisons to the Membership Committee (MC), Career Development Committee (CDC), the SETAC North America Student Advisory Council (NASAC), and members at-large. Membership of the steering committee will be balanced among the three sectors of SETAC. At least four members of the steering committee should be replaced with new members annually (after committee inception). No SC member should serve for more than three years.

   D. **Liaisons** - Liaisons will be self-nominated or nominated by either the ECC chair or the chairs of the MC, CDC, NASAC, or the SNA BoD. A liaison serves a minimum of a one-year term (with a three year term limit).

IV. **OPERATING PROCEDURES**

   A. **Election of Steering Committee (SC) and liaisons** - Elections for a vacant position will be held as needed, with election of a new Vice-chair scheduled yearly to coincide with the national meeting. The current Vice-Chair will be in charge of soliciting nominations and election logistics.

      i. Candidates qualify if they are qualified as members of the ECC and are an SNA member in good standing. Candidates can be self-nominated or nominated by any ECC member.

      ii. Candidates will write a written statement one month prior to the national meeting (in October) to be distributed to the ECC members at-large.
iii. A vote will be held electronically, beginning two weeks prior to the start date of the SNA national meeting.
iv. Liaison elections will be held each year, alongside the election of the steering committee.
v. For all elections, simple majority (≥50%) of all voting committee members wins, and ties may be broken by a vote among the three Chair positions (Past-chair, Vice-chair, and Chair).

B. Responsibilities/Activities of Leadership, Members, and Liaisons

i. ECC members
   1. Promote and support the goals of the group.
   2. Actively encourage and participate in group discussions on the forum to find needs/wants of the early career demographic.
   3. Participate in conference calls and meetings of the full committee.
   4. Serve as chair or member on subcommittees for new/existing ECC initiatives.

ii. SC members - Additional Guidelines
   1. Review and revise operating guidelines at least once every three years.
   2. Formally survey the early career demographic periodically to identify needs, with some focus on issues identified through the group forum.
   3. Communicate annual progress and activities to SETAC North America (SNA) through an annual report.
   4. Maintain email list and website communication.
   5. Liaisons provide regular updates from their respective committees.
   6. Regular attendance on conference calls/meetings and attendance at the annual meeting of the ECC at the SNA annual meeting.

iii. The ECC Chair is required to:
   1. Provide leadership to the ECC members and disseminate information between the ECC members and the SNA BoD with support from the SNA BoD liaison.
   2. Coordinate conference calls and meeting times.
   3. Prepare an annual report, in conjunction with the SC members, to be submitted to the SNA Board of Directors (BoD) prior to each SNA Annual Meeting.

iv. The ECC Vice Chair is required to:
   1. Participate in ECC meetings and conference calls.
   2. Take meeting minutes during the conference calls.
   3. Seek nominations for open positions and run the ECC election each year.
   4. In the event of the Chair’s temporary absence, the Vice Chair will serve in their stead.
   5. In the event that the Chair resigns, the Vice Chair will serve in that capacity and a new Vice Chair will be elected

v. The ECC Out-Going Chair is required to:
   1. Serve as an advisor to ECC.
2. In the event that the Vice Chair or Chair resign their position, the Out-Going Chair will assist until a replacement is named.

vi. **SNA BoD Liaison** - A current SNA BoD member, appointed by the SNA President, will work in partnership with the ECC Chair to serve as a liaison between the SNA BoD, the ECC, and the early career membership population.

C. **Formation and dissolution of subcommittees** - The establishment of a subcommittee will be enacted by the Chair with voting approval by the Vice Chair and the other members of ECC. Members of ECC may become Chairs of subcommittees within ECC to facilitate the completion of ECC deliverables and other ECC activities. ECC members interested in assuming subcommittee Chair positions may either self-nominate or be nominated by a member of ECC. If multiple nominations are received, a vote will be carried out as in item IV.A above.

V. **COMMUNICATIONS**

A. SC will communicate by email and conference call at least six times per year in addition to the one annual meeting in person at SNA.

B. ECC will communicate via email, group website, and forums, and are invited, but not required, to attend the scheduled conference calls and annual meeting at SNA.

VI. **ACTIVITIES CALENDAR**

A. The following timeline should be used as a general guideline for ECC activities, meeting preparations, and deliverables:

B. **January/February:** Generate ideas for social/networking events for next national meeting; newsletter preparation with review of previous national meeting meeting; discuss topics for periodic member survey

C. **March/April:** When a survey is needed; finalize and conduct survey of ECC members

D. **May:** Reserve meeting and event rooms for the upcoming SNA national meeting

E. **June/July:** Solicit interest for incoming Vice-Chair; begin advertising events at national meeting

F. **September:** Submit annual report to SETAC Office and SNA Board of Directors.

G. **October:** Distribute candidate statements for Vice-chair and any other necessary election.

H. **November:** National meeting and face-to-face ECC meeting; vote for new liaisons and Vice-Chair, voting begins two weeks prior to SNA national meeting

VII. **DELIVERABLES**

A. **Long-term Goal** - The long-term goal of identifying and addressing the needs of the early career members and potential members of SETAC.

B. **Annual Report** - Preparation, review and submittal of annual report (activities of the previous year, tasks initiated and completed, plans for the coming year, membership, succession plan, and finance reports as required). Annual reports should be submitted to the SETAC Office by the end of September and include the previous year’s accomplishments and the next year’s priority goals. This timing builds momentum for a productive face-to-face business meeting in November and affords the SETAC NA Board of Directors and staff time to review reports prior to those face-to-face committee meetings.
C. **Globe Article** - One Globe article per year describing the committee, its activities, and accomplishments (or goals) for the previous or upcoming year.

VII. **GROUND RULES** – The committee should adopt and practice the following ground rules for fair and efficient operations:

A. **Maintain Respect for People**
   - Listen fully
   - Problem solve together
   - Be tolerant of each other’s perspective
   - Respect confidentiality
   - Be mindful of the complexities presented by conference calls
   - Work to be inclusive of the full membership

B. **Conduct organized meetings**
   - Publicize meeting well ahead of time
   - Utilize a written agenda (old business, new business, ongoing business)
   - Publish agenda a week ahead of meeting
   - Start and end meetings on time
   - Come to meetings prepared - review pre-meeting reading materials
   - Stay focused on the topic
   - Publish minutes as soon as possible following meetings
   - Add action items and person responsible in minutes

C. **Operate effectively**
   - Follow the parliamentary procedures for meetings set out in the SETAC NA by-laws
   - Assign champions or project managers to goals and action items
   - Follow-through on meeting action items